

# Concordia College

## New York

### Accelerated Undergraduate Nursing Handbook

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## STUDENT HANDBOOK

**Welcome to the Division of Nursing!** You have chosen a rigorous and exciting course of study which will lead you to fulfilling and important work. Today's professional nurse is at the forefront of health care, with the capacity to make authentic and lasting change in the lives of individuals, families, and communities. Because of its specialized course of study, Divisional policies and procedures have been designed to assure that Concordia College's nursing program prepares competent, confident graduates. This Handbook has been prepared to provide you with a guide to the nursing program offered at Concordia College. The Undergraduate Catalog is the primary source for information about the College, the nursing curriculum and additional aspects of life at Concordia College.

Please note you are responsible for the policies in this book. Policy changes will be communicated to students using a variety of strategies: e-mail; posts on the Division bulletin board; through the Concordia College Student Nurses' Association leadership. The Dean of Nursing is responsible for distributing any changes in policy.

Do not hesitate to contact me or any member of the Nursing faculty for clarification of any of these policies. The faculty and I wish you every success as you pursue this exciting new venture.

Susan Apold, PhD, RN, ANP-BC  
Dean of Nursing

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## **Mission Statement**

The mission of the Concordia College Division of Nursing is to provide quality baccalaureate education in nursing in a values-oriented, faith based atmosphere to prepare individuals called to nursing for entry into professional nursing practice .

The goals of the Division are to prepare nurses to integrate knowledge from a variety of disciplines and sources to deliver authentically compassionate care, develop spiritual and cultural competence in nursing care delivery, engage in bold nursing and health care leadership, advocate for health promotion and disease prevention and embrace the value of learning for life..

## **Philosophy**

Members of the Division of Nursing believe that health is a requirement for human self actualization. Humankind requires a state of health for a full and complete life. Health is defined as a state of wellness, not just the absence of disease, with the capacity to “use well every power we have” (Nightingale).

We believe human beings are part of and cannot be separated from their environment. Therefore, human beings and their environment are in a constant state of mutual interaction. The health of the human-environment entity is the subject of nursing.

The profession of nursing is charged by society with the maintenance of health, the prevention of disease, reduction of disease risk, and care of the individual seeking to achieve a state of health. *Nursing’s Social Policy Statement (2003)* provides the Division with the definition of nursing: “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. Nursing care refers to the provision of any and all services which protect, promote and optimize health, and prevent and/or alleviate disease. In accordance with Henderson’s classic perspective on nursing, we believe nurses fulfill their social mandate by doing “for others what they would do for themselves if they had the strength, the will, and the knowledge...the nurse makes the patient independent...as soon as possible”. Professional nursing practice requires implementation of the nursing process, culturally and spiritually sensitive intervention, and evaluation of care. Nurses must be prepared to apply analytical skills in a variety of settings and assume a multitude of roles within the health care system.

The nursing program at Concordia recognizes and values the holistic nature of individuals, families, and populations entrusted to the care of nurses. We believe that central to every successful nurse-patient encounter lies an appreciation for the sanctity of human dignity.

The members of the Division of Nursing believe nursing education must occur in a supportive environment that empowers nurses to be confident, competent clinicians who possess the capacity to assume bold leadership in the health care industry. Nursing education is an active and collaborative endeavor between expert teacher/clinician and student. Adherence to this value requires members of the Division to cultivate and support faculty/student collaboration and mentoring and respect students as individuals with unique skills and learning needs.

Effective nursing education can be delivered only by clinically competent nursing educators. Faculty model this value by maintaining clinical competence, engaging in continuous self-education and relationships with colleagues, and contributing to the ever-evolving body of nursing knowledge.

We believe the faculty, students, and graduates of the Concordia College Nursing Program must meet the professional standards set forth in *The American Association of Colleges of Nursing's Essentials of Baccalaureate Education*; the *ANA Scope and Standards of Practice*; the *ANA Code for Ethics for Nurses with Interpretive Statements*; and *Nursing's Social Policy Statement*. The AACN's *Essentials of Baccalaureate Education* provides the core structure for the curriculum. The program is designed to build on liberal education; develop professional and values-based behaviors; expand and hone critical thinking and communication skills; develop technical skills; teach core nursing knowledge; and facilitate development of the student's role as a member of the profession of nursing.

### **Program Objectives**

Graduates of the Concordia College Department of Nursing will be able to:

1. integrate concepts from the liberal arts, physical and social sciences with nursing theory, and practice to provide safe, competent, quality care;
2. demonstrate appropriate leadership behaviors in nursing that promote health, safety, and quality and foster change;
3. analyze evidence from a variety of sources for legitimacy and pertinence to nursing care;
4. implement evidence-based nursing interventions;
5. manage information from a variety of venues, e.g.. liberal arts, sciences, research, culture, health information technology effectively when implementing the nursing process;
6. analyze health care and public policy that affects professional nursing;
7. deliver competent and compassionate nursing care within an interdisciplinary health care team;
8. demonstrate effective oral, written, electronic, and non-verbal communication with patients and members of the interdisciplinary team in the delivery of nursing care.
9. facilitate health promotion, disease prevention, and risk reduction;
10. demonstrate core professional nursing values of altruism, autonomy, respect for human dignity, integrity, and social justice in the delivery of nursing care;
11. practice in accordance with ethical and legal principles which embrace the sanctity of human dignity;
12. provide culturally and spiritually competent care to diverse patient populations;
13. designs clinical interventions utilizing critical thinking;
14. engage in life-long learning and continuous professional development.

## Curriculum Plan

Course	Credits	Semester
NUR 311 Critical Thinking in the Clinical Management of Patients	4	1 <sup>st</sup> Fall
NUR 312 Health Assessment	3	1 <sup>st</sup> Fall
NUR 314 Care of the Adult Patient I	4	1 <sup>st</sup> Fall
NUR 321 Pathophysiology/Pharmacology I	3	1 <sup>st</sup> Fall
NUR 331 Prevention, Health Promotion and Risk Reduction	2	2 <sup>nd</sup> Spring
NUR 315 Care of the Adult Patient II	4	2 <sup>nd</sup> Spring
NUR 316 Care of the Older Adult	4	2 <sup>nd</sup> Spring
NUR 322 Pathophysiology/Pharmacophysiology II	3	2 <sup>nd</sup> Spring
NUR 341 Contemporary Issues in Nursing	2	2 <sup>nd</sup> Spring
NUR 342 Spiritual and Cultural Competence in the Delivery of Nursing Care	3	1 <sup>st</sup> Fall
NUR 411 Nursing Care of Women and Children	4	3 <sup>rd</sup> Summer
NUR 412 Nursing Care of Children	4	3 <sup>rd</sup> Summer
NUR 431 Research, Theory, and Evidence Basis for Practice	3	3 <sup>rd</sup> Summer
REL 252 World Religions	3	3 <sup>rd</sup> Summer*
REL 111 Narrative of Sacred Scripture	3	3 <sup>rd</sup> Summer*
NUR 413 Psychiatric Mental Health Nursing	3	4 <sup>th</sup> Fall
NUR 414 Nursing Care of Aggregate Populations	3	4 <sup>th</sup> Fall
NUR 451 Nursing Leadership	3	4 <sup>th</sup> Fall
NUR 452 Transition to the Professional Nursing Role	3	4 <sup>th</sup> Fall

