



Student Handbook

Academic Year 2010-2012

Revised: 9/2011

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Please note that Cochran School of Nursing reserves the right to make changes to policies and procedures. Students will be given adequate notice of policy and procedure changes that pertain to students. See page 18 for specific details.

ORIENTATION

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

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

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

MERCY COLLEGE AND COCHRAN SCHOOL OF NURSING AFFILIATION

Cochran School of Nursing is affiliated with Mercy College. The affiliation allows Cochran students to complete all Liberal Arts and Science Courses at the Dobbs Ferry Campus of Mercy College while matriculated at Cochran.

To register for required Mercy College courses at the appropriate time, confer with your advisor and the Registrar. In addition to offering courses needed to complete your graduation requirements at Cochran, Mercy has other resources for your consideration:

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

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

MISSION OF THE SCHOOL

The mission of the Cochran School of Nursing is to educate men and women in the art and science of professional nursing. This two-year program is designed to lead to an Associate Degree in Applied Science and to prepare students for licensure as a Registered Professional Nurse (RN).

The faculty assumes the responsibility to provide an educational foundation that supports the health needs of the multicultural community in which the graduate will serve. Focusing largely on the nursing process, the faculty facilitates student achievement of the program objectives and assists them to function in the current health care delivery system.

Inherent in the teaching methods are the educational processes that enable the graduate to think critically in providing patient/family focused nursing care. There is emphasis on developing individual goals for personal growth, professional involvement, and participation in life long learning.

PHILOSOPHY

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

Nursing

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

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

Nursing Education

The nursing faculty believes that education is a process that facilitates change in behavior and achievement of specific goals. The nursing curriculum includes a general education foundation, nursing theory, and nursing practice. Nursing education involves a dynamic relationship between faculty and student. Faculty facilitates the learning process, encourages individual initiative, critical thinking, and reflection.

Students as adult learners have a variety of learning styles, and unique needs. The faculty utilizes a variety of teaching methods and is committed to technological innovations in education and nursing practice. Responsibility for learning rests with the student and emphasis is placed on

active student participation in the classroom, laboratory, clinical setting, and independent and group activities. The nursing curriculum progresses from basic concepts to those of increasing complexity.

Associate Degree Nursing Practice

The Associate Degree graduate is prepared to practice in diverse health care settings, based on their level of educational preparation, and scope of nursing practice as stated in the Nurse Practice Act.

The scope of ADN practice involves the roles of “provider of care”, “manager of care”, and “member of the discipline” of nursing.

Provider of Care – The Associate Degree graduate utilizes the nursing process to provide individualized care to patients across the life cycle.

Manager of Care – The Associate Degree graduate coordinates patient care, collaborates with the health care team, and delegates aspects of patient care as appropriate.

Members of the Discipline – the Associate Degree graduate practices within the ethical, legal framework of nursing, and is accountable for nursing practice. The Associate Degree nurse will assume responsibility for professional development through continued learning and participation in professional organizations.

Inherent in these roles are eight core competencies of nursing practice; professional behaviors, communication, nursing process, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. Associate Degree graduates are responsible for achievement of the core competencies for professional nursing practice.

ORGANIZING FRAMEWORK

The organizing framework of Cochran School of Nursing has been developed from the philosophy statement and provides the foundation for development of the curriculum. The framework integrates Jean Watson’s Theory of Caring which assists the student to develop a meaningful philosophical base for the practice of nursing and considers caring as the core of nursing. The curriculum incorporates Jean Watson’s theory of caring, the nursing process, and the Core Competencies of ADN practice.

According to Watson, the goal of nursing is to facilitate the individual’s gaining a higher degree of harmony with body, mind and soul. This goal is attained through the human to human caring process and caring transactions. Major assumptions are: 1) the practice of caring is essential to nursing. 2) the practice of caring integrates biophysical knowledge with knowledge of human behavior to generate or promote health and to provide ministrations to those who are ill. 3) effective caring promotes wellness in the individual, family and community 4) a caring environment offers the development of potential, while allowing the person to choose the best action for him/her self at any given time.

Self-care is a protective professional skill and each individual is encouraged to reflect upon their caring practice and contribute to the meaningfulness of professional life.

Nursing is directed toward understanding the interrelationships between health, illness, and human behavior. Nursing is concerned with restoring and maintaining health, preventing illness, and providing end of life care.

The nursing process is a systematic problem solving approach that guides nursing practice. Nurses use the nursing process as a problem solving method in all settings with clients of all ages to identify and treat human responses to actual or potential health problems.

The nursing process consists of six interrelated steps: Assessment, Diagnosis, Outcome Identification, Planning, Implementation, and Evaluation.

Core Components

Professional Behavior – Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The graduate of an associate degree nursing program adheres to standards of professional practice, is accountable for her/his own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development. (NLN, 2000)

Communication – Communication in nursing is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Those who may be included in this process are the nurse, client, care partners, other members of the health care team, and community agencies. Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship. Therapeutic communication is an interactive verbal and non-verbal process between the nurse and client that assists the client to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills (NLN, 2000).

Assessment – Assessment is the collection, analysis, and synthesis of relevant data for the purpose of appraising the client's health status. Comprehensive assessment provides a holistic view of the client, which includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the orderly collection of information from multiple sources to establish a foundation for provision of nursing care, and includes identification of available resources to meet client needs. Initial assessment provides a baseline for future comparisons that can be made in order to individualize client care. Ongoing assessment and reassessment are required to meet the client's changing needs. (NLN, 2000).

Clinical Decision Making – Clinical decision-making encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate clinical judgments. Effective clinical decision-making results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the client and support person(s) toward positive outcomes. Evidence based practice and the use of critical thinking provide the foundation for appropriate clinical decision making. (NLN, 2000).

Caring Interventions – Caring interventions are those nursing behaviors and actions that assist clients in meeting their needs. These interventions are based on a knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and past nursing

experiences. (Caring is the “being with” and “doing for” that assists clients to achieve the desired results.) Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust, where client choices related to cultural values, beliefs, and lifestyle are respected (NLN, 2000).

Teaching and Learning – Teaching and learning processes are used to promote and maintain health and reduce risks, and are implemented in collaboration with the client, significant support person(s), and other members of the healthcare team. Teaching encompasses the provision of health education to promote and facilitate informed decision-making, achieve positive outcomes, and support self-care activities. Integral components of the teaching process include: the assessment of the level of readiness to learn, prior knowledge and how a client learns best, transmission of information, evaluation of the response to teaching, and modification of teaching based on identified responses. Learning involves the assimilation of information to expand knowledge base, which results in behavior change (NLN, 2000).

Collaboration – Collaboration is the shared planning, decision-making, problem solving, goal setting, and assumption of responsibilities by those who work together cooperatively, with open professional communication. Collaboration occurs with the client, significant support person(s), peers, other members of the health care team, and community agencies. The nurse participates in the team approach to holistic, client-centered care across healthcare setting. The nurse functions as advocate, liaison, coordinator, and colleague as participants who work together to meet client needs and move the client towards positive outcomes. Collaboration requires consideration of client needs, priorities and preferences, available resources and services, shared accountability, and mutual respect (NLN, 2000).

Managing Care – Managing care is the efficient, effective use of human, physical, financial, and technological resources to meet client needs and support organizational outcomes. Effective management is accomplished through the processes of planning, organizing, directing, and controlling resources. The nurse, in collaboration with the healthcare team, uses these processes to assist the client to move toward positive outcomes in a cost efficient manner to transition within and across healthcare settings, and to access resources (NLN, 2000).

The Associate Degree nurse is prepared to provide client care using established protocol. As a contributing member of the nursing profession, the health care team, and society, the nurse assumes accountability for ethical practice and lifelong learning. At the university level, the associate degree nurse may progress educationally to attain a bachelor’s degree, a master’s degree, and a doctoral degree in nursing. As education continues, the role is expanded to include research, management, public health and the education of others in nursing science.

References

American Nurses Association. (1991). *Standards of clinical nursing practice*. Maryland: ANA

NLNCADP (2000). *Educational Competencies for Graduates of Associate Degree Nursing Programs*. New York: NLN.

Sitzman, K. (2002). Interbeing and Mindfulness; Abridge to Understanding the Theory of Human Caring, *Nursing Education Perspectives*, 23. 118-123.

Watson, J. (1998). Philosophy and science of caring. In Toomey & Alligood (Eds.), *Nursing theorists and their work*. (Ch. 12) St Louis: Mosby.

STUDENT LEARNING OUTCOMES

1. Practice within the ethical, legal and regulatory framework of nursing and standards of nursing practice.
2. Demonstrate caring behaviors toward the patient, significant support persons and members of the health care team
3. Demonstrate accountability for nursing care given by self and or delegated to others.
4. Utilize therapeutic communication skills in professional relationships.
5. Utilize the nursing process to provide individualized nursing care in diverse settings.
6. Utilize critical thinking to make clinical judgments and management decisions to provide safe, appropriate and individualized care.
7. Develop individualized teaching plans based on assessed patient needs.
8. Collaborate with the patient, support persons, as well as members of the healthcare team to assist the patient to achieve optimal outcomes.
9. Develop personal goals for professional development and participate in lifelong learning.

LEVELS OF CURRICULUM PROGRESSION

The Cochran School of Nursing's curriculum is organized into three levels incorporating Watson's theory of caring. The curriculum provides for progressive development of the learner through the application and integration of knowledge, skills and critical thinking. There is a logical progression from simple to complex. The courses objectives within the three levels identify the content and learning activities associated with student growth.

Level I consists of two courses which pertain to the introduction of nursing history and the professional practice of basic nursing concepts. Level II focuses on the general medical surgical practice with the development of increased competencies. Level III focuses on specialty courses that expand the student's professional knowledge base and patient care management.

Level I:

Level I is comprised of two courses which focus on basic skills and knowledge needed for all nursing practice. The first two courses are offered during the first clinical semester of the freshman year and include NUR 100 and NUR 101. Nursing Math Dosage and Calculation explore nursing medication administration and math concepts and formulas. In Nursing Basics (NUR 101) the focus is on the nursing process and acquisition of psychomotor skills. Students have experiences in the clinical laboratory and nursing home setting to develop an increased awareness of the home care needs of aging population.

Level II:

Level II consists of one course- Medical and Surgical Nursing I (NUR 102). This course introduces students to major concepts, which addressing the medical/surgical needs of the adult and aging populations. In Medical/Surgical I, students begin the exploration of major alterations in health with emphasis placed on selected systems. Clinical practice occurs in the acute care setting and relates to the disease process and health maintenance of the individual.

Level III:

Level III comprises five courses which are taken during senior year of study. This level focuses on the individual within the context of the family and community. Nursing courses 201-204 can be taken in any semester of senior year. Power Bases and Trends (NUR 205) course is the capstone course with the clinical component occurring after completion of all senior course work. These courses reflect analysis and synthesis of acquired knowledge and implementation. Objectives focus on growth, change and increased responsibilities that support autonomy, accountability and collaboration with health care team.

In Maternity Nursing (NUR 201) major nursing concepts are presented which address the needs of the childbearing family. Clinical practice is provided in hospitals and primary care settings that reflect the content areas.

Nursing of Children (NUR 202) emphasizes the application of the nursing process in family centered care of children from infancy through adolescence. Students are placed in hospitals and community settings, such as schools and clinics.

Advanced Medical-Surgical Nursing (NUR 203) allows students to build on previous integrated knowledge and manage an increased level of complexity for the acutely ill patient. Varied acute care and community environments are used.

Psychiatric Nursing (NUR 204) addresses concepts that focus on behavioral health issues. Clinical experiences are arranged in hospitals and community settings.

Power Bases and Trends (NUR205) identifies nursing responsibility for leadership within nursing and healthcare delivery systems. Social, political, legal, ethical, economic and cultural influences on health care are explored. The clinical component allows students to apply previous learning, integrate knowledge and initiate a plan for continued growth. This clinical component occurs in a variety of settings after the completion of the student's final semester.

These levels of curriculum progression allow the student to achieve program objectives and outcomes.

