Registered Nurse Program
Student Handbook
2019-2020
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 date of admission to the nursing program. This publication contains information valid for 2019-2020 academic year. A copy of the current semesters Student Handbook can be accessed through the Blackboard learning management system.

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other school of nursing or college publications does not excuse the student from knowing the rules and regulations in effect at the School of Nursing or college at the time of enrollment.

Notice of School of Nursing policy changes are posted on the Announcement page on Blackboard and will be 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 information.
Welcome from the Director

Welcome to the 2019-2020 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 which all students should familiarize themselves with each semester.

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 documentation that certifies that they have been informed of School of Nursing policies and procedures.

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

Sincerely

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

History of the School of Nursing

The education of nurses has always been an important part of 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 co-educational diploma schools in New Jersey sponsored by a Catholic health care institution.

A collaborative agreement with Saint Peter’s University provides expanded educational opportunities for our students to receive the Associate in Science degree if 33 academic credits are taken at St. Peter’s University. 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 has 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 a person.

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 become 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 students’ 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 to maintain and maximize 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 Human(s) are holistic beings, composed of bio/psycho/social/spiritual entities 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.

School of Nursing End of Program Student Learning Outcomes

The Graduate will:

1. The graduate will provide patient centered care recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients’ preferences, values, and needs.

2. The graduate will function effectively within interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

3. The graduate will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

4. The graduate will use data to monitor outcomes of care processes, and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

5. The graduate will minimize risk of harm to patients and providers through individualized performance, sound clinical judgement, and system effectiveness performance.

6. The graduate will use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
7. The graduate will demonstrate professionalism and the inherent values of advocacy, servant leadership, human dignity, and social justice in ethical practices of quality healthcare.

**School of Nursing Program Outcomes**

Four (4) quality indicators are trended by semester and program track to demonstrate evidence 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 from the Consumer Information page on the Holy Name Medical Center Sister Claire Tynan School of Nursing website. [https://www.holyname.org/schoolofnursing/consumer-information.aspx](https://www.holyname.org/schoolofnursing/consumer-information.aspx)

1. Holy Name Medical Center Sister Claire Tynan School of Nursing NCLEX-RN 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 program within 150% of the time frame allotted for the program track (RN or LPN-RN)

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

4. 80% of Holy Name Medical Center Sister Claire Tynan School of Nursing graduates who are seeking employment will obtain a nursing position within 12 months of graduation as per the Employment Survey.

<table>
<thead>
<tr>
<th>Year of first nursing course</th>
<th>Number of Students Starting (RN)</th>
<th>Number of students who finished (RN)</th>
<th>Program Completion Rate (RN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>75</td>
<td>55</td>
<td>74%</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>National NCLEX-RN Average*</th>
<th>SON NCLEX-RN Pass Rate**</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1st- December 31st 2018</td>
<td>88.29%</td>
<td>95.45% N=42</td>
</tr>
</tbody>
</table>

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

2. **70%** of the students who begin the first nursing course will graduate from the nursing 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 graduating seniors will report satisfaction with program effectiveness as *agree or strongly agree* as per the Graduate Survey 6-12 months post-graduation.
<table>
<thead>
<tr>
<th>Year of Graduation</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>2018</td>
<td>37</td>
<td>13</td>
<td>35%</td>
<td>100%</td>
</tr>
</tbody>
</table>

4. **80 %** of Holy Name Medical Center Sister Claire Tynan School of Nursing graduates who are seeking employment will obtain a nursing position within 12 months of graduation as per Graduate Survey 6-12 months post-graduation.

<table>
<thead>
<tr>
<th>Year of Graduation</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>2018</td>
<td>37</td>
<td>13</td>
<td>35%</td>
<td>92%</td>
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</table>

**Accreditation**

The Holy Name Medical Center Sister Claire Tynan School of Nursing is approved and accredited by:

New Jersey State Board of Nursing  
PO Box 45010, Newark, New Jersey, 07101  
973-504-6430  
[www.njconsumeraffairs.gov](http://www.njconsumeraffairs.gov)

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

**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.

Additionally, this school 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.