## Course Descriptions

### **NUR 311 Critical Thinking in the Clinical Management of Patients**

This foundational course will focus on decision making in the clinical setting based on core nursing knowledge and basic nursing skills. Students will learn application of the nursing process to the management of basic human needs. This first clinical course will utilize both simulated and actual client situations. (Fall, Semester 1: 4 credits, 4 hrs. lecture, 12 hrs. lab/clinical)

### **NUR 312 Health Assessment**

This course provides students with the theoretical knowledge and clinical skill necessary for comprehensive and systematic collection of subjective and objective patient data. Students will learn to develop a database through collection of a health history and performance of a physical assessment. The emphasis of this course is on the differentiation between normal and abnormal findings. This course includes a laboratory experience which will provide the students with the opportunity to refine clinical assessment skills and synthesize the components of the health history and physical assessment findings. (Fall, Semester 1: 3 credits, 2 hours lecture, 3 hours lab)

### **NUR 314 Nursing Care of the Adult I**

This course is the first in a two-course series which focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for adults with actual or potential alterations in fluid balance, and cerebral function, elimination, and cardiac output will be addressed. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be explored. Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care of adults within the context of their families and community. (Fall, Semester 1: 4 credits, 4 hrs. lecture, 12 hrs lab/clinical)

### **NUR 315 Nursing Care of the Adult II**

This course is the second in a two-course series which focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for adults with actual or potential alterations in metabolism, mobility, oxygenation, immunity, and reproduction will be addressed. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be explored. Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care of adults within the context of their families and community. (Spring, Semester 2: 4 credits, r hrs. lecture, 12 hrs lab/clinical)

### **NUR 316 Nursing Care of the Older Adult**

This course focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the older adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for older adults will be addressed. Health issues and disease processes commonly experienced by individuals and their families in the older adult years will be explored. Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care of older adults within the context of their families and community. (Spring, Semester 2: 4 credits, r hrs. lecture, 12 hrs lab/clinical)

**NUR 321 Pathophysiology and Pharmacology I**

This course explores concepts in pathophysiology and their use in implementation of the nursing process. Common pathophysiologic processes are discussed in conjunction with recent research. The interrelationships between clinical pathophysiology and basic physiology and genetics are emphasized. (Fall, Semester 1: 3 credits)

**NUR 322 Pathophysiology and Pharmacophysiology II**

This course is designed to provide students with an overview of the pharmacologic treatment of pathology. General principles of pharmacology, pharmacokinetics, and pharmacodynamics will be covered. Major classification of drugs used therapeutically will be presented. Pharmacologic agents used in the treatment of major physiologic systems will be discussed. Utilizing a prototype drug approach, this course will emphasize comprehension over memorization. (Spring, Semester 2: 3 credits)

**NUR 331 Prevention, Health Promotion, and Risk Reduction**

This course focuses on national goals for the promotion of health, the prevention of disease and the maintenance of health. Issues of chronicity and management of chronic illness within a context of health will be explored. National initiatives such as Healthy People 2010, the Institute of Medicine's quality initiatives and health/illness projections for the 21<sup>st</sup> century will be examined for their implications on the health of individuals and the nation. Students will explore their own values and beliefs about health and illness. (Fall, Semester 1: 2 credits)

**NUR 341 Contemporary Issues in Nursing**

This course is designed to introduce the student to the professional nursing role through the critical examination of current trends and issues influencing nursing care delivery. Legal, ethical, and local and global health care issues will be discussed and analyzed. Current issues affecting the health care of Americans and implications for professional nursing will be evaluated. (Spring, Semester 2: 2 credits)

**NUR 342 Spiritual and Cultural Competence in Nursing Care Delivery**

This seminar course introduces students to frameworks designed to develop cultural and spiritual competencies in managing patients. The course will focus on the development of skills to identify and deal with a diversity of cultures and approaches to spirituality encountered in the delivery of nursing care. (Spring, Semester 2: 3 credits)

**NUR 431 Research, Theory, and Evidence Basis for Nursing Care**

This course focuses on the theoretical and research foundations of nursing care. Research methodologies and theories from nursing and other disciplines will be used to demonstrate the basis for nursing care and the creation of nursing knowledge. Students will be introduced to the process of scientific inquiry in nursing and nursing theory development. Current nursing research will be discussed in relation to key theories explaining phenomena relevant to nursing practice. Critical analysis of published research studies with regard to implications for clinical practice. (Summer, Semester 3: 3 credits)

### **NUR 411 Nursing Care of Women and the Childbearing Family**

This course focuses on the development of theoretical knowledge and clinical skills involved in the continuum of nursing care of women and the family from pre-conception, through pregnancy, delivery, post-partum, and neo-natal periods. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for women and the childbearing family will be addressed. Health issues and disease processes commonly experienced by women and the childbearing family will be explored. Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care of women and the childbearing family and their communities. (Summer, Semester 3: 4 credits, 2 hours lecture, 6 hours clinical)

### **NUR 412 Nursing Care of Children**

This course focuses on the development of theoretical knowledge and clinical skills involved in managing the health care of children in acute care and community environments. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for children will be addressed. Health issues and disease processes commonly experienced by children will be explored. Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care of children and their families within the context of their communities. (Summer, Semester 3: 4 credits, 2 hours lecture, 6 hours clinical)

### **NUR 413 Psychiatric Mental Health Nursing**

This course focuses on needs/problems of individuals/families with a focus on assisting them to promote, maintain, restore, and promote mental health and well-being. Psychological alterations in health, which affect individual/families, are discussed. Clinical practice experiences are provided in both out-patient and acute care settings and will focus on knowledge and skills necessary for competent and compassionate care. (Fall, Semester 4: 3 credits, 2 hours lecture, 6 hours clinical)

