Practical Nurse Program
Student Handbook
2020-2021
Student Responsibility

It is the student’s responsibility to become thoroughly familiar with the Holy Name Medical Center Sister Claire Tynan School of Nursing Student Handbook and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students’ rights and responsibilities, as well as outlining the requirements for admission, retention and the degree requirements for the nursing program.

This publication is reviewed and revised each academic year. The current Student Handbook becomes effective on the first day of the new semester. Students will be notified if there are changes to program policies applicable to all students regardless of the date of admission to the nursing program. This publication contains information valid for the 2020-2021 academic year. A copy of the current semester’s Student Handbook can be accessed through the Moodle learning management system and on the School of Nursing website.

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other Holy Name Medical Center Sister Claire Tynan School of Nursing publications does not excuse the student from knowing the rules and regulations in effect at the time of enrollment.

Notice of School of Nursing policy changes are emailed to all enrolled students, posted on the Announcement and RN E-Bulletin pages on the Moodle LMS, and are posted on the School of Nursing Bulletin Board located outside of the School of Nursing Administrative Offices. Please refer to the Holy Name Medical Center School of Nursing website for the most up-to-date program and admissions information.
Welcome from the Director

Welcome to the 2020-2021 Academic Year! The Holy Name Medical Center Sister Claire Tynan School of Nursing Student Handbook provides vital information to help students understand expectations while attending the School of Nursing. The Student Handbook also includes important School of Nursing policies and procedures with which all students should familiarize themselves each semester.

The current coronavirus health crisis has brought special challenges to nursing education. The School of Nursing is committed to promoting the health and safety of all students, faculty, and staff. This handbook provides information on student policies and procedures related to preventing the spread of COVID-19 while participating in class and clinical activities.

All enrolled nursing students are held accountable to the School of Nursing requirements, policies, and procedures outlined in the Student Handbook for the current academic year. All students are required to read the handbook and provide signed documentation which certifies the student has been informed of School of Nursing policies and procedures.

I look forward to working with you to achieve your goal of becoming a nurse. The faculty, school administration, and staff are available to assist you in achieving successful outcomes throughout the program.

Sincerely

[Signature]

Donna M. Penn, MSN, RN, CNE
Director, Holy Name Medical Center Sister Claire Tynan School of Nursing
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SONIS

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General Information

History of the School of Nursing
The education of nurses has always been an important part of the Holy Name Medical Center (HNMC) healthcare community. The School of Nursing, founded by the Sisters of St. Joseph of Peace in 1925, has grown from a class of 13 women to become one of the largest coeducational diploma schools in New Jersey sponsored by a Catholic healthcare institution. The Practical Nursing program was added in 1972. A collaborative agreement with Saint Peter’s University provides expanded educational opportunities for our RN students to receive the Associate in Science degree if 33 academic credits are taken at St. Peter’s University. The School of Nursing currently offers three program tracks, RN, LPN-RN, and Practical Nursing (PN).

The School of Nursing was renamed in 2018 to honor Sister Claire Tynan, who served as the Director of the Nursing Program from 1969 until 2008. In August 2019, the School of Nursing relocated to Englewood Cliffs to a beautiful site next to the Hudson River. The new School of Nursing location features state-of-the-art classroom technology to facilitate a meaningful educational experience for our students. Additionally, the school continues to have exceptional outcomes with NCLEX-RN and NCLEX-PN licensure pass rates, graduate satisfaction and job placement as a nurse after graduation.

In order to prepare the student for a nursing role in an ever-changing society, emphasis is placed on sound nursing theory, closely supervised clinical experience with emphasis on evidence-based practice, and on the student’s development as an individual. We take pride in providing a positive student-centered learning environment to facilitate growth as a healthcare practitioner.

Holy Name Medical Center Sister Claire Tynan School of Nursing
Vision, Philosophy, and Program Outcomes

School of Nursing Vision
The vision of our School of Nursing is to be a leader within the academic community as an institution of educational excellence, integrity, research, technological distinction and innovative teaching modalities. Graduates of our nursing program are prepared as professional nurses providing holistic, culturally competent care to patients in a diverse ever-evolving healthcare environment.

School of Nursing Philosophy
We, the faculty of Holy Name Medical Center Sister Claire Tynan School of Nursing, in harmony with the philosophy of Holy Name Medical Center, believe our mission is to assist our community to achieve the highest level of health and wellness through education, prevention and treatment. We accomplish this by promoting the worth and uniqueness of the learner. We enhance the learner’s respect for the dignity, spiritual and cultural dimensions of the community by creating an environment in which the development of each student’s values and professional identity can be cultivated.

We believe that Nursing is a unique, humanitarian profession whose central purpose is assisting
individuals and their families in maintaining and maximizing health throughout the lifespan. We believe that **Learning** is a lifelong process and occurs in a student-centered environment open to diversity, tolerant to differences, and grounded in equality and fairness to all. We believe **Teaching**, is facilitated by the educator, for the learners’ acquisition of knowledge, skills, and attitudes required for quality, safe, competent delivery of nursing practice. We believe **Health** is a state of complete physical, mental, spiritual, and social well-being and not merely the absence of disease or infirmity. We believe **Humans** are holistic beings with biological/psychological/social/spiritual aspects that make them unique and valued persons. We believe **Environment** is the collection of people, places, things, and conditions that surround us and affect our everyday lives.

Graduates of our program provide **safe, patient centered care** supported by a **collaborative** relationship with the entire health care **team**.

Graduates of our program use **evidence and informatics** to guide and communicate decision-making that reflects sound clinical judgement.

Graduates of our program embrace the attributes of a **professional** for **quality** care in all healthcare environments.

**End of Program Student Learning Outcomes for Practical Nursing (PN) Program Track**
The Graduate will:
1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations throughout the lifespan.
2. Engage in clinical judgment to make patient-centered care decisions.
3. Participate in quality improvement processes to improve patient care.
4. Collaborate with members of the interprofessional team, the patient, and the patients’ support persons.
5. Use information management (informatics) principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Assimilate leadership, management, legal, and ethical guidelines in practice as a Practical Nurse.

**School of Nursing Practical Nursing (PN) Program Outcomes**
Four (4) quality indicators are trended by year to demonstrate evidence that graduates are achieving identified competencies consistent with the School of Nursing Philosophy, Student Learning and Program Outcomes, and Professional Standards. The program outcome information is publicly accessible through the Consumer Information page found on the Holy Name Medical Center Sister Claire Tynan School of Nursing website.

https://www.holyname.org/schoolofnursing/consumer-information.aspx

1. Holy Name Medical Center Sister Claire Tynan School of Nursing NCLEX-PN licensure examination pass rate will be at least 80% for all first-time test takers for the 12-month period January 1st – December 31st.
2. 70% of the students who begin the first nursing course will graduate from the Practical Nurse program within 150% of the time frame allotted for the program track.
3. 80% of Holy Name Medical Center Sister Claire Tynan School of Nursing PN graduates will report satisfaction with program effectiveness as *agree or strongly agree* as per the
4. 80% of Holy Name Medical Center Sister Claire Tynan School of Nursing PN graduates who are seeking employment will obtain a position as a licensed practical nurse (LPN) within 12 months of graduation as per the Employment Survey.

School of Nursing Practical Nursing (PN) Program Outcomes Data

1. Holy Name Medical Center Sister Claire Tynan School of Nursing NCLEX-PN licensure examination pass rate will be at least 80% for all first-time test takers for the 12-month period January 1st – December 31st.

<table>
<thead>
<tr>
<th>Year</th>
<th>National NCLEX-PN Average*</th>
<th>SON NCLEX-PN Pass Rate**</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1st- December 31st 2019</td>
<td>85.63%</td>
<td>90% N=10</td>
</tr>
</tbody>
</table>

* NCLEX-PN National Average retrieved from NCLEX Statistics from NCSBN  
**NCLEX-PN Pass Rate Data retrieved from NJ State Board of Nursing

2. 60% of the students who begin the first nursing course will graduate from the nursing program within 150% of the time frame allotted for the PN program track.

<table>
<thead>
<tr>
<th>Year of first nursing course</th>
<th>Number of Students Starting (PN)</th>
<th>Number of students who finished (PN)</th>
<th>Program Completion Rate (PN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>7</td>
<td>4</td>
<td>58%</td>
</tr>
<tr>
<td>2017</td>
<td>25</td>
<td>17</td>
<td>68%</td>
</tr>
</tbody>
</table>

3. 80% of the Holy Name Medical Center Sister Claire Tynan School of Nursing PN Program graduates will report satisfaction with program effectiveness as agree or strongly agree as per the PN Graduate Survey.

<table>
<thead>
<tr>
<th>Year of Graduation PN Track</th>
<th>Number of Surveys Distributed</th>
<th>Number of Surveys Returned</th>
<th>Percent Returned</th>
<th>Percent of Students reporting agree or strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>10</td>
<td>9</td>
<td>90%</td>
<td>100%</td>
</tr>
</tbody>
</table>
4. **80%** of Holy Name Medical Center Sister Claire Tynan School of Nursing PN graduates who are seeking employment will obtain a nursing position within 12 months of graduation as per the PN Graduate Survey.

<table>
<thead>
<tr>
<th>Year of Graduation</th>
<th>PN Track</th>
<th>Number of Surveys Distributed</th>
<th>Number of Surveys Returned</th>
<th>Percent Returned</th>
<th>Percent of Students Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>10</td>
<td>9</td>
<td>90%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Board of Nursing Approval**

The Holy Name Medical Center Sister Claire Tynan School of Nursing is approved by:
New Jersey State Board of Nursing
PO Box 45010, Newark, New Jersey 07101
973-504-6430
www.njconsumeraffairs.gov

**Federal Compliance**

Holy Name Medical Center Sister Claire Tynan School of Nursing, is in compliance with Titles VI and VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate on the basis of race, color, national origin, religion, sex, age, marital status, handicap or military veteran status in any of its education or employment policies, procedures or practices. This school is authorized under Federal Law to enroll non-immigrant undocumented students.

Holy Name Medical Center Sister Claire Tynan School of Nursing is in compliance with the Higher Education Reauthorization Act Title IV and maintains eligibility and certification requirements.

Holy Name Medical Center Sister Claire Tynan School of Nursing is in compliance with the Family Educational Rights and Privacy Act of 1974 (commonly known as the Buckley Amendment).

This school is in compliance with Public Law 101-226 Drug Free Schools and Community Act, Public Law 101-542 Crime Awareness and Campus Security Act, American with Disabilities Act, and The Student Right-to-Know Act.

The Practical Nurse program at Holy Name Medical Center Sister Claire Tynan School of Nursing meets the state education requirements for a Practical Nurse license in the state of New Jersey. Holy Name Medical Center Sister Claire Tynan School of Nursing has not determined if the Practical Nurse program at Holy Name Medical Center meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.
Holy Name Medical Center Sister Claire Tynan School of Nursing Administration, Faculty and Staff Contact Information

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Position</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna M. Penn, MSN, RN, CNE</td>
<td>Director</td>
<td><a href="mailto:dpenn@hnmcson.org">dpenn@hnmcson.org</a></td>
<td>551-248-4606</td>
</tr>
<tr>
<td>Jennifer Gazdick, MSN, RN</td>
<td>Nursing Program Coordinator</td>
<td><a href="mailto:jgazdick@hnmcson.org">jgazdick@hnmcson.org</a></td>
<td>551-248-4605</td>
</tr>
<tr>
<td>Monica Hare</td>
<td>Coordinator of Student Services</td>
<td><a href="mailto:mhare@hnmcson.org">mhare@hnmcson.org</a></td>
<td>551-248-4601</td>
</tr>
<tr>
<td>Danielle Jerez</td>
<td>Financial Aid Officer</td>
<td><a href="mailto:djerez@hnmcson.org">djerez@hnmcson.org</a></td>
<td>551-248-4602</td>
</tr>
<tr>
<td>Helen Perez</td>
<td>Support Services Coordinator</td>
<td><a href="mailto:hperez@hnmcson.org">hperez@hnmcson.org</a></td>
<td>551-248-4603</td>
</tr>
<tr>
<td>Diane Vickers, MA</td>
<td>Administrative Coordinator</td>
<td><a href="mailto:dvickers@hnmcson.org">dvickers@hnmcson.org</a></td>
<td>551-248-4604</td>
</tr>
<tr>
<td>Michele Yacovino, BA</td>
<td>Library Assistant</td>
<td><a href="mailto:myacovino@hnmcson.org">myacovino@hnmcson.org</a></td>
<td>551-248-4607</td>
</tr>
</tbody>
</table>

Main SON Number | 551-248-4600
SON Library | 551-248-4607
SON Health Office | 551-248-4608
Report an Absence from Class or Clinical | 551-248-4603
Main Office Fax Number | 551-248-4699

Full Time Faculty | Position/Level | Email | Office Phone Number |
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Catherine Alvarez, MSN, RNC</td>
<td>Health Officer and Simulation/Skills Lab Coordinator</td>
<td><a href="mailto:calvarez@hnmcson.org">calvarez@hnmcson.org</a></td>
<td>551-248-4608</td>
</tr>
<tr>
<td>Joan Merz MSN, RN</td>
<td>LPN Instructor</td>
<td><a href="mailto:jmerz@hnmcson.org">jmerz@hnmcson.org</a></td>
<td>551-248-4622</td>
</tr>
<tr>
<td>Amy Nieporent, BSN, RN</td>
<td>LPN Instructor</td>
<td><a href="mailto:anieporent@hnmcson.org">anieporent@hnmcson.org</a></td>
<td>551-248-4620</td>
</tr>
</tbody>
</table>

Practical Nursing Program Nursing Course Descriptions

First Semester
PN 100- Introduction to Practical Nursing (2 credits)
Prerequisite: Acceptance into Practical Nursing Program; Co-requisite: BI-172- Anatomy and Physiology II
This is an introductory course for the student who is entering into the nursing program. The course emphasizes the role of the practical nurse, the scope of practice, and different levels of education for a nurse and the understanding of the roles in the health care system. The course is also designed to assist students with strategies on how to be successful in a nursing program; time management skills, medical terminology, medication math, and test taking skills. Professionalism in health care will be discussed. Development of critical thinking skills will be emphasized throughout the course. (2 lecture hours)
Second Semester
PN 101- Concepts of Practical Nursing I: Foundations (10 credits)
Prerequisite: PN-100 with a minimum grade of C; Co-requisite: PS- 235- Life Span Development
This course will introduce the student to the fundamental concepts of nursing practice and the application of the concepts with a focus on wellness and health promotion across the lifespan. The application of knowledge and skills occurs in the nursing laboratories and clinical settings. The clinical setting will be at affiliated long term care facilities. *(8 lecture hours/6 clinical laboratory hours)*

Third Semester
PN 102- Concepts of Practical Nursing II (8 credits)
Prerequisite: PN-101 with a minimum grade of C
This course builds on the first semester courses to further refine the concepts of nursing practice with application to the care of diverse adult patients with reproductive disorders, the reproducing family, and the care of a pediatric client. Application of knowledge and skills occurs in the nursing laboratories, simulation, and a variety of clinical settings. *(5 lecture hours/9 clinical laboratory hours)*

Forth Semester
PN 203- Concepts of Practical Nursing III- (12 credits)
Prerequisite: PN-102 with a minimum grade of C
This course builds on the previous nursing courses to further refine and apply the concepts of nursing practice in the care of diverse clients with uncomplicated/complicated acute and chronic conditions and mental health disorders across the lifespan. Application of knowledge and skills occurs in the nursing laboratories, simulation, and a variety of clinical settings. *(8 lecture hours/12 clinical laboratory hours)*

General Education Curriculum Courses (offered through St. Peter’s University)

BI-171-Anatomy and Physiology I (4 credits) (First semester course)
Prerequisite: None
Emphasis on the structure and function of the major systems of the human body and its variations from the normal. The cellular, embryological, and genetic basis of structure and function are also considered. Includes laboratory. *(3 lecture hours/3 laboratory hours)*

BI-172- Anatomy and Physiology II (4 credits) (Second semester course)
Prerequisite: BI-171 with a minimum grade of C
Emphasis on the structure and function of the major systems of the human body and its variations from the normal. The cellular, embryological, and genetic basis of structure and function are also considered. Includes laboratory. *(3 lecture hours/3 laboratory hours)*

PS-151 Introduction to Psychology (3 credits) (First semester course)
Prerequisite: None
Exploration of the methods and applications of psychology; introduction to research techniques,
concepts, theories, and findings about normal and abnormal behavior. (3 lecture hours)

**CM- 116-Introduction to English Composition II (3 credits) (First semester course)**
Prerequisite: None
Introduction and practice in writing and reading English prose with special emphasis upon individual development. The course progresses from personal experiences to critical writing and research and includes individual instruction and mandatory laboratory work (in CALL) in English grammar spelling and sentence structure. Special use is made of peer group discussion and other non-traditional teaching techniques. (3 lecture hours)

**PS- 235- Life Span Development (3 credits) (Third semester course)**
Prerequisite: PS-151 with a minimum grade of C
Comprehensive examination of the basic principles, stages and aspects of human growth and development from birth to senescence. (3 lecture hours)
Curriculum Track (PN Program)

PN Track (Fall Admission)

<table>
<thead>
<tr>
<th>SEMESTER I (Fall) (15 weeks)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI-171* Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PS-151* Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CM-116* English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PN 100 Introduction to Nursing</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SEMESTER II (Winter) (15 Weeks)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI-172* Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PN 101 Concepts of Nursing I</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III (Spring/Summer) (15 Weeks)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-235* Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>PN 102 Concepts of Nursing II</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV (Fall (15 Weeks))</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN-203 Concepts of Nursing III</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

*General education courses are offered online through St. Peter’s University, science courses are offered onsite at Holy Name Medical Center through St. Peter’s University. Applicable courses may be evaluated for transfer from other colleges/universities.