PROGRAM OUTCOMES

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

**2010 – 2012
Day Schedule
CURRICULUM PLAN**

PRE-CLINICAL NURSING COURSES	CREDITS
*BIOL 257 Applied Microbiology with Lab	4
*BIOL 130 Human Anatomy & Physiology with Lab	4
*BIOL 131 Human Anatomy & Physiology with Lab	4
TOTAL	12
<u>NURSING COURSES</u>	
FIRST YEAR FIRST SEMESTER	
NUR 100 Math Dosage & Calculation for Nursing	1
NUR 101 Nursing Basics	7.5
PSYN 101 Introduction to Psychology	3
TOTAL	11.5
FIRST YEAR SECOND SEMESTER	
NUR 102 Medical/Surgical Nursing	8.5
*BIOL 117 Nutrition	3
PSYN 233 Developmental Psychology (Life Span)	3
TOTAL	14.5
SECOND YEAR FIRST SEMESTER	
NUR 201 Maternity Nursing	4.5
NUR 202 Nursing of Children	5
SOCL 101 Introduction to Sociology	3
ENGL 109 English Fundamentals of Exposition	3
TOTAL	15.5
SECOND YEAR SECOND SEMESTER	
NUR 203 Advanced Medical/Surgical Nursing	7
NUR 204 Psychiatric Nursing	5
NUR 205 Power Bases/Trends in Nursing	2
ENGL 110 English Elements of Exposition	3
TOTAL	17
TOTAL NURSING CREDITS	40.5
TOTAL LIBERAL ARTS CREDITS	30
TOTAL CREDITS REQUIRED FOR AAS in NURSING	70.5

***These courses must be taken within the past 5 years of admission**

2010 – 2012
Evening Schedule
CURRICULUM PLAN-EVENING PROGRAM

PRE-CLINICAL NURSING COURSES	CREDITS
*BIOL 257 Applied Microbiology with Lab	4
*BIOL 130 Human Anatomy & Physiology with Lab	4
*BIOL 131 Human Anatomy & Physiology with Lab	4
*BIOL 117 Nutrition	3
TOTAL	15
ENGL 109 English Fundamentals of Exposition	3
ENGL 110 English Elements of Exposition	3
PSYN 101 Introduction to Psychology	3
PSYN 233 Developmental Psychology (Life Span)	3
SOCL 101 Introduction to Sociology	3
TOTAL	15
<u>NURSING COURSES</u>	
FIRST YEAR FIRST SEMESTER	
NUR 100 Math Dosage & Calculation for Nursing	1
NUR 101 Nursing Basics	7.5
TOTAL	8.5
FIRST YEAR SECOND SEMESTER	
NUR 102 Medical/Surgical Nursing	8.5
TOTAL	8.5
SECOND YEAR FIRST SEMESTER	
NUR 201 Maternity Nursing	4.5
NUR 202 Nursing of Children	5
TOTAL	9.5
SECOND YEAR SECOND SEMESTER	
NUR 203 Advanced Medical/Surgical Nursing	7
NUR 204 Psychiatric Nursing	5
NUR 205 Power Bases/Trends in Nursing	2
TOTAL	14
TOTAL NURSING CREDITS	40.5
TOTAL LIBERAL ARTS CREDITS	30
TOTAL CREDITS REQUIRED FOR AAS in NURSING	70.5

*These courses must be taken within the past 5 years of admission

**COCHRAN SCHOOL OF NURSING
2010 – 2012 TUITION & COSTS**

			8.5 CR	8.5 CR
FIRST YEAR				
	FALL	SPRING		
Tuition Cost \$563/credit	\$4,785	\$4,785		
General School Fees (Library and Lab)	549	549		
Student Org. Fee	60	60		
ATI Testing	375	N/A		
NSNA Membership (2 yrs)	65	N/A		
E-Mail Usage	18	N/A		
Out-of-Pocket Expenses (uniforms, books, etc.)	\$450	\$450		
Subtotal:	\$6,302	\$5,844		
TOTAL: \$12,146				

			9.5 CR	15 CR
SECOND YEAR				
	FALL	SPRING		
Tuition Cost \$619/credit	\$5,881	\$9,285		
General School Fees (Library and Lab)	604	604		
Student Org. Fee	60	60		
ATI Tutorial Fee	N/A	250		
Graduation Fee	N/A	150		
Out-of-Pocket Expenses (uniforms, books, etc.)	\$200	\$200		
Subtotal:	\$6,745	\$10,549		
TOTAL: \$17,294				

1. Total Cochran School of Nursing tuition is \$29,440.
2. The average financial aid package is \$21,000.
3. The average out-of-pocket cost is \$8,440.

CR = Credits
Tuition & Fees subject to change.

Rev. 10/10

NON-DISCRIMINATION

The Cochran School of Nursing prides itself on the diversity of its student body. The Cochran School of Nursing has a nondiscrimination policy and promotes equal opportunities. Candidates for admission are considered without discrimination on the basis of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, or disability. Accordingly, equal access to educational programs, student resources, employment opportunities and all other nursing school activities is extended to all persons. Students requesting information concerning complaints about possible discrimination are encouraged to write to the V.P./ Dean and to the Chairman of the Evaluation and Retention Committee.

STUDENT NOTIFICATION OF POLICY OR PROCEDURE CHANGE

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

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

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

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

DEAN'S RECOGNITION BOARD

PURPOSE: The purpose of the “Dean’s Recognition Board,” is to honor students who excel in service to the school, the community, and in patient care. The excellence could be in one of three categories:

1) Clinical Practice – students who, in their clinical work, demonstrate teamwork, professionalism, patient advocacy, provide peer support, caring relationships, and inquisitiveness by seeking additional learning opportunities.

2) Community Volunteerism – students who contribute to the needy in communities or institutions; participate in community service such as clothing or food drives, community improvement projects, care of older adults or children, significant participation in church and community agency activities, and expand recognition of the role of the nurse in the community.

3) Student Leadership – Students, who serve as an officer in student organizations, or on school committees, take a leadership role or volunteer for student/school related activities such as working on the yearbook, and the newsletter, volunteer time to tutor/help other students in need of peer support.

Procedure:

The nomination process for the “Dean’s Recognition Board” is as follows:

- Students may self-nominate or be nominated by other students to one of the above categories. Students must complete a Dean’s Recognition Board application, to include a short narrative to be attached to the application which supports the nomination.
- Nomination applications are available in a file container on the wall next to the Dean’s Board on the S-1 level, and subsequently placed in the Dean’s Recognition Deposit Box located on the same wall over the file container.
- The Dean’s Recognition Board Panel consisting of 5 students, 3 administrative and 2 faculty members will meet to review and select one student in each of the categories who is thought to best demonstrate the above criteria.
- Names and pictures of students who are selected will be posted on the Dean’s Board, along with a brief summary of their achievements.

SECTION II: SCHOOL POLICIES AND CLINICAL AGENCY REQUIREMENTS

ACADEMIC HONESTY (CURRICULUM POLICY 1)

I. ACADEMIC HONESTY

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

- A. The most common form of academic dishonesty is plagiarism. To plagiarize, according to Webster's New World Dictionary of the American Language (1984), is "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Reproducing someone's work without quotation marks or appropriate citation is plagiarism.
- B. The highest standards of academic honesty must guide the students in their preparation of all assignments and writing of all examinations. The following rules will apply in all cases:
 1. Each student's work shall be the result of the student's own effort.
 2. Each student shall cite appropriately the ideas and work of others when it is incorporated into the writing of papers.
 3. Each student will follow the directions of the instructor with regard to permissible materials in a room at the time of examinations.
 4. No student shall give or receive any assistance whatsoever or communicate in any way with another student during an examination.
 5. No student shall attempt to obtain or disseminate the content of an examination prior to or after distribution by the instructor.
 6. No student may submit the same work to more than one instructor without the prior approval of the instructor involved.
 7. No student shall act in a way that endangers the academic integrity of the School.
 8. Any student who has information about or observes any form of academic dishonesty is expected to bring the information forth to the Dean or faculty member of choice.
- C. If a faculty member has evidence that a student/s has engaged in some form of academic dishonesty the following will apply:
 1. The student/s will be confronted in a prompt manner by the faculty identifying the observed specific dishonest behavior. The conference and recommended action to be taken by the faculty member will be documented and forwarded to the Admission and Progression Committee (APC) and the Dean. If the observed actions are upheld as cheating once the evidence has been reviewed,

the student/s may be given a failing grade for the work in question and possibly for the entire course.

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

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

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

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

F A student who has been exonerated of allegations of violation of the Academic Honesty Policy will have clinical make up fees waived for missed clinicals due to suspension of services during the investigation. Students are required to make up any missed exams and clinicals that occurred during the time of suspension.

ATTENDANCE (CURRICULUM POLICY 2)

I. ATTENDANCE

1. Regular and prompt attendance at all classes, labs and clinical practice sites is required. Lateness is defined as greater than 15 minutes after the class begins. Attendance is recorded each theory session and clinical experience to confirm presence and assure accuracy in implementing this policy. Attendance records are maintained by the classroom and clinical instructor in the electronic registration system.
2. Students are responsible for missed class material.
3. More than one absence from theory class may indicate lack of commitment to the program.
4. Clinical absences are a serious matter.
 - a. Students are required to attend all clinical experiences.

- b. A missed clinical day could result in an Unsatisfactory for that day.
 - c. A clinical absence may result in an incomplete or failure of the clinical component of the course.
 - d. The clinical instructor will determine the passing status of the student with any clinical absence.
5. A student may be dismissed from the program if the absence or lateness makes it impossible for the student to meet the clinical or theoretical objectives of the course.
6. Failure of the clinical component of the course is failure of the course.

GRADING AND EVALUATION SYSTEM (CURRICULUM POLICY 3)

I. GRADING SYSTEM

A. **Rating Scale:**

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

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

B. **Other Grades:**

- Ex** Exempt. This grade is given to a student who receives credit for the course by meeting criteria established in the Admissions Policy.
- Inc** Incomplete. This grade may be given if, for reasons acceptable to the instructor the student is passing the course and is unable to fulfill the course requirements within the time scheduled for the course. The student must satisfactorily complete the requirements within 3 weeks of the last day of the course or the course grade will automatically become F. An extension of this time frame is subject to approval by the Dean.
- W** Withdrawal. This grade is distinguished as follows:
1. Withdrawal Passing (WP) - the grade given to students who withdraw by the withdrawal date with a grade of 80 or better in theory and a “Satisfactory” grade in clinical.
 2. Withdrawal Failure (WF) - the grade given to students who withdraw by the withdrawal date with a grade below 80 in theory or an “Unsatisfactory “ grade in clinical.
 - a. Students with a WF repeating the same course must pass the course on the second attempt. Students with a WF who do not pass the course on the second attempt will be dismissed permanently from Cochran.

- b. Students with a WF are limited to a total of 3 such designations for the entire nursing program at Cochran. A fourth WF designation will result in permanent dismissal from Cochran.

P/F P= Pass, F= Fail

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

C. Computational Value of Other Grades

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

D. Passing Grades

1. At CSN, B- is the lowest passing grade.
2. A student must maintain a 2.7 cumulative average.
3. A one credit course entitled Math Dosage Calculation for Nursing (NUR 100) is required for all new entering students effective fall, 2007. Students must pass the NUR 100 course in order to progress to Medical/Surgical Nursing 102. The passing grade for NUR 100 is 90. Students who do not pass the course may repeat it once. Consistent with the school policy on course failures, (C-1; IV Evaluation, 5. and 6.) failure to pass the Math Dosage Calculation for Nursing Course after two attempts will result in permanent dismissal from Cochran.
4. Graduates from an approved School of Practical Nursing who are licensed to practice in New York State and who meet the regular admission criteria may be exempt from Nursing 101 (Nursing Basics) pending successful demonstration of competence in the math dosage and calculation exam. The LPN applicant will have one opportunity to pass the Math Dosage and Calculation (NUR 100)final exam. If the LPN applicant does not pass the math exam she or he will be required to enroll in and pass the Math Dosage and Calculation for Nursing (NUR 100) Course.

E. Use of Calculators

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

F. Missed Examinations / Course Work

1. When a student misses a scheduled exam, ten (10) points will be subtracted from the achieved grade. Exemptions to the 10 point reduction rule are provided under the following circumstances:

- (1) documented death or funeral arrangements of an immediate family member (parent, sibling, spouse, child, grand parent); (2) documented hospitalization of the student; and (3) documented court appearance. If a student must miss an examination for a reason other than those stated above, the student may request to take the examination prior to the scheduled date without penalty. Arrival after any student in the class has completed an exam, constitutes missing the exam. There will not be an extension of time for students arriving late. No one will be allowed to take a computerized exam if they arrive after the instructions for that exam have been given.
2. Students who are on “financial hold” will be able to attend class and participate in all course activities. They will be allowed to take quizzes and examinations that occur as scheduled. These students will not have access to any grades they achieve from the various testing that occurs until the financial hold is removed. (See Policy S – 6.) If a “financial hold” is still in place at the end of the semester, the student will receive an “Incomplete” for the course, as per Policy C – 3, B. The “Incomplete” becomes a failure after 3 weeks of the last day of the course if the student does not pay their outstanding tuition balance within that timeframe.
 3. It is at the discretion of the instructor to determine the penalty for the lateness of other graded assignments.

G. Computation of Course Grade

1. The weight for each course requirement is determined by the course faculty and published in the course overview approved by the Curriculum Committee and the VP/Dean. Students are informed of the weight of the course requirements at the beginning of each course. This information is included in the orientation packet given to each student.
2. Clinical Achievement - Directions for clinical assignments and experiences are included in each course and given to each student. A final grade of satisfactory must be obtained to pass the course.