### **NUR 414 Nursing Care of Aggregate Populations**

This course focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the patients in their communities. A population focus is used to address the needs of aggregates. The role of the nurse in caring for the community as patient will be emphasized. Clinical experiences are provided in a variety of community health settings. (Fall, Semester 4: 3 credits, 2 hours lecture, 6 hours clinical)

### **NUR 451 Nursing Leadership**

This course focuses on the development of professional nursing leadership skills. Theories of leadership, management, change, and delegation will be reviewed and applied to nursing and health systems. Students will explore the influence of culture, gender, age and other variables on leadership styles. Emphasis will be placed on concepts of collaboration, the interdisciplinary nature of the health care team and case management. (Fall, Semester 4: 3 credits)

### **NUR 452 Transition to the Professional Nursing Role**

This capstone clinical course focuses on the integration and application of theory, research, evidence, critical thinking, and psychomotor skills in a mentored practicum. Students will have the opportunity to synthesize the roles and functions of the professional registered nurse. Professional registered nurse preceptors and faculty mentors guide the student through this four week intensive clinical immersion experience. (Fall, Semester 4: 3 credits, 144 clinical hours)

## **Academic Integrity**

**Policy:** Academic integrity is the essential to academic excellence. Integrity and a code of ethics are central to any profession. It is an expectation that all students maintain academic integrity in all course work and in all clinical settings. Violation of academic integrity in any form will result in swift and immediate action with the possibility of dismissal from Concordia College. Breaches of academic/professional integrity include, but are not limited to: plagiarism (misrepresenting material as your own when it is not), cheating on a test, gossiping, breaching patient confidentiality (this is also a violation of Federal law). There will be no warning or probation in these matters. Students have the right to grieve any disciplinary decision utilizing the Grievance Process outlined in this document.

## **Advisement and Registration**

**Policy:** All students will be assigned an advisor who will be a member of the nursing faculty. Students must meet with their advisors at least twice during each semester to discuss coursework and progress. Students must also meet with advisors prior to registration. Once a student has met with their advisor, they will be cleared for registration. Students can either register online using the Banner system or see the Assistant to the Dean for assistance with registration.

## **Attendance: Class**

**Policy:** This course requires lecture and laboratory attendance for successful completion. All students are required to be punctual and to attend all lecture and laboratory sessions. There is no difference between an “excused” and “unexcused” absence. Students are responsible for all missed work. Instructors are under no obligation to provide make-up quizzes or examinations or to extend deadlines.

## **Attendance: Clinical Rotations**

**Policy:** 100% attendance is required for all clinical rotations.

**Rationale:** Nursing is a practice profession. The clinical laboratory and clinical agencies provide students with opportunities to apply theory in the direct care clients. Self-responsibility and accountability are important aspects of professional nursing education. Students are to arrive at the clinical laboratory and clinical agency on time and remain in the clinical laboratory and in the clinical agency for the time designated by the clinical professor. Lack of punctuality and lack of attendance are not acceptable, will be reflected students’ clinical performance evaluation and are cause for dismissal from the program. *While 100% attendance at clinical rotations is expected, students may face illness or emergency that precludes attendance. Clinical faculty will determine whether or not any clinical absence is “excused”. The decision of the student’s clinical faculty on issues of attendance is final.*

**Procedure:** Should a student determine that a clinical absence is imminent, that student must notify their clinical instructor as soon as they become aware of the possibility of a clinical absence. If the student is unable to contact the instructor or the clinical facility, they must leave a message at 914-337-9300, ext. 2280 AND e-mail Ruth Leich, Assistant to the Dean at [ruth.leich@concordia-ny.edu](mailto:ruth.leich@concordia-ny.edu). Failure to comply with the above will result in an automatic failure in the clinical course. If clinical absences prevent completion of course and/or clinical objectives and a clinical makeup is required, a fee to cover faculty overtime will be charged to the student. Any clinical make-up must be approved by the Dean of the Division.

## **Calculation Proficiency**

**Policy:** All nurses must demonstrate a level of calculation proficiency that assures dosage accuracy. All clinical agencies require that this proficiency be demonstrated through the achievement of an acceptable score on a calculation examination. All students will be expected to demonstrate calculation proficiency each semester. Failure to achieve an acceptable score on calculation proficiency examinations will prevent students from attending the clinical portion of the semester and result in course failure.

**Procedure:** Calculation proficiency examinations will be administered prior to the beginning of the clinical rotation each semester. The parameters of the examination (number of questions, passing score, test re-take opportunities) will be determined by the Faculty Course Coordinator of each clinical course.

## **Chain of Communication (Chain of Command)**

**Policy:** Students are to observe the chain of command as outlined in the Nursing Division Table of Organization.

When discussing course/class issues, students are to address issues as follows, to:

- the specific professor teaching the class
- their academic advisor
- the course coordinator
- the Dean of the Division of Nursing

Students practicing in a clinical setting are the responsibility of Concordia College-New York and **not** the clinical agency. Students at all times report to and are responsible for following the instructions and order of the clinical faculty.

## **Community Experience**

**Policy:** During community health experiences, students will visit their patients in pairs.

When a home visit is planned, the family should be called by telephone immediately before the visit to let them know when to expect the student. Students are to use their own judgment if they consider the area unsafe. Students are advised to leave purses at home or in agency and carry only enough pocket money for transportation and phone calls. In the interest of personal safety, students are required to locate the following, prior to a home visit:

- The nearest police precinct office
- The fire house
- The housing project office
- The neighborhood social service offices
- Neighborhood health centers
- Neighborhood schools
- Neighborhood stores
- Bus routes

Under no circumstances are students to enter any building or home which the student perceives to be unsafe. If elevators are not working, the student is to leave the building. Students are not to walk up any covered stairwell. Should a student be confronted in a home, leave the home immediately; call 911 if necessary. Never enter any vehicle other than a public bus, licensed cab, or police car.

In the event of an unsafe or threatening incident, proceed into the most active situation available—such as the street and traffic, the police precinct, the fire house, neighborhood store, social services or health agency, school, housing project office, or board a bus. Call the clinical agency or 911. Students should not hesitate to call 911 if they believe the situation is threatening or dangerous.

### **Deceleration (Part-time study)**

**Policy:** Students who have been accepted to the Accelerated Bachelor's program may opt to withdraw from the full-time course of study and complete the program on a part-time basis.

#### **Procedure:**

1. The decision to decelerate must be communicated to the Dean of Nursing no later than week 4 of any clinical course.
2. A written request must be made to the Dean of Nursing seeking permission to complete the nursing program on a part-time basis.
  - a. The request must indicate the reason.
  - b. The student must develop a reasonable time-line for completion of the program and include this time-line in the letter of request
3. Once a student has been given permission to “decelerate”, the student may not opt to return to the Accelerated program
4. Students who “decelerate” will be charged a pro-rated per-credit rate.
5. Students who opt to “decelerate” must complete their program of study within 18 months of deceleration.