**CREDIT ALLOCATION**

- Nursing Credits................. 32
- General Education Credits..... 17
- Total PN Program Credits....... 49
Transfer Credit from Other Colleges and Universities
If a student completes any applicable science or general education courses at another college or university, it is the student’s responsibility to ensure the Coordinator of Student Services receives official transcript evidence in order for the corresponding transfer credit to be entered on the School of Nursing transcript. Official transcripts from other colleges must be sent to the Coordinator of Student Service’s Office for evaluation. The transcript evaluation process may take up to 3 weeks to be completed with the posting of equivalent courses to your transcript. The nursing program does not accept transfer credits for nursing coursework from other academic institutions.
Students who have completed college level courses at an accredited college or university will be evaluated for transfer credit for up to 33 credits. A minimum grade of “C” or 70 is required to receive transfer credit for all general education and science courses.

Please Note: Prior to taking a curriculum general education or science course for transfer credit at an academic institution other than St. Peter’s University, approval must be first obtained from the Coordinator of Student Services to determine course equivalency. Please contact the Coordinator of Student Services prior to course enrollment.

Safety and Security (Englewood Cliffs Campus)
Holy Name Medical Center (HNMC) School of Nursing is committed to maintaining a safe and secure environment for all students, employees, and visitors on campus. In accordance with the Higher Education Reauthorization Act (Public Law 101-542) all students and employees receive updated safety and security information annually. All student applicants and accepted students are provided with information on safety policies and procedures. Statistics pertaining to campus crime are published and distributed to all students in an annual Safety Report.
The security of the School is under direct jurisdiction of the Medical Center’s Security Department, and local law agencies. Specific safety and security policies and regulations of HNMC pertain to the School as well.
Security staff is present at the Englewood Cliffs campus Monday to Friday, 6 am – 10pm. All outside perimeter doors are locked and accessible by authorized key card. Twenty-four-hour video surveillance of the school building and surrounding parking areas are monitored by the Holy Name Medical Center security office.
Any security related incident should be reported to the School of Nursing security staff by dialing 551-248-4623 or by notifying the School of Nursing office staff at 551-248-4603 or 4604 if calling from a cell phone.
OR
By dialing extension 4623, 4603 or 4604 from any campus landline.
Students must display a valid Holy Name Medical Center ID badge when on the Englewood Cliffs campus or when at the Teaneck medical center campus. Students doing clinical experiences at facilities other than Holy Name may be required to display an additional ID badge. Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.
Fire Safety
Fire drills are conducted on a regular basis. Fire alarms are located at the front entrance and at the student entrance to the building, and at the service entrance in the large lunchroom area. Fire extinguishers are located at the end of the hallways on both the first and second floors, in the lunchroom area, and in the student lounge/library area.

Reporting Crimes
In order to promote a safe and secure School of Nursing campus community, all students, faculty, staff, and guests of the School of Nursing are encouraged to report emergencies, criminal activity, and suspicious persons in an accurate and timely manner to the School of Nursing security officer by dialing 551-248-4623.

Medical Emergencies
To ensure public safety in the event of a medical emergency or accident resulting in bodily harm to faculty, staff, students or visitors of the Holy Name Medical Center Sister Claire Tynan School of Nursing, emergency medical services are to be contacted using the correct procedure. Non-medical emergency situations should be reported directly to the School of Nursing office staff at 551-248-4603 or 4604 if calling from a cell phone or by dialing extension 4603 or 4604 from any campus landline or by contacting the on-site security officer at 551-248-4623.

5. After Emergency Medical Services are contacted, notify the School of Nursing office of the emergency by dialing 4603 or 4604 from any landline phone or by calling 551-248-4603 or 4604 from any cell phone and notify Security by dialing 551-248-4623.

6. An AED device is located in the hallway outside of classroom 1 (lower level).

7. A bleeding kit is located in the Health Office Infirmary (lower Level).

Faculty and students are to follow the procedure for the reporting of emergency medical incidents respective to each healthcare organization during clinical experiences.

Alcoholic Beverages and Illegal Drugs
In keeping with the mandate to uphold the highest standards of safety and to maintain quality nursing practice, the SON has adopted a drug- and alcohol-free environment.

- The School of Nursing strictly prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance on School of Nursing property or as part of any School of Nursing sponsored activity.
- The School of Nursing also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale, or attempted sale of prescription drugs.
- The use of alcoholic beverages while on School of Nursing premises, including meal periods and breaks, is absolutely prohibited.
- Violations of local ordinances or of state or federal laws regarding controlled and/or dangerous substances, including alcohol, by members of the School of Nursing community may result in School of Nursing disciplinary actions regardless of where such violations occur.
- A student who reports a chemical dependency problem will be counseled by the SON Director and other suitable licensed personnel. Conditions for continued
participation in the program will be set at the discretion of the Director with possible consultation from qualified licensed personnel, if applicable.

Parking

Englewood Cliffs Campus Parking

Student parking is available at the Englewood Cliffs campus to students displaying a valid Holy Name Medical Center School of Nursing parking hangtag. Parking hangtags are distributed to students during course orientation. **Students are responsible for displaying the hangtag in the vehicle when parking on campus. Students must park only in areas designated for student parking.** Students are not to park in areas designed for St. Michael’s Villa or the St. Michael’s Infirmary. Students are not to park in areas designated for School of Nursing faculty and staff.

Security will monitor student compliance with all parking regulations and will issue parking tickets to violators. Parking fines are determined by Holy Name Medical Center.

On Mondays and Wednesdays, additional overflow parking will be available at the Allison Park, which is adjacent to the School of Nursing grounds.

Shuttle service to the Allison Park overflow parking area will be available on Mondays and Wednesdays when classes are in session as follows:

**Mondays: 8 – 9 am and 3 – 4 pm**

**Wednesdays: 7:30 – 8:30 am and 12 noon – 2 pm**

The overflow parking area will only need to be used on the high student volume days of Monday and Wednesday.

Please note: The Allison Park parking area closes after 4 pm. All student cars must be moved from the lot by 4 pm.

**Please note: Shuttle services on the Englewood Cliffs campus will not operate during the Fall 2020 semester.**

Parking fines for the Englewood Cliffs campus are as follows:

1st Offense – Warning Citation

2nd Offense - $100.00

3rd Offense - $200.00

After the third offense, the student will be required to meet with the School of Nursing program director. Failure to pay parking fines constitutes grounds for withholding transcripts and/or diploma.

Holy Name Medical Center Parking for Clinical Experiences

Students may park in the employee parking garage on the Holy Name Medical Center Teaneck campus. If no spaces are available, students may use the gravel lot adjacent to Cedar Lane. The Holy Name ID badge will provide access to the employee parking lots.

Parking instructions for facilities other than HNMC utilized for clinical experiences will be provided by the course facilitator or clinical instructor.

Students are expected to comply with all parking instructions as written by each clinical facility. Non-compliance with parking policies may result in fines and progressive disciplinary action.

Parking fines for clinical facilities, including Holy Name Medical Center, are at the discretion of the facility.

Holy Name Medical Center student parking instructions are subject to change. Changes will be communicated to students through email and on Learning Management System.
Holy Name Medical Center Sister Claire Tynan School of Nursing Address and Office Hours

The School of Nursing is located on the campus of the St. Michaels Villa at 333 Hudson Terrace, Englewood Cliffs, New Jersey 07632, and maintains regular office hours Monday through Friday 7:00 am - 5:00 pm. The address for St. Michael’s Villa is 399 Hudson Terrace. When using a map or GPS app to locate the School of Nursing, please use the 399 Hudson Terrace address.

The School building is open for student use Monday – Friday, 6:00 am to 10:00 pm. The building is closed on weekends and holidays or designated holiday break periods (Thanksgiving and Christmas). Students may not enter the building when it is closed. A locked drop box is located outside of the Coordinator of Student Services office to deposit items for the SON administrative personnel after normal office business hours.

Mailing address for the Holy Name Medical Center Sister Claire Tynan School of Nursing:
333 Hudson Terrace
Englewood Cliffs, New Jersey 07632
Website: holyname.org/SchoolofNursing
Main School of Nursing phone number: 551-248-4600
Fax number: 551-248-4699
Email: school@hnmcson.org

Change in Name/Address/Telephone Number/Email Address
Students needing to change to their name, address, or telephone number while attending the School of Nursing must notify the Coordinator of Student Services of the changes. Please email school@hnmcson.org with the changes. Verification documentation of legal name change will be required to be submitted to the Coordinator of Student Services.
The School is not responsible for any information that the student does not receive due to an incorrect name, address, or email address.

Family Educational Rights and Privacy Act of 1974 (FERPA)
It is the policy of the School of Nursing to allow students to have access to certain records maintained by the School and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.
The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended. This handbook serves to notify all students of the provisions of the act.

Provisions:
- Students enrolled at the School of Nursing have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.
- Because the School of Nursing is an institution of post-secondary education, the permission or consent required of and the rights accorded to parents of students who have not attained eighteen years of age shall only be required of and accorded to the student.
The Director of the School of Nursing has the responsibility for maintenance of the educational record and other documents relative to the student's enrollment.

The term "educational record" at the School of Nursing includes only the following materials and documents:
- Clinical evaluations, warnings/failures
- Any school communications pertaining to academic matters
- Transcripts of academic grades

"Educational record" does not include the following:
- Financial records of parents or students
- Confidential letters and statements placed in the student's file
- Records of administrative and teaching faculty which are in the sole possession of the maker and which are not accessible to or revealed to any other person
- Health record - This record may be personally reviewed by a physician, psychiatrist, psychologist or other recognized professional person of the student's choice.
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information. Such a waiver shall apply to recommendations only if:
  - the student is, upon request, notified of the names of all persons making confidential recommendations
  - such recommendations are used only for the purpose specifically intended

The School of Nursing will not permit access to or release of the educational record or personally identifiable information without the written consent of the student to any party other than the following:

a. School of Nursing officials
b. The New Jersey State Board of Nursing
c. Accrediting organizations in order to carry out their accrediting functions
d. Organizations conducting studies for or on behalf of educational agencies and institutions for education purposes if such studies do not permit personal identification of students by person's other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.
e. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities about the audit and evaluation of this program.
f. Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of the President of the Hospital where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of the Hospital will then arrange to personally deliver the required student record to the court on the date of the hearing.
g. Organizations or agencies connected with a student's application for or receipt of financial aid.
• Consent must be in writing, signed and dated by the student giving consent, and shall include: (1) specification of the portions of the educational record to be released; (2) the reason for such release, and (3) the name(s) of the person(s) to whom the records will be released.

• The School of Nursing will not release personal information on a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.

• The School of Nursing will maintain an access record which will be kept with the educational record of each student and which will indicate all individuals, agencies or organizations except the New Jersey State Board of Nursing who have requested or obtained access to a student's educational record. It will also indicate specifically the legitimate interest that each person, agency or organization has in obtaining this information. The access record will be available only to the Director of the School of Nursing and to those persons responsible for the custody of the records and the audit of this policy.

• Students may request access to their own educational records by writing to the Director of the School of Nursing, 333 Hudson Terrace, Englewood Cliffs, New Jersey. The student must specify the type of inspection he/she desires: (a) it is to be an in-person review; (b) a copy of the record is to be sent to the student; or (c) both. An access date and time will be sent to the student for an in-person review.

• In any case, first review of the educational record by the student will be granted within forty-five (45) days after the request has been made.

• Students may obtain copies of any material or document contained in their educational record except official copies of documents received from other agencies and institutions such as high school or college transcripts. The cost is as follows:
  
<table>
<thead>
<tr>
<th>Pages</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5 pages</td>
<td>$3.00</td>
</tr>
<tr>
<td>6 - 10 pages</td>
<td>$6.00</td>
</tr>
<tr>
<td>11 - 15 pages</td>
<td>$9.00</td>
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</tbody>
</table>

• Students may request explanations and interpretations of any portion of their educational record.

• Such requests will be in writing and will receive a response within twenty-eight (28) days.

• If a dispute arises regarding the content of the educational record, the Director of the School of Nursing or his/her designee, will attempt to settle it with the student through informal meetings or discussions.

• Upon request of the Director of the School of Nursing or the student, a formal hearing will be held.

• Students may request a hearing: (1) to challenge the content of the educational record to ensure that the record is accurate, not misleading or otherwise in violation of the privacy or other rights of the students; (2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data; and/or (3) to insert into the educational record a written explanation by the student in respect to the content of the educational record. The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Director of the School of
Nursing or his/her designee will hear the student. A decision will be rendered within ten (10) working days after the conclusion of the hearing.

**Tuition and Fees**

The School of Nursing website, holyname.org/SchoolofNursing, has the most current information on the School’s specific tuition and fees under the *PN Program Overview, Expenses Schedule* tab. Students are notified in writing of the intent of the School of Nursing to raise tuition and fees.

**Financial Aid**

The Holy Name Medical Center Sister Claire Tynan School of Nursing offers financial aid to help students fund their educational goals. Students seeking financial aid need to follow two steps to apply for financial aid.

1. Get an FSA ID at [https://fsaid.ed.gov/npas/index.htm](https://fsaid.ed.gov/npas/index.htm) and complete the Free Application for Federal Student Aid (FAFSA) online. **Use school code 006417.** The FAFSA must be completed and processed before making an appointment with the School of Nursing Financial Aid Officer.

2. Once accepted into the nursing program and your FAFSA is processed, schedule an appointment with the School of Nursing Financial Aid Officer at [https://calendly.com/sonfinancialaid](https://calendly.com/sonfinancialaid).