**Holy Name Medical Center Sister Claire Tynan School of Nursing Administration, Faculty and Staff Contact Information**

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|-----------------| |</p>
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### Nursing Course Descriptions

**Nursing 101 - FUNDAMENTALS OF NURSING (8 credits; 4 lecture hours, 12 clinical hours per week)**

Nursing 101, Fundamentals of Nursing is offered in the first year, fall semester. Fundamentals of Nursing introduce the student to the universal self-care requisites of individual patients. Emphasis is placed on the beginning use of the nursing process and the development of skills in meeting universal self-care needs. The student is introduced to the profession of nursing, the nurse’s role within the health care system, the identification of health deviations in the adult and basic concepts of nursing research. Also integrated within the course is evidence based practice related to health assessment of the adult. Emphasis is on the development of nursing skills to perform a comprehensive health assessment, including a health history and physical examination. General principles of pharmacology, pharmacodynamics, and pharmacokinetics are introduced and provide the nursing student with knowledge of safe medication administration as well as calculation. Clinical skills are demonstrated and evaluated in the simulated laboratory setting. Clinical performance is then supervised with acute care patients in Holy Name Medical Center.

**Prerequisites: Formal acceptance to Nursing Program**

**Nursing 102 – PARENT CHILD HEALTH NURSING (9 credits, 5 lecture hours, 12 clinical hours per week)**

Nursing 102, Parent Child Health Nursing is offered in the first year, winter semester. This course provides the theoretical knowledge for the family-centered approach to the childbearing patient,
pediatric patient, and their dependent care agents. The normal physiological and socio-cultural factors which are influential during the childbearing/rearing process are emphasized. Conditions that interfere with maturation and related nursing interventions are systematically presented. The student uses the nursing process, integrating nursing principles and skills to assist the childbearing patient, pediatric patient, and dependent care agents to achieve their therapeutic self-care requisites. Clinical experience is provided through the utilization of the simulation lab and appropriate units at Holy Name Medical Center, other hospitals with pertinent specialty units and other community facilities.

Prerequisites: Nursing 101 – Fundamentals of Nursing, Anatomy & Physiology I, Introduction to English Composition and Introduction to Psychology. Co-Requisites: Anatomy & Physiology II and Microbiology.

Nursing 201 – MENTAL HEALTH NURSING (4 credits, 5 lecture hours, 12 clinical hours per week)

Nursing 201, Mental Health Nursing is offered in the first year, spring semester. This course is designed to provide the student with the theoretical knowledge concerning the nursing care of adolescent and adult patients experiencing difficulty in normalcy, solitude and social interaction. Emphasis is placed on the nursing process and the use of therapeutic nurse-patient relationship to provide short-term corrective assistance for hospitalized individuals manifesting various psychological health deviations and requiring partially compensatory assistance. Clinical performance is faculty supervised on specialty units at other mental health facilities.

Prerequisites: Nursing 101 – Fundamentals of Nursing, Nursing 102 – Parent Child Health Nursing and Introduction to Psychology. Co-Requisites: Life Span Development.

Nursing 202 – ADULT HEALTH NURSING (10 credits, 6 lecture hours, 12 clinical hours per week)

Nursing 202, Adult Health Nursing I is offered in the second year, fall semester. This course is designed to provide the student with the theoretical knowledge concerning the application of the nursing process in the care of hospitalized adults who require partially or wholly compensatory nursing systems. The primary focus is on patients experiencing alterations in maintaining a sense of normalcy, preventing hazards to structure, function and life, providing sufficient water, food, air and maintaining sufficient elimination processes. Students are also offered a second level of pharmacology studies. By completion students will have experience with all routes of medication administration, documentation, and apply principles in a safe and effective manner. Clinical experience is provided in the simulation labs and Holy Name Medical Center’s medical and surgical units including the operating room, PACU, Same Day Surgery and Oncology unit.

Prerequisites: Successful completion of the first year nursing and general education courses. Co-requisites – Introduction to Philosophy, Forms of Literature: Poetry and Drama (for AAS candidates only), Introduction to Sociology.

Nursing 301 – ADULT HEALTH NURSING II (10 credits 6 lecture hours, 12 clinical hours per week)

Nursing 301, Adult Health Nursing II is offered in the second year, winter semester. This course is
designed to provide the student with the theoretical and evidence based knowledge concerning the care of older adults in the hospital inpatient and outpatient areas. The primary focus is on wholly compensatory patients experiencing alterations in providing sufficient air, alteration in activity/mobility and sensory-perceptual functions. Principles learned in the bio-psychosocial sciences and nursing research is integrated into the decision making process along with patients’ personal and unique concerns, expectations and values to help meet their universal self-care requisites. Students learn efficient literature searching and the application of rules to evaluate clinical literature. Health teaching and counseling and the use of institutional inpatient and outpatient resources are implemented. Clinical experience is provided through the simulation lab and utilization of Holy Name Medical Center’s medical-surgical units, intensive care units, and the emergency department.