### **Dress Code**

**Policy:** While in any clinical agency, students are expected to dress professionally. Professional dress means all students will appear in clothing which is clean, pressed, conservative, and modest.

While in a hospital or agency that requires nurses wear uniforms, students will wear royal blue scrubs embroidered with the Concordia College logo. Uniform shoes are to be worn with scrubs and can be either black or white.

Women's blouses/tops are to be buttoned/zipped or otherwise closed so that the décolletage is completely covered.

Jeans, capri pants, sneakers, any form of “flip-flops”, clogs, and Crocs™ are prohibited.

Jewelry is to be kept to a minimum. Piercings are limited to one earring in each ear. No hoop or “dangling” earrings may be worn. With the exception of a MedicAlert Bracelet, bracelets are prohibited.

Hair is to be clean, off the face and shoulders, and free of adornment. Facial hair is to be neat, trimmed, and clean.

Fingernails are to be trimmed short. If nail polish is worn, it must be light or clear. Artificial nails are prohibited. (Please note that wraps on fingernails can serve as a source of bacteria for you and your patients.)

### **Electronic/Cell Phone Communication**

**Policy:** Use of electronic communication, i.e., cell phone calls, text messaging, instant messaging for non-academic purposes while in the classroom or clinical site is prohibited.

**Rationale:** When in the classroom or patient care setting, professionals are expected to be fully engaged in the educational/care giving experience. Communication for non-academic or care delivery purposes is a distraction from the primary purpose of the educational experience.

#### **Procedure:**

1. Cell phone use in a clinical agency: At all times students and faculty will follow agency policy on the use of cell phones. No student is to use a cell phone for any purpose in a patient-designated area. Students who accept or make a call, instant or text message on their cell phone during a clinical rotation will be fined \$100.00, be sent home from that rotation, and have the incident documented on their clinical evaluation. A second offense will result in dismissal from the Concordia College Nursing Program.
2. Electronic communication in the classroom: Students who use electronic technology in the classroom for other than academic purposes will be prohibited from bringing electronic media into the classroom for the duration of the Nursing Program.

### **Eligibility for NCLEX-RN Examination**

**Policy:** Students will be recommended for NCLEX-RN candidacy by the Dean of the Division of Nursing upon successful completion of all coursework in the Accelerated Nursing Program; successful completion of the standardized capstone test administered by ATI Testing, Inc. and completion of an approved NCLEX review course.

**Rationale:** The faculty in the Division of Nursing and Concordia College believe that it is our responsibility to assure that nursing students are in the best possible position to be successful on NCLEX-RN the first time they take it. Therefore, students will be provided with the opportunity to take an NCLEX-RN review course at no charge, and to take a simulated NCLEX-RN examination.

#### **Procedure:**

1. During NUR 452, students will be required to take a simulated NCLEX-RN examination developed by ATI Testing, Inc. Students will take the examination under testing conditions. The test will be administered by nursing faculty.
2. Students will have the opportunity to repeat the test one time.
3. All students must take an NCLEX-RN review course.

**Should a student be unsuccessful on the exam, the student will be required to take a second NCLEX-RN review course and successfully pass the simulated examination prior to being recommended for NCLEX-RN candidacy.**

## **Evaluation of Clinical Progress**

**Policy:** All students will receive both formative and summative evaluations of clinical progress. Formative evaluations will be given at the mid-point of each clinical rotation. Formative evaluations will consist of a review of strengths and challenges the student and clinical faculty member have encountered during the beginning of the clinical rotation. Summative evaluations will take place at the end of each clinical rotation. Summative evaluations will consist of a review of the student's progress during the semester and determination of the students' clinical competence.

**Rationale:** Formative evaluations provide the student with a realistic assessment of their clinical progress at mid-semester and provide the student with the opportunity to optimize clinical skills and take corrective action if necessary. Summative evaluations provide the student with evaluation of their clinical progress and competence at the end of a clinical rotation.

**Procedure:** Clinical faculty will meet individually with each student at a mutually agreed upon time at mid-term and at the end of the semester engage in the evaluation process. All evaluations will be provided to the student in writing. Copies of the summative evaluations will be retained in a student's file.

## **Formal Complaint**

**Policy:** Section 494C (j) of the Higher Education Act of 1965 as amended provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident. (Faculty Handbook Concordia College, 2008).

The Division of Nursing, in conjunction with the formal complaint policy and procedures of Concordia College, and in keeping with Section 494C (j) of the Higher Education Act of 1965, is supportive of every individual's, student's, faculty's, or any other person's rights to be treated respectfully and without discrimination. Therefore, any individual who believes s/he has been aggrieved, may file a written complaint with the Division of Nursing within three years of the alleged event.

### **Definitions:**

1. *A Formal Complaint* is a written statement of a grievance experience by any individual, student, faculty, administrative or support staff member in the Division of Nursing to the Dean of Nursing and/or the Student Services Department of Concordia College involving a formal hearing according to published procedures.
2. *An Informal Complaint* is a written statement of a grievance experienced by any individual, student, faculty, administrative or support staff member in the Division of Nursing where resolution is achieved between an official of the Division of Nursing or the College according to published guidelines without requiring further deliberation

### **Procedures:**

Following an interview with the individual, the Dean of Nursing and or the Assistant Dean of Student Development will consult with the person(s) involved to obtain particulars of the case. After consulting with Concordia's Title IX Affirmative Action coordinator, the Dean of Nursing and/or the Assistant Dean will consider the grievance, render a decision, and issue a statement indicating appropriate redress. If the individual considers the decision rendered unsatisfactory, an appeal may be made to the Dean of the College. The Division of Nursing and the College consider an appeal to the Dean of the College the final step in the process. The decision of the Dean of the College is final

### *Internal Complaints*

Should any individual believe s/he has been aggrieved by a faculty or staff member of the Division of Nursing or of Concordia College during the academic year, s/he may turn for assistance using the procedures listed below:

1. With the assistance of the Dean of Nursing and/or the Assistant Dean for Student Development, the complainant and the respondent will meet face-to-face in an attempt to resolve the issue. Should the Dean of Nursing be the respondent, the Dean of the College will assume responsibility; should the Assistant Dean be the respondent, the Dean of the College will assume responsibility; should the Dean of the College be the respondent, the President will assume responsibility; should the President be the respondent, the chair of the Board of Regents will assume responsibility.
2. If the complainant is of the opinion that such informal reconciliation efforts have failed and there is a wish to pursue the matter, the complainant shall prepare a written statement of the matter in dispute (along with all relevant documents), and a written statement setting forth in detail the efforts that have been made to achieve informal reconciliation, and shall forward such documents to the Dean of Nursing and/or the Assistant Dean of Student Development (as appropriate) and to the respondent.
3. Within one week after receipt of the written statement of the matter in dispute, the respondent shall submit a written reply to the Dean of Nursing and/or the Assistant Dean of Student Development (as appropriate) and the complainant. If the respondent fails to reply, the allegations of the statement of the matter in dispute shall be deemed accepted.
4. Upon receipt of a reply from the respondent or if no reply is received and the Dean of Nursing and or the Assistant Dean for Student Development determine all informal reconciliation efforts have failed, the Dean of Nursing and/or the Assistant Dean will form a review committee of three persons which shall be chosen as follows: each party will select one member of the faculty, staff member, or student. The third person, serving as chair, will be appointed by the Assistant Dean for Student Development with the approval of both parties. The selection process shall be completed within one week of the Assistant Dean's determination to form a review committee.
5. The review committee shall proceed as follows:
  - a. The first hearing will be held no later than one week after the last committee member has been appointed.

- b. The chair of the committee shall notify the complainant and the respondent at least three days in advance of the date, time, and place of said hearing.

All hearings shall be private, attended only by the parties and the witnesses who can substantiate the facts relevant to the matter in dispute. The review committee shall establish the procedures to be followed in the hearing and the relevancy of evidence so that each party shall be given an opportunity to present fully its respective position. In performing its duty, the review committee shall continue efforts to reconcile the parties on the basis of Christian love and forgiveness.

- c. Within one week after completion of the final hearing, the review committee shall issue a written decision which shall state the facts determined by the committee, the reasons for its decision, and forward them to the parties and the Assistant Dean for Student Development. The Assistant Dean for Student Development in consultation with the Dean of the College shall then take appropriate action, which shall be final.
2. Adequate documentation about each complaint and its disposition shall be maintained for at least six years.
  3. Concordia College students are assured that no adverse action will be taken against any student for filing a complaint.

#### NYS Complaint Procedures

Section 494C(j) of the Higher Education Act of 1965 as amended provides that a student, faculty member, or any other person who believes he/she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the New York State Education Department within three years of the alleged incident.

#### How to File a Complaint

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believes the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone 212-951-6493 or write to:  
New York State Education Department  
Postsecondary Complaint Registry  
One Park Avenue, 6th Floor

New York, NY 10016

3. The *Postsecondary Complaint Registry Form* should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The department will make every effort to address and resolve complaints within 90 days from receipt of the complaint form.

### Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the department will refer the complaint to the institution in question and request that the matter receive a review and response. Upon conclusion of the department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the department evaluator directly for follow-up information or for additional assistance.

### Grading

**Policy:** Students must achieve a grade of C+ or better in each nursing course. Students must maintain a GPA of 3.0. Students who are unsuccessful in maintaining a 3.0 will be placed on academic probation. A student may be on academic probation once during their course of study. The grading scale is as follows:

A	93 or above
B+	87 - 92
B	83 - 86
C+	77 - 82
C	70 - 76
D	60 - 69
F	60 or below

Test grades will be calculated to the hundredth-place and will not be rounded-off until all exams for the course are averaged and tallied.

Students must complete all course assignments to receive a final grade.

Students must pass both the clinical and theoretical portions of clinical courses to pass the entire course.

Courses in the nursing major (all nursing courses, clinical and non-clinical) may only be repeated once. Only two nursing courses may be repeated. Courses may be repeated only one time. Two withdrawals (W) from any nursing courses will equate to an F.

Students may repeat a course the next time the course is scheduled to be offered.

## **Grade Appeal Policy**

**Policy:** Students may appeal a COURSE grade within 3 days of receipt of the grade, under the following circumstances:

- There has been a clear miscalculation of the grade;
- Changes were made in the grading procedures after the student received the course management policy; or,
- The grade appears to be arbitrary and not based on published evaluation procedures.

### **Procedure:**

1. Step One: Student discusses problem with the involved instructor
2. Step Two: The student discusses the problem with the Dean of Nursing.
3. Step Three: If the situation is not resolved, a Grievance Committee will be convened.
  - a. The Grievance Committee shall consist of two faculty members, one from the Division of Nursing, another from the Division of Natural and Social Sciences or Professional Studies. The Nursing faculty member will be selected by the Dean of Nursing, the other by the involved student.
  - b. The committee will hear the case, and may request any documentation from any individual involved in the case.
  - c. The decision rendered by this departmental ad hoc committee will be the final step in the Department.
  - d. The Committee will provide the Dean of Nursing with a written summary report and a recommendation.
  - e. The Dean of Nursing will render a decision and make a recommendation to the Dean of the College.
  - f. The Dean of the College will make the final decision. The decision of the Dean of the College is final and not open to appeal.
  - g. If the Dean of Nursing is the instructor of record of the course, either the Dean of Adult Education or the Assistant Dean of Student Life will serve in the Dean of Nursing's place.
4. Satisfactory resolution of the issue at any step means that it is unnecessary to continue the grievance process.

## **Licensure as a Registered Professional Nurse**

The New York State Education Department requires that to be licensed as a registered professional nurse, candidates must be of good moral characters as outlined in Article 139 of New York States Education Law and Part 64 of the Commissioners Regulations. **Successful graduation from Concordia College with a major in Nursing does not insure that candidates will be approved by the State Education Department to take the licensing exam.** "In Accordance with Federal, state, and local law, Concordia College does not discriminate in its employment practices or in admission or access to the College's educational programs and

services on the basis of race, color, creed, national origin, lineage, citizenship, religion, age, sex, sexual orientation, disability, or marital status.

### **Parking: On-Campus**

Parking facilities on campus are limited. All persons who drive to campus must register their vehicle with the Manager of Public Safety and obtain a permit to park on College property. The cost of the parking permit is included with your tuition. Parking for commuters is across the street near the Maier Athletic Center. Adherence to motor vehicle regulations as outlined in the Student guide is expected at all times. Vehicles parked without a valid permit will be ticketed and are subject to fines, loss of privilege, and /or removal at the owner's expense.