Full- and part-time students may be eligible for financial aid; however, some forms of aid will be adjusted for students who are less than full-time.

**Steps to the Financial Aid Application Process**

- **Step 1: Complete the FAFSA.** The first step is to complete the FAFSA (Free Application for Federal Student Aid) at [https://fafsa.ed.gov/](https://fafsa.ed.gov/) **Remember to enter the school code of 006417 for Holy Name School of Nursing.** You will need to apply for a Personal Federal Student Aid ID (FSA-ID). If you are a dependent student, you and one parent will need to apply for separate FSA-IDs and use the FSA-IDs to electronically sign your FAFSA. You and/or parents must complete a federal tax return, if required. While completing the FAFSA online, you and/or parents can import the federal tax information from the IRS using a secure data retrieval tool (DRT).

- **Step 2: Review your Student Aid Report.** Once you have submitted a FAFSA, the U.S. Department of Education will process your FAFSA and send you a copy in the form of a Student Aid Report (SAR). This may take 3 – 5 business days. The SAR will be sent to you electronically if you have listed an e-mail address on your FAFSA. As soon as you receive the SAR, contact the School of Nursing Financial Aid Officer for an appointment.

**Financial Aid Application Deadlines**

A FAFSA application must be completed each year and serves the entire academic year (Fall, Winter and Spring terms). The FAFSA becomes available each October for the following year’s Fall term and will remain available through the following Summer. It is recommended students complete the FAFSA as soon as possible. All financial aid awards must be finalized prior to the start of the Fall semester or the student will be responsible for remitting one half of the Fall semester’s tuition bill.
PLEASE NOTE: You must have all financial aid finalized by the deadline dates. Finalized means you must have all appropriate documents signed and received and all verification items complete and submitted to the Financial Aid Office.

Financial Aid deadline dates to remember:

<table>
<thead>
<tr>
<th>PN Program Track</th>
</tr>
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<tbody>
<tr>
<td>2020-2021 Academic Year</td>
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<tr>
<td>October 1, 2019 - June 30, 2021</td>
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How is financial need determined?

- During your financial aid appointment, the Financial Aid Officer will determine an estimate of how much it will cost for you to attend school, including tuition and fees, books and supplies, room and board, personal expenses, transportation and miscellaneous expenses. This is called your Cost of Attendance and it will vary from one institution to another. It also varies depending on whether you are a graduate or an undergraduate student.
- To determine your financial need, your expected family contribution is subtracted from the cost of attendance. It is Holy Name Medical Center School of Nursing policy to award grants and scholarships first, followed by loans for which you qualify. You may receive some types of financial aid in excess of your need up to the Cost of Attendance.
- A financial aid Award Letter outlining your estimated cost and financial aid eligibility will be prepared and given to you for review during your financial aid appointment. The Award Letter will include general information about each award offered. Some awards (i.e., parent loans (PLUS)) may require supplemental applications. Please be advised the figures discussed are ESTIMATES and can change based upon government review.

To be eligible for federal financial aid programs, you must:

- Be accepted as a student in an eligible certificate or degree program.
- Be making satisfactory academic progress for financial aid purposes.
- Have a high school diploma, General Education Development (GED) certificate, or a secondary school completion credential for home school.
- Be a U.S. citizen or eligible non-citizen (includes legal permanent residents, or green card holders).
- Have a valid Social Security Number.
- Register with Selective Service, if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Different forms of financial aid may have additional eligibility criteria.
- Have not reached aggregated loan amounts or Pell Grant maximum of 600%.

The school participates in the following financial aid programs:

1. The Federal Pell Grant Program. Pell Grants are available to eligible undergraduate students who have not yet earned a bachelor’s or professional degree. The maximum Pell Grant allotted is 600% or 6 consecutive years.
2. The Federal Direct Loan Program: Federal Direct Subsidized and Federal Direct Unsubsidized Stafford Loans are low interest loans made to eligible students attending
school at least half-time. Federal Direct PLUS Loans enable parents with a good credit history to borrow for each dependent student who is enrolled at least half-time. If a parent is denied based on their credit, the student may be able to borrow more under their own loan.

**What does “verification” mean?**
When you receive your Student Aid Report in the mail or online, you may see the following message:

"Your application has been selected for review in a process called verification. You must submit to your school signed copies of certain financial documents."

If you receive this message, you will need to submit a copy of your and your spouse or parents' (if applicable) Tax Return Transcript (available from the IRS website) and W-2s for the applicable year along with either the Dependent or Independent Verification Worksheet (obtained from the Financial Aid Office). Your financial aid will not be credited to your account until you submit all required documents and verification is completed.

**Title IV Refunds**
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the school prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

**Receiving Your Financial Aid**
All grants and loans are disbursed thirty (30) days from the beginning of the first semester and on the first day of the second semester. Loans are divided into disbursements according to the number of semesters you indicate you will enroll during the academic year. For example, by indicating that you will enroll for the fall and winter/spring semesters, your loan money will be divided into two equal disbursements, one each semester. If you indicate that you will enroll for a single semester, your loan eligibility will be pro-rated and must be disbursed in two payments during the semester, each representing one-half of your loan amount. A pro-rated loan will equal one-half or less- of the annual loan amount, and will be calculated based upon your eligibility.

Your financial aid is applied directly to institutional charges (tuition, fees, etc.). Any excess funds will be refunded to you within 21 days of the date the credit balance occurs. The Coordinator of Student Services will notify you as to when you may pick up your refund check. Should you decide to leave the credit balance on your student account for the next billing semester, you must notify the Financial Aid Office during your financial aid appointment.
**Special Circumstances**

While the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility for specific circumstances. At Holy Name Medical Center School of Nursing the Financial Aid Officer determines whether your special circumstances merit changes in the data elements which determine your Expected Family Contribution or your Cost of Attendance. Situations which might merit special circumstances include:

- Unusual medical and dental expenses
- Child care and dependent care costs
- Unusual debts
- Income reduction or nonrecurring income
- A family and financial situation in which a student normally considered dependent could be considered independent

If you feel you have any special circumstances that might affect the amount you and your family are expected to contribute, you must wait until you receive an award letter and then submit your request in writing to the Financial Aid Officer.

It is Holy Name Medical Center School of Nursing policy **not to consider** a reduction in income for the following:

- Tuition paid for elementary/secondary private school
- Unusual expenses related to personal living (i.e., wedding expenses, credit card bills, home mortgage or school loan payments, car payments, legal expenses, and other miscellaneous consumer item expenses)
- Families with reductions processed in the previous year whom grossly underestimated this year’s income
- One year bonus incomes such as lottery or gambling winnings
- Reductions in overtime pay
- Reductions in income resulting from bankruptcy proceedings
- Medical expenses other than those claimed as a deduction on your Federal Tax Returns

**Tuition Refund Policy**

All Federal Aid program details are available for reading, review, or explanation in the Financial Aid Office.

For refund consideration, a student must file a course withdrawal form through the Registrar indicating the reason for withdrawal. The refund amount is determined by the date on the student’s official withdrawal form. Listed below is the Refund Policy for Holy Name Hospital School of Nursing students, less all fees.
School of Nursing Refund Policy by Semester (Tuition & Fees)

Withdrawal within the first two weeks of semester 75% of tuition fees refunded
Withdrawal within the third week of semester 50% of tuition fees refunded
Withdrawal within the fourth week of semester 25% of tuition fees refunded
Withdrawal after the fourth week of the semester 0% of tuition fees refunded

To obtain a tuition refund, the student must notify the Coordinator of Student Services and the Director of School of Nursing in writing of his/her intention to withdraw from the program. The date of the withdrawal letter will determine the amount of refund. The enrollment fee is non-refundable.

Please Note: Students will not be refunded for the cost of the uniform and lab kit once they are ordered. The cost of the Microsoft Surface Go tablet will not be refunded once the student accepts the device. The cost of these items will be subtracted from the balance due to the student based on the withdrawal date.

If a student withdraws from the program, no financial aid monies will be refunded to the student. These monies are to be used for educational expenses only, and will be returned to SFA programs. The Financial Aid Office will notify the guarantee agencies of the LDA of student borrowers who have stopped attending.

Outstanding tuition and fee balances owed to the School will be deducted first from any Financial Aid disbursements made on behalf of the student. If a student is owed a cash disbursement “refund” after applicable deductions, the cash disbursement “refund” payment will be made as follows:

For Federal PELL Grants and Federal Direct Subsidized and Unsubsidized Loans: If a student is due a refund against a federal Pell grant or federal Direct Loan disbursement, a check will be issued to the student for that amount. The student will be notified to pick up the check in the Registrar’s Office. The student must sign for receipt of the check.

For Alternative or Private Loans: Alternative or Private Loan checks are made co-payable to both the student and the school. The student will be notified to come to the Registrar’s Office to endorse the check and receive a receipt for that check from the Registrar. The check is then deposited to the School’s account with the Hospital’s Finance Officer. A Holy Name Medical Center check will be drawn payable to the student for the “refund” amount and will be available in about 14 to 21 days. The student will be notified to pick up their check.

Holy Name Medical Center Sister Claire Tynan School of Nursing Scholarships
Holy Name Medical Center Sister Claire Tynan School of Nursing has a limited amount of scholarship funds available to award eligible students.

Scholarships are awarded for the Fall and Winter semesters each year. Award amounts will vary based on the availability of scholarship funds and the number of students who apply and meet scholarship eligibility requirements. The School of Nursing Scholarship Committee will review all applications for scholarship eligibility. Students will be notified by email of the
scholarship award and amount. Awards are applied to the current semester’s balance; if there is no current balance, the award is applied to the next semester’s tuition and fees.

**Scholarship Eligibility Criteria**

1. The student must file the FAFSA (Free Application for Federal Student Aid) and demonstrate financial need.
2. The student must have a minimum total GPA of 2.0 or higher and be actively enrolled in a nursing course and be in good academic standing.
3. The student must meet the requirements designated by the specific Scholarship Donor. All scholarships require a thank you letter addressed to the donor awarding the scholarship.
4. The scholarship awards are limited by the award funds available, the amount awarded, and the number of students meeting the above criteria. Due to restrictions, if the applications received exceed the funds available, scholarship amounts will be awarded based on:
   - Financial need (highest to lowest)
   - GPA (highest to lowest)
5. Students are required to complete and submit the application each semester.
   - Fall and Winter, by the published deadlines (September 13 for the Fall semester, February 14 for the Winter semester). **Late applications will not be accepted.**
6. Submit application to the School of Nursing Financial Aid officer. Students will be notified of award by email.

**School of Nursing scholarship applications are available in the Financial Aid Office or on the Moodle LMS.**

**Student Financial Obligations**
Students are expected to be aware of all financial obligations to the School of Nursing and the payment deadlines. Students with outstanding financial obligations will not be permitted to attend classes until financial obligations are met. Diplomas will not be awarded to students with outstanding financial obligations, including library or parking ticket fees.

**Academic Advising**
Academic advising is available to all students through the School of Nursing. Every student is assigned a faculty advisor who will meet with the student several times during the semester. Faculty advisors will reach out to students following less than satisfactory performance on theory exams to provide support.

**Transcript Requests**
Official academic transcripts are available upon request from the Coordinator of Student Services. Students who graduated or withdrew after 1995 can request their transcript through SONIS as an alumnus on the Bio tab, choosing Request, then choose Transcript Request. Place address where transcript is to be sent in the Comment Box. If your login information is needed, please contact the Coordinator of Student Services.
If you graduated before 1995, you must mail in or bring in a transcript request form with a check or cash for the $5 fee. Transcript request forms are available on the School of Nursing website and from the Coordinator of Student Services. Transcripts will be mailed out within 1 week of receiving the request. Unofficial transcripts can be printed from the student’s SONIS account.

*Please note: If you have a Holy Name School of Nursing unpaid balance, you will not be able to request an official transcript until the balance is paid in full.*

**Books**
The School of Nursing does not have a physical bookstore. Course facilitators will distribute a list each semester with required and recommended textbooks. Students are encouraged to purchase the correct edition of all required textbooks. The School of Nursing library carries all required and recommended course textbooks.

**Inclement Weather Policy (School Closing/Delayed Opening)**
In the event of inclement weather conditions or other emergency situations, the School of Nursing administration may decide to close school or delay/postpone the start of classes to ensure the safety of students, faculty and staff.

- The decision to close the School of Nursing or delay the start time for class or clinical activities will be made by the School of Nursing Director or designee by 5:00 am for daytime class/clinical activities and by 12 noon for evening clinical activities.
- Students, faculty and staff will be notified through the SONIS system either by email or text message of the decision to close the school or delay the class/clinical start time.
- Students will not be recorded as absent on a day the school is closed due to inclement weather. Faculty may assign an appropriate alternate assignment in lieu of the missed clinical or class time due to a school closing.

**Smoking Policy**

*Holy Name Medical Center Sister Claire Tynan School of Nursing and Holy Name Medical Center* are smoke-free environments. This includes the use of electronic cigarettes.

- Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.
- Students are required to follow the smoking policies for all clinical facilities while on facility grounds.
- Smoking is prohibited in the School of Nursing building, as well as on the adjoining grounds and parking lots.
- Fines and disciplinary action may be imposed on students violating this policy as defined by the School of Nursing Code of Conduct.

**School of Nursing Mental Health Student Support Program**
The Mental Health Student Support Program is provided to nursing students to aid with resolving personal issues. The program provides confidential consultation with licensed psychologists regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems. In addition, the sessions can focus on relaxation techniques, dealing with stress, building effective study skills, and dealing with test anxiety. Follow-up sessions can be scheduled, if needed, pending SON Director approval.
Contact SON Program Coordinator Jennifer Gazdick for more information on the Mental Health Support Program.

Open sessions where students can meet with psychological support practitioners are scheduled throughout the semester. Please consult your course calendar for specific dates, times, and locations.

School Health Services
The School of Nursing offers health services for all enrolled students. These services are covered under the Health Fee charged under Tuition and Fees. The School Health Office is located in the Library/Student Lounge area. The School of Nursing Health Officer can be contacted at 551-248-4608. The health services are as follows:

- Treatment in School of Nursing Health Office for minor illness and injuries
- Dispensing of approved medications from the School Health Office
- Mental health counseling when necessary
- Hepatitis B and TB vaccinations upon enrollment, especially if they cannot be administered by a personal healthcare provider or student has limited health coverage
- Yearly flu injections
- Yearly tuberculin injection for all students, if requested
- Enrollment in the COMPLIO health record data management system

School of Nursing Learning Resources
Various learning resources are available to assist students in developing nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Using computer-assisted instruction, educational media, skills practice simulations, and tutorial services, the student can enhance his/her academic performance and personal growth. Students are strongly encouraged to utilize all available resources at the School of Nursing.

1. Computer Learning Labs
The School of Nursing computer lab has 32 computer stations and a printer, which are available to students during normal operating hours. The computer lab is designed as a quiet area for students to utilize available educational resources and/or to study. Students are also able to access the Moodle Learning Management System, the Internet, and their SONIS accounts from these computers. The computer center is open Monday-Friday, 6:30 am-9:00 pm. No food or drink is permitted in the computer lab. There is a limited amount of paper available on a daily basis for student printing purposes. Social media sites are blocked from all School of Nursing computer stations. The computer lab username and password is posted in the lab.

General Guidelines for Internet Use

- The Internet may not be used for illegal or unlawful purposes, including but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).
The Internet may not be used in any way that violates Holy Name Medical Center’s and the School of Nursing’s policies, rules, or administrative directives including, but not limited to, Holy Name Medical Center’s separate VPN agreement, Code of Conduct, and other IT related policies. Use of the Internet in a manner that is not consistent with the mission of Holy Name Medical Center or the School of Nursing, misrepresents both entities, or violates any Medical Center or Nursing School policy is prohibited.