**Prerequisite:** Nursing 202 – Adult Health Nursing I. Co-requisites – Contemporary Issues in Bioethics, Introduction to the Visual Arts.

**Nursing 302 – Nursing Management of Patient Care (4 credits, 5 lecture hours, 12 clinical hours per week)**

Nursing 302, Nursing Management of Patient Care is offered in the second year, spring semester. This course focuses on the management and care of groups of patients in the hospital and community settings. The student is introduced to principles of leadership and management used in the coordinating the care of groups of patients requiring all types of nursing care systems to meet their therapeutic self-care demands. Concepts of the course focus on leadership, management, community health, collaboration with health team members, the use of community resources, legal aspects of patient care, and the integration of research findings into clinical practice.

**Prerequisites:** Successful completion of all previous semesters.

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

**Bi-171. Anatomy and Physiology I. 4 Credits**

This course is offered in the fall semester of the first year. 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. This course is offered at Holy Name Medical Center.

**Prerequisite:** None

**Bi-172. Anatomy and Physiology II. 4 Credits.**

This course is offered in the winter semester of the first year. 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. This course is offered at Holy Name Medical Center.

**Prerequisite:** Bi171 Anatomy and Physiology I with a minimum grade of C

**Bi-161 Basic Microbiology. 4 Credits.**

This course is offered in the winter semester of the first year. Students learn the biology of bacteria and viruses: their morphology, physiology, and ecology. The role of microorganisms in disease and the
principles of immunology. Includes laboratory. Course is offered at Holy Name Medical Center.  
Prerequisite: None

**CM-116 English Composition. 3 Credits.** This course is offered in the fall semester of the first year. The course introduces and provides instruction and practice in the art of writing expository prose and the methods of writing research papers. Readings in short prose pieces and essays by distinguished writers. All written work, including examinations, tests the students' ability to write clearly and with understanding on what they have read. Emphasis is on objectivity, accuracy, clarity of expression, logical organization, and the elimination of grammatical and mechanical errors. (Course is offered online only)  
Prerequisite: None

**AR-127. Introduction to the Visual Arts. 3 Credits.**  
A comprehensive study of art history, focusing on important masterpieces, styles, and significant artists. By examining painting, sculpture, and architecture, students realize the importance of art in society. (Course is offered online only)  
Prerequisite: None

**PS-151. Introduction to Psychology. 3 Credits.**  
This course is offered in the fall semester of the first year. Exploration of the methods and applications of psychology; introduction to research techniques, concepts, theories, and findings about normal and abnormal behavior. (Course is offered online only)  
Prerequisite: None

**PS-235. Life Span Development. 3 Credits.**  
This course is offered in the spring semester of the first year. Comprehensive examination of the basic principles, stages and aspects of human growth and development from birth to senescence. (Course is offered online only)  
Prerequisite: PS151 – Introduction to Psychology with a minimum grade of C.

**SO-121. Introduction to Sociology. 3 Credits.**  
This course is offered in the fall semester of the second year. An examination of Sociology both as a practicing profession and scientific discipline, with an introduction to research methods, concepts, theories, and findings about the social world and their application. (Course is offered online only)  
Prerequisite: None

**PL-130. Introduction to Philosophy. 3 Credits.**  
This course is offered in the fall semester of the second year. Students learn the origins of the principle philosophical problems in Western civilization and various speculations to resolve them. The central topics are knowledge, nature, being, God, man and values. (Course is offered online only)  
Prerequisite: None

**PL-254. Contemporary Issues in Bioethics. 3 Credits.**  
This course is offered in the winter semester of the second year. It is intended to develop student’s decision-making skills as they encounter the moral dilemmas that accompany control over birth and
death, genetic engineering, human experimentation, the AIDS crisis, and the allocation of scarce medical resources. (Course is offered online only).

Prerequisite: PL100- Introduction to Philosophy
## Curriculum Tracks

### RN Track (Fall Admission)
(Suggested sequence for full-time student enrollment)

**Year One**

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<tr>
<th>SEMESTER I (Fall) (15 weeks)</th>
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*General education courses offered online through St. Peter’s University, science courses offered onsite at Holy Name Medical Center through St. Peter’s University. Applicable courses may be evaluated for transfer from other colleges/universities.

**Or approved Humanities elective**

### LPN to RN Track (Winter Admission)

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## CREDIT ALLOCATION

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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.