H. Rounding

1. Rounding to the nearest whole number is allowed for the final course grade only. Grading on any quiz, unit exam, and student presentations is not rounded. Whole number rounding criteria is as follows: any number with a tenth decimal place $<.5$ is rounded down to the next nearest whole number; any number with a tenth decimal place $.5$ or $>.5$ is rounded up to the next nearest whole number.

I. Semester Average and Cumulative Average:

1. See “Policy on Grade Point Averages “Policy C-7”.
2. The course instructor records the course grades in the course grade book that is the official repository for the recording of grades.
3. Grading is the responsibility of the instructor of record.
4. If the student notes a discrepancy with a grade, the discrepancy must be reported to the course instructor as soon as possible.

J. Standardized Tests:

Proctored standardized testing is utilized to determine the learner’s mastery of course content. See Policy C-8.

II. EVALUATION

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

1. A student is considered to be in good academic standing when they have a GPA of 2.7 (B-) or better.
2. Students must pass every required course, achieve a satisfactory clinical grade in each clinical and theory nursing course and maintain a minimal GPA of 2.7 (B-).
3. An unsatisfactory clinical or theory grade in a nursing course results in an automatic failure of the course, which will be recorded as an F.
4. Students may appeal a grade in writing to the Dean and to the Chairman of the Admission and Progression Committee (APC). See Grievance Procedure, Policy S – 5.
5. The student can be allowed to repeat a failed nursing course once.
6. A second failure in any nursing course will result in permanent dismissal from the school.
7. The student must achieve a grade of B- or better in any repeated course plus a satisfactory clinical grade if there is a clinical component.

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

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

1. A student is at risk for failing with a score of 79% or less on an exam
2. A student is at risk for failing with a mid-term average of 79% or less
3. Attendance issues and repeated tardiness.
4. Failure to meet or fulfill expectations of a learning contract
5. Specific remediation and implementation of a learning contract (See S-4A for learning contract and S-4B for Theory and/or Clinical Remediation Sheet). The learning contract may include:
 - Further study of material
 - Additional assignments
 - Referral to library resources
 - Computer assisted instruction
 - Other learning activity as deemed by the instructor.

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

1. A student is placed on academic probation when his or her GPA in Nursing Courses falls below the standard achievement of 2.7.
2. A student placed on academic probation will be given one semester (when a course seat is available) to improve their GPA to a 2.7 .
3. In order to assist in improving their GPA, the following actions are available to be taken by the student:
 - a. Meet with the course instructor and the academic advisor to assess progress and determine if additional tutoring or study skills are needed.
 - i. The role of the course instructor is to counsel on learning needs

- within the course, assess abilities, and guide the student to additional resources.
- ii. The role of the academic advisor is a support to the course instructor but it is the course instructor's counsel that prevails.
- b. Seek academic support services by meeting with the advisor who will assist the student in making connections with support services. (online academic tutorials provided by Cochran; resource services at affiliating agencies, study skills workshops, and/or available tutoring opportunities.)
- 4. Dismissal from the program will occur if the student is unable to achieve a GPA of 2.7 or higher in the subsequent semester.

D. Graduation

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

E. Certification For NCLEX

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

F. Withdrawal

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

G. Drop/Add

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

H. Auditing Courses

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

I. Dismissal

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

Grounds for Dismissal:

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

- a. Incomplete preparation for the clinical assignment.
- b. The requirement of a disproportionate amount of instructor time due to insufficient preparation, failure to master basic nursing skills, or inability to apply theory to practice.

- c. Student behavior is inappropriate and may suggest: impairment of judgment and or cognition, extreme emotional distress, the use of alcohol, or other substance abuse.
- d. The clinical instructor assesses the student's performance to be unprofessional or unsafe.
- e. The nursing staff of the agency determines that the student is unsafe or unprofessional.
- f. Absences or lateness that make it impossible for the student to meet the course objectives (See Attendance Policy C – 2).

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

- Failure to meet academic and/or clinical standards.
- Health problems that interfere with attainment of program goals and that cannot be resolved.
- Drug and/or alcohol abuse.
- Behavior that is contrary to the ethical code of the nursing profession.

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

CLINICAL PRACTICE AND ACHIEVEMENT (CURRICULUM POLICY 4)

I. CLINICAL PRACTICE AND ACHIEVEMENT

A. Schedule

1. Day classes are generally scheduled between 8 a.m. and 4 p.m. Clinical practice may begin as early as 7:00 a.m. Evening classes are generally scheduled between 5:30 p.m. and 11:30 p.m. The schedule may include Saturday daytime theory and two evening clinicals from 5:30 p.m. – 11:30 p.m. Fast Track classes are scheduled to provide the same hours of theory and clinical learning experience as fall and spring semesters but the span of time for the Fast Track Program is condensed. Time changes for classes and learning assignments are made with advance planning and notification by the instructor.

B. Clinical Practice

1. Clinical experiences are arranged by CSN through contractual agreements with the agencies that are committed to nursing education. CSN does not pay the agencies nor do the agencies pay CSN. CSN must abide by the rules and regulations of the agency. Therefore, agency policies and accepted professional standards of conduct for nurses must be followed.
2. Students may care for patients under the supervision of an instructor only when the student is adequately prepared for the experience. The preparation ensures that the student understands the assigned material and can implement safe and effective care. Failure to prepare for clinical as directed may result in a dismissal from the clinical day and is considered a clinical absence.
3. Repeated episodes of lack of preparation for clinical practice may result in course failure and must be documented by the instructor.

4. If a student is dismissed from clinical for any reason, the rationale must be documented and the student's performance will be reviewed and officially noted first by the instructor. If further action is needed, referral will then be made to the Assistant Dean who will make a second review with comments or recommend any further action to the Admission and Progression Committee and to the Dean if necessary.
5. In clinical courses where medications are administered, students must give medications under the supervision of CSN faculty. Staff nurses may not supervise students with medication administration.
6. If a student determines that they will absent from clinical, the clinical instructor must be notified by phone one hour prior to the start of the clinical experience. Proper and timely notification of the school and the clinical instructor of any clinical absence is a professional expectation and covered in the clinical orientation, in this policy, and in Policy S-5.

COURSE PERFORMANCE EXPECTATIONS

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

ACADEMIC HONESTY: EXAM PROCTORING GUIDELINES

Goal: To maintain the highest standard of academic honesty while implementing the Academic Honesty policy

Objective:

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

Implementation:

1. Random seat assignment by the exam proctor may include:
 - a. arranged one behind each other
 - b. students seated in every other row
 - c. Computerized examinations must have the privacy screen in place.
2. All exam materials are to be kept directly in front of the student
 - a. the exam and answer key are not to be moved to the side of the desk
 - b. the exam is single sided and each page is to be turned upon itself when completed
3. Materials at the student desk are pencils with attached erasers and school calculators. All other student materials, including cell phones, are to be left in an area designated by the exam proctor.
4. Food and drink are not permitted in the classroom during the examination.
5. Bathroom use is permitted before the start of the exam only.
6. Hats or other visual blocking garments are not to be worn during the exam.
7. Frequent rounds by the proctor are to be expected by the students.
8. Any adjustments in room temperature must be made prior to the start of the exam.
9. Talking or asking questions is not permitted after the exams have been distributed. A student may raise a hand to clarify any typographical errors.
10. Answers are to be written on the answer key only.
 - a. assistive notations may be made on the exam original
 - b. all exam originals and answer keys will be collected
11. Students must exit the room immediately after turning in the examination materials.

Outcome:

Reporting suspected violations of academic honesty during examinations:

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

Student Exam Honor Statement

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

Student signature pledging academic integrity:

Print Name: _____

Date: _____ Course: _____

FAST TRACK

- A. The Fast Track Program is designed for students who wish to complete the Cochran School of Nursing Program in less than 2 years and have met the academic requirements.

Structure of Fast Track:

1. Daytime hours only.
2. Composed of 90 clinical hours and 60 theory hours per course that will be offered in a compressed schedule one course at a time.
3. Preference will be given to students requesting two courses.

- B. Students must:

1. Complete all pre-requisites by the first day of spring registration.
2. Have a current and overall CSN GPA of B or better by the first day of spring registration.
3. Have no history of previously failed nursing courses.
4. Submit a letter of intent to the Fast Track administrator.

Note: Med-Surg. 102 students who meet the above requirements can apply for Fast Track.

Acceptance is limited by the number of placements available and based on the highest ranking CSN GPA.

- B. Fast Track Students with a “W” or “F” in the first summer Fast Track course must return to the regular program and cannot take the 2nd summer Fast Track course.

GRADE POINT AVERAGE AND CLASS RANK (CURRICULUM POLICY C-3)

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

I. Definitions

- A. The Grade Point Average is the sum of the quality points earned divided by the number of nursing credits completed by the student in a given semester. The GPA is calculated at the end of each semester and is cumulative for all completed semesters.
- B. Quality points are based on course credit for theory and clinical performance. If a student fails the clinical component of a clinical course, they fail the course. An F grade has a 0 quality point value and is calculated into a semester average. When a course is successfully repeated, the 0 quality point is removed from the cumulative grade point average, the F grade remains on the transcript with a line through it and an “R” (for repeated) next to the lined out F.
- C. All nursing courses are part of the Cochran School of Nursing curriculum. Non-nursing courses are taught to matriculated students at any accredited college of their choice.

Matriculated status refers to enrollment in the Cochran School of Nursing to earn the Associate in Applied Science degree with a major in nursing. The lowest possible passing grade at the Cochran School of Nursing is a B-.

- D. Students must maintain a minimum of 2.7 cumulative GPA in all nursing courses taken while enrolled in order to be in good academic standing. If the GPA falls below 2.7 the student is placed on academic probation
- E. A minimum GPA of 2.7 in all nursing courses must be earned by the end of first year in order to progress into the second year. Students who maintain a semester average of 3.5 – 3.59 GPA are placed on the Honor Roll, 3.6 – 3.79 GPA on the High Honor Roll and 3.8 – 4.0 GPA on the Highest Honor Roll. This will be noted on the transcript each semester. Cumulative GPA's that are indicative of these performance levels will be indicated on the diploma and announced at graduation.

II. Cumulative Grade Point Average Calculation

- A. The cumulative grade point average is calculated by dividing the total amount of quality points earned per credit hour by the total amount of credit hours attempted. (See Policy C1 - C for conversion of numeric grades to quality points)

Example of GPA Calculation

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

Grade Quality Points x #of credit hours = total quality points

$$B - = \quad 2.7 \quad \times \quad 9 \quad = 24.3$$

$$A = \quad 4.0 \quad \times \quad 6 \quad = 24$$

$$\hline 15 \quad 48.3$$

$$\frac{48.3 \text{ total quality points}}{15 \text{ total credit hours}} = \mathbf{3.22 \text{ Cumulative GPA}}$$

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

<p style="text-align: center;">STANDARDIZED TESTS AND COURSE EXAMINATIONS (CURRICULUM POLICY 10)</p>

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

1. General Testing Program

- a. The course instructor informs the students of the course requirements and the weight of course components. This information, written in the course overview, is presented to the students in the orientation packet for each nursing course at the beginning of the semester.
- b. The weights of individual course examinations within each course, including the standardized tests, are determined by the course faculty.
- c. Course examinations are expected to be graded within a week of the exam.
- d. After grading the course examinations, an item analysis of the examination is completed and used for question evaluation.
- e. Course examinations are generally 40 – 75 questions and 75 – 125 questions in length for final exams. The time allotted is approximately one (1) minute per question the use of calculators is permitted per Academic Policy C-3. There is no sharing of calculators during any exam.
- f. Course exams are proctored according to the proctoring guidelines (See Policy C-1).
- g. Faculty review a unit exam with students during a group review or during individual office hours by appointment. The students may not have books, pens/pencils, or personal belongings including cell phones at the review. There will be no class review of final exams. Under supervision, a student may review their final exam.
- h. One copy of each examination (including answer key), and student answer sheets are to be in a secured file cabinet and stored for a period of one year.
- i. Final course grades are entered into the computerized data base by the instructor within 48 hours of the final exam.

2. Standardized Testing Program (STP):

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

MAINTENANCE OF MATRICULATION STATUS (CURRICULUM POLICY 11)

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

MATRICULATION

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

LEAVE OF ABSENCE

- Students should meet with their advisor before applying for a leave of absence.
- A student must complete a leave of absence form in the Registrar's Office stating the semesters to be missed.
- Students will be permitted to register following a leave of absence, if space is available in the requested course.
- A student in good standing may request a Leave of Absence from the school for a maximum of one year without prejudice to his/her standing. Students on leave must register for Maintenance of Matriculation.
- If the student does not return to the school in the term following the leave he/she must re-apply to the school for readmission. The student will then be subject to the rules and program changes which are in effect in the current catalogue.
- Students who have not maintained matriculation and wish to return to the school within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each semester missed. Maintenance of Matriculation without attending classes is limited to one year.