In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments.

Holy Name Medical Center may monitor any internet activity occurring on Medical Center’s equipment. Holy Name Medical Center employs filtering software to limit access to sites on the Internet. If Holy Name Medical Center discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

2. **Computer Tablet Device**
   All PN students are provided with a Microsoft Surface Go tablet with a detachable keyboard. The Microsoft Surface Go device also comes with a three-year warranty. All theory exams are administered through the ExamSoft software platform on the school issued tablets.
   The cost of tablet devices is covered under the Course Technology Fee and are the property of the student. The computer tablets are utilized throughout the nursing program for testing and other nursing coursework. These devices should be dedicated to nursing school related resources and platforms while attending the School of Nursing. The device is to be used for course testing, Moodle learning management system access, ATI access, and CoursePointPlus ebook and VSim access.

3. **Skills Labs/Simulation Center**
   The School of Nursing skills labs and Holy Name Medical Center’s The Russell Berrie Institute for Simulation Learning provide opportunities for students to practice and perfect clinical patient situations and nursing skills and/or review course materials with lab instructors. The skills labs and simulation center have mid and high fidelity patient simulators and current equipment for effective simulation of patient care and practice of skills. Skills lab open lab hours are posted on Moodle by semester.

4. **Library Services**
   The mission of the School of Nursing Library is to provide students and faculty with access to and delivery of information for coursework, patient care, research, and lifelong learning. The primary focus of the services is to support the School of Nursing’s diploma program tracks. A Library Manual is available on Moodle.

*Library Hours:* The SON Library is located on the first floor of the building. Library hours are Monday – Friday, 6:00 am- 10:00 pm. The SON Library Assistant is available Monday-Friday, 8:00 am – 4:00 pm to assist students with checking out books, using the Holy Name Medical Center online medical library resources, conducting Internet searches, and with photocopying.
Rules of The Library

- The Library is reserved for quiet study only.
- Cell phones must be silent or on vibrate while in the library.
- Students must show a valid Holy Name ID badge to sign out library materials.
- Food and beverages are not permitted in the library or library lounge area.
- Tables and chairs are not to be moved.

Library Checkout

Non-nursing course books may be checked out for a two-week period. Library book check-out is limited to 5 books per student ID per 2-week time period.

Current course textbooks which are required per each course syllabus and NCLEX prep books may be checked out for up to four hours during the hours the Library Assistant is present. The library assistant will access the textbooks for the student. These textbooks must be returned to the Library Assistant within four hours.

If the Library Assistant is unavailable, library materials (with the exception of the required course textbooks and NCLEX prep books) may still be checked out by making a copy of the back pocket of the book along with the student’s ID badge with the student’s name and ID number.

Access to Holy Name Medical Center Medical Library

All School of Nursing students may access the Holy Name Medical Center Medical Library and have access to the medical librarian. Information on how to create an account to access the electronic databases (CINAHL, Clinical Key) and other online resources is located on the Medical Library web link, [https://hnmcdev.org/internal/medical-library](https://hnmcdev.org/internal/medical-library).

For assistance with accessing the Holy Name Medical Center electronic resources, please see the School of Nursing Library Assistant.

Book Returns

Library materials may be returned to the Library Assistant’s desk or to the library’s book drop box.

Library Notices

Library notices are sent through Library World to the student’s School of Nursing email account. These notices include completion of the transaction, reminders, and overdue notices. The library is not responsible for incorrect or misdirected email accounts. Students are responsible for returning all borrowed materials by the due date.

Overdue Fines

Students are responsible for returning library materials by the due date. Failure to return library materials on time will result in an overdue fine of $1.00 per day. Holidays and weekends are excluded.

Students are responsible for paying their fines in a timely manner. Students with unpaid library fines will not be eligible to receive their diploma until all fines have been reconciled.

In the case of student withdrawal, any library items checked out must be returned and fines paid.
Lost or Damaged Book
If a book has been lost or damaged, the student is responsible for paying for the cost to replace the book plus a $10 book replacement fee.

Library Computer Stations
There are two computer stations in the library lounge area intended for student use. Students may access the internet and access Moodle through these computers. Students may print to the library printer. Printing paper is available through the library assistant.

5. ATI Student Resources
The School of Nursing utilizes the ATI nursing education web-based learning system as an additional support and resource for students. Students entering the first nursing course will receive an orientation to the resources and assessment testing offered through ATI. Students have access to the ATI resources throughout the program and for a limited time after graduation from the program. The ATI resources are included in the ATI fee paid each semester as part of the SON tuition and fees. More information on ATI resources used within a specific course is outlined within the course syllabus. ATI student learning resources include:

- Proctored Assessments
- Online Practice Assessments
- Focused Review Modules
- Video Case Studies
- Skills Modules
- Comprehensive Predictor Exams
- Dosage Calculation Proctored Assessments
- Dosage Calculation and Safe Medication Administration 2.0
- Pharmacology Made Easy
- Health Assessment Modules
- Real Life: Clinical Reasoning Scenarios
- Set of Content Mastery Review Module Books
- Learning Strategies Book
- Test Taking Strategy Seminar
- Jones & Bartlett Drug Guide
- NCLEX Review Resources, including BoardVitals, Capstone Content Review, Live NCLEX review and Virtual ATI NCLEX Prep

6. Tutoring Services
Tutoring services are available to School of Nursing students. A list of tutors is available from the course facilitators and faculty academic advisors.

Student Food Services (Englewood Cliffs Campus)
Vending machines and a coffee machine are available for student use in the student commuter kitchen area located adjacent to the gymnasium. The student commuter kitchen is also equipped with two microwaves and two refrigerators for student use. Students may utilize the
School of Nursing Related Complaints
At the Holy Name Medical Center Sister Claire Tynan School of Nursing, students shall be afforded fair and respectful treatment in the application of school procedures and regulations. The School of Nursing has a published mechanism to address student complaints. In an instance where there is a perceived violation or misapplication of the regulations pertinent to School of Nursing policies and/or operating procedures or denial of due process, a student may file a formal complaint. Students with questions about the applicable procedure to follow for a complaint should contact the Director of the School of Nursing.

Anti-Discrimination Policy
Holy Name Medical Center Sister Claire Tynan School of Nursing is committed to maintaining environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, the School of Nursing does not discriminate and prohibits discrimination based on the following protected classes and/or characteristics, in all programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs:

1. Race
2. Creed
3. Color
4. Sex
5. Gender
6. Pregnancy
7. Gender Identity or Expression
8. National Origin
9. Nationality
10. Age
11. Ancestry
12. Marital Status, Domestic Partnership, or Civil Union Status
13. Religion
14. Affectional or Sexual Orientation
15. Atypical hereditary Cellular or Blood Trait
16. Genetic Information
17. Military Service
18. Veteran Status
19. Mental or Physical Disability (including perceived disability, AIDS and HIV related illnesses)
20. Harassment (related to any of the aforementioned categories)
21. Retaliation for filing a complaint of, or participating in an investigation of, discrimination
22. Any other category protected by law

Any member of the School of Nursing community or visitor alleging discrimination or harassment, or who has knowledge of discrimination or harassment is encouraged to immediately report it to the Director of the School of Nursing.
Title IX Policy
Title IX is a U.S. federal law that prohibits discrimination on the basis of sex in educational institutions. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- Sex discrimination includes sexual harassment and sexual violence, including sexual assault.
- Holy Name Medical Center and the School of Nursing prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence.

All faculty, students, staff and visitors who have a Title IX-related concern or wish to file a complaint for investigation may contact the Coordinator of Student Services who serves as the School of Nursing’s Title IX Coordinator.

Student Input into the Nursing Curriculum
Each semester, the nursing program requests that student volunteers participate in program governance activities. Student volunteers are invited to participate in monthly Curriculum Committee meetings as an identified community of interest impacted by the School of Nursing.

Community of Interest Input into the School of Nursing
The School of Nursing holds regular biannual School of Nursing Advisory Board meetings with the goal of obtaining input from communities of interest. The School of Nursing Advisory Board members represent local healthcare agencies, alumni, academic partners and community members.

Alumni Association
The Holy Name Medical Center Sister Claire Tynan School of Nursing Alumni Association was created in 1928 to uphold the general welfare, prestige, and the scholastic, personnel and educational interests of the School of Nursing and to provide an organization through which alumni members may continue to enhance their contact with each other. The bylaws direct that every graduate of the School automatically be a member of this Association.

A Board of Directors oversees the activities of the Association and the Student Relations Committee is responsible for working with the Ways and Means Committee to establish and provide scholarship funding for students with academic achievement, leadership, character and financial need, within the budgetary constraints of the Association. All SON graduates are encouraged to join the Alumni Association upon graduation.

SONIS
SONIS is the web-based student information system used by the School of Nursing for admission and student services. Prospective students create a SONIS account when they apply to the School of Nursing. This account stays active during the admissions process and after matriculation. The SONIS platform is used by students for the following services:
• Course grades
• Billing; tuition and fee payments
• 1098-T (tuition statement for tax preparation)
• Transcripts - Students and alumni can pull an unofficial transcript or they can request an official transcript to be mailed (see Transcript Requests).
• Schedule of current courses
• Degree audit - Displays all courses required for the entire program: courses that were transferred in, courses that are currently in progress, and courses the student still needs to complete
• Transferred courses
• Admission application
• Administrative office contact information

If technical support is needed for SONIS, please contact Monica Hare at mhare@hnmcson.org or Jennifer Gazdick at jgazdick@hnmcson.org.

Student Activities
All activities are arranged with cooperation between the Student Organization and assigned faculty advisors. All activities can be posted on Moodle; fliers can also be placed ONLY within the school.

School of Nursing Student Organization/Student Council (PN Program)
The function of the Holy Name Medical Center Sister Claire Tynan School of Nursing Student Organization is community outreach. The objectives of the student council members are to: promote and preserve unity within the student body, maintain communication among the students and with the faculty, encourage professional growth within the student body, and foster awareness of community needs and outreach.

Elections for student council member positions are held during November of freshmen year. Candidates for position nominations must demonstrate leadership, responsibility, good standing within the program, and maintain a GPA >2.5 throughout their academic program.

Special Requirements of the School of Nursing

Requirements for Licensure as a Practical Nurse
The Nurse Practice Act of the State of New Jersey, the Board of Nursing Statutes (NJSA 45:11-26 et seq.) and Regulations (NJSA 13:37) govern the legal practice of nursing in the state. It is important that students who plan to study nursing know the licensure requirements, which include the following:

"An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs"
There are three elements that are required for licensure as a nurse in New Jersey:

1. Graduation from an approved school of professional nursing
2. Criminal history background check clearance
3. Passing the NCLEX-PN licensing examination

In addition, the official application for professional nurse licensure by examination requires that applicants provide information or answer the following questions. The graduate will be required to:

1. Submit a valid social security number
2. Provide proof of US citizenship or permanent residency
3. Provide documentation if you are in default of any student loan
4. Provide information regarding court ordered child support
5. Answer questions and provide information regarding any medical conditions or impairments
6. Answer the question: Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trail intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction. (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be).
7. Answer the question, have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury.

Thus, before beginning a nursing education program, applicants must consider whether there is any legal reason why they might not be qualified for licensure. A criminal background check is now required for all new licenses. The state Board of Nursing has the authority to deny licensure if the applicant has a criminal record.

The Board of Nursing for each state decides on an individual case basis at the time of application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study to ensure that, even though successful in completing the nursing program, they are not ineligible for licensure.

Questions and concerns regarding these requirements may be discussed in confidence with the Director of the School of Nursing. Applicants may, if they prefer, call anonymously to discuss their situation with the Director. The full application and detailed information can be found at https://www.njconsumeraffairs.gov/nur/Pages/applications.aspx

The Practical Nursing program at Holy Name Medical Center Sister Claire Tynan School of Nursing meets the state education requirements for a practical nurse license in the state of New Jersey. Holy Name Medical Center Sister Claire Tynan School of Nursing has not determined if the practical nurse program at Holy Name Medical Center meets the state
education requirements in any other state, any U.S. Territory, or the District of Columbia.

Licensure Exam (NCLEX-PN)
To receive licensure as a Licensed Practical Nurse (LPN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-PN). The NCLEX is developed to measure the minimum knowledge, skills, and abilities required to deliver safe, effective nursing care at the entry level. It is written and administered by the National Council of State Boards of Nursing (NCSBN). NCSBN is a not-for-profit organization whose members include the boards of nursing in the 50 states, the District of Columbia and four U.S. territories. NCSBN is the vehicle through which boards of nursing act and counsel together to provide regulatory excellence for public health, safety and welfare.

The goal is to take the NCLEX-PN within 2-3 months of nursing program completion, and to pass the test on the first attempt.

To prepare for the exam, each student will receive a copy of the 2020 NCLEX-PN Test Plan® upon entering the nursing program. This test plan is effective through March 31, 2023. Students should keep track of content taught in each nursing course throughout the curriculum, as it applies to the NCLEX-PN Test Plan®. https://www.ncsbn.org/2020_NCLEXPN_TESTPLAN.pdf

The NCLEX-PN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-PN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills and abilities that are essential for the nurse to use to meet the needs of patients requiring the promotion, maintenance or restoration of health. The NCLEX-PN Test Plan® outlines beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the licensing examination.

Further information on the NCLEX-PN and licensure can be found at www.ncsbn.org. Students graduating from the Holy Name practical nursing program have access to the ATI NCLEX-PN Review Course. This three-day on-campus review course provides students with strategies for success on the NCLEX-PN exam. All students graduating from the School of Nursing are required to take the NCLEX review course, which is covered through the ATI fee. After graduation, students have access to the 12-week Virtual ATI Online NCLEX Review Course and BoardVitals NCLEX prep question bank to further enhance their NCLEX-PN exam preparation.

Admission to the School of Nursing
Admission to the School of Nursing is accomplished through an application process. Students apply for the specific program track for which they are interested. Admission applications are submitted online at https://holynome.org/SchoolOfNursing/apply.aspx.

Students must complete the following minimum requirements to be eligible to apply for the School of Nursing:

PN Program Track (Fall Semester Admission)
- Attend a Holy Name Medical Center Sister Claire Tynan School of Nursing Information Session.
• Submit official high school transcript or GED scores and/or official transcripts from **ALL post-secondary colleges, universities or technical schools attended** to the School of Nursing Admissions Office.

• Transferred science courses required for the nursing curriculum must have been completed within the **last ten years with a minimum grade of C**.

• Complete the ATI TEAS Admission Exam with a **minimum composite score of 50%**. Student must pre-register for the TEAS exam; please refer to the Holy Name Medical Center Sister Claire Tynan School of Nursing website for TEAS registration information. Complete admission application online at **www.holyname.org/schoolofnursing**.

**LPN-RN Program Track (Winter Semester Enrollment)**

Application for enrollment consideration for the LPN-RN track requires the following:

• Attend a Holy Name Medical Center Sister Claire Tynan School of Nursing Information Session.

• Submit official high school transcript or GED scores and/or official transcripts from **ALL post-secondary colleges, universities or technical schools attended** to the School of Nursing Admissions Office.

• Transferred science courses required for the nursing curriculum must have been completed within the **last 10 years with a minimum grade of C**.

• Complete the ATI TEAS Admission Exam with a **minimum composite score of 60%**. Student must pre-register for the TEAS exam, please refer to the Holy Name Medical Center Sister Claire Tynan School of Nursing website **https://holyname.org/SchoolOfNursing/rn-admission-requirements.aspx** for TEAS registration information.