### **Pre-Clinical Requirements**

**Policy:** To begin classes, all students must have the following:

- CPR certification;
- HIPPA certification;
- Health clearance from Concordia College Health Service (one physical exam prior to the start of the program and a second prior to the beginning of the last semester);
- Personal Health Insurance;
- Professional liability insurance;
- A professional background check including drug screening

### **Rationale:**

1. State and Federal regulation requires that any individual who works in a clinical agency, regardless of their level of health care expertise, be certified in Basic Life Support (CardioPulmonary Resuscitation).
2. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) requires that any individual who is in possession of or, who may find themselves in possession of confidential information about patients must be educated about patient rights and confidentiality in accordance with HIPPA.
3. Any individual who provides direct care to patients in any clinical setting must be able to verify they are free from communicable disease and are protected from contracting communicable diseases which are preventable.
4. Neither Concordia College nor any clinical agency will incur costs related to illness or injury of students during their educational experience at Concordia College. All clinical agencies require that students hold person health insurance.
5. Clinical agencies require that all individuals who provide direct patient care have a professional background check.

### **Procedure:**

1. Students may seek CPR certification from either the American Heart Association or the American Red Cross. CPR courses will be made available to students at Concordia during the Academic year. Proof of CPR certification will be required prior to beginning a clinical rotation.
2. Students will receive training on HIPPA rules prior to entering a clinical agency.
3. Students may seek independent health insurance from their own provider. Concordia College offers a low-cost health insurance policy to all full time students.

4. Students receive notification of health requirements upon admission to the Accelerated Nursing Program. Students may seek completion of health requirements from their primary care provider. Students are also eligible to utilize the services of the Concordia College Campus Health Unit. All health forms will be reviewed by the Registered Nurses and/or Nurse Practitioners in the Campus Health Unit. Campus Health staff will forward a health clearance card to the Assistant to the Dean in the Division of Nursing. Student privacy will be maintained, as no health records will be available to members of the Division of Nursing and all health records will be retained in the Campus Health Unit. Health clearance cards will be retained in the student's academic file in the Division of Nursing.

### **Standardized Testing and Requirements for Recommendation for Licensure**

**Policy:** Students must be thoroughly prepared for the NCLEX-RN upon graduation from Concordia College Accelerated Nursing Program. To provide external validity to learning and progression through the program, a system of standardized testing will be implemented to assess student learning and curricular effectiveness. Standardized testing administered within each clinical course will be used for student and faculty assessment purposes only. A standardized capstone test will be administered to all students in the last semester of study. All students must pass the capstone examination in order to be recommended for NCLEX-RN testing.

#### **Procedure:**

1. ATI™ examinations will be administered during a class period in every clinical course.
2. Students will review the results of the ATI™ examinations individually with their advisor.
3. Students and faculty will use the results of the ATI™ testing to evaluate student progress and curricular effectiveness.
4. The capstone ATI™ examination will be administered in Week 10 of the last semester of study.
  - a. Students who are unsuccessful in their first attempt of the capstone, will re-take the exam in Week 12 of the last semester of study.
  - b. Students who are unsuccessful in their second attempt of the capstone, will be required to engage in ATI™ remediation.
5. All students will be required to take an NCLEX-RN review course prior to being recommended for NCLEX-RN eligibility.

### **Taping Of Lectures**

**Policy:** Students may tape a lecture ONLY after obtaining permission from the faculty member to do so. Faculty are under no obligation to allow taping. Test review sessions may not be taped.

## Testing Procedures

### Procedures:

The following testing procedures will be followed whenever possible:

- Students will have 30 minutes to complete a 25-30 item multiple-choice exam, 1 hour to complete a 50-item multiple-choice exam, and 2 hours to complete a 100-item multiple-choice exam. Additional time will not be allowed. Students who arrive late will not have additional time to complete a test.
- Students who are absent from exams may, at the discretion of the instructor, be allowed to re-take the exam at a later time set by the instructor.
- Students will be randomly assigned seats and will not be able to leave the testing room until they are finished and the answer sheet and test questions are handed in.
- All exams will be numbered and students will be required to print their names and numbers on both the test and the answer sheet.
- **SOME TESTING IN THE DIVISION OF NURSING MAY OCCUR OUTSIDE OF SCHEDULED CLASS AND CLINICAL TIMES.**

## Tuition Refund Policy

Policy: Refunds for withdrawal from the Accelerated Nursing Program will be granted as follows:

- Withdrawal by September 3: Full refund of tuition
- Withdrawal by September 10: 50% refund of tuition
- Withdrawal by September 17: 25% refund of tuition
- Withdrawal after September 24: NO REFUND

## Unsafe/Unfit Student Clinical Policy

Policy: Students will be required to leave a clinical facility should they:

- report to a clinical agency intoxicated, under the influence of drugs, or “hung over”
- demonstrate overtly unsafe behavior
- **demonstrate unusual, hostile, or bizarre behavior**
- **are unprepared for the clinical experience**
- demonstrate incompetence.

### Procedure:

1. Clinical faculty as well as members of the clinical agency administration have full authority to make the decision to tell a student to leave the clinical agency.
2. The decision to remove the student from clinical agency is non-negotiable. Should a student fail to leave the clinical agency when asked to do so, the student will be subject to the laws of trespass and prosecuted to the fullest extent of the law.
3. As soon as possible after the incident, the Dean of Nursing, clinical faculty member, and student will meet to discuss the situation.

## Acknowledgment of Understanding

Name: \_\_\_\_\_

**I have read and understand the Policies and Procedures included in the Nursing Student Handbook and the Concordia College Student Guide. I understand all academic and clinical standards. I understand that failure to meet these standards will result in result dismissal from the program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STUDENT NURSES'  
ASSOCIATION  
Concordia College-New York**

**Organized: 2008**



### ***Preamble:***

We, students of the Concordia College Accelerated Bachelor's program in nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing. We believe every citizen has a right to the highest quality of health care. We believe in the development of the whole person toward his/her professional role with its rights, responsibilities, and ideals. We believe every right bears inherent responsibility. We believe responsibilities are participatory, not purely philosophical or ideological, and we believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

### ***Rights/Responsibilities:***

Students have a right to and a responsibility for:

- having a creative, sound educational opportunity;
- having the highest quality practitioner-teacher;
- achieving input into curriculum planning;
- achieving self-directed learning;
- achieving equal participation in all areas of clinical practice;
- participating in interdisciplinary activities;
- due process;
- insuring peer review and self-evaluation;
- the privileges of internal governance;
- organizing and participating in an organization directed toward achieving professional goals;
- facilitating change in health care delivery through various channels;
- assembling and exploring fundamental and current professional issues and concerns;
- organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- fostering a better correlation between nursing education and practice.

### ***Code of Conduct:***

As a member of the National Student Nurses' Association, I pledge to:

- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all bylaws and regulations relating to the student nurses' association at the chapter, state, and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision-making and management at all levels of the student nurses' association.

- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in or condone discrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.