READMISSION PROCEDURE

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

LENGTH OF PROGRAM

The curriculum is designed to be completed in 4 (four) semesters, within 2 (two) years from the time of admission (students can complete the program in less than 2 (two) years if they successfully complete the Fast Track Program.

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

STUDENT ADVISEMENT PROGRAM

OBJECTIVES OF THE STUDENT ADVISEMENT PROGRAM

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

I. Faculty Advisors

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

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

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

II. Scheduled Conferences

The following is a schedule of the planned conferences to be held by each faculty advisor. Conferences are to be scheduled during the school hours as mutually agreed upon by both advisor and advisee.

A. New Students

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

- B. Advisement Conferences
1. During each semester the faculty will meet with their advisees on at least one occasion, for example:
 - a. At the beginning of the semester.
 - b. At midterm, as needed.
 - c. At the end of the semester for registration and any needed advisement.
 - d. At any other time as either student or advisor deems appropriate.
 2. Academic Probation – When a student is placed on academic probation, the student is expected to meet with their advisor on a biweekly basis to review their academic progress and improvement plans (See Academic Curriculum Policy 3).
 3. The advisor uses the Student Academic Advisement Worksheet (Student Policy S-1) to follow the student’s progress during their time at Cochran School of Nursing.

III. Student Advisement Record

- A. Faculty advisors will retain a record of all academic counseling sessions with advisees (Faculty Advisor Record:(f)-6). **The files will be retained in a central and secure location.** At the end of the academic year the record is placed in the student file.
- B. Advisors will review their advisee’s transcript and assist the student in developing their academic plan (Student Policy S-1) in order to meet the requirements for each course and graduation, which includes maintenance of the required GPA of 2.7.
- C. Each advisor will be responsible to **approve the registration** of the student in the required courses during each academic semester. The advisor will be notified by the Registrar if this required registration has not taken place in order to plan further advisement.

IV. Protocol for Utilization of Professional Counseling Resources

- A. During the advisement session, if the advisor feels the student needs professional assistance:
1. The advisor informs the student that professional help may be indicated.
 2. If the student is willing to accept the suggestion for professional help, the advisor may:
 - a. Refer the student to the Employee Assistance Program
 - b. Refer the student to the St. John’s Riverside Hospital Emergency Department or their nearest Emergency Room.
 - c. Inform the student of the right to seek a private therapist.
 - d. Make the student aware that the VP/Dean will be informed of the student’s decision.
 - e. Inform the VP/ Dean in writing.
(See SJRH Health Program Policy)

STUDENT GRIEVANCE AND APPEALS (STUDENT POLICY 2)

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

I. DEFINITION OF GRIEVANCE

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

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

II. PROCEDURE

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

D. SECOND LEVEL- If a satisfactory conclusion has not been reached on the first level, the student alone or with the person involved should next contact the Chairman of Admission and Progression Committee (APC) and inform him/her of the problem, verbally and in writing within five (5) working days of the last discussion on the first level.

GUIDELINES FOR THE 2nd LEVEL:

Reasonable evidence and background materials are to be submitted in writing to the Chairman of the APC. The Chairman will make all materials available to the Committee at least three (3) working days before the meeting.

GRIEVANCE AND APPEALS PROCEDURE FOR STUDENTS

1. The student and person(s) involved in the grievance may appear before the APC. Both shall have the right to have a representative or advisor of his/her choice at the meeting. The representative selected by both parties must be a member of the faculty, administration or member of student body.
2. The student and person(s) involved in the grievance should be given full opportunity to present evidence and witnesses that are relevant to the issue at hand
3. The student involved should be given the opportunity to question any witnesses.
4. The student involved should be informed of any evidence against him/her.
5. The student will be allowed to continue in class while the Committee is reaching a decision.

6. The Committee's decision shall be final upon majority vote of the Committee.
7. The decision of the Committee should be made in writing to the student within one (1) week (five working days) of hearing the case. The formal decision at this level shall be considered final unless the student chooses to bring the grievance to a third level.
8. Until a review at the third level is completed, the student is bound by the decision made by the APC at the second level.

C. THIRD LEVEL-If the problem cannot be resolved at the second level, all evidence and material should be submitted to the Vice President for Education/Dean of School for review and decision. The VP/Dean shall have five (5) working days to make a decision.

E. FOURTH LEVEL-If the problem cannot be resolved at the third level, the student can take his/her case to the Vice President for Patient Care Services. Until the review at this level, the student is bound by the decision of the VP/Dean. The decision made at the fourth level is final.

HEALTH AND DISABILITY PROGRAM (SJRH HEALTH PROGRAM POLICY)

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

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

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

II. Pre-Entrance Health Records

A. Required Health Information

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

1. A completed current personal health questionnaire

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

B. Procedure for Health Clearance

1. The above records must be returned to the Registrar by the date specified on their acceptance letter.
2. The OMD reviews the health records.
3. If any information is missing, OMD contacts the student directly. Ongoing communication with students is key to compliance
4. OMD communicates regularly with the school's registrar office on the status of each student applicants' health clearance
5. When all requirements have been met the student is cleared and eligible to attend classes. OMD notifies the Registrar when each student is cleared.
STUDENTS CANNOT BEGIN CLASS WITHOUT HEALTH CLEARANCE.
6. Completed Health Clearance Forms are filed and maintained in OMD.

III. After Admission

A. Required Ongoing Health Clearance:

1. The First Year Students need a 2-step tuberculin screening process.
#1 PPD (Purified Protein Derivative) to be done by the student's health care provider prior to enrollment.
#2 PPD by OMD during the first month of school.
2. All second or third year students will have a PPD done each year in OMD. If a student's PPD was previously positive, the student must complete a Symptom Review for Tuberculosis Form and have a chest x-ray done yearly. If necessary

specific students may be requested to update their health clearances. **NO STUDENT WILL BE ALLOWED TO ATTEND CLASS OR CLINICAL WITHOUT HEALTH CLEARANCE, NO EXCEPTIONS.**

3. Outside agencies also may require a health clearance form verifying that students have a complete health record on file. Specific requirements for each institution vary according to each contract. A yearly physical exam is required for all students.

B. Communicable Disease Exposures/Prevention.

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

C. Ongoing Health Care of Students

1. Private Primary Care Provider:
To enhance continuity of health care, students are encouraged to use their private PCP, however, they must report the following to OMD:
 - a. Diagnosis, treatment and follow-up care of any physical or mental health problem. After any 3 day absence the student must appear in person at the OMD and receive approval prior to returning to class or clinical unit. A physician's note must be obtained certifying that the student is physically and mentally able to resume class and clinical.
 - b. The OMD will record all pertinent information from the PCP on student's cumulative health record, which will be kept in the OMD.
2. Riverside Employee Assistance Program (EAP) All students have ready access to the confidential EAP program at St. John's Riverside Hospital for personal or work related issues that negatively affect their lives. The program is free.
3. Emergency Department (ED) at St. John's Riverside Hospital

(SJRH). Students who incur any injury, accident, exposure or illness while on duty or on hospital grounds must report to and are to be treated in the ED regardless of the degree or severity of the injury.

- a. The ED Staff will provide appropriate initial treatment and evaluation.
- b. An "Employee Occurrence" form must be completed for every incident occurring on hospital or nursing school premises.
- c. A copy of both the occurrence form and ED report will be forwarded to OMD who will then place it in the student's health file.

4. Services of Hospital Facilities

- a. Students must submit any bills for laboratory tests, x-rays, or visits to the ED to their own insurance company. The outpatient business offices will assist with this procedure. The bill and the insurance form should be presented to them. Following the response from the insurance company, any unpaid balance will be discounted 50%.

5. Hospitalization

- a. Students may be admitted to the hospital at the discretion of the ED. The student's designated emergency contact and PCP (if on staff) will be notified of the admission in addition to the OMD and the VP/Dean of Cochran School of Nursing. The nursing director on duty will assist with notification as needed.

6. Illness/ Injury/Exposure on Affiliation
 - a. If illness/ injury/exposure occurs while at an affiliating agency, emergency care is rendered on site as necessary at the student's expense or student is referred back to St. John's Riverside Hospital for initial treatment and/or follow-up. Time permitting, the exposure can be seen at SJRH.
 - b. All infection control exposures must be referred to the OMD at SJRH and a post exposure form must be filled out even though student may have had initial care at the affiliating institution. There will be no charge for follow-up care done at SJRH. Students are responsible for all expenses incurred at outside institutions. The OMD will send a "Request for Evaluation of Possible Infectious Disease Exposure to a Student Nurse", to the affiliating institution if necessary to obtain further information.

7. Illness/Injury Outside of School
 - a. It is the student's responsibility to notify the VP/Dean secretary at (914) 964-4282 if he/she is unable to report to class or clinical as scheduled.
 - b. If a student becomes ill/injured outside of school or during vacation, the student must notify the school office and obtain written medical certification from their PCP that the student is able to return to school. The OMD must grant final approval for student to resume class and clinical.

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

9. Substance Abuse
 - a. CSN's policy is consistent with St. John's Riverside Hospital drug free workplace policy. (See SJRH Administrative Policy A23).

10. Mental Health
 - a. In addition to adequate physical health, a current state of emotional well being is required for continuation in the nursing program. Any student with a behavioral/emotional/psychiatric problem that may possibly

interfere with their role as a student nurse must also receive professional health clearance.

- b. For those students who are under the care of their own therapist or psychiatrist and are still having difficulties, the Dean will notify the student that the OMD will:
 - 1. Request a written report from the student's therapist with permission of the student.
 - 2. Arrange for an interview between the student and the OMD.
 - 3. The OMD may recommend that the student be evaluated by a member of St. John's Riverside Hospital's consulting psychiatric or psychology staff.
 - 4. After the student has been evaluated as recommended in #3, the reports will be reviewed by the OMD and a decision regarding the student's continuation in the program will be made. After review if the student is found unable to perform effectively or patient safety is compromised, administrative withdrawal or dismissal from the program may be necessary.

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

IV. Post Graduation/Withdrawal

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

**DRUG FREE WORK PLACE
MANUAL OF HUMAN RESOURCES
POLICIES & PROCEDURES, SECTION A, PAGE 23**

Cochran School of Nursing follows the St. John's Riverside Hospital drug free workplace policy Section A, page 23. The word "student" is implied wherever the word "employee" appears in the policy.

Policy:

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

PRE-EMPLOYMENT TESTING

All applicants for employment will undergo testing for controlled substances as part of the pre-employment physical examination. No potential employee will be permitted to begin work until the Medical Review Officer verifies negative test results. If test results are verified as positive, the potential employee will be notified that they are no longer being considered for employment. The potential employee may request re-testing of the initial specimen, at their expense.

REASONABLE SUSPICION TESTING

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

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

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

Recognizing Reasonable Suspicion: If an employee is experiencing performance and/ or behavioral problems on the job, a supervisor or department head should discuss the work related issue directly with the employee. If the supervisor believes that these issues may be due to alcohol and /or substance abuse or any other personal issues, they may recommend the employee contact EAP for assistance. At this point the referral is not mandatory. The employee remains responsible for his/her actions and may be subject to disciplinary action based on that performance issue. Nothing herein shall be deemed to affect or supersede the general rule that substandard performance is subject to corrective action in accordance with our policy.

A supervisor can be made aware of impairment of a staff member through direct observation or by the expressed concern of a patient or co-worker. If the concern is received from a third party, the supervisor will contact the suspected impaired employee immediately to assess the situation. If the supervisor is unable to reach a conclusion on whether or not the employee is impaired, HR or another supervisor or manager should be contacted to assist in the assessment.

If both supervisors agree that the employee may be impaired, the suspected employee should be removed from his/her work site to a private office area.

Do not leave the employee unattended at any time.

The supervisor or department head will then confidentially discuss the identified behavior and referral directly with the employee, using Attachment B of this policy. If the question of impairment remains, the referent supervisor will:

1. 8 AM to 4 PM Monday through Friday, call EAP (337-4367) to discuss referral. After hours or on week-ends call the switchboard who will contact the person on call. Wait for the return call before proceeding.

2. Complete the *Reasonable Suspicion Report*. (Attachment A)

3. If warranted, arrangements will be made with Occupational Medicine at Andrus (964-4305) for drug testing. If the employee is at a site other than Andrus, security should be contacted to arrange for transportation to the Occupation medicine office.

4. Fax completed *Reasonable Suspicion Report* (Attachment A) to the EAP office at (914) 337-4846. Send the original *Reasonable Suspicion Report* to:

Kitty Callahan, LCSWRiverside EAP
35 East Grassy Sprain Road, Suite LL #3
Yonkers, NY 10710

5. All specimens will be sent directly to Quest Diagnostics for testing.

6. Arrangements must be made to ensure the safety of the employee to allow him/her to return home. Transportation must be provided via hospital security, taxi, co-worker or family member.