• Valid unencumbered Practical Nursing license.

• Complete admission application online at **www.holyname.org/schoolofnursing**

• Attend Pathways LPN-RN Bridge Course offered during the Fall semester. Students are awarded 8 credits for Fundamentals of Nursing after completion of the Pathways course and verification of a valid LPN license and enter the RN nursing program at the NUR 102 course, Parent Child Health, in January.

• Successfully complete all prerequisite curriculum science and general education courses (Anatomy & Physiology I, English Composition, Introduction to Psychology).

**Note:** Nursing courses are highly challenging and may require many hours of study time for successful completion. It is recommended students limit their work hours to 20 or less per week while enrolled in nursing school.

Please note: Failure of two (2) practical nursing courses at another academic institution or school of nursing places a candidate ineligible for admission consideration to the practical nursing program.
Essential Functions of Nursing

The School of Nursing defines functions that are essential for student participation in educational programs at the school and the procedures to be followed if a student does not meet the defined standards. The School has identified the essential functions for the safe and effective practice of nursing that must be achievable by students. These essential functions are set forth in writing to guide the School in consideration of any student. The School of Nursing is required to provide reasonable accommodations to students who are qualified individuals with disabilities and who can, with or without reasonable accommodations, perform the essential functions required of nursing students.

The practice of nursing must not pose a threat to the health and safety of the patients that it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Director of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be dismissed from their program.

Student Essential Functions are as follows:
1. Knowledge, skills and attitudes to function in diverse clinical settings and perform within their scope of practice
2. Functional use of sensory and motor functions to permit them to carry out the activities in the areas listed
3. Ability to consistently, quickly and accurately integrate all information received by whatever sense(s) employed and the intellectual ability to learn, integrate, analyze and synthesize data
4. Capability of performing in a reasonably independent manner; clinical decision-making and exercising clinical judgment

School of Nursing students must have abilities and skills in the following areas:

A. Sensory Abilities (Visual, Auditory and Tactile)
   - Must be able to observe a patient’s appearance and changes such as skin color or condition and perform procedures that require visual accuracy, such as preparing the right dose of a medication in a syringe
   - Sufficient ability to perform health assessments by inspection, palpation, auscultation and percussion

B. Communication Abilities
   - Able to communicate with accuracy, clarity and efficiency with patients, families and other members of the healthcare team (including spoken and non-verbal communications)
   - Communication abilities include speech, hearing, reading, writing, language skills and computer literacy
   - Ability to use and comprehend standard professional nursing and medical terminology when using or documenting the patient’s medical record.

C. Cognitive, Conceptual and Critical Thinking Abilities
   - Ability to read and understand written documents in English
• Ability to measure, calculate, reason, analyze and synthesize
• Ability to comprehend spatial relationships; for example, determine intramuscular injection sites
• Ability to problem-solve and use critical thinking to identify cause/effect relationships in clinical situations
• Ability to evaluate the effectiveness of nursing interventions
• Ability to effectively and efficiently observe and interpret patient vital signs (heartbeat, blood pressure)

D. Psychomotor Abilities
• Has motor function sufficient to provide safe and effective general care and treatment to patients in all healthcare settings
• Motor functions required include gross and fine motor skills, physical endurance, physical strength and mobility to safely and effectively perform nursing procedures, and provide routine and emergency care and treatment to patients such as cardiopulmonary resuscitation, the ability to apply pressure to stop bleeding and the ability to open an obstructed airway.

E. Behavioral and Social Abilities
• Possess the emotional health required for the full utilization of intellectual abilities and the practice of good judgement in clinical decision-making
• Possess the ability to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings

The practice of nursing must not pose a threat to the health and safety of the patients it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Director of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be dismissed from their program.

The Holy Name Medical Center Sister Claire Tynan School of Nursing is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008. The School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified enrolled students unless: (a) such accommodations impose undue hardship to the institution; or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodation available that would allow the student to perform the essential functions; or (c) such accommodations fundamentally alter the educational program or academic standards.

**Students Requesting Disability Services**

In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the needs of
students with documented disabilities. Disability Support Services is designed to assist students with documented disabilities. The goals are to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a disabling condition. Students who have documented disabilities can receive assistance by following the School of Nursing procedure:

1. Students requesting accommodations should self-identify to the School of Nursing Program Coordinator in writing prior to the start of the semester.
2. As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations and the need for accommodations. The documentation must come from a licensed healthcare practitioner who has treated the student. Students must meet all requirements and School of Nursing standards for all courses.
3. Request for accommodations should be provided in writing to the School of Nursing Program Coordinator along with the appropriate medical documentation indicating the need for and type of accommodation.
4. Request for accommodations should be completed as soon as possible after acceptance into the nursing program and before starting the course where the accommodation will be needed. Once eligible for accommodations, the course facilitator will be notified by the Nursing Program Coordinator.

Mandatory Student Requirements to Participate in Clinical Activities Policy
To participate in clinical experiences, all students are required to complete the following mandatory requirements before the dates specified. The School of Nursing utilizes the Complio data management system to track student health requirements online. Students create a Complio account at the following web address: http://www.holynamecompliance.com. For assistance with Complio, call 1-800-200-0853.

Please direct all questions concerning health requirements to the School of Nursing Health Officer, Professor Catherine Alvarez, at 551-248-4608.

Please Note: Students who are non-compliant at any time with the Required Students Document Policy will be unable to participate in health facility/hospital clinical activities until compliance documentation is uploaded into Complio and verified by the School of Nursing Health Officer.

1. All nursing students entering the first clinical course are required to complete an initial health and required documents clearance process. All health documents, laboratory results, and other required documents must be uploaded to the School of Nursing’s online document tracking system Complio.

2. The clearance medical documents are as follows:
   a. Completed Holy Name Medical Center School of Nursing Student Health Record form signed by a healthcare provider. (Must use school’s form which can be printed from the Complio homepage under the tab, Holy Name Medical Center Health Forms). The health record is current for 2 years, after 2 years the health record must be updated.
b. **Proof of immunity** through blood titers to Measles (Rubella, Rubeola), Mumps, Varicella, and Hepatitis B. If a student does not show immunity to Hepatitis B, vaccination for Hepatitis B is strongly recommended. If a student declines the vaccination for Hepatitis B, they are required to sign the declination form located on the Nursing Student Health Record Form. Students are required to show immunity for the other disorders listed. If immunity is not evident, additional vaccinations are required.

* All students are required to show immunity to Measles/Mumps/Rubella, Varicella and Hepatitis B. If titer results (Measles/Mumps/Rubella, Varicella and Hepatitis B) indicate non-immune status, students are required to receive a booster immunization. A follow-up titer is required in three months following the booster immunization(s). If a student is not immune to Hepatitis B, it is recommended that the student receive the Hepatitis B vaccine but may sign the Hepatitis B Virus Vaccine Declination located on the Student Health Record physical form. Hepatitis B vaccines are available from the SON Health Officer.

c. **Tuberculosis testing** result (initial 2-step Mantoux PPD tuberculin skin test or Quantiferon-TB Gold blood test).

d. **Proof of seasonal flu vaccine** (provided by School of Nursing during the Fall semester)

e. **Urine drug screen** conducted through Complio

3. All students entering the first clinical course as well as progressing students are required to have **current tuberculosis (TB) testing** prior to starting the course. Students may choose either the Mantoux tuberculin skin test or the Quantiferon-TB Gold blood test. Initial Mantoux tuberculin skin testing will be **Two-Step Testing**; thereafter, a single tuberculin skin test is required. If the Mantoux test result is positive, a chest X-ray is required initially. Following the initial chest x-ray, students will submit the Tuberculosis Assessment Questionnaire as indicated by the School of Nursing Health Officer. **All students participating in clinical experiences are required to have a current tuberculosis test (Mantoux or Quantiferon) on record that does not expire during the academic semester. TB testing is conducted on an annual basis while in the nursing program.**

4. All students participating in clinical experiences are required to be **vaccinated against the influenza (flu) virus**. The flu vaccine will be administered to students during the fall semester each academic year. All students are required to comply with the flu vaccine requirement to participate in clinical activities.

5. All students entering the first clinical nursing course, students progressing to the second year of the program, as well as all students returning to the nursing program following a break in normal course sequencing are required to complete a urine drug screen. The **urine drug screen** must be completed through **Complio** prior to starting Fall semester classes or returning to the program. **All drug screens must be negative or clear for the student to participate in clinical activities; there are no exceptions to this policy.**
Please notify the lab of all prescription medication(s) that a student may be taking prior to submission of the drug screen. Any student with a positive urine drug screen who cannot provide documentation that the medication is prescribed by a healthcare provider will not be permitted to remain in the nursing program. Random urine drug testing may be required of any student as deemed necessary by the School of Nursing administration.

6. All required student health documentation (Student Health Record, proof of immunity, TB test results, and proof of flu vaccine) are uploaded to the student’s Complio account prior to the start of classes. All required documents for clinical must be current for the entire semester in which the student is enrolled.

7. All students are required to complete a criminal background check prior to first nursing clinical course of the program. All students returning to the nursing program following a break in normal course sequencing are also required to complete a criminal background check. The background check must be completed through the School of Nursing’s designated provider. The criminal background check must be negative or clear for a student to participate in School of Nursing clinical activities.

8. All students are required to submit proof of Basic Life Support Cardiopulmonary Resuscitation (CPR) training for healthcare professionals from the American Heart Association prior to the start of clinical courses. The CPR certification must remain current throughout the academic semester for which the student is registering.

9. All students are required to purchase individual liability insurance for the Practical Nurse Student and submit proof of coverage at clinical course registration. The coverage must be current for the entire academic semester in which student is enrolled. Students are required to have the following minimum coverage: $1 million per occurrence and $3 million aggregate. Liability insurance must be renewed on a yearly basis with current certificate of insurance uploaded to Complio.

10. All students must show proof of current personal healthcare insurance. A copy of the front of the insurance card should be uploaded to Complio.

NOTE: Students who have had a break in course sequence of one semester or more are required to obtain a new background check and urine drug screen prior to course readmission. All other required student documents must be current for the readmission semester requested as per the Mandatory Student Requirements to Participate in Clinical Activities Policy.

Student Injury or Illness
Any student who has experienced any type of injury/illness/condition that may impede their clinical performance or put the patient population at risk, must present a healthcare provider note certifying the student’s ability to resume full clinical activities without restrictions. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor. This medical clearance note must state that the student may return to
**School of Nursing COVID-19 Health Policies**
Beginning with the Fall 2020 semester and until further notice, all students must self-monitor for the symptoms of COVID-19 infection prior to attending any School of Nursing activity including clinical, skills lab, or when using School of Nursing or Holy Name Medical Center facilities. These symptoms include:

- Temperature of 100.0 F or greater or chills
- New onset of persistent or productive cough
- New onset of shortness of breath or difficulty breathing
- Increased fatigue with body aches
- Nausea/vomiting/diarrhea
- Dizziness
- New onset of loss of taste or smell

All students are required to take their temperature daily before attending class or clinical. **Students will be required to purchase a personal digital thermometer for this purpose.**

**Please Note:** **If a student has an elevated temperature or is exhibiting any of the symptoms listed, the student should not report to class or clinical** and follow the procedure for notification of absence below. After contacting the Health Officer and reviewing your symptoms, it will be determined if a COVID-19 test is warranted. The Health Officer will refer the student to Holy Name Medical Center if COVID-19 testing is indicated after a review of symptoms is completed.

If a student tests positive for COVID-19, please notify the Health Officer of test results and follow the Centers for Disease Control and Prevention (CDC) guidelines for the return to class or clinical activities.

### Guidelines for the Return to On-Campus Class or Clinical Activities (CDC, 2020)

Student who exhibit signs and symptoms associated with **mild to moderate illness** and who have tested positive for COVID-19 infection and are not severely immunocompromised may return to on-campus class or hospital clinical activities as follows:

- At least 10 days have passed **since symptoms first appeared** and
- At least 24 hours have passed **since last** fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved

**Note:** Students who tested positive for COVID-19, are **not severely immunocompromised** and were **asymptomatic** throughout their infection may return to class/clinical when at least 10 days have passed since the date of their first positive viral diagnostic test (CDC, 2020).

**If a symptomatic student tests negative for COVID-19, they may return to class/clinical activities 72 hours after the symptoms have passed.**
The SON Health Officer must medically clear all students to return to class/clinical activities after a positive COVID-19 diagnostic test.

If a student is absent from class/clinical activities for more than two weeks due to COVID-19 related illness, it is recommended the student apply for a withdrawal for medical reasons. Please contact the Coordinator of Student Services or Program Coordinator for more information on the Withdrawal for Medical Reasons Policy.

Students with symptoms should notify the SON Health Officer at clavarez@hnmcson.org as soon as possible but within 24 hours.


**COVID-19 Symptom Tracker Survey**
Students must respond to the COVID-19 symptom tracker survey as part of the attendance tracker swipe prior to the start of all on-campus class and skills lab sessions.

**Procedure for COVID-19 symptom tracker for on-campus classroom/skills lab activities**
1. Self-monitor for COVID 19 symptoms (including temperature) prior to coming to class. If symptoms are present, stay home and report your absence by calling 551-248-4603 6:00 am – 2:00 pm daily. For evening skills labs, please call by 2:00 pm.
2. When entering a classroom, swipe your Holy Name ID badge on the attendance tracker monitor prior to the start of the class session.
3. Review the symptom tracker and indicate the answer; if symptom free, report to class. If symptoms are present, follow the Next Steps screen, which includes reporting off to the clinical instructor and notifying the School of Nursing Health Officer to the presence of symptoms.
4. If symptoms develop while on campus or at the skills lab, immediately notify your instructor, contact the School of Nursing Health Officer with the development of symptoms, and promptly leave the campus.

**Procedure for COVID-19 symptom tracker for onsite healthcare facility clinical activities**
1. Take your temperature prior to coming to clinical. If an elevated temperature or other COVID-19 symptoms are present, do not come to clinical, but alert the School of Nursing by calling 551-248-4603 after 6:00 am. If there is no answer, please leave a message with your name, phone number, class (e.g., Fundamentals), instructor’s name, reason for calling and symptoms, including temperature reading. The School of Nursing staff will notify the instructor and Health Officer of your absence.
2. When entering hospital, swipe your Holy Name ID badge at any timekeeper tracker monitor prior to the start of the clinical session.
3. Review the symptom tracker and indicate the answer; if symptom free, report to clinical. If symptoms are present, follow the Next Steps screen, which includes reporting off to the clinical instructor and notifying the School of Nursing Health Officer of the presence of symptoms.
4. If symptoms develop while on onsite at a healthcare facility, immediately notify your instructor, contact the School of Nursing Health Officer with the development of symptoms, and promptly leave the facility.

Procedure for Contact Tracing

Contact tracing is initiated when a student or instructor/staff tests positive (or is considered presumptive positive by their physician) for COVID-19. The health officer will contact the individual to determine recent close contacts with cohorts, patients and instructors of up to 2 days prior to symptom development or the date of testing (if asymptomatic). The health officer will further investigate the tracing by determining the level of exposure based upon the extent of duration and contact with each individual, the activities performed and whether personal protective equipment was in use during the contact. Each tracing will be evaluated and determinations will be made on a case-by-case basis for exclusions from school, quarantine, the initiation of active symptom monitoring through Holy Name’s Employee Health Services or the continuation of source control, passive symptom monitoring and other recommended infection prevention and control practices. Upon identifying a student or instructor with suspected or confirmed COVID-19, the health officer will contact the Infection Prevention Department of the healthcare facility relative to the positive case to provide the department with pertinent contact tracing data.