*Adopted by the 1999 House of Delegates, Pittsburgh, PA, at the 47th Annual NSNA Convention.*

*References: American Society of Association Executives and the National Society for Fundraising Executives*

### ***Code of Ethics:***

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

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.

- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001*

***BYLAWS FOR  
STUDENT NURSES' ASSOCIATION CONCORDIA COLLEGE-NY CHAPTER***

**ARTICLE I - Student Nurses Association of Concordia College - NY**

Section 1. The name of this organization shall be the Student Nurses Association of Concordia College - NY.

**ARTICLE II - Purpose and Function**

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.

- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.

### **Article III - MEMBERS**

#### Section 1. School Constituent

- A. Student Nurses Association shall be composed of at least 10 members from Concordia College-New York or the total school enrollment, if fewer than 10. There shall be only one chapter on this school campus.
- B. For yearly recognition as a constituent, an officer of the Student Nurses Association of Concordia College-New York shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- C. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the NSNA Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- D. Student Nurses Association of Concordia College-New York is an entity separate and apart from NSNA and its administration of activities, with NSNA and NY State Student Nurses Association (NYSSNA) exercising no supervision or control over these immediate daily and regular activities. NSNA and NYSSNA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of Student Nurses Association of Concordia College-New York or the members thereof. In the event any legal proceedings are brought against NSNA and NY State Student Nurses Association, Student Nurses Association of Concordia College-New York will indemnify and hold harmless the NSNA and NY State Student Nurses Association from any liability.

#### Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active members:
  - 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
  - 2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
  - 3. Active members shall have all the privileges of membership.

B. Associate members:

1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
2. Associate members shall have all the privileges of membership except the right to hold office as president or vice-president at state and national levels.

C. Individual members:

1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.
2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

D. Active and associate membership shall be renewable annually.

Section 3.

Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

**Article IV - DUES**

Section 1.

- A. The Annual NSNA dues for active and associate members shall be \$30 per member, plus \$10 school dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$70 per member, and \$20 school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. The school association board of directors shall have the authority to change school chapter membership dues, providing such dues do not exceed the amounts set in these bylaws.
- D. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues. School chapter dues are collected directly by treasurer of the Student Nurses Association of Concordia College-New York.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

**Article V. - Board of Directors**

Section 1. Composition

A. The Board of Directors will consist of: President, Vice-President, Secretary, Treasurer, two Class Delegates, Event Coordinator, and Public Relations Coordinator .

## Section 2. Responsibilities

A. The Board of Directors shall be responsible for:

1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
3. Reviewing expenditures, revenues, policies and procedures, and any other business of the association.

Section 2. Quorum. A quorum for the board meetings shall be the president and vice-president, two other board members, and one faculty advisor.

Section 3. Duties of the Board of Directors shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.
2. Represent NSNA in matters relating to the association and perform all other duties pertaining to the office.
3. Shall serve as chairperson of the Board of Directors meetings.

B. Vice-President

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
2. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
3. Shall preside at meetings in the absence of the President.
4. Shall assist the President as needed.

C. Secretary

1. Review the minutes of all business meetings of the association and the Board of Directors and insure accuracy prior to distribution to the Board of Directors for action.
2. Shall keep on file as a permanent record all reports, papers, and documents.
3. Assist the president with official correspondence.
4. Deliver to the newly elected Secretary all association papers.

D. Treasurer

1. Submit financial reports to the Board of Directors and membership as directed by President.

2. Keep a permanent record of all dues received from members and any other income and disbursements.
3. Remit payment as follows:
  - a) Requests for disbursement of funds shall be made in writing to the Board of Directors.
  - b) Upon approval the treasurer, will issue reimbursement for those requests approved.
  - c) No funds will be disbursed without prior approval.

#### E. Events Coordinator

1. Serves as chairperson of Events Committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Keep members informed about activities and keep bulletin board up-to-date.

#### F. Class Delegate

1. Attend faculty meetings as needed.
2. Act as liaison between faculty and students
3. Participate in the planning, revision, and reform of curriculum.

#### F. Public Relations Coordinator

1. Publication of monthly newsletter by every second week of the month.
2. Develop and maintain relationship with community, local chapters, and hospitals.
3. Assist Events Coordinator in execution of events from the public relations stand point.

### Section 4. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences, may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. Active Members: To maintain active membership, cannot miss more than two regularly scheduled meetings without valid reasons for absences. In the case of an absence, valid reasons must be submitted prior to the scheduled meeting to the secretary.
- C. Members absent from more than two unexcused regularly scheduled meetings cannot vote in association elections and decision making.
- D. An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- E. Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

## **Article VI - ELECTIONS**

### Section 1. Election of Board of Directors

- A. Elections shall be held annually.
- B. All nominations shall be made from the floor.
- C. All elections shall be by secret ballot.
- D. A plurality vote of the members present and entitled to vote constitute an official election.
- E. In the event of a tie, a re-vote shall be held.

## **Article VII - MEETINGS**

### Section 1. Membership Meetings

- A. Meeting dates shall be set by the Board of Directors.
- B. Meeting location and time will be posted on the chapter bulletin board at least two weeks prior to the meeting.

## **Article VIII - COMMITTEES**

### Section 1. Appointments

- A. Committee appointments shall be made by the Board of Directors.
- B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

### Section 2. Responsibility

- A. All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report same to the general membership.

## **Article IX – CHAPTER DELEGATES**

### Section 1. Purpose and Function

- A. To serve as spokesperson for this association at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions or proposed amendments to bylaws.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.

### Section 2. Qualification and Appointment

- A. Qualifications to serve as chapter delegate will be determined by the Board of Directors.
- B. The Board of Directors will appoint chapter delegates who meet the qualifications.

### Section 3. Chapter Delegate Representation

#### A. School constituents:

1. The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
2. The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
  - a) Selection and/or election by members of the school chapter according to chapter bylaws;  
or
  - b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
    1. School chapters shall approve the appointment.
    2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
    3. A school chapter must have a selected and/or elected delegate present at the NSNA Convention to have a state-appointed alternate seated in the House of Delegates.
    4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

### **Article X - AMENDMENTS**

Amendments to the By-Laws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

### **Article XI - PARLIAMENTARY AUTHORITY**

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

**Policies and Procedures:**

- After approval, the secretary shall file one copy of the minutes in the association's files. All reports will be attached to the minutes.
- The secretary shall distribute copies of minutes along with the agenda for the upcoming meeting to all board members at least 5 days prior to the next meeting.
- Following approval of the expenditure, reimbursement will be signed by both the treasurer and the president or the vice president.
- To be considered for reimbursement, all requests must be received in writing with receipts attached at least 3 days prior to the board meeting.