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 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. The security of the School is under direct jurisdiction of the Medical Center’s Security Department, and local law agencies. Specific policies and regulations of the HNMC pertain to the School as well.
Security 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 access. 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 and 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 lunch room 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.

In the event of a medical emergency or accident, emergency medical services should be contacted by 911 from any School of Nursing landline phone or 911 from any cell phone.

- After Emergency Medical Services are contacted, notify 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 Security by dialing 551-248-4623
- An AED device is located in the hallway outside of classroom 1 (Lower level)
- A bleeding kit is located in the 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 hang tag. Parking hang tags are distributed to students during course orientation. **Students are responsible for displaying the hang tag 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 am – 9 am and 3pm – 4pm
**Wednesdays:** 7:30 am – 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 areas closes after 4pm. All student cars must be moved from the lot by 4 pm.

**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 students will be required to meet with the School of Nursing program director. Failure to pay parking fines constitute grounds for withholding transcripts and/or diploma.

Holy Name Medical Center Parking for Clinical Experiences

Students are required to use the off –site parking lot located at the Glenpointe parking garage (325 Frank W Burr Blvd.) for all Holy Name Medical Center day time clinical experiences. Students will access the parking structure at the entrance designated for use by Holy Name Medical Center (HNMC) employees. Students are to park in the areas designated for HNMC employees, the rear areas of the second floor and the fourth floor of the structure. Shuttle service to Holy Name Medical Center from Glenpointe is provided every 10 minutes from 5:50 am to 10 am. Students may park on site at the HNMC employee parking garage for evening clinical rotations starting at 2:45 pm daily. Students are not permitted to park along the streets surrounding Holy Name.

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 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 7:00a.m.-5:00 p.m.

The School building is open for student use Monday – Friday 6am to 10 pm. The building is closed on weekends and holidays.

The 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@hnmcsnow.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@hnmcsnow.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 or 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/fails
  - 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>Number of 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>
</tr>
</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 a conclusion of the hearing.

**Tuition and Fees**

The School of Nursing website holiname.org/SchoolofNursing has the most current information on School of Nursing specific tuition and fees under the [RN Program Overview, Expenses Schedule](https://www.holiname.org/schoolofnursing/rn-schedule-of-expenses.aspx) 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 a 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 on-line, 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>RN Program</th>
<th>2019-2020 School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall Semester</td>
</tr>
<tr>
<td>October 1, 2019</td>
<td>February 1, 2020</td>
</tr>
</tbody>
</table>

**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 (This 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-2’s 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 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 and,
- A family and financial situation where 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 Refunds
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)**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal within the first two weeks of semester</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal within the third week of semester</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal within the fourth week of semester</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal thereafter</td>
<td>0%</td>
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</table>

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.

**Please Note:** Students will not be refunded for the cost of the uniform and lab kit once they are ordered. The cost of the iPad will not be refunded once the student accepts the iPad. 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 scholarship award and amount. Awards are applied to the current semester’s tuition balance.

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 2.5 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 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.

Applications are available in the Financial Aid Office or on Blackboard.

Student Financial Obligations
Students are expected to be aware of all financial obligations to the School of Nursing and the payment deadlines. Student 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
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.

Transcripts
Academic transcripts are available upon request from the Coordinator of Student Services.

Books
The School of Nursing does not have a physical bookstore. Course facilitators will distribute a textbook list each semester with a list of 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 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 which 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 Student Support Program
The Student Support Program is provided to nursing students to aid with resolving personal problems. The program provides confidential consultation 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, building effective study skills and test taking strategies. The program schedules follow-up sessions, and if needed, makes referrals for outside assistance. 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 which is part of the annual Health Fee. 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 Health Office for minor illness and injuries.
- Approved medications dispensed 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 no health coverage.
- Yearly flu injections
- A yearly tuberculin injection is provided 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 to develop 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 center has 32 computer stations and a printer which are available to students during normal operating hours. The 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 Blackboard 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 center. 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

1. 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);

2. 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;

3. 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.

iPads: All freshman students are provided with an iPad pre-loaded with various nursing reference materials such as a drug guide and care plan resource book and an iPad case with a keyboard. The iPad also comes with a two-year Apple care warranty. All theory exams are administered on the iPads through the ExamSoft software platform. The iPad and the access to the nursing resources are paid for through the Course Technology Fee. The iPads are utilized throughout the nursing program for testing and other nursing coursework.