School of Nursing COVID-19 Safety Policy

The School of Nursing is committed to promoting the safety and health of all students, faculty, staff and visitors while on the Englewood Cliffs campus. In addition, Holy Name Medical Center has robust policies to promote the health and safety of individuals while on the Holy Name Teaneck campus. The School of Nursing policy aligns with the recommendations put forth by the Centers for Disease Control and Prevention (CDC) to prevent the spread of the virus as follows:

**The best way to prevent illness is to avoid being exposed to this virus.** You can take steps to slow the spread (CDC, 2020).

- Maintain good social distance (about 6 feet). This is very important in preventing the spread of COVID-19.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a cloth face covering when around others.

The School of Nursing requires all students, faculty, and staff to wear a face covering while in the SON building, to maintain good social distancing space (at least 6 feet apart), and to practice good hand hygiene.

- Face coverings are required by all students, faculty, staff and visitors while in the building. A face covering can be obtained from the administrative offices or the Health Office located on the first floor of the building. The exception to the use of a face covering is when the face covering would inhibit an individual’s health.
- Hand sanitizing stations with a 70% alcohol content solution are located throughout the first and second floor hallways. Sinks for handwashing are located in all bathrooms and skills labs. Portable sinks are located in the LPN Classroom (second
The number of students and instructors in a classroom will be limited to no more than 12. Social distancing markers are maintained in all classroom/skills lab settings and are to be respected.

The computer lab occupancy is limited to 12.

Please respect the seat signs in the library, computer lab, and classroom areas and the blue floor circles in the classroom spaces which promote good social distancing.

All frequently touched surfaces are cleaned and disinfected daily including desks, computer keyboards, and restrooms. Surfaces in the skills labs are disinfected between student groups. The instructor is responsible for wiping down the surfaces after the class finishes. The School of Nursing will utilize the disinfection/cleaning products outlined in Holy Name Medical Center Practice Alert #55. (Clorox Hydrogen Peroxide Wipes with a contact time of 1 minute for all surfaces except electronics and PDI Super Sani-Wipes with a 2-minute contact time for the cleaning of electronics).

Students and staff should enter the building through the door by the Library and use the stairs by the Library to access the second floor. Students and staff should exit through the front lobby door and use the stairs by the front lobby to exit the second floor. Signs are posted at both doorways signifying whether it should be used as an entrance or exit.

Students are requested not to congregate in groups in the hallways, library study area, commuter kitchen, classrooms, or parking lot.

Infection control policies for the SON skills labs and medical center simulation center will follow the Infection Control-COVID-19 Guidelines outlined in Policy 8b for the Russell Berrie Institute for Simulation Learning.

Students will be directed to wash hands with soap and water prior to entering the skills lab or simulation center. Face coverings will be required for all skills lab and simulation sessions. Social distancing will be enforced.

Guidelines to reduce the chance of spread of infection will be posted in all classrooms, skills labs, commuter kitchen and library study area.

Students will be provided with the appropriate personal protective equipment (PPE) for hospital clinical experiences as outlined by healthcare facility current policy, including the use of masks, gowns, goggles, and gloves. Students will follow Medical Center policy for the donning and doffing of PPE.

Student clinical rotations will take place on non-COVID patient units at Holy Name Medical Center for the Fall 2020 semester. Clinical placement for the Winter 2021 semester has yet to be determined.

All students are required to self-monitor for the symptoms of COVID-19 infection and if symptoms are present, refrain from coming to on-campus classes or hospital clinical and follow the reporting procedure outlined in the School of Nursing COVID-19 Health Policy.
School of Nursing Student Policies

Attendance Policy
Students are expected to attend all classes and clinical experiences as scheduled in order to achieve course student learning outcomes. Students are accountable for all materials presented in class, scheduled experiences, and all assignments. Absenteeism may prevent the student from meeting clinical and or course objectives and may result in his/her failing the course. Course facilitators will record and keep track of attendances and forward frequent absences to student’s advisor for advisement.

Classroom Attendance: While legitimate absences and or lateness can occur, the following statements of attendance are expected of all students:

- Students are expected to attend all classes and attendance will be recorded.
- It is expected that all students arrive on time and remain for the entire lecture.
- Students are responsible to instructors for class attendance and assignments, as well as for any missed work due to absence.
- Attendance and participation in class are fundamental parts of the learning process and key factors in academic success.
- Students are required to swipe their Holy Name ID into the Student Attendance Tracker monitor to register attendance for a campus classroom or skills lab session. The Student Attendance Tracker is the official documentation for proof of student attendance at a theory class or skills lab session.
- Students are required to notify the School of Nursing in the event of an unforeseen absence or late arrival.
- Students who have extended absences from class, whether excused or unexcused, should talk with their advisor to discuss whether successful completion of the course is possible.
- Absences due to legitimate reasons include medical reasons, serious illness, deaths and funerals of immediate family, observed religious holidays and court appearances. Such events will be addressed on an individual basis and will be taken under advisement by the Faculty and Program Director. The student must provide documentation supporting their reasons for being late and/or absent in these circumstances.

Clinical Attendance
Students are expected to be present at all clinical experiences. Students who are late for a clinical experience will be asked to leave the unit. The day will be considered an absence, and may require make-up time at the end of the semester.

Reporting an Absence
If a student is ill or unable to attend a clinical experience, please notify the School of Nursing Office by calling 551-248-4600 and press 3 when prompted or call 551-248-4603. Please leave your name, nursing course you are taking, clinical instructor’s name, and reason for the absence. The absence will be reported to
the instructor. Clinical make-up time is based on the student’s achievement of objectives. **If clinical make-up time is necessary, there will be a $250.00 charge per student per day missed.** This must be completed within the boundaries of the semester and after the final exam is taken. The clinical make-up fee is waived with an excused absence as determined by the clinical instructor or Health Officer.

**Moodle Learning Management System**

Moodle is the online learning management system utilized by the School of Nursing. Faculty will use the Moodle course environment to distribute grades, course syllabi, lecture slides, and supplemental instructional materials. Moodle is also the platform used to communicate important information to School of Nursing students, including School announcements, changes to policies, scholarship opportunities, and other important information. Students will receive an email through their Holy Name account with any new announcement information. Students are encouraged to check the Moodle announcement page daily. Students with Moodle technical issues should contact Jennifer Gazdick at jgazdick@hnmcson.org.

**Theory Class Policy**

Theory class consists of classroom learning activities that assist students with applying nursing program concepts using various interactive strategies. Students should refer to the course syllabus and Moodle for weekly student learning objectives and pre-class assignments. Students are expected to prepare for learning activities prior to attending class. The letter grade received for every nursing course is determined by successfully completing all course requirements and assignments. The student must succeed in both the clinical and theoretical components to successfully pass the course. Regular attendance at theory class is expected of all students. Students are expected to attend the lecture class sessions for which they are registered. Theory class resources such as the course syllabus, power point slides and other class materials are available to students in the Moodle course shell. Students are required to swipe their Holy Name ID into the Student Attendance Tracker monitor to register attendance for an Englewood Cliffs campus classroom or skills lab session. The Student Attendance Tracker is the official documentation for proof of student attendance at a theory class or skills lab session.

**Remote Lecture Sessions**

In order to promote the health and safety of our faculty and students, lecture theory class will be held remotely through the **Google Meet** teleconference platform for the Fall 2020 semester and possibly longer. Prior to the scheduled lecture time, students will receive an email to their SON Gmail account inviting them to join the lecture session. Students may join the session through any computer device or smart phone. It is recommended students utilize the school issued tablet or a laptop/desktop device for the lecture classes. The lectures are done in a synchronous manner prompting student participation and increased student interaction and engagement. Lecture prep materials (lecture slides, videos) are available in advance from the Moodle course-specific shell. Please contact the Course Facilitator if you are having difficulty accessing the Google Meet platform or are not receiving session invitations through your school Gmail account. Attendance will be recorded. Students are responsible for attending the entire virtual lecture session.
Clinical Class Policy
Clinical learning takes place in a hospital or healthcare facility. Most clinical experiences will include a conference activity, as well as direct patient care under the guidance and supervision of School of Nursing faculty. Clinical performance is evaluated on an ongoing basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system. Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience.

Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared, the student presents a health hazard to patients, when performance falls below a competent level with regard to patient safety, or when the student does not meet agency health or professional standards.

- In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed by their clinical instructor.
- Students should wear their Holy Name Medical Center ID badge or ID badge issued by the clinical facility during all clinical-related experiences. A fee will be charged to replace a lost name badge. The ID badge must be returned to faculty upon course withdrawal or at the end of the course as instructed by course faculty.
- Students are not permitted to visit any patient in the hospital while in uniform nor may they go to any area of the hospital, other than their assigned unit, unless they have permission from their clinical instructor.
- Telephones in the hospital are not for personal use. Students do not make or receive telephone calls while on the unit. Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Cell phones are to be used only in areas designated by clinical facilities during scheduled break times only.
- Chewing gum is not permitted in patient care areas. All agencies in this area are “smoke free.” Cigarette smoking or any tobacco use is not permitted while on clinical agency property.
- Students are required to wear the Holy Name Medical Center Sister Claire Tynan School of Nursing uniform during clinical experiences and follow the dress code policy. Please refer to the Uniform Dress Code policy below for more information.
- Students may not discuss patients or patient care in elevators, corridors or other public areas of the hospital; this is a potential violation of patient rights. Students are not permitted to photocopy or otherwise duplicate patient information; this is a violation of patient confidentiality and can result in program dismissal.
- Students may not act as a witness for any consent form. The student may not transact any business for patients.
- Students are not to make engagements with or to take gifts from patients, nor are students to give patients gifts. This is both unprofessional and unethical.
• Students are never permitted to take or receive medications from the clinical unit in the hospital.
• All breakage of equipment should be reported to the clinical instructor and charge nurse of the patient care unit.
• Students are responsible for their transportation to and from all clinical activities.
• The student must pass all segments of the clinical experience to pass the course.

The respective course clinical syllabus contains information necessary to complete clinical requirements for each nursing course. Clinical objectives will be met in the School of Nursing Skills Lab, in the Medical Center’s Institute for Simulation Learning and/or in a clinical/community setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective.

Clinical evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a Clinical Failure and a failure in the course.

Student Injuries During Clinical Activities
All incidents/accidents that occur in the Medical Center or in an affiliating agency during clinical activities are to be reported immediately to the clinical faculty. A Holy Name Medical Center Incident Report and/or an agency report are to be completed by the clinical faculty to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department, if necessary. Faculty members will report all incidents/accidents to the School of Nursing office. Students are responsible for any emergency room visit expenses related to injury or accident.

School of Nursing and Course Communication
The online learning management system Moodle is the official means of communication within the school community. The Moodle platform should be reviewed daily by all students to remain current with school information. Course announcements, schedules, course content, grade posting, and general announcements will be posted on this system. Faculty utilize Moodle to email course groups through each student’s School of Nursing Gmail account (hnmcson.org account). Please check for new emails and announcements daily. School of Nursing policy updates and other important announcements will be communicated through the student’s School of Nursing Gmail account. It is the responsibility of the student to check on a daily basis for course communication.

Uniform Dress Code Policy
A professional appearance is essential for Holy Name Medical Center Sister Claire Tynan School of nursing students. Good grooming and appropriate dress reflects pride and inspires confidence. A professional appearance influences the impressions we make with patients, coworkers, and the community. The Holy Name Medical Center Sister Claire Tynan School of Nursing uniform is to be worn for all hospital or health care agency clinical experiences and for skills lab/simulation activities. The uniform is ordered prior to the start of the first clinical course. The cost of the uniform and lab bag is included in the first course student fees. The
student is responsible for the cost of additional uniform items beyond the cost of the new student uniform bundle. The School of Nursing has a school approved vendor, **Uniform States of America**. All uniforms are obtained from this vendor. Information on how to purchase the uniform can be found at the virtual uniform store at **https://www.uniformstatesofamerica.com/**

**Approved PN Program Uniform Dress Code**  
**for all clinical experiences including skills labs**

1. Students are required to wear the official school uniform when in a clinical area or during skills labs/simulation activities. The official uniform for the Holy Name Medical Center Sister Claire Tynan School of Nursing PN program consists of the following:
   - Solid navy blue color scrub pant
   - White scrub top embroidered with the school logo
   - White lab coat embroidered with the school logo
   - White nursing shoes or all white leather nursing sneakers as designated by the School of Nursing. Shoes must be clean and neat. No logos are to be visible on the shoes. All nursing shoes must have a closed back and have no openings on the body of the shoes. No canvas footwear is permitted.
   - Students are also provided with a canvas lab bag which includes a stethoscope, manual BP cuff, bandage scissor and penlight. (Provided in the new student uniform bundle.)

2. Students are expected to maintain proper hygiene. Perfumes and aftershave, if used, should be worn in moderation. Hair should be kept neat, clean, and well-groomed at all times. Hair should be natural in color. Long hair needs to be pulled back and pinned up above the shoulders. Facial hair may be worn to a conservative length and neatly trimmed. Undergarments should not be visible at any time.

3. Uniform should be clean, wrinkle-free, and appropriately fitted to body type.

4. Jewelry is to be kept to a minimum, and should not be excessive in size or create an unsafe or hazardous condition (dangling jewelry may create an unsafe condition). When in contact with patients, the student’s nails should be no longer than ¼ inch. Polish may be worn, but it must be intact. No artificial nails, charms, decals, appliques, or rhinestones may be worn as per compliance with Centers for Disease Control (CDC) hand hygiene guidelines.

5. No visible tattoos or other body art are permitted in the clinical area. All arm tattoos must be covered with a white tattoo sleeve under the uniform. Exceptions can be made for tattoos that are unable to be concealed and are non-offensive.

6. A wristwatch with a second hand or digital readout is also required for clinical experiences.

**Noncompliance with the official uniform and dress code policy may result in expulsion from the clinical or skills lab/simulation activity. Repeated indiscretions may result in progressive disciplinary action.**
Student Conduct Policy
Students are accountable for their actions at the School of Nursing, Medical Center, and all other clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for an academic and professional environment.

Student Standards of Conduct
To ensure a dynamic and respectful learning environment in the School of Nursing community, the faculty has adopted these Standards of Conduct which outline expectations of proper conduct. Violations to the Student Standards of Conduct are subject to disciplinary actions, up to and including dismissal from the School of Nursing.

It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

General:

- **Utilization of Electronic Devices**: Use of electronic devices should not be disruptive to others. Electronic devices include, but are not limited to mobile phones, laptop computers, tablets, laser pointers, Bluetooth devices, and music players.

- **Academic Integrity**: All students are expected to adhere to academic integrity as outlined in the Student Handbook. All work is expected to be original or properly attributed.

- **Professional Language/Respectful Communication**: It is important to use respectful and professional language when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment. This includes verbal, non-verbal, in person, or via electronic communication mediums, including social media. Negative or disparaging comments made about the School of Nursing or the Holy Name organization on social media platform will result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

- **Civility in Professional Relationships/Bullying**: Civility is to be exercised in all professional, academic, and therapeutic relationships. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary.

- **Professional Attire**: Students are expected to wear attire that best reflects the image of the School of Nursing and the nursing profession.

- **Time and Attendance**: Students are expected to be on time and to attend all School of Nursing functions: class, clinical, and other agreed upon commitments.

- **Sexual Harassment**: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. All
students are expected to avoid such behavior or conduct that creates an offensive school or clinical environment.

- **Treatment of SON Facilities, Clinical Facilities and Equipment:** Students are expected to be respectful of all School of Nursing facilities and property. It is the responsibility of all in the community to ensure that facilities are well-maintained and that property is not abused or stolen.