7. Employee will be instructed that he/she may NOT return to work pending test results and EAP assessment.

8. Referred employee will be instructed to call the EAP for an assessment appointment within 24 hours. The telephone number for EAP is 1-877-327-3678. Assessment interview is completed at the EAP office at 35 East Grassy Sprain Road, Suite LL #3, Yonkers, NY 10710. Human Resources will call employee the day after incident to explain terms of this suspension and answer any questions the employee might have.

9. If test results are negative the employee will be returned to work and paid for the time since testing. If test results are positive, EAP will make appropriate referrals.

An employee who refuses testing or refuses to follow EAP recommendations for treatment will be considered insubordinate and will be terminated.

POST ACCIDENT TESTING

Any employee involved in an accident either in a vehicle we own, or a personal vehicle, or any other accident resulting in personal injury to

themselves or others, or property damage, while performing work-related activities/business shall be subject to post accident testing as follows:

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

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

RETURN TO WORK

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

TEST RESULTS

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

TREATMENT

EAP will counsel an employee with positive test results as to available treatment resources, and make a referral dependent on the employee's health coverage. The employee is responsible for payment for any services not covered by his/her insurance.

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

SEARCH GUIDELINES

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

VOLUNTARY REFERRAL

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

CONFIDENTIALITY

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

DEFINITIONS

Controlled Substances: All chemical substances or drugs listed in controlled substance acts or regulations applicable under any federal, state, or local laws.

Intoxicants: Alcohol or any other mind altering drug.

On The Job: Employees are considered "on the job" whenever they are:

- On any property owned, rented or leased by Riverside Health Care, including parking lots driving or riding in a vehicle, which we own or operate.
- Engaged in Facility business.
- Scheduled for service or on-call (staff who are on-call are expected to comply with this policy and to refrain from the consumption of any alcohol, which might lead to the perception of impairment, during the on-call period).

Reasonable Suspicion: Reasonable suspicion must be based on a supervisor's specific, contemporaneous, articulatable, observations concerning the appearance, behavior, speech, body odors of the employee and it shall include but is not limited to:

- Observation by a supervisor of an on-duty employee behaving in a manner which gives his/her Supervisor reason to suspect the employee is under the influence of alcohol or drugs, (i.e., slurred speech, smell of alcohol on the breath, abnormal actions, irrational behavior)
- Employees involved in accidents while on duty (collision or personal) possibly caused by human error.
- Violations of safety rules or procedures which potentially jeopardize the well-being of employees or others.
- Violations or entrance of plea of nolo contendere to criminal drug statutes.
- Diversion of medication from a unit or department.
- Specific objective facts or reasonable inference drawn from those facts that drug testing would produce evidence of illegal drug use.
- Personality changes: Irritability, mood swings, and withdrawal
- Behavioral changes: Forgetfulness, confusion, decreased alertness, lack of concentration, euphoria
- Changes in attendance, involvement in accidents, significant changes in performance
- Violation of safety rules or procedures, which potentially jeopardize the well-being of staff members and/or others, e.g., unaccounted drugs, charting errors, Medication Administration Record (MAR) errors, etc.

See Reasonable Suspicion Observation Form - Attachment A

Under the Influence/Impaired: The inability to perform work in a safe and/or productive manner; being in a physical or mental condition which creates a risk to the safety and well being of an individual, our patients, clients, residents, other employees, the public, or our property.

Misuse: Use of alcohol or drugs (prescription or non-prescription) that impact on performance on duty.

Diversion:

- The unauthorized removal of any controlled or addictive substance from its appropriate storage site.
- The falsification of any record which accounts for the disposition of a controlled/addictive substance for the purpose of concealing or facilitating its unauthorized removal.
- The unauthorized removal of any part/portion of an authorized dose of any controlled/addictive substance, including “wastage,” from the doses preparation or administration.
- Any deviation in the procedures for purchasing, controlling, storing, prescribing, dispensing, and/or administering controlled substances dictated by the applicable Federal or State regulations, for the purpose of facilitating their unauthorized acquisition, use or removal.
- Any deviation or unauthorized use of forms and/or prescription pads used to procure controlled or addictive substances.

Prohibited Conduct:

- The sale, manufacture, distribution, purchase, use, or possession of alcohol, alcoholic beverages, inhalants, or drugs, including non-prescriptive narcotics, hallucinogenic drugs, marijuana, or other non-

prescribed controlled substances or drugs without medically acceptable prescriptions, or equipment, products, and material which are used, intended for use, or designed for use with such drugs, is prohibited while on duty, or on Hospital property.

- Reporting to or being at work while under the influence or impaired by a non-prescribed drug.
- Reporting to or being at work while using a prescribed drug and/or alcohol is also prohibited where, in our opinion, such use prevents the employee from performing his/her job duties in a competent manner, or poses a risk to the safety of the employee, patients, other persons or property.
- Reporting to or being at work with a measurable quantity of non-prescribed drugs in the blood or urine.
- Stealing or diverting drugs from patients, patient units or other intended Facility usage

Medical Review Officer: The medical review officer (MRO) is a licensed physician who is responsible for the receiving of test generated by an employer's drug testing program. The MRO must be knowledgeable about substance abuse disorders and have the appropriate medical training to interpret and evaluate an individual's confirmed positive test, along with the medical history and other relevant biomedical information.

ATTACHMENT A

REASONABLE SUSPICION REPORT

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

This checklist is to be completed by a Supervisor and/or Department Head when an incident has occurred which provides reasonable suspicion that an employee is using or has used prohibited drugs and/or alcohol. You should note all pertinent behavior and physical signs or symptoms which lead you to reasonably believe that the employee has recently used or is

using a prohibited substance. Match each applicable item on this form and add any additional facts or circumstances which you have noted.

REASONABLE SUSPICION DETERMINED FOR:
ALCOHOL ___ **DRUGS** ___

A. Nature of Incident/Cause for Suspicion

1. ___ Observed/reported possession or use of a prohibited substance (including a complaint)
2. ___ Apparent drug or alcohol intoxication
3. ___ Observed abnormal or erratic behavior
4. ___ Arrest or conviction for drug-related and/or driving while intoxicated offense
5. ___ Evidence of tampering on a previous drug and/or alcohol test
6. ___ Other (e.g., flagrant violation of safety or serious misconduct, accident or “near miss”, fighting or argumentative/abusive language, refusal of supervisor instruction, unauthorized absence on the job) (please specify):

B. Behavioral Indicators Noted

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

C. Physical Signs or Symptoms

1. ___ Possessing, dispensing, or using prohibited substance
2. ___ Slurred or incoherent speech
3. ___ Unsteady gait or other loss of physical control, poor coordination
4. ___ Dilated or constricted pupils or unusual eye movement
5. ___ Bloodshot or watery eyes
6. ___ Extreme fatigue or sleeping on the job
7. ___ Excessive sweating or clamminess of skin

8. _____ Flushed or very pale face
9. _____ Highly excited or nervous
10. _____ Nausea or vomiting
11. _____ Odor of Alcohol
12. _____ Odor of Marijuana
13. _____ Disheveled appearance or out of uniform
14. _____ Dry mouth (frequent swallowing/lip wetting)
15. _____ Dizziness or fainting
16. _____ Shaking hands or body tremors/twitching
17. _____ Breathing irregularity or difficult breathing
18. _____ Runny nose or sores around nostrils
19. _____ Inappropriate wearing of sunglasses and long sleeve shirts
20. _____ Puncture marks or "tracks"
21. _____ Other observed actions or behavior (state objective evidence supporting reasonable suspicion that employee is using or under influence of controlled substances and/or alcohol. Physical evidence should be retained and stored):

22. _____ Indications of the chronic and withdrawal effects of drugs and alcohol:

Yes _____ No _____

EXPLAIN _____

D. Written Summary

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

Supervisor/Department Head:

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

Witness: (if any)

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

Reviewed by the Human Resource Department:

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

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

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

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

___ a.m./p.m.

Please complete if applicable:

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

Remarks:

ATTACHMENT B

SCRIPT TO BE USED WHEN SUPERVISOR HAS REASON TO BELIEVE EMPLOYEE IS IMPAIRED:

I have asked you to come meet with me because the following behaviors have been observed while you have been on duty today:

1. }
 2. }
 3. }
 4. }
- List behaviors from “Items to Assist in Identifying Reasonable Suspicion of Impairment”

I am concerned about these behaviors as they may impact on your safety and the safety of your patients and fellow co-workers. I am concerned that you may be working while impaired:

Do you have any explanation for these behaviors? (Document employee’s response and whether the employee admits or denies any impairment or behaviors.)

Due to the concern for the safety of all of our employees and patients, we have established a protocol to follow in these situations, and I need your support in following that protocol.

I need to call to arrange for testing.

DO NOT LEAVE THE EMPLOYEE!!!

Refer to Drug free Workplace Procedures

REMINDER:

If at any point in this process the employee refuses to comply and attempts to leave, try to convince them to comply. **If they become unruly, or out of control, call Security. If they leave the building to walk or drive you must contact the police.**

Prior to testing, you must advise the employee that he/she is suspended without pay pending outcome of results.

EAP counselor will make arrangements for follow up care with employee.

NOTE: Some Facility employees are covered by a collective bargaining agreement. Where differences exist in this policy and such agreement, the collective bargaining agreement shall control.

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DISABILITY

Purpose

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

Disabilities defined:

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

Documentation Guidelines:

Qualified candidates requesting reasonable accommodations because of disabilities must provide (at their own expense) acceptable documentation of the condition/disability. Documentation must be current, within three (3) years prior to admission to CSN.

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

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

Need for Reasonable Accommodations

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

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

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

Confidentiality

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

PROCEDURE FOR ACCESSING DISABILITY SERVICES

I. Eligibility

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

II. Who to Contact

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

III. When to Contact the Disability Coordinator

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

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

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

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

IV. Overview of the Accommodation Process

Initiating a Request for Accommodations. It is the student's responsibility to initiate the process through which services are provided by doing all the following:

1. Self-identifying to the Disability Coordinator.
2. Scheduling and attending a meeting with the Disability Coordinator.

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

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

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

VI. Requesting Academic Accommodations from Faculty.

Students should not request academic accommodations from faculty until they have completed meeting with the Disability Coordinator. After a student has received a Notification of Disability from the Disability Coordinator, it is the responsibility of the student to promptly meet with the faculty members who teach the student's course in order to discuss implementing the accommodation listed. If the faculty member responsible for the course is unwilling to provide an accommodation that is specified in the Notification, the student should not argue with the faculty member, but should immediately advise the Disability Coordinator. If the Disability Coordinator is unable to resolve the dispute, he/she refers the matter to the Administrative Coordinator who will consult with the Director of the school for resolution.

Disabilities Instructor Notification Form

To: Instructors for _____ Date: _____

From: _____ Disability Coordinator

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

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

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

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

Authorization For Release Of Information Concerning Disabilities

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

DISCLOSURE WITH STUDENT'S CONSENT

EXTENT OR NATURE OF INFORMATION TO BE DISCLOSED

PURPOSE OR NEED FOR DISCLOSURE

NAME/TITLE OF PERSON DISCLOSING INFORMATION

FROM:

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

TO:

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

Time period, event or condition replacing period specified above:

(Signature of Student)

(Print Name of Student)

CLINICAL EXPERIENCE

STANDARDS FOR PROFESSIONAL APPEARANCE & CLINICAL EXPERIENCE

(STUDENT POLICY 5)

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

Appearance in uniform outside of School functions:

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

Professional dress and appearance standards for the class room and clinical area:

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

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

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

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

Inappropriate clothing includes but is not limited to:

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

Professional dress and appearance standards for the clinical area:

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

away from the face so as not to interfere with patient care. Wear simple hair bands or barrettes that blend with hair.

- Fingernails must be kept clean and neat and should be a reasonable (workable) length. DO NOT wear artificial nails, gels, acrylics or wraps. If nail polish is used, it must fully cover the nail and not be chipped. Only clear or light color polish will be permitted.
- The dress codes for specific clinical areas (OR, PACU, L&D, ASU, ICU, Park Care/Psych) **are specific to the clinical area and agency.**

CLINICAL EXPERIENCE STANDARDS

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

CPR CERTIFICATION (STUDENT POLICY 5)

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

Students are responsible to keep their certification current in order to be permitted in the clinical area

PATIENT CONFIDENTIALITY

I. PURPOSE

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

II. PROCEDURE

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

III. VIOLATION OF CONFIDENTIAL COMMUNICATION

Any student who fails to keep communication confidential will be subject to immediate action by the Cochran School of Nursing and St. John's Riverside Hospital. The student will be reported to the Course Instructor. A decision regarding the disposition of the violation will be made in consultation with the Director and the Vice President/Dean who may make a decision or the student may be reported to the Evaluation/Retention Committee for appropriate action to be taken.