2. Skills Labs/Simulation Center
The School of Nursing skills labs and the Holy Name Medical Center hospital simulation center provide opportunity 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 has 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 Blackboard by semester.

3. Library
The mission of the School of Nursing Library is to provide students and faculty with access 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 programs in the Associate of Applied Science Program, Licensed Practice Nurse Program and the Registered Nurse Program.
Library Hours: The SON Library is located on the first floor of the building. Library hours are Monday – Friday 6am- 9pm. The SON library assistant is available Monday-Friday 8:30am – 4:30pm 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.
- No moving tables and chairs.

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 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 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/
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 at 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 e-mail 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 payment of a fine. Overdue fines charged and compounded daily. Holidays and weekends are excluded. The fine is one dollar a day.
Students are responsible to pay their fines in a timely manner. Students with unpaid library fines will not be eligible for graduation 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 Blackboard through these computers. Students may print to the Library printer. Printing paper is available through the library assistant.

4. 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 which are offered through ATI. Students have access to the ATI resources throughout the program. The ATI resources are included.

5. 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.

6. Student Guidance and Counseling Program
The philosophy of the guidance and counseling program is congruent with the philosophy of the school, which seeks to assist each student in the self-actualization process. Counseling and guidance services are available by appointment. Students are to contact the Health Officer or the designated faculty instructor. Professionals participating in the guidance and counseling program are: psychologists in private practice in the community. When necessary, students may be referred for treatment of physical and/or emotional impairment. These include Holy Name Medical Center occupational health services, the emergency department and counseling services. Students using these services may be charged a nominal fee.

Student Food Services (Englewood Cliffs Campus)
A full lunch service is provided to the students on their designated lecture day. The cost of the lunch service is included in the Food Services fee charged by semester. Vending machines and a coffee machine are available for student use on days the lunch service is not available. The student lunch room is also equipped with two microwaves and two refrigerators for student use.

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 for 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 foregoing 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 U.S. federal law that prohibits discrimination on the basis of sex in education 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 Director of the School of Nursing.

**Student Input into the Nursing Curriculum**
Each semester the nursing program requests student volunteers to participate on 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 and 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.

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

**School of Nursing Student Organization/Student Council**
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 Registered Professional 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 for 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. Graduations from an approved school of professional nursing;
2. Criminal history background check clearance;
3. Pass the NCLEX-RN 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 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://newjersey.mylicense.com/eGov/Login.aspx

**Licensure Exam (NCLEX-RN)**

To receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). 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 pass the NCLEX-RN on the first attempt of taking the exam and test within 2-3 months of nursing program completion.

To prepare for the exam, each new professional phase student will receive a copy of the 2019 NCLEX-RN Test Plan® upon entering the nursing program. This test plan is effective through March 31, 2022. Students should keep track of content taught in each nursing course throughout the curriculum, as it applies to the NCLEX-RN Test Plan®. The NCLEX-RN 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-RN® 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-RN 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-RN and licensure can be found at www.ncsbn.org. Students graduating from the program have access to the ATI NCLEX-RN Review Course. This
three day on campus review course provides students with strategies for NCLEX-RN Success. All students graduating from the School of Nursing are required to take the course which is covered through an NCLEX fee charged in the final semester of the program track. After graduation, students have access to the 12 week Virtual ATI Online NCLEX Review Course and BoardVitals NCLEX prep question bank.

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

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

**RN 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 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 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://holynam.org/SchoolOfNursing/rn-admission-requirements.aspx](https://holynam.org/SchoolOfNursing/rn-admission-requirements.aspx) for TEAS registration information.
- Complete **Application** online (www.holynam.org/schoolofnursing).

Note: Nursing courses are highly challenging and may require many hours of study time for successful completion. It is highly recommended that students complete all required curriculum science and general education courses prior to seeking enrollment in especially if the student continues to work while attending nursing school.

**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 Admission 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 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 (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 enter the nursing program at the NUR 102 Parent Child Health.
- Successfully complete all prerequisite curriculum science and general education courses (Anatomy & Physiology I, English Composition, Introduction to Psychology)

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 to perform in a reasonably independent manner. Clinical decision making and exercising clinical judgment are essential functions of the role of the student.