- **Unauthorized entry:** Use or occupation of hospital/school facilities other than for the purpose of studying or a sanctioned academic or clinical objective is prohibited.

- **Substance Abuse:** The possession, production, distribution, and/or use of illegal substances is prohibited at the School of Nursing and at clinical facilities. The misuse of controlled substances will not be tolerated. The possession and/or ingestion of alcohol or illegal substances on the campus of the School of Nursing is prohibited.

- **Firearms:** The selling, purchasing, producing or possession of lethal weapons, fireworks or incendiary devices is forbidden.

**In Class:**

- **Utilization of Electronic Devices:** Personal electronic devices may be used in class at the discretion of the instructor and should only be used for academic purposes.

- **In-Class Behavior:** While in class, students are expected to be respectful of the faculty and fellow students. Distractions caused by private conversations and the use of electronic devices for other than academic purposes distracts from the learning experience of others.

**Clinical:**

- **Confidentiality and Patient Privacy:** Patient privacy is governed by HIPAA. Information about patients and/or their circumstances should not appear on social media sites. **Students are prohibited from printing, photocopying or reproducing in any manner any part of the medical record or any other form of private patient information.** Students are prohibited from discussing any clinical or patient situation unless the discussion is part of a pre- or post-conference session held in a non-patient area.

- **Substance Abuse:** Students are expected to maintain a safe practice environment for patients, colleagues, faculty, and staff. Attending class or clinical under the influence of controlled substances is prohibited.

- **Professional Attire:** When participating in clinical, the School of Nursing uniform should be clean, pressed, and well maintained. Students are expected to wear the uniform in its entirety unless otherwise directed.

- **Time and Attendance:** Punctuality is essential in the clinical environment. Emergencies must be reported to clinical faculty immediately.
Patient Safety: A student who recognizes that a clinical error or near miss incident has happened is obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety.

It is expected that each student, in addition to adhering to the above standards, also maintain appropriate professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

- Maintaining confidentiality by not discussing or duplicating patient information or discussing exam questions outside of the appropriate area.
- Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
- Refraining from using cell phones or other electronic devices at any time during class or clinical, unless instructed otherwise by the instructor.
- Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

Student Rights and Responsibilities
Student Rights
Students have the following rights while participating in the academic environment at the School of Nursing:

- Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
- The freedom to teach and the freedom to learn are inseparable facets of academic freedom. Students should exercise their freedom in a responsible manner.
- Each institution has a duty to develop policies and procedures that provide and safeguard the students' freedom to learn.
- Under no circumstances should students be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, or marital status.
- Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Information about student views, beliefs, political ideation or sexual orientation that instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
- The student should have the right to have a responsible voice in the determination of his or her curriculum.
- Institutions should have a carefully considered policy as to the information that should be a part of a student's permanent educational record and as to the conditions of this
Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

Students should be allowed to invite and to hear any person of their own choosing within the institution’s acceptable realm, thereby taking the responsibility of furthering their education.

The student body should have a clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission, its community life, or its objectives and philosophy.

Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

As citizens and members of an academic community, students are subject to the obligations that accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

Students have the right to belong or refuse to belong to any organization of their choice.

Adequate safety precautions should be provided by nursing programs, e.g., adequate campus lighting, locks, security personnel, and other safety measures deemed necessary by the environment.

Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

Students should have a clear mechanism for input into the evaluation of nursing faculty.

Student Responsibilities

Substance Abuse Policy

The School of Nursing is committed to providing a drug- and alcohol-free environment. Thus, no student, faculty or staff member of the School of Nursing shall unlawfully manufacture, distribute, dispense, possess or use any controlled substance or illegal drug anywhere on the clinical facility property or on the School of Nursing campus.

Students are subject to disciplinary action for use, possession of or distribution of narcotics, alcohol or other dangerous substances on the School of Nursing or clinical facility grounds. Disciplinary action may result in suspension, dismissal, or disciplinary probation for any of these actions. The discipline imposed in each case will depend on the circumstances of the use, including the nature of the violation and the prior history of violations by the student. Civil authorities may be contacted regarding any violation of local, state or federal law concerning possession or distribution of narcotics, dangerous substances or alcohol abuse.

Random urine drug testing may be required of any student, as deemed necessary by the School.
of Nursing administration.
It is a student’s obligation to be accountable for his or her own behavior and to seek out the available resources when such help is needed.

Social Media Policy
The School of Nursing complies with the Holy Name Medical Center (HNMC) Social Media Policy which identifies social media as including all aspects of internal and external social media and social networking tools and channels. This includes blogs and websites which are maintained by an individual with regular entries of commentary, descriptions of events, or other material such Facebook, LinkedIn, Twitter, Wiki’s, social video (YouTube), and photography sharing sites (Instagram, Snapchat).

Negative or disparaging comments made about the School of Nursing or the Holy Name organization on any social media platform may result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

The accessing of social media platforms is not permitted during class/clinical/skills lab/simulation sessions via the use of personal computers or school issued tablets, smart phones, or other devices. During non-school hours, nursing students are bound by HNMC policies, procedures and rules governing codes of conduct that include but are not limited to, patient privacy, use and disclosure of confidential and proprietary information, and discrimination and harassment.

Blogs/posts may NOT contain content including but not limited to:
   a. That which violates any laws pertaining to privacy of patients or Covered Persons
   b. That which impersonates other persons (e.g. borrowing of passwords)
   c. That which is defamatory or libelous or might be construed as discrimination, harassment, or disparagement on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or any other status protected by applicable law
   d. The HNMC logo or any registered trademarks
   e. A commenter representing himself or herself as a spokesperson or agent of HNMC
   f. Negative or disparaging comments made about the School of Nursing or the Holy Name organization.
   g. School materials including syllabi, lecture slides or audio/video recordings of School of Nursing faculty/staff.

These guidelines apply even if a covered person is posting anonymously or under a pseudonym. Students’ failure to comply with this policy and its guidelines may lead to disciplinary action up to and including permanent dismissal from the School of Nursing.

The Use of Personal Electronics and Cell Phones During Class and Clinical Policy
Student may not engage in any non-approved use of a cell phone or other electronic devices while in the clinical area. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor. Students are not to use cell phones or other recording devices to audio or video record instructors without first obtaining permission from the instructor.

Students may not use cell phones or other electronic devices to photograph, copy or duplicate patient information contained within the medical record.

Violation of this policy will result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.
**Nursing Math Policy**

All nursing students are expected to obtain a score of 100% on the Math Assessment given at the beginning of each nursing course. This performance ties to requirements in the clinical objectives. Remediation will be given where warranted.

All students are given a paper/pencil math assessment prepared by School of Nursing faculty at the beginning of each academic year.

- **Score of 100%** -- No remediation required; student may administer medications on the clinical unit.
- **Score of less than 100% (1st attempt)** — Student independently remediates by viewing 3 ATI Dosage Calculation 2.0 Modules.

Students who score less than 100% on the first math assessment are given a second paper/pencil math assessment prepared by School of Nursing faculty within one week of the first math assessment and after independent remediation as described above.

- **Score of 100%** -- Student is cleared to administer medications on the clinical unit.
- **Score of less than 100% (2nd attempt)** — Student meets with their clinical instructor for remediation. A learning contract is written and the Academic Progression Committee is notified.

If a 3rd math assessment is warranted, another paper/pencil math assessment will be given within one week of the 2nd assessment.

- **Score of 100%** -- Student is cleared to administer medications on the clinical unit.
- **Score of less than 100% (3rd attempt)** – Student will meet with the Academic Progression Committee. This performance ties to requirements in clinical objectives.

**Nursing Course Withdrawal Policy**

**Leave of Absence/Withdrawal for Medical/Personal Reasons**

Students in good academic standing may request a course withdrawal for personal or medical reasons. A leave of absence or medical leave may be granted upon written notification to the School of Nursing Director. The appropriate form must be completed and is available from the Coordinator of Student Services. Students granted a withdrawal/leave of absence for medical or personal reasons will be granted a seat in the class the next time the course is offered. Students must communicate their anticipated return date to the Coordinator of Student Services. Students must return within one year of the semester from which they are withdrawing. Returning students must complete a new criminal background check and urine drug screen and be in compliance with the **Mandatory Student Requirements to Participate in Clinical Activities**.

**Withdrawing from a Course with a Failing Average**

Any student who withdraws from a nursing course with a failing average will be considered a withdrawal/failure status. The withdrawal/failure status permits the student to be readmitted one time only (barring no previous failure from a nursing course) to the program. Readmission after a withdrawal/failure is dependent on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course. Students granted readmission must complete a new criminal background check and urine drug screen and be in compliance with the **Mandatory Student Requirements to Participate in Clinical Activities**. Students requesting readmission to the nursing program following a nursing course failure or
a withdrawal/failure must follow the Readmission Policy (see below).

Unofficial Withdrawal
A student who stops attending class without following the official procedures for withdrawal from a course will receive a grade of “WF” or Withdraw Failing posted on his/her academic record for each course in question. When a student receives “WF,” he/she may be defined as “unofficially withdrawn” for Title IV Financial Aid purposes.

At the end of each semester, students who have been identified as unofficially withdrawn will be notified in writing. The student will have 10 business days to document the last date of attendance, if applicable. If the last date of attendance cannot be determined, the student is assumed to have attended 50% of the enrollment period and the Return of Title IV calculation will be based on this length of attendance. Unofficially withdrawn students will be billed for resulting institutional charges and repayments of Federal Student Aid (FSA).

Readmission to a Nursing Course Policy
A student who is unsuccessful in a nursing course (Failed or Withdrew Failing) will not be permitted to progress to the next semester. The student must apply for readmission to the nursing program and will be required to complete an online admission application and follow the procedure for readmission. Readmitted students are required to follow the curriculum and policies which are in place at the time the student is accepted back into the nursing program. Remediation may be required at the discretion of the Academic Progression committee. Student re-entry is not guaranteed and is based on availability of seats and the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course.

- Students who fail or withdraw failing from a nursing course may be readmitted one time only.
- Students who fail a general education or science course may repeat that course one time only. If a student fails a second college course, the student may not continue in the School of Nursing. (Please see Academic Dismissal Policy.)

Please Note: Only one nursing course may be repeated and the same course may be repeated only one time. A second nursing course failure results in final dismissal from the program and ineligibility for readmission.

The Coordinator of Student Services will contact all students eligible for readmission with specific instructions related to the readmission procedure listed below.

Readmission Procedure
The readmission procedure requires the following:
- Submit completed online admission application with fee. (Application is available on the School of Nursing website.)
- Two professional references: one from the student’s most recent clinical instructor and one from the student’s most recent advisor/faculty.
- Plan of academic preparedness submitted to the Coordinator of Student Services.
- Personal interview with the School of Nursing Academic Progression Committee.
- A repeat urine drug screen completed through Complio; urine drug screen must be clear or negative for readmission consideration.
- A repeat criminal background check; criminal background check must be clear or negative for readmission consideration and must be completed by the current School of Nursing background check vendor.
Further academic remediation plans are at the discretion of the Academic Progression Committee. Once readmission is granted, students must submit all required health documents into the Complio system to attend clinical (see the Mandatory Student Requirements to Participate in Clinical Activities Policy). Students with questions should contact the School of Nursing Health Officer regarding requirements to attend clinical.

The Plan of Academic Preparedness must be submitted to the Coordinator of Student Services at the time of admission application submission. The Plan of Academic Preparedness must address the following points:

- Recognition of the factors impacting the student’s success in the previous course.
- Documentation with evidence of remediation or resolution of the deterring factors.
- A detailed academic plan for success.

If the student fails to submit the academic plan, two letters of recommendation and the online admission application, readmission to the program will not be considered. Failure to adhere to the academic plan may result in a meeting with members of the Academic Progression Committee. Once all readmission requirements are met by the student and reviewed by the Academic Progression Committee, the student will be informed of the committee’s decision to readmit through the student’s SON Gmail account. Please note: Readmission to the PN program must take place within one year of program sequence interruption or the student will be required to begin the program from the beginning.

Student Grievance Policy
Students have the right to file a grievance regarding academic or non-academic issues. A grievance is a formal action taken by a student requesting some type of remediation. The student has the right to seek a faculty member as an advisor to assist in the grievance process.

When filing a grievance, the student must utilize the following procedure:

- The student will first approach the involved person to resolve or remediate the matter.
- If remediation is not reached, the student may then contact the School of Nursing Program Coordinator within 5 business days with a written, signed, and dated statement detailing the grievance issue. No electronic communication is accepted.
- The Program Coordinator will respond in writing to the student within 5 business days of initial receipt of the grievance statement.
- All written, signed correspondence is kept on file in the administrative office.
- If at the end of the grievance process, a student perceives an unsatisfactory outcome, he/she is entitled to initiate the appeal process to the Director of the School of Nursing.
- The nursing program director will review the signed statement and supporting documentation and render a final decision within five business days. The student will be notified in writing of the decision regarding the appeal.
School of Nursing Grading Policy for Nursing Courses

Grades are assigned on a numerical grade point average system, which is based on the percentage of all tests given in a nursing course:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100%</td>
<td>4.0</td>
<td>A Superior</td>
</tr>
<tr>
<td>89 - 92%</td>
<td>3.5</td>
<td>B+ Excellent</td>
</tr>
<tr>
<td>85 - 88%</td>
<td>3.0</td>
<td>B Very Good</td>
</tr>
<tr>
<td>82 - 84%</td>
<td>2.5</td>
<td>C+ Average</td>
</tr>
<tr>
<td>78 - 81%</td>
<td>2.0</td>
<td>C Passing</td>
</tr>
<tr>
<td>Below 78%</td>
<td></td>
<td>F Failure</td>
</tr>
<tr>
<td></td>
<td>IC</td>
<td>Incomplete</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td></td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>WD</td>
<td>Formal withdrawal from a class</td>
</tr>
<tr>
<td></td>
<td>WF</td>
<td>Withdraw Failing</td>
</tr>
</tbody>
</table>

For students who score below 78% on any unit test, remediation sessions with a member of the course faculty are recommended.

Students with a course average between 72% and 78% after the second exam in a nursing course must meet with their assigned academic advisor.

Any student whose grade average is below 72% after the second exam in a nursing course must meet with their academic advisor to review their academic performance and develop an academic plan for improvement.

Students who fail the clinical portion of a nursing course will receive an F in the course, regardless of the theory grade in the nursing course.

Incomplete Course Grading Policy

The course instructor, in cases of illness or extenuating circumstances, may assign an “incomplete” grade if the student has informed the instructor of the circumstances in advance. The student assigned an “incomplete grade” is required to successfully complete all outstanding course work by the beginning of the next course or the incomplete grade is converted to a failing or F grade. It is the student’s responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period.

If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

Students who fail the clinical portion of a nursing course will receive an F in the course, regardless of the theory grade in the nursing course.

Clinical Grades

A clinical grade of "S - Satisfactory" or "U - Unsatisfactory" is assigned based on the student's performance in an actual or simulated clinical situation to meet the clinical objectives of the course.

A student must receive a passing grade of 78 or better in theory class and a "Satisfactory" clinical
grade to pass a nursing course. An "Unsatisfactory" grade in clinical performance constitutes a failure in the nursing course. Students who are not meeting clinical objectives will receive a learning contract in an effort to assist in improving their performance.

Advisement Policy
Student advising is offered to all School of Nursing students. Advisement is a responsibility shared by the financial aid officer, Coordinator of Student Services, and the faculty. Students also have the capability of accessing personal business/academic information through the school’s online data system, SONIS. Students are given instructions on creating account IDs and passwords.

General responsibilities within the advisement system shall be as follows:
Financial Aid Officer: Counsels students on all aspects of aid/scholarship programs and financing available for education funding. Assists with preparation of financial aid documents. Conducts entrance and exit loan counseling as per federal and state guidelines.