CONFIDENTIALITY STATEMENT

NURSING STUDENTS

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

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

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

Witness: _____
(Signature)

Student: _____
(Signature)

(Print Name)

(Print Name)

RIVERSIDE HEALTHCARE SYSTEM, INC.

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

**EMPLOYEE CONFIDENTIALITY AND
TRAINING CERTIFICATION**

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

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

I hereby acknowledge and agree that:

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

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

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

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

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

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

I hereby agree to:

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

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

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

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

EXECUTION OF CERTIFICATION

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

ACKNOWLEDGED AND AGREED:

Name:

Date:_____

COMPUTERIZED MEDICAL RECORDS

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

STUDENT COMPUTER USAGE

Purpose:

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

Procedures:

Downloading, copying or storing files

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

Prohibited files include, but are not limited to:

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

Software

CSN IT Personnel supports the following software:

- Windows 2000 Professional
- Windows XP Professional
- Microsoft Office XP Professional
- Citrix
- Meditech
- Adobe Reader
- Clinical Reference Systems (CRS) Adult/Pediatric/Women
- Norton AV
- ATI

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

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

Internet Access and Usage

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

Security

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

<p>POLICY FOR MEDITECH PARAMETER OF STUDENTS' USE OF MEDITECH SYSTEM</p>

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

Implementation

A. Freshman student will sign (2) Management Information System MIS user agreement forms, which will be cosigned by nursing faculty. User identification ID will be assigned using student

S □ □ □ □ □ (Last 3 letters last name/First 2 letters first name)

MIS will assign student menu and student access, and secure passwords.

- B. Freshman will sign Nursing Module Agreement (Policy 25D) and it will be placed in the student's record at CSN.
- C. The issue of **CONFIDENTIALITY** will be reinforced with all students- access is limited to medical records of assigned patient only. Students are not permitted to print any patient record data. Failure to comply will result in disciplinary action. (See Policy 25D)
- D. CSN will notify MIS Department when a student is no longer enrolled (leave of absence LOA or withdrawal or graduation), for deletion of student privileges.
- E. Instructors will review and cosign all student documentation (e.g. VS, BGM, I & O and nurse notes).

Enter Patient Note (PN): Documentation of Mary Doe CSN reviewed (File F20). Meditech system will note date, time and user.

*Preceptors during clinical rotation will review and cosign Trend's student documentation.

- F. Students will retrieve data for clinical assignment from the terminals available in the Library or Computer Room.

FINANCIAL AID OPPORTUNITIES (STUDENT POLICY S – 6)

I. Processes for determining eligibility for Federal Student Aid.

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

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

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

II. Application Process

1. Students must complete the FAFSA to determine Pell, Tap and Student Loan eligibility.
2. Upon receipt of the ISIR from CPS, a financial aid package is developed for the student by the financial aid officer. The financial aid package includes the student's educational budget, the estimated family contribution and/or expected awarded financial aid, and the balance of need. The Financial Aid Officer reviews the financial aid package with the student. The student counter-signs the financial aid package. One copy is given to the student and the second copy is filed with the student's personal financial aid records. The school will adjust the financial aid package if the student receives other awards or aid, to make certain there are no duplicate benefits, and that the total aid benefits do not exceed the student's cost of attendance. When this occurs, the school is obliged to make the necessary adjustments. Upon adjustments, the financial aid officer will submit an adjusted copy of the financial aid package to the student and explain the changes. Each time this occurs, the student counter-signs the report.

Scholarships designated by the Cochran School of Nursing are determined annually by the VP/Dean, Assistant Deans, Financial Aid Officer and designated faculty members. These scholarships may be based upon financial need, academic excellence, or excellent bedside manner. The financial aid package of

the student is used to determine the balance of need. After the awards and loans are designated, an award letter, which includes the education costs, family contribution, balance of financial need and the award is given to the student. The student counter-signs the letter and the copy. The copy is retained in the financial aid record of the student. The letter indicates the specific semester(s) the award can be used. Any adjustments are explained to the student in a conference by the financial aid counselor.

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

Regulations in regard to refund and/or repayment are important for the student when considering financial aid. See POLICY C-2 for the school tuition refund policy. See the brochures for information concerning repayment of Stafford Loans (Bank Loans) available at the Financial Aid Office. Sample repayment schedules are also provided.

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

III. Financial Hold

1. A financial hold is the status into which students are placed as a result of non-payment of tuition on the required date. During the course of any semester, students who are on financial hold will be able to attend class and participate in all course activities. They will be allowed to take quizzes and examinations that occur as scheduled. At the beginning of the financial hold, students are expected to make an acceptable payment plan with the Bursar. These students will not have access to any grades they achieve from the various testing that occurs until the financial hold is removed.
2. If a financial hold is still in place at the end of the semester, the student will receive an "Incomplete" for the course, as per Policy C – 3, B. The "Incomplete" becomes a failure after 3 weeks of the last day of the course if the student does not pay their outstanding tuition balance within that time frame.

IV. Financial Aid Programs

A. State Programs

1. **Tuition Assistance Program (TAP)**
 - a. Grants from this program usually range between \$250.00 and \$5000.00 per year.
 - b. Funds from TAP are for tuition payment only.
 - c. Must be a resident of New York State for one-year and a United States citizen or permanent resident alien.
 - d. Must be enrolled full time (12 credits or more per semester).

- e. Financial aid is based on the student's family's last taxable income statement.
 - f. The Free Application for Federal Student Aid (FAFSA) and TAP (direct link from FAFSA) is required to be completed as the initial application for financial aid. (The annual deadline is the last week in June.)
- 2. Part-Time Tuition Assistance Program (TAP)**
- a. This Grant prorates the full award based on number of credits taken.
 - b. It is based on New York State taxable Income and other factors.
 - c. Funds from Part-Time TAP are for tuition payment only.
 - d. The student must be a resident of New York State for one-year and a United States citizen or permanent resident alien.
 - e. The student must have met first-time freshman requirements and taken at least 6 credits.
 - f. The part-time TAP application must be completed by the last week in June.
- 3. Aid for Part Time Study (A.P.T.S.)**
- This program is for part-time undergraduate study at participating degree-granting institutions in New York State. Part-time study is defined as enrollment for 3 - 11 credit hours per semester. To be considered for a part time award at a participating institution, a student must:
- a. Be a United States citizen or eligible non-citizen.
 - b. Be a legal resident of New York State.
 - c. Have graduated from a high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department.
 - d. Be enrolled as a part-time student.
 - e. Be matriculated in an approved program of study in a participating New York State postsecondary institution.
 - f. Be in a good academic standing.
 - g. Not have exhausted Tuition Assistant Program (TAP) eligibility.
 - h. Have a tuition charge of at least \$100.00 per year.
 - i. Not be in default on a student loan guaranteed by HESC or on any repayment of state awards.
 - j. Meet income eligibility.
- 4. Regents Awards for Children of Deceased and Disabled Veterans**
- Awards of \$450 per year are available to eligible New York State residents who (1) apply to New York State Higher Education Services Corporation and (2) request a Children of Veterans Supplement (CV) award and (3) are:
- a. Residents of New York State for one-year and a United States citizen or permanent resident alien.
 - b. Applying for full-time enrollment (12 credits or more per semester).
 - c. Children of parents with a service-connected disability that resulted in death or 40% disability.

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

6. **Vietnam Veterans Tuition Award**

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

7. **State Aid to Native Americans**

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

8. **Other Scholarships**

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

B. Federal Programs

1. Federal Pell Grants usually range between \$555.00 and \$5,550.00 per year. The requirements for Pell Grants are that:
 - a. Pell Grants are based upon financial need and may also be used to assist with related costs, such as, necessities for living; i.e., cost of commuting, room and board.
 - b. Students must file the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA forms available at college Financial Aid Office and high school Guidance Office, or online at www.fafsa.ed.gov.

2. **Federal Direct Stafford Loans**

The federal government provides funds directly to borrowers in the Direct Loan Program.

3. **Requirements for Federal Direct Loans:**
 - a. Full and part-time students are eligible.
 - b. This loan (unsubsidized loan) must be repaid at approximately 6.8 % interest beginning six months after you graduate, or if your enrollment falls below six credits and/or you leave school for other reasons.
 - e. Students can fill out a loan application by going to www.studentloans.gov

- f. A need analysis is required for all Federal Loan applications signed by a student.

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

- a. **Federal Direct Stafford Loans-Subsidized** are awarded to students who demonstrate financial need. Borrowers are not charged interest while they are enrolled in school at least half-time and during grace and deferment periods (4.5% interest rate).
- b. **Federal Direct Stafford Loans-Unsubsidized** are awarded to students regardless of financial need. Borrowers are responsible for paying the interest that accrues during any period (6.8% interest rate).
- c. **Parent PLUS Loans** allow parents to borrow on behalf of their dependent undergraduate children who are enrolled at least half-time. Borrowers are responsible for the interest that accrues on this loan throughout the life of the loan. The amount borrowed in any year cannot exceed educational costs, taking into account all other financial aid received. Repayment begins within 60 days. The maximum repayment period is 10 years.

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

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

6. Veterans Administration (VA) Educational Benefits

Eligible veterans and children of deceased veterans or those with service-connected disability can apply for veterans educational benefits. The amount of the award varies. Contact any regional Veterans Administration Office in your area for information details and forms or call 1-800-635-6534 for an application and information. Verification of enrollment and any other required documents from the VA are criteria for renewal of benefits.

C. Private Organizations

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

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

V. Application for Financial Aid to Cochran School of Nursing

1. Scholarship

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

2. Federal Direct Stafford Loans (Guaranteed Stafford Loans)

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

3. Scholarship or Grants from Private Organizations

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

4. Early Application

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

STUDENT EMPLOYMENT

Students may be employed in nursing or non-nursing positions while enrolled in the school. Students must plan employment so that it does not interfere with their classroom or clinical responsibilities.

GUIDELINES FOR FINANCIAL ASSISTANCE AWARDS

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

Award in the same source is broadly defined to mean, “confer or bestow as being deserved or merited or needed”.

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

1. The student(s) may demonstrate financial need based upon analysis of the Free Application For Federal Student Aid (FAFSA) (see #29B) or by evidence of inability to qualify, but expressed need.
2. Students who have unexpected and rare emergencies during the semester are able to request and get financial assistance to solve an immediate crisis.
3. A committee of one first year, one second year faculty, Administrative Director, Financial Aid Officer and VP/Dean will evaluate candidates for the distribution of funds.

4. Decisions regarding awards are made within specific parameters that have been developed by grantors and the combined judgement of the Committee.
5. A check in the designated amount will be made payable to the student or to the recipient's Student Aid Account.
6. See Student Policy 7A for awards and criteria.

SCHOLARSHIPS AND AWARDS (STUDENT POLICY 4)

CONVOCATION/CAPPING AWARDS

- A. **Patricia Aitcheson Memorial Nursing Award** was established in 2001 by her husband to honor the memory of Patricia Aitcheson. \$1,000 is awarded at Convocation to two second year students who demonstrates compassion and caring and elicits feelings of trust in patients.
- B. **The Piyari Akhtar Memorial Scholarship** was established in 2006 by her son to honor the memory of Piyari Akhtar. A \$500 annual award will be presented to a second year student with a grade point average in the top half of the class. The recipient must demonstrate genuine caring, communication, and practice safe and effective nursing interventions. This student must also demonstrate the preservation of dignity in meeting the basic human needs of the geriatric client.
- C. **The Sybil Cohen Dickoff Nursing Scholarship** was established in 1998. Incoming candidates will be evaluated based on the following criteria and awarded at Convocation:
 - *Academic accomplishments
 - *Evidence of community service which demonstrates compassion for those in need
 - *Financial need
 Awards will be made from the accumulation of contributions to the account.
 Presentation is made at convocation ceremony. Family select candidate(s) from faculty recommendations. An anonymous packet of information is assembled for each recommended student and provided to the Dickoff Family.
- D. **Nora Dryer Scholarship** was set up by family and friends to honor the memory of Nora Dryer, former Instructor at Cochran School of Nursing. \$1,000 is awarded at Convocation to a second year student who demonstrates academic excellence and financial need.
- E. **Kettenring-Howorth Scholarship** to be presented at convocation to a student ranked in the top half of the class at the end of freshman year. The recipient must demonstrate energy and commitment to complete nursing school and become a self-actualized professional nurse. Current or past experience as a paramedic or EMT is a plus as well as above average compassion, caring and clinical competence. In addition demonstrate evidence of financial need. Amount of scholarship to be at 85% of monies earned on invested fund.
- F. **Mary Masi Scholarship** was set up by family and friends to honor the memory of Mary Masi a former student of Cochran School of Nursing. \$1,000 is awarded at convocation to a second year student who shines, but

not necessarily a student with high grades, preferably someone working on a career change.