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 health care team (including spoken and non-verbal communications).
   - Communication abilities include speech, hearing, reading, writing, language skills and computer literacy.
   - Possess the 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 the cause/effect relationships in clinical situations.
   - Ability to evaluate of the effectiveness of nursing interventions.
   - Possess the 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 health care 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 Director or Program Coordinator.
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 classes.
3. Request for accommodations should be provided in writing to the Nursing Program Director or 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 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
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 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)
   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.
   c. **Tuberculosis testing** result (2 step Mantoux PPD tuberculin skin test or Quantiferon-TB Gold blood test).
   d. **Seasonal flu vaccine** (provided by School of Nursing)
   e. **Urine drug screen** conducted through Holy Name Medical Center Occupational Health Department.

* 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.
3. All students entering the first clinical course as well as progressing students are required to have **current tuberculosis (TB) testing** prior to the start of 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.

4. All students entering the first clinical course as well as students progressing to the second year of the program must complete a **urine drug screen** through Holy Name Medical Center prior to starting Fall semester classes. **All drug screens must be negative or clear for the student to participate in clinical activities, there are no exceptions to this policy.** Holy Name Medical Center Occupational Health Office must be notified 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 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.**

5. 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.**

6. All students are required to complete a **criminal background check** prior to first clinical course as well as students progressing to the second year of the program. The background check must be completed through the designated provider. **The criminal background check must be negative or clear for a student participate in School of Nursing clinical activities.**

7. 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 in which the student is registering for.
8. All students are required to purchase individual **liability insurance** for the Registered 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 registering for. 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.

9. **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.**

**Student Injury or Illness**
Any student who has experienced any type of injury/illness/condition that may impede their clinical performance or put patient population at risk, must present a physician/nurse practitioner 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 must state the students may return to clinical related activities **without restriction.**

This documentation is submitted to the School of Nursing Health Officer.

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**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 adviser 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 taken.
- 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 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 including medical reasons, serious illnesses, deaths and funeral 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- 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. Please leave your name, nursing course you are taking, clinical instructor’s name, and reason for 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.

Blackboard Learning Management System

Blackboard is the on-line learning management system utilized by the School of Nursing. Faculty will use the Blackboard course environment to distribute grades, course syllabi, lecture slides, and supplemental instructional materials. Blackboard 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 Blackboard announcement page daily.

Theory Class Policy

Theory class consists of classroom learning activities which assist students with applying nursing program concepts using various interactive strategies. Students should refer to the course syllabus and Blackboard 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 completion of all course requirements. 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 Blackboard course shell. 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.

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 on-going 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 simulation center 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.

**Course Communication**

The online course management system Blackboard© is the official means of communication within the school community. Blackboard© should be read daily by all students to remain current with school information. For example, course announcements, schedules, course content, grades and general announcements will be posted on this system. Excuses will not be accepted for lack of responsibility.

**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, co-workers, 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. The uniform is ordered prior to the start of the first clinical course. 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 www.UniformStatesOfAmerica/holynam

Approved Uniform Dress Code (All clinical experiences including skills labs)

1. Students are required to wear the official school uniform when in the clinical area. The uniform for Holy Name Medical Center Sister Claire Tynan School of Nursing consists of the following:
   - Solid garnet color pant
   - White 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.

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. 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 Center for Disease Control (CDC) Hand Hygiene guidelines.

4. 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.

A stethoscope and wrist watch with a second hand are also required for clinical experiences.

Student Conduct Policy
Students are accountable for their actions in the School of Nursing, College, Medical Center, and all outside clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for the 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 outlines expectations of proper conduct. Violations to the Student Standards of Conduct are subject to disciplinary actions and to an 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 medium including social media.
- **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 create 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 also 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 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 against photocopying any part of the medical record or any other form of private patient information. Students are prohibited against 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 s/he has made a clinical error 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 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**

**Rights**

Students have the following rights while participating in the academic environment at the School of Nursing:

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures that provide and safeguard the students’ freedom to learn.

4. Under no circumstances should students be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap or marital status.

5. 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.

6. 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.

7. 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.

8. The student should have the right to have a responsible voice in the determination of his or her curriculum.

9. 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 disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. 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.

12. The student body should have 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.
13. 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.

14. 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.

15. 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.

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

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

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

19. 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.

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

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

**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 Social Media Policy which...
identified social media as including all aspects of internal and external social media and social networking tools and channels, including blogs, defined as a website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics of video, Face book, LinkedIn, Twitter, Wiki’s, social video (such as You-tube), photography sharing sites (such as Flickr) etc.