Coordinator of Student Services: Coordinates the admission process for the School of Nursing as well as functioning as Registrar and Bursar for the School. Student information related to academic records, tuition accounts, and statistics in compliance with educational accrediting agencies, state, federal, and institutional standards, policies, and procedures are handled through this office. The Coordinator of Student Services disseminates information on courses offered and class schedules. The office processes all requests for student and alumni transcripts and communicates with students who are in arrears with financial responsibilities to the school.

Academic Advisement: Students entering the first nursing course will be assigned an academic advisor. Faculty advisors provide assistance to students regarding progress in their nursing courses and provide recommendations to promote success in nursing courses and improve study habits. Students remain with the assigned advisor throughout their first academic year and are reassigned to senior level faculty in their second year of the program.

Curriculum Progression Policy
The following Curriculum Progression policies are in effect:
• A grade of 78 or higher is required to pass each nursing course and progress to the next course. All nursing courses are offered only once in an academic year.
• A grade of C or better is required for all curriculum science and general education courses.
• Students must successfully complete each nursing course in the correct sequence, as outlined within the appropriate curriculum track, to progress to the next nursing course.
• The student’s cumulative grade point average must be maintained at 2.0 or above to progress to the next nursing course and to graduate.
• If a student fails a nursing course and wishes to repeat that course, the student must follow the Readmission Procedure. Readmission into a nursing course is not guaranteed. (See Readmission Policy and Procedure.)
• Students are permitted one course withdrawal while enrolled in the School of Nursing. Withdrawing for a second time from any nursing course will require the permission of the School of Nursing Director and may result in program dismissal.
• Two failures (letter grade below C) in any nursing course will result in final program
dismissal.

- St. Peter’s University curriculum courses are only offered during the semester indicated on the Holy Name SON PN Program Curriculum Plan.
- All general education and science courses must be successfully completed in order to graduate from the program track.

**Students are responsible for their curriculum plan.** Each student is required to have a working knowledge of all curriculum course requirements (including general education courses and electives) and timeframes for program track completion. The Coordinator of Student Services and the School of Nursing Program Coordinator are available to assist students with questions regarding the curriculum plan and course progression. The student is expected to maintain his/her own personal record of courses completed and course grades, and is expected to ensure the accuracy of these records.

**NCLEX-Style Review Question Requirement Policy**
All students must complete a minimum of 1,200 NCLEX-style review questions before the end of the nursing program. A schedule for question completion will be provided to students in the PN-100 Introduction to Practical Nursing course.

**Dismissal from a Nursing Course Policy**
Nursing courses are sequential and build on previously acquired knowledge and skills. Students must pass both clinical and theory components of each nursing and college course in order to proceed in the program. Students without a passing grade cannot progress to the next course and are dismissed from the program and must apply for readmission.

Students will be academically dismissed under the following circumstances:
- Failure to successfully meet the clinical course objectives
- Failure of the clinical portion of a nursing course regardless of the theory grade in the nursing course
- Failure of a second college course or two college courses in one semester
- Failure to meet course objectives
- Academic integrity violations
- Unsafe clinical performance

**Final Nursing Program Dismissal Policy**
Only one nursing course may be repeated and the same course may be repeated **only one time.** A second nursing course failure results in **final** dismissal from the program and ineligibility for readmission.

**Graduation Requirement Policy**
Eligibility for graduation is dependent upon **successful completion** of the practical nursing curriculum courses outlined in the PN curriculum plan with a minimum cumulative grade point average of 2.0 and successful completion of all required and elective general education and science curriculum courses. **A student must fulfill all financial/library obligations owed to the School of Nursing prior to graduation.**
Nursing Commencement Ceremony
Students graduating from the School of Nursing participate in a commencement ceremony where they receive a nursing pin and the School of Nursing diploma. The ceremony is held at the end of the program. Family and friends are invited to attend this event. The graduation cap, gown, diploma and cover, and nursing pin are provided to the student as part of the Graduation Fee.

School of Nursing Academic Honors
Any student with a grade point average of 3.5 or better will be eligible for academic honors. Academic honors will be recognized on the diploma upon graduation as follows:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Honor Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.85 - 4.00</td>
<td>Summa cum Laude</td>
</tr>
<tr>
<td>3.70 - 3.84</td>
<td>Magna cum Laude</td>
</tr>
<tr>
<td>3.50 - 3.69</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

The graduating senior with the highest grade point average will be invited to speak at the Commencement Ceremony as the class Valedictorian.

Exam Testing Policies
All nursing course exams are given through ExamSoft Examplify testing software on School of Nursing issued tablets. This device is utilized by students throughout the program. Senior students are using an Apple iPad device; freshman students, LPN-RN, and LPN students are issued a Microsoft Surface Go tablet device. All dates of exams (including ATI Proctored Exams) are posted on the Moodle Learning Management System for each nursing course. All students are required to take exams on the scheduled day and at the scheduled time. Exam schedules are made available to every student on the first day of classes. Exams are proctored by the nursing instructors who teach the course or by remote proctoring platforms (ExamMonitor/ExamID and Proctorio).

The School of Nursing will utilize the remote proctoring of course theory and ATI proctored exams for the Fall 2020 semester and possibly beyond. All students are required to comply with the remote proctoring procedures as specified by the course instructor or course facilitator. Course theory exams will utilize the ExamMonitor/ExamID remote proctoring through ExamSoft. ATI Proctored Exams will use remote proctoring through Proctorio. Remote proctoring procedures will be communicated to students through the Course Facilitator.

For ExamSoft ExamMonitor/ExamID proctoring, a consent form is signed prior to the first exam acknowledging the collection of biometric data for the purpose of identifying a student and recording the student during remote proctoring. If a student declines the “Notice of Collection of Biometric Data and Consent,” the student will be required to take all exams on the Englewood Cliffs campus proctored by School of Nursing faculty/staff. The exams will be taken as scheduled by the course facilitator. Please notify the course facilitator of the decision to decline the “Notice of Collection of Biometric Data and Consent” for ExamMonitor/ExamID prior to the first course theory exam.

Missed Exam Policy
If an emergency and / or illness prevents a student from taking an exam on the scheduled day, the student must notify the school office (551-248-4603 or 551-248-4604) and speak to an administrative staff member or leave a message with your name, course, and reason for absence.
It is the student’s responsibility to make arrangements for a make-up exam with the course facilitator within 24 hours of the missed exam. A fee of $50 is charged for all make-up exams unless otherwise specified by the Course Facilitator.

Late Arrival to Exam Policy
Students arriving late to an exam will be permitted to test provided they are ready to test within 15 minutes of the published exam start time. The student will be required to complete the test within the allotted time available to the entire class as designated by the instructor and course schedule. Students will not be permitted to test after the 15-minute late arrival window and must then follow the “Missed Exam” policy.

Exam Review Policy
All students have the opportunity to review incorrect answers at the end of each of the unit based exams. In the event a student requests an additional review of content, this is arranged with course faculty and must be completed before the next scheduled exam. There is no exam review offered for Final Exams.

Posting of Exam Grades
Preliminary grades will be available to the student at the conclusion of all unit course exams, with the exception of the Final Exam. Final grades for exams will be posted no later than 48 hours after the administration of the test and may be viewed on the Moodle Learning Management System in the Grade Book.

Standardized Tests
All students are required to participate in standardized tests (i.e., ATI Proctored Assessments). Performance on these tests is indicative of your knowledge and an indication of how you will perform on the State Licensure Exams.

Testing Accommodations
Students requesting testing accommodations for nursing or general education theory exams should follow the procedure listed under Students Requesting Disability Services.

Exam Administration Procedure
All students must be ready to start the exam at the designated exam time. Students are to follow the proctor’s instructions to input the exam ID code. No personal belongings or electronic devices are permitted in the testing area. Pencils and scrap paper will be provided at the discretion of the exam proctor. No personal paper, pencils or calculators will be permitted. In addition, no student will be permitted to wear a scarf, hat, cap, or hood covering their head (unless for religious purposes), watch or ID badge. Food will not be permitted during an exam. Only ear plugs designed for sound reduction will be permitted in the testing area as supplied by the School of Nursing. No ear buds, headphones, etc., are permitted. Students may not leave the exam room once the exam has begun; if a student needs to be excused and leave the testing room for an emergency or any reason, they must “Hide” their screen, which is a selectable option from ExamSoft Action Menu. The program does deduct time from the time limit when this action is performed.
Rebooter Time Limit
ExamSoft Examplify testing software has a ‘Rebooter Time Limit’ (10 minutes) which determines the behavior of the program based on the amount of time which passes between an exam taker exiting the exam either by hibernating or restarting/turning off a machine and then attempting to re-enter the exam. If the length of time a student is outside of an exam exceeds the Rebooter Time Limit of 10 minutes, they are then required to enter a ‘Resume Code’ in order to re-enter the exam. Resume codes will be provided by the testing proctor.

In the event of a fire drill the student must “Hide” their screen before leaving the testing room. The testing proctor will provide the Resume Code upon re-entering the testing room.

Exam Upload Policy
Students must upload their exam file after completion of the exam and review period. If students are unsure if their file uploaded, they may go to Examplify and check exam history for confirmation. Student must show their upload confirmation screen to the proctor before exiting the testing room. If a student leaves the testing room without uploading or loses their exam file for any reason, they will receive a zero for that exam.

Academic Integrity Policy
Academic dishonesty is an act of deception during which a student misrepresents his or her mastery of material on an exam or other academic exercise. Examples of academic dishonesty include but are not limited to:

- Copying from another student’s work
- Allowing another student to copy work
- Using unauthorized materials such as textbooks, notebooks, or electronic devices
- Using specifically prepared materials such as notes written on clothing, badges, and body parts.
- Collaborating with another person during an examination by giving or receiving information without authority

Any and all electronic devices capable of note-taking, video and photographing of exam material are prohibited.

During course exams, if a proctor observes a student displaying any form of academic dishonesty, after validation with another proctor who is present in the testing room, the student will be instructed to exit the exam and will be escorted out of the testing room. The student will receive a zero for that exam and will be presented to the Disciplinary Committee.

Violations of the Academic Integrity Policy can result in the reduction in grade received or a zero grade for the assignment. Repeated violations can result in progressive disciplinary action up to and including program dismissal.

Security and Confidentiality Agreement
In accordance with Holy Name Medical Center’s (HNMC) confidentiality policies, I understand and agree to the following:

1. I am responsible for complying with HNMC’s policies related to confidentiality of patient information and compliance with Health Insurance Portability and Accountability Act (HIPAA).
2. I will treat all patient information I receive in the course of my work at HNMC as confidential and privileged information.

3. I will not access any patient information unless it is information I need to know in order to perform my academic/clinical responsibilities.

4. I will not disclose information relating to HNMC’s patients to anyone unless it is necessary to perform my academic/clinical responsibilities and is permitted under HNMC’s policies.

5. I will not log onto any HNMC computer system with any password, access or security code other than my own.

6. I will not post my computer password or other access or security code in a public place, such as on a computer monitor or workstation.

7. I will not disclose my password or other access or security codes to anyone, or allow anyone, even HNMC employees, to use these codes.

8. If I find that someone else has been using my password or other access or security code, or if I learn that someone else is using passwords or other access or security codes inappropriately, I will immediately notify HNMC’s HIPAA Privacy Officer.

9. I will not take patient information off HNMC property for educational purposes in paper or electronic form without first redacting (removing, deleting) any patient/personal identifiers.

10. I agree to continue to maintain the confidentiality of HNMC and patient information even when I am no longer a student at Holy Name Medical Center Sister Claire Tynan School of Nursing (HNMCSON).

11. I am aware that HNMC audits system access in order to find out if individuals have inappropriately accessed patient information and I understand that I have an obligation to report any and all breaches of protected health information to HNMC’s HIPAA Privacy Officer as soon as it is discovered.

12. I understand that when attending outside clinical sites I will adhere to all applicable laws and regulations concerning HIPAA and the protection of Electronic Health Records (EHR).

13. I understand that if I violate this agreement, I will be subject to the disciplinary process, up to and including dismissal from the School of Nursing.
Saint Peter’s University Information

SPU CLEP – College Level Exam Program Policy
Students may receive college credit through CLEP®, provided a cut score of 50 is presented to the School of Nursing Coordinator of Student Services at least two weeks prior to the first day of the semester where the course is offered. A cut score of 50 on the CLEP® exam is the number of correct questions required to earn an equivalent of a “C” in the specific course.

Students who achieve required credit-granting scores can earn the credits and course exemptions listed below:

- **PS152 – Introduction to Psychology (3 credits)**
The introductory examination covers principles in the history, approaches and methods of psychology; biological bases of behavior, sensation and perception; states of consciousness; learning; cognition; motivation and emotion; personality; psychological disorders and treatment; social psychology; statistics, tests and measurements.

- **CM116- English Composition (3 credits)**
The exam assesses writing skills taught in most first-year college composition courses. Those skills include analysis, argumentation, synthesis, usage, ability to recognize logical development, and research.

Grading System for Saint Peter’s University Courses
Grades at Saint Peter’s University (SPU) are assigned on a numerical quality point basis, with a C as the minimum passing grade in each undergraduate subject. A student’s final term grade in any course is assigned by the instructor on the basis of performance in all work throughout the entire period of the course, including recitations, readings, reports, quizzes, major tests, term papers, and final examinations. Final grades for a term cannot be altered later than six weeks after the start of the next term.

Grades should be interpreted as an index of achievement in a course according to the following scale:

- **A** 4.0  Outstanding
- **A-** 3.7  Excellent
- **B+** 3.3  Very Good
- **B** 3.0  Good
- **B-** 2.7  Above average
- **C+** 2.3  Average Satisfactory
- **C** 2.0  Satisfactory

Other symbols used in the official recording of grades include:
- **AU** Course audited; no credit
- **IC** Incomplete in course requirements
- **IP** In Progress; course runs beyond the normal end of term
- **IT** Incomplete because of late submission of grade by instructor
- **P** Pass without a specific grade being given
- **WD** Formal withdrawal from a course
- **FA** Student stopped attending course without formal withdrawal, neglected to complete course work and arrange with the instructor for a designation of IC, or exceeded the
number of permitted absences. Assignment of the grade of FA is at the discretion of the instructor.

**Blackboard Guidelines for Accessing SPU Courses for Holy Name Medical Center Sister Claire Tynan School of Nursing Students**

Per Saint Peter’s University (SPU) policy, all general education and science classes provided by SPU faculty for the Holy Name Medical Center Sister Claire Tynan School of Nursing (HNMCSCTSON) will be taught using the SPU Blackboard system (LMS). In order to participate fully in their classes, all HNMCSCTSON students enrolled in general education and science classes at Saint Peter’s University are required to use a St. Peter’s University Email Account for all formal SPU communication and Blackboard access.

The Coordinator for Student Services at Holy Name communicates with SPU the roster of students enrolled each semester for a specific SPU course. Each HNMCSON student receives a welcome email from the SPU Office of Information Technology (ITS) at the personal email address they provided during the registration process. This email contains information on how to set their password and access Blackboard, SPIRITOnline, and their SPU Email account. All HNMCSON students taking SPU courses must set up a password and access their SPU Email account prior to the start of their first class. Note: If a student does not receive their SPIRIT ID number or misplaces it, the number can be obtained from Enrollment Services (registrar@saintpeters.edu), and their user name can be obtained from SPU Information Technology Services. (servicedesk@saintpeters.edu).

**Note:** Please make a record of your St. Peter’s University SPIRIT ID number and SPU email and Blackboard access account login and passwords.

*Handbook reviewed and revised: 8/24/20*
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