- G. **Walshin Scholarships**, in the amount of three thousand dollars, are presented to the four students who have earned the highest grade point nursing average at the end of freshman year. Scholarships are awarded during the convocation ceremony in September each year.
- H. **The Minerva W. Hermann Memorial Award** –Set up in 2004 by Mrs. Hermann’s son, Mark S. Hermann, Chairman of the Board of Trustees at St. John’s Riverside Hospital. The recipient will be a senior student who demonstrates both caring and has financial need. The amount of the award is \$1,000. In all 5 awards will be given: 1 each year in 2004, 2005, 2006, 2007, and 2008.
- I. **The Bundy Scholarship Awards**
The number of recipients varies each year. Recipients are students who have completed Basics, hold a B average and demonstrate financial need. The amount of the award is \$1000 per student.

OTHER ANNUAL AWARDS – SELECTED BY THE FINANCIAL ASSISTANCE COMMITTEE

- A. **Switzer**
Beginning in 1985, the Switzer Foundation has provided Cochran School of Nursing with up to ten thousand dollars annually. Recipients must be female, have no previous Bachelor’s Degree, have full U.S. Citizenship and live within 50 miles of New York City. Financial if a recipient leaves the school, monies which are always credited to the students aid account are rewarded to another student. Awards are made to one freshman and several senior students in amounts not to exceed \$2,000.00.
- B. **Rotary**
Yonkers Rotary annually awards \$500.00 to a Yonkers student nurse each year. A senior who lives in Yonkers who needs financial assistance and who demonstrates excellent nursing potential is generally selected and is invited to attend a Thursday Rotary Luncheon.
- C. **Hudson Valley Foundation**
Hudson Valley Bank contributes \$2500.00 each year to be credited to the Scholarship Fund. This is awarded to a student who has a special financial need.
- D. **St. John’s Riverside Hospital Auxiliary**
Traditionally awards a spring term scholarship of \$500.00 given annually. This is in addition to graduation award.
- E. **St. John’s Riverside Hospital Administrative Scholarships**
Scholarship amounts of \$500.00 are given in the spring term. One to an academically high achieving senior, two to academically successful freshmen.
- F. **Miscellaneous Scholarship Fund**
Contributions to this fund are spontaneous and cumulative over time. Awards are frequently made to students experiencing a crisis who are capable, but who need assistance to get through the semester.

GRADUATION DINNER PRESENTATIONS

- A. **The Mary C. Pryor Award**
The faculty of the Cochran School of Nursing awards a plaque to the graduating student who has shown genuine concern and commitment to her fellow students. Evidence of compassion, resourcefulness, respect and accountability must be exhibited.
- B. **The Lamberti-Belliveau Humanitarian Award**
Given by the former Yonkers General Administration (Park Care Pavilion) in honor of Gertrude Dean Lamberti and Geneva Musgrave Belliveau, former Cochran Alumnae, awards a plaque to the graduating student who manifests unselfish caring and promotes patient welfare and advocacy.
- C. **St. Vincent's Hospital Award**
Established in 1999. A plaque is awarded to a student who has demonstrated an interest in Psychiatric Nursing.

GRADUATION PRESENTATIONS

- A. **The Franco Schirippa Memorial Medical Staff Award** offers an award and an award bar to the graduating student who receives the highest academic grade point average in nursing courses taken at the Cochran School of Nursing.
- B. **Andrus Pavilion, St. John's Riverside Hospital** offers an Award of \$500.00 and a bar attachment for the pin to a member of each graduating class who has excelled in genuine kindness, gentleness, and thoughtfulness.
- C. **The Auxiliary of St. John's Riverside Hospital**, St. John's Riverside Hospital offers an award of \$500.00 and a bar attachment for the pin to a member of each graduating class who has shown outstanding ability in the performance of bedside nursing.
- D. **The Cochran School of Nursing Alumni Association** presents an award of \$1000.00 and a bar attachment to the most deserving graduate who demonstrates outstanding scholastic ability and superior nursing skill. Grades must be in upper third of class.
- E. **The Anthony M. DeAngelis Memorial Award** offers an award of \$500.00 and a bar attachment to a member of the graduating class who has shown outstanding ability in surgical nursing. Grades must be in top half of class.
- F. **The Edward Bahna Scholarship Award** offers an award of \$1,000 and is given to a student who has been very committed and worked hard to achieve their educational goals.
- G. **Christopher (Jay-R) Fainsan Memorial Award** offers an award of \$500 and is given to a student who demonstrates the ability to care for patients and interact with peers, faculty, and staff with a positive, professional and humorous demeanor.
- H. **Arnett-Irizarry Memorial Award** offers an award of \$1,000 to the most deserving graduate, who has expressed a desire to pursue a career in either community or geriatric health care and has a GPA equal to or greater than 3.0.
- I. **Pearl Weinberger Dunlop Memorial Award** - Reimbursement cost up to \$100.00 on an already purchased Cochran School Pin and a framed certificate presented at graduation to a student who has demonstrated exceptional school

spirit, participated enthusiastically in volunteer activities, who has shown pride in attendance and has successfully completed all of the nursing courses.

- J. **Walshin Scholar** - award bars are presented to four Walshin Scholarship winners. Each recipient is presented with a three thousand-dollar scholarship at Capping Ceremony at the beginning of senior year. Award bars are presented at graduation and are designed to be worn attached to Cochran School of Nursing pin.
- K. **Special Pin Award** - An alumna occasionally donates her pin which can be polished, re-engraved and given to an outstanding student who will represent Cochran School of Nursing during her nursing career.
- L. **Helen A. Reed Memorial Scholarship** - \$500.00 award annually at graduation to be awarded to a senior who has shown kindness and compassion towards a dying patient or their family members. The student may be considering a career in hospice nursing.
- M. **The Carol Humphrey' Scholarship Fund** – offers three \$500 awards to be given to a Day, Evening and Saturday student who has demonstrated a love of nursing and a commitment to caring for patients and colleagues during his/her student years and a grade point average in the upper half of the graduating class.

STUDENT RECORDS AND PRIVACY (ORGANIZATIONAL POLICY 11)

COMPLETE POLICY IS LOCATED ON THE RIVERSIDE HEALTHCARE SYSTEM, INC. (RHCS) INTRANET

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

REQUEST FOR LETTERS OF REFERENCE

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

Students or graduates must make their request in writing (Education Law 1974) and the student or graduate must be in good financial standing with the school. A student copy of grades in the form of an unofficial transcript is provided to students following each semester.

TRANSCRIPT REQUESTS

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

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

SECTION IV LEARNING RESOURCES

LIBRARY AND COMPUTER LEARNING RESOURCES (CURRICULUM POLICY 6)

The purpose of the Library of the Cochran School of Nursing is to foster the educational mission of the School. The Library is maintained to support the curriculum and serve the information, study and research needs of the students and faculty.

I. Purpose of the Library:

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

II. Functions of the Library:

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

III. Circulation of Library Materials:

A. Obtaining library materials:

1. All students must complete a Library Membership Form before they can check out any library materials from the circulating collections (non-reference books and CD-ROMs).
2. Library materials from the circulating collections may be borrowed for one week (7 days).
3. Students may place a reserve for library materials.
4. Library materials may be renewed up to three consecutive times. After the third renewal, the library item must be returned. There will be a one-week waiting period before the item can be circulated again by the same patron.
5. Students who check out library materials for other patrons will be held responsible for overdue fines or library materials that are lost or damaged.

B. Returning library materials:

1. A fine of 25 cents per day will be imposed on students who fail to return library materials on the assigned due date.
2. Renewals are allowed at the library, by telephone, or via email.
3. Library materials that are lost or returned damaged will be charged to students at the current cost of replacement.

C. Materials which never leave the Library include:

1. Periodicals
2. Reference books
3. Selected reserve material (required reading articles, literature from course orientation binders)
4. Videos and DVDs.

V. Library Services:

- A. A video room with audiovisual equipment and stations for individual use by students.
- B. Computers for NCLEX preparation, course instruction, word-processing, Internet access, and other online resources for research and course related assignments.
- D. Computerized literature searches through PubMed, EBSCO and OVID databases, and other online health resources.
- E. Information and reference assistance.

- F. Interlibrary loan services.
- G. Borrowing privileges.
- H. Reading Room for individual or group study.
- I. Bibliographic Instruction for information literacy.

VI. Orientation:

- A. The Director of Libraries will orient new faculty members and students to library policies and practices:
 - 1. Library hours
 - 2. Methods of obtaining and returning books
 - 3. Holdings (books and periodicals)
 - 4. Audiovisual equipment and materials
 - 5. Computers and software
 - 6. Library services (computerized literature searches, Internet instruction, reference assistance, interlibrary loan, photocopying).
- B. Faculty members and all students may request individual orientation at any time from the Director of Libraries.

VII. Bibliographic Instruction:

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

VIII. Photocopy machine:

- A. Two photocopiers are available in the Library.
- B. Students will be charged 5 cents per page for photocopies.

IX. Activity in the Library:

- A. Quiet conversation will be permitted only if it is not disturbing those who wish to study.
- B. Scrap paper is supplied for student use.
- C. No eating, drinking, smoking, or use of cell phones is allowed in the Library.

X. Audio Visual and Library Equipment (Curriculum Policy 7)

1. All library audiovisual and computer equipment will be maintained by the library.
2. Requests for library audiovisual and computer equipment by faculty and/or other staff must be placed on reserve with the library staff.
3. The library recommends to all faculty and/or other staff that they verify, in advance, that the requested audiovisual and/or computer equipment is in working order in the location of their presentation or classroom lecture so the library can resolve with enough notice any technical difficulties that may arise before the day of the scheduled lecture or presentation.
4. All library audiovisual and computer equipment must be returned in a timely manner and/or an agreed upon date between the Director of Libraries and the faculty and/or other staff.
5. A list of new audiovisual and computer materials will be maintained and updated regularly and will be available at the Reference Desk.
6. The Director of Libraries will notify all faculty of newly acquired audiovisual and computer equipment.
7. If equipment becomes inoperable, damaged, or obsolete, faculty will report these to the Director of Libraries so that steps can be taken for immediate repair and/or replacement.
8. Equipment and materials will be inventoried on a regular basis.

Photocopy Service:

Students are charged per copy for use of the photocopier.

COMPUTER RESOURCES

Forty-one computer terminals are available to students. Nineteen PC's in the Library and twenty-seven computers on the S1 level.

A computer lab within the Library confines offers 8 IBM-compatible personal computers for student use and 11 additional computers are located in the general reading area. The computer room on the S1 floor houses 24 IBM compatible personal computers. There are an additional 3 computers in the student lounge. Here, students may perform word-processing with Microsoft Word and access the Internet. Eight additional computers are also available in Staff development.

Several nursing computer-assisted instruction programs are also accessible from these computers. All computers provide access to Meditech, the hospital's computerized patient record system.

CLASSROOMS/ AV RESOURCES

Classrooms are equipped with an up-to-date audio-visual and projection system which includes Internet access, an LCD projector, and VHS/DVD equipment. Students are provided with the use of Internet and Intranet based learning resources.

STANDARDIZED TESTING AND REMEDIATION SERVICES

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

The Cochran School of Nursing has contracted with a computerized testing program, The Assessment Technologies Institute Program (ATI). The ATI testing program measures the level of your nursing knowledge in comparison with the level of nursing knowledge of similar nursing students across the country.

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

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

In addition to the review modules, the ATI program offers Practice Assessments to further reinforce the nursing content. Using these computerized tutorials you will be given immediate feedback on your responses, both right and wrong.

You are encouraged to use the computerized tutorials of the ATI program and work to strengthen your knowledge and understanding of nursing and nursing practice through this testing program

LEARNING LABORATORIES

Human Patient Simulator and Open Labs

To complement your learning experience here at the Cochran School of Nursing we have expanded the use of the Human Patient Simulator from its use in just a formalized setting, to include the implementation of open labs for the students to attend. You will be able to practice your clinical assessment skills in the forum of open labs. The dates and times for the open labs will be posted along with sign up sheets. This is an opportunity that few nursing students have, so please take advantage of this state of the art learning experience.

CLINICAL PRACTICE SITES

In addition to these laboratory/learning practices, 23 hospitals, long term care facilities, and Community agencies are utilized by students under the direction of CSN faculty, for hands-on skill based practice designed to increase in complexity over the course of the curriculum.

SECTION V

STUDENT SAFETY AND SECURITY

PERSONAL SAFETY GUIDELINES (STUDENT POLICY 7)

CAMPUS SAFETY

Cochran School of Nursing complies with the requirements of Public Law 101-542, Title II. Therefore, faculty, staff and students are required to report criminal actions or other emergencies occurring on campus to the Director, at St. John's Riverside Hospital Security Department, Police Department, and the student organization safety committee.

Incidents at other sites should be reported to THE Security and Police Departments at the respective site. It is the VP/Director's responsibility to monitor response and follow through on such incidents.