The social media policy at Holy Name Medical Center includes employees, physicians, contractors, vendors, volunteers and student nurses (“Covered Persons”), using Holy Name Medical Center or School of Nursing facilities for teaching purposes. Everyone associated with HNMC who communicates via social media must do so in a responsible manner. As far as use of social media within the School of Nursing, activities are not permitted during school hours via use of personal computers, smart phones, or other technology. 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. Violates any laws pertaining to privacy of patients or Covered Persons.
b. Impersonates other persons (e.g. borrowing of passwords)
c. 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. Commenter representing himself or herself as a spokesperson or agent of HNMC.

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 dismissal.

**Personal Electronics and Use of Cell Phones 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 can 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 (Except for Mental Health Nursing and Management of Patient Care). This performance ties to requirements in clinical objectives. Remediation will be given where warranted.

All students are given a paper/pencil math assessment prepared by HNMCSOn 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 with viewing 3 ATI Dosage Calculation 2.0 Modules.

Student who scored less than 100% on first math assessment is given a second paper/pencil math assessment prepared by HNMCSOn faculty within one week of the first math assessment and after independent remediation as mentioned 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 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 Director of the School. The appropriate form must be completed and is available in the nursing office. Students granted a withdrawal/leave of absence for medical or personal reasons will be granted a seat in the class the next time it is offered. Students must communicate anticipated return date to the Coordinator of Student Services. Students must return within one year from the semester from which they are withdrawing from.

**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 requesting readmission to the nursing program following a nursing course failure or a withdrawal /failure must follow the Readmission Policy.**

**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 Policy
A student who is unsuccessful in a nursing course (Failed or Withdraw 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 which is 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 includes:
- Submit completed online admission application with fee. (Application found on School of Nursing website)
- Two professional references: one from the student’s most recent clinical instructor and one from the student’s most recent adviser/faculty.
- Personal interview with the School of Nursing Academic Progression Committee.
- A repeat urine drug screen completed through the Holy Name Medical Center Occupational Health Services (Must schedule an appointment for drug screen) (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 School of Nursing vendor).
- Plan of academic preparedness submitted to the Coordinator of Student Services.
- Further academic remediation plans are at the discretion of the Academic Progression Committee.
Once readmission in granted, students must submit all required health documents to attend clinical into the COMPLIO system. 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 their 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 this academic plan, readmission will not be considered for the program. 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 an email.

**Readmission to the RN program must take place within one year of program sequence interruption or student will be required to begin 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 student requesting for some type of remediation. The student has the right to seek a faculty member as advisor to assist in the process of the grievance.

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, 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 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.

**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>Grade</th>
<th>Percentage</th>
<th>GPA</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100%</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 92%</td>
<td>3.5</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>85 - 88%</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>82 - 84%</td>
<td>2.5</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>78 - 81%</td>
<td>2.0</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Below 78%</td>
<td></td>
<td>Failure</td>
</tr>
<tr>
<td>IC</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td></td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>WD</td>
<td></td>
<td></td>
<td>Formal withdrawal from a class</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td></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 2nd exam in a nursing course must meet with their assigned academic advisors

Any student whose grade average is below 72% after the 2nd 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
Student advising is offered to all School of Nursing students. Advisement is a responsibility shared by the financial aid officer, admissions officer, registrar, student services coordinator, and faculty.

Students also have the capability of accessing personal business/academic information through the school’s online data system, SONISWEB. 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 first entering the first nursing course will be assigned an academic adviser by the freshman faculty facilitator of NUR101; Fundamentals of Nursing. Faculty advisors provide assistance to students regarding progress in their nursing courses only. Students remain with the assigned adviser 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 better is required to pass each nursing course and progress to the next course.
- A grade of C or better is required for all curriculum science 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.
- Students cumulative grade point 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 submit a readmission application. Readmission into a nursing course is not guaranteed.
- 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.

Students are responsible for their curriculum plan. This means that each student has a working knowledge of all curriculum course requirements (including general education courses and electives) and timeframes for program track completion. The student is expected to maintain his/her own personal record of courses completed, course grades; and is expected to insure the accuracy of these records.

**Dismissal from a Course**

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 objective.
- 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 Program Dismissal**

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 Requirements Policy**

Eligibility for the Diploma in Nursing is dependent upon completion of the Nursing Program curriculum requirements with a minimum cumulative grade point average of 2.0 and successful completion of all required and elective curriculum courses. A student must fulfill all financial/library obligations prior to graduation.

It is the student's responsibility to determine if the courses for the diploma and the Associate in Science degree have been successfully completed.

Students wishing to earn the Associate in Science (Health Science) degree from St. Peter’s University must complete all the curriculum science and general education courses (33 credits) at St. Peter’s University. If any science and general education courses are transferred in from another educational institution, only the Diploma in Nursing from Holy Name Medical Center will be awarded.