<b>Student Nurses Association of Concordia College-NY</b>	<b>Policy: 1.1</b>
<b>Policies and Procedures</b>	<b>Approved: 11/19/2008</b>
<b>Term Limits</b>	<b>Revised:</b>

**Purpose:** To establish term limits for the Student Nurses Association on Concordia College-New York

- Policy:**
- Elected officers shall hold the office for two consecutive semesters.
  - After completion of the second semester in office, that member may not be elected or hold the same office again.

**PROPOSED By-Laws**  
**SIGMA THETA TAU INTERNATIONAL**

SIGMA THETA TAU is the International Nursing Honor Society. The purpose of Sigma Theta Tau is to recognize superior achievement and leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

The Division of Nursing at Concordia College will seek membership as a chapter in Sigma Theta Tau International. Eligibility requirements include written support from two members of the nursing faculty indicating the applicant's potential for leadership, cumulative grade point average of 3.0, a minimum 3.0 average in Nursing theoretical and clinical courses to date, and a student's letter of application for membership.

## STUDENT NURSING ASSOCIATION *DRAFT* BY-LAWS

Article I: Name of Organization

Section 1: the name of the organization shall be Concordia College Student Nurses Association.

Article II: Purpose, Functions, and Goals

Section 1: Purpose

1. To function as an independent organization under the NSNA guidelines.
2. To assume responsibility for contribution to nursing education in order to provide quality health care.
3. To provide programs representative of fundamental interest and concerns to nursing students.

Section 2: Function

1. to represent all nursing students to institutions and organizations.
2. To promote and encourage students' participation in interdisciplinary activities
3. to promote and encourage participation in student activities and educational opportunities regardless of a person's race, color, sex, national origin, age, or economic status.
4. To promote and encourage participation in community fairs and activities toward improved health care and the resolution of related social issues.

Section 3: Goals

1. to give our members support in pursuing their personal and educational goals throughout their entire nursing education.
2. To increase membership and encourage involvement in our student nursing organization.
3. to serve as a liaison between the students and nursing faculty.

Article III: Members

Section 1: School Constituent

1. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.

2. Concordia College SNA shall be composed of at least 5 members from Concordia College. There shall be only one chapter on this school campus.
3. For yearly recognition as a constituent, an officer of Concordia College SNA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose, functions, goals, membership, dues, and representation.
4. A constituent association which fails to comply with the by-laws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Executive Council, provided written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
5. Concordia College SNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and Concordia College immediate daily and regular activities.

Section 2: Categories of constituent Membership

1. Active members:
  - a. Student enrolled in state approved programs leading to licensure as a registered nurse.
  - b. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
2. Associate members:
  - a. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associative degree, diploma or baccalaureate degree in nursing.
  - b. Associate members shall have all of the privileges of all the privileges of membership except the right to hold office as president or vice president at state and national levels.
3. Active and associate membership may be renewable annually.

Article IV. Dues

Section 1:

1. The annual NSNA dues for active and associate members shall be \$30 per month, \$3 school dues, and state dues, payable for

the appropriate dues year. The dues year for members shall be a period of twelve months.

2. The annual NSNA dues for active and associate members joining for two years shall be \$50.00 per member, \$3 school dues, and state dues, payable for the appropriate dues year. The dues for these members shall be a period of twenty-four consecutive months.
3. National and state payable directly NSNA. NSNA shall remit to each state constituent. NSNA shall not collect nor remit school chapter dues.
4. Any member who fails to pay current dues shall forfeit all privileges of membership.

Article V: Offices

Section 1: Offices

1. President, Vice-President, Secretary, Treasurer, and Cohort Representatives.

Section 2:

1. President
  - a. Shall preside at all meetings of this association, appoint special committees as needed.
  - b. Perform all other duties pertaining to the office and represent this association in all matters of the local, State Nurses Association, the local league of Nursing, state Nursing Student Association, National Student Nurses Association, and other professional and student organizations.
  - c. Approve expenditures as submitted by the treasurer and authorized by the faculty representative.
  - d. Shall be a chairperson for and be a member of the Executive Council.
2. Vice-President
  - a. Shall assume responsibility of the office of President in the event of a vacancy occurring in the office during the Spring elections in April, until the next election in the Fall of that year.
  - b. Shall preside at meetings in the absence of the Executive Board.
  - c. Shall assist the President as delegate and act as advisor to the President.
  - d. Shall serve as a member of the Executive Council.
3. Secretary
  - a. Shall record and distribute the minutes of all meetings of this association as directed the President.

- b. Shall keep a file as a permanent record of all reports, papers, and documents submitted to the Secretary.
- c. Refer to duly appointed committees the necessary records for the completion of business.
- d. Notify the Executive Council of the time and place of meetings and serve to publicize.
- e. Shall serve as a member of the Executive Council.
- f. Deliver to the newly elected Secretary all documents.

4. Treasurer

- a. Shall keep a permanent record of all dues received from members and any other monies.
- b. Submit financial reports to the President.
- c. Prepare an annual budget and present it for approval by the Executive Council.
- d. Funds will not be disbursed without prior approval by the President and faculty representatives
- e. Serve as a member of the Executive Council.

Section 3: Absence of Offices

- 1. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive Council and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- 2. Any officer may also be removed from office by a plurality vote of the members of the Executive Council present at the meeting called for the purpose if that officer is deemed negligent in the functions of that office as stated in these by-laws
- 3. Prior notification of two weeks shall be given to the officer in questions and a special Executive board meeting shall be held to review the circumstances.

Article VI: Elections  
Section 1:

Election of Officers

- 1. Elections shall be held in the first week of April during the Spring semester.
- 2. All elections shall be by secret ballot.
- 3. A plurality vote of the member present and entitled to vote and voting shall constitute an official election.
- 4. In the event of a tie, a re-vote shall be held.
- 5. In the event that an elected officer denounces his/her office, a re-election will be held in the following Fall.

Article VII: Meeting

Section 1: Membership Meetings

1. Meeting dates shall be set by plurality vote of members present at each previous meeting.
2. Meeting location and time will be voted on and approved by plurality vote at each previous meeting.
3. The President shall have the authority to convene a special meeting at such time as is deemed necessary and shall notify the general membership of such meeting, location and time.

Article VIII: Committees

Section 1: Appointments

1. Committee chair appointments shall be made by the Executive Council.
2. Committee members shall be appointed by the committee chairperson or selected by the Executive Council from a group of volunteers.

Section 2: Responsibility

1. All committees shall be responsible to the Executive Council for reporting committee activities on a regular basis and shall, report the same to the general membership.