ID BADGE/ ACCESS TO CAMPUS FACILITIES

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

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

ENFORCEMENT AUTHORITY

The Director of Security/Safety enlists the assistance and cooperation of all members of the academic community in the promotion of responsible and practical community security. Disorderly persons and persons involved in criminal offenses may be detained and removed by Hospital Security Personnel from the campus/hospital. Coordination and procedural details are covered in Policy VO-13 in St. John's Riverside Hospital Policy Procedure Manual.

INFORMATION

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

STATISTICS

Student organization safety committee in conjunction with the Director of Security/Safety will record statistics concerning any occurrence of: murder, rape robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possession. Such information will be published annually in the minutes of the Hospital EOC. Incidents will be discussed with all students at orientation and to applicants upon request. All incidents of previously specified crime should be reported to campus security authorities in a timely manner. The report shall contain those statistics covering the most recent calendar year and the two preceding years for which data are available.

POSSESSION OR USE OF DRUGS OR ALCOHOL

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

DOMESTIC VIOLENCE/GENDER MOTIVATED CRIME

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

Help is available from the Victims Assistance Services at the Rape Crisis Helpline 684-9877 and from the Westchester Mental Health Association at the hotline for Spouse Abuse 997-1010. Students may also contact the VP/Director, Faculty Advisor or the Employee Assistance Program at 914-476-1435.

SEXUAL HARASSMENT

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

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's grade, employment or employment decisions, or when such conduct interferes with student achievement or job performance. Sexual harassment is a violation of Federal Law: Title IX of the 1972 Education Amendment and State Law: New York State Human Rights Acts. To ensure academic freedom and an educational environment free of intimidation, Cochran School of Nursing has the obligation to investigate any complaints of sexual harassment. Students and staff are encouraged to report incidents and/or seek assistance from the VP/Director or the EAP/Employee Assistance Program.

Security and Safety Emergency (SJRH) – Dial 2222.

STUDENT ROLE IN A DISASTER

EXTERNAL DISASTERS: PLAN OF RESPONSE (STUDENT POLICY 8)

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

School of Nursing Faculty, Staff, Students

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

STUDENT ROLE IN A FIRE

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

IF FIRE IS IN OTHER AREA OF HOSPITAL:

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

SAFEGUARDING PERSONAL BELONGINGS

Students are requested not to borrow money, personal property or garments from other persons. Students are advised to bring to class or clinical areas only what is necessary and to keep all valuables on their person at all times. The school is not responsible for lost or stolen items.

SAFEGUARDING HOSPITAL AND SCHOOL PROPERTY

Hospital /school property must not, under any circumstances, be taken from the hospital/school premises.

It is an EXPULSION OFFENSE for students to pilfer, borrow or take anything whatsoever from the hospital or school.

SECTION VI STUDENT AMENITIES

Student Lounge

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

The following rules govern their use:

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

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

STUDY AREAS

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

BATHROOMS

Female – located on S-1 level, S-2 and 4th floors.
Male – located on S-1, 4th floor and main lobby.

FOOD SERVICES

Cafeteria Hours:

1. Lunch 11:15 AM – 1:30 PM
2. Dinner 4:30 PM - 6:15 PM

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

Coffee Shop

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

Student Kitchen Area on S1:

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

PARKING AND SHUTTLE SERVICE

Parking off site is available for day students at The Riverview with shuttle transportation to SJRH. Evening students may park in the employee lot with required security procedures. Westchester Medical Center and St. Joseph’s Medical Center charges students to park on site. Car pooling in second year is advised. Parking at Mercy is free. Parking in lot requires stickers.

SECTION VII	STUDENT COMMUNICATION
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CURRENT CONTACT INFORMATION

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

EMERGENCY SCHOOL CLOSING

Occasionally it is necessary to close the school or have delayed openings due to inclement weather. Announcements are made on radio station WFAS-AM 1230 or WFAS-FM 103.9 or 106.3 and on the school website. Such information is also available on recorded message by calling (914) 964-4282, 4283 or 4284, after 5:30 A.M. for day classes or after 3:00 P.M. for evening classes

STUDENT MAILBOXES

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

STUDENT E-MAIL CORRESPONDENCE

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

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

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

SECTION VIII PARTICIPATION IN SCHOOL EVENTS

ACADEMIC EVENTS

Each year the Cochran School of Nursing holds three formal academic events commemorating the opening of the school year, (Convocation), the completion of the academic program for students who complete their course of study at times other than June, (Completion Ceremony), and the formal Graduation ceremony, held in June, for all students who successfully complete the course of study that year.

Convocation is held one evening in early fall in St. John's Church in Yonkers. All students in the school attend in uniform, along with family members, faculty members, administrators, and invited dignitaries. The ceremony is a beautiful and traditional event marking the opening of the school year, the recognition of students who are seniors, and the welcoming of the new freshman class. At the Convocation, awards and recognitions are given to deserving seniors. A reception follows immediately afterward, for all.

The Graduation is the formal and official traditional and beautiful event held in June for all graduates of Cochran who completed their studies during the year. The stage party and the students march in cap and gown. Of course, your families are invited. At Graduation, numerous awards are given for high academic achievement and other significant activities. For those of you who complete your course of study in September or in January, the school hosts a Completion Ceremony at those times in recognition of your successful work. Family members, faculty, and administrators attend. A reception is held afterwards. The Completion Ceremony is an informal event of a smaller nature. Those of you who complete the program at times other than June are

also fully eligible for the awards given at Graduation, to which you are invited and expected to attend.

Cochran also hosts a Graduation Dinner for all seniors, no matter when you graduate during the year, prior to the official Graduation. It is a fun and informal evening, when some awards are given, and students play a big part in the program by often making presentations and commentary of their own. All faculty, administrators, and many clinical preceptors and agency representatives attend to honor your work and be recognized themselves for their participation in your education.

Please plan your schedules to participate in all relevant events. They are all fun, and very happy occasions.

VOLUNTEER ACTIVITIES

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

STUDENT ORGANIZATION

There are two organizations in which students take leadership roles in participating in events and activities that enhance student life. Your participation in a committee member's role or as a creative contributor to the interesting and valuable undertakings in each organization is encouraged, needed, and a lot of fun.

The first organization is the Student Organization. By virtue of your enrollment, all students are members. Through this organization, students and faculty work together to create the traditional social events for students and faculty. Each year the Student Organization creates a theme and, with a faculty advisor, sets details for a "Spring Fling" . This dinner dance is a fully enjoyable experience for all. The annual Boat Ride around the Statue of Liberty occurs at the end of the school year for all seniors and faculty and is always a rousing success!

The Student organization also creates the Yearbook and the Cochran Newsletter, containing many student articles, several times each year. There are drives to collect food and other goods for worthy causes. Representing Cochran, students march in the local Memorial Day Parade. Yonkers is proud of our school!

The faculty advisors and student volunteers work closely together to enrich the lives of the students in ways other than academic pursuits. Your enthusiasm and creativity will be sought after and very valued in these endeavors!

NATIONAL STUDENT NURSE ASSOCIATION: NSNA

The second student organization at Cochran is the National Student Nurses Organization (NSNA). Cochran hosts a chapter of this national organization which offers opportunities for student members to attend national conventions and be introduced to national nursing student issues.

All students are dues paying members of NSNA unless you make a special request not to pay. Your membership in NSNA also affords you very reasonable health insurance and opportunities to win scholarships and awards. A couple of years ago, a Cochran student qualified for and won a \$5,000 scholarship from NSNA! There is a list of officers of students at each school, elected annually by the student body. You are strongly encouraged to participate at this leadership level and work with your fellow students and the faculty advisors to bring professional issues and advantages to all students.

SECTION IX ACCREDITATION

ACCREDITATION

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

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

The National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326
Phone:(404) 975-5000; Toll Free: 866 747-9965; Fax:(404) 975-5020.

SECTION X SUPPORT SERVICES

SUPPORT SERVICES - 2010-2012

COCHRAN SCHOOL OF NURSING

HEGIS CODE: 5208.20

ROOM	NAME	ADMINISTRATION	Extension
S-2	Karen Davenport, RN, EdD, Columbia University	Associate Dean of Academic Affairs	4415
S-1	Juanita Hickman, RN, PhD, Walden University	Associate Dean of Student Affairs	4245
S2-5	Brenda Hartley	Director of Program Management for Institute	4274
202	Diana Krpic, MS	Information Literacy Officer	4283
216	Allyn (Lyn) Kulk, RN, MS	Learning Resources Director	4276
S2-2	Mirna Pantoja, MS	Financial Coordinator/CSN	4665
206	Julia Rodriguez, AAS	MIS Administrator/CSN	4429
		ADMINISTRATIVE STAFF	
202	Chan Bridgelall	Secretary Cochran School of Nursing	8906*
S2-1	Frantz Campbell, AAS	Simulation Coordinator	8842*
S1	Maria Goncalves, MA	Financial Aid Officer	4316
S2-3	Eileen Little	Executive Secretary	4284
S1	Janee McCoy	Registrar	4358
S1	Lisa Pegues, MS	Bursar	4225
S1	Kathleen Vitola	Admissions Counselor	4606
		FACULTY	
215	Linda Mae Brown, RN,MA, New York University	Instructor Evening First Year, Medical –Surgical Nursing	4288
207	Patricia Coyne, RN, MS, Mercy College,	Instructor Maternity Nursing	8867*
218	Ann Dorrian, RN, CNS, MS, Hunter Bellevue School of Nursing	Instructor Psychiatric Nursing	4386
203	Susan Feinstein, RN, MS, University of Pennsylvania	Instructor Psychiatric Nursing	8908*

209	Eleanor Fitzpatrick, RN, MS, College of Mt. St. Vincent	Instructor First Year, Medical-Surgical Nursing	4286
204	Annamma John, RN, MS, Mercy College	Instructor Maternity Nursing	4699
217	Susan Joseph, RN, MS, Mercy College	Instructor Advanced Medical-Surgical Nursing	8858*
210	Phyllis Magaletto, RN, MS, Mercy College	Instructor First Year, Medical-Surgical Nursing	4353
205	Carole McCue, RN, MS, Pace University	Instructor First Year, Medical-Surgical Nursing	8907*
214	Jacqueline McMahon, RN, MS, Pace University	Instructor First Year, Medical-Surgical Nursing	4289
208	Laurie Nigro, RN, MS, Mercy College	Instructor First Year, Medical-Surgical Nursing	8859*
216	Patricia O'Connor-Morris, RN, MS, College of Mt. St. Vincent	Instructor First Year, Medical-Surgical Nursing	8857*
211	Elizabeth Robinson, RN, MS, Lehman College	Instructor Nursing of Children	8829*
212	Maureen Rosati, RN, MS, Pace University	Instructor Nursing of Children	4413
		ADJUNCTS	
	Dawn Africa, RN, MS, Lehman College	Clinical Instructor Maternity Nursing	
	Kimberly Cortese, RN, MS Lehman College	Clinical Instructor Nursing of Children	
	Tara Foisset, RN, MS, Lehman College	Clinical Instructor Nursing of Children	
	Donna Geiss, RN, MS, State University New York, Stony Brook	Classroom & Clinical Instructor Maternity Nursing	
	Jami Machado, RN, MS, Mercy College	Clinical Instructor Nursing of Children	
	Nancy Maskara, RN, BS, Pace University	Clinical Instructor Advanced Medical-Surgical Nursing	
	Patricia McGuire, RN, MS, College of Mt. St. Vincent	Clinical Instructor Psychiatric Nursing	
	Judy Straniere-Ford, RN, MS, Mercy College	Clinical Instructor Medical–Surgical Nursing	
	Genevieve Sullivan, RN, MS, Pace University	Clinical Instructor Medical–Surgical Nursing	
	Patricia Travers, RN, BS, Mercy College	Clinical Instructor Medical–Surgical Nursing	
	Patricia Vara, RN, MS, Columbia University	Clinical Instructor Advanced Medical–Surgical Nursing	
		LIBRARY	
	Paul Hersh, MLS	Director of Libraries	8871*
	Jane Castrignano, MLS	Librarian	4281
	Silverita Lee, BS	Library Assistant	5817
	Iris Barreto	Library Assistant	5117

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

	NAME	OTHER CONTACTS	
SJRH	Marie Cordero, RN, MS	Health Officer – Occupational Health	4653
SJRH	Nicole Navedo, RN, ADN	Health Officer – Occupational Health	4305
		EXTENSIONS IN SCHOOL	
		Admissions Inquiry	4296
		First Floor Faculty Lounge	4387
		Fourth Floor Classroom	5247
		S1 Classroom #A	5367
		S1 Classroom #B	5048
			5366
		S1 COMPUTER ROOM #C	
		Classroom #3 (S-2 Lab)	5161
		Wall Phone (S-2 near elevator)	5138
		Fax (Copy Room S-2)	964-4266
		Fax (S1 Floor)	964-4796
		Fax (Library)	964-4971

EMERGENCY 2222