**Nursing Convocation Ceremony**

Students graduating from the School of Nursing participate in a Convocation 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 and nursing pin are provided to the student as part of the Graduation Fee.
School of Nursing Academic Honors
Any student with the 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:

- 3.85 - 4.00 Summa cum Laude
- 3.70 - 3.84 Magna cum Laude
- 3.50 - 3.69 Cum Laude

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

Exam Policies
All students are required to take tests on the scheduled day at the scheduled time. Test schedules are distributed to every student and test dates are also listed on the course schedule. All exams are taken utilizing the Exam Soft testing software on iPads which are utilized by the students throughout the program.

Missed Exam Policy
If an emergency and / or illness prevent 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 with the course facilitator to take an alternate exam. A fee of $75 is charged for all missed exams.

Late Arrival to Exam
A student who arrives late to an exam will be permitted to test provided the exam has been downloaded to the students’ iPad and the student arrives prior to exam deletion (usually 15 minutes). If the student arrives past exam deletion time, a paper exam may be offered. The student will be required to complete the test within the allotted time available to the entire class as designated by the schedule and will not be given extra time for exam completion. If the student chooses not to take a paper and pencil exam, an alternate exam will be arranged as described. Please refer to section: “Missed Exam.”

Exam Review Policy
Exam reviews are completed through the Exam Soft software immediately after the student has completed their exam and if necessary with the student’s advisor. There is NO exam review conducted after course final exams.

Posting of Exam Grades
Exam grades will be posted no later than forty-eight (48) hours after the administration of the test. If for some reason grades cannot be posted within 48 hours, students will be notified. Grades will be posted to the online course management system, Blackboard ©

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**
A student requesting testing accommodations for nursing or general education theory exams, please follow the procedure listed under Students Requesting Disability Services.

**Exam Administration**
1. Tests and examinations are proctored by nursing instructors who teach the course.

2. All students must swipe into the classroom, be in their seats, iPads turned on, setup, and ready to start the exam by the designated exam time. Once students enter the room they should launch the exam and navigate to the “Begin” screen and wait for instruction from the proctor.

3. No personal belongings or electronic devices are permitted in the testing area. No student is permitted to wear a scarf, hat, cap or hood covering their head unless for religious purposes.

4. Students are not permitted to leave the room once the exam has begun. If a student must leave for any reason they must hide their screen and a proctor will escort the student to and from the testing room.

**Academic Integrity Policy**
If a proctor observes a student displaying any form of academic dishonesty, after validation with another proctor, the student will be instructed to exit the exam and be escorted from the examination room. The student will receive a zero for that exam. The case will be forwarded to the Academic Progression Committee for follow-up. Academic dishonesty is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Students in violation of the academic integrity policy are subject to 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 the 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 the 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 HIPPA and the protection of Electronic Health Records (EHR).

13. I understand that if I violate this agreement, I will be subject to disciplinary process, up to and including dismissal from the school of nursing.

**Saint Peter’s University Collaborative Agreement**

Holy Name Medical Center Sister Claire Tynan School of Nursing has a collaborative agreement with St. Peter’s University offering an Associates in Science A.S. (Health Science) degree to students who complete a minimum of 33 credits with the University. St. Peter’s University provides the instruction for the nursing program curriculum courses in the liberal arts and sciences which are offered as part of the diploma nursing school program. The science courses are offered at the Holy Name Medical Center campus and the general education and social science courses are offered as on-line web courses.

St Peter’s University is accredited by:
The Commission on Higher Education of the Middle States Association of Colleges and Schools
The Commission on Collegiate Nursing Education (BSN & MSN Nursing programs)

1. Holy Name graduates interested in furthering their education may transfer the college credits toward a Bachelor of Science in Nursing (BSN) degree. Students who successfully complete the Holy Name Medical Center School of Nursing RN to BSN/Bridge Option Program by completing a Reinstatement ZForm form the university. No application is required.

Requirements for the AS in Health Sciences:
• 30 Nursing credits - received from Holy Name Medical Center School of Nursing
• 33 Liberal Arts and Science credits—of which 27 must be SPU credits and 9 may be taken from colleges attended prior to acceptance to Holy Name Medical Center School of Nursing.

Matriculation Requirements:
Students must attain a grade point average of 2.0 for the entire academic record at SPU. In addition, all students must attain a minimum GPA of 2.0 in the courses required in the nursing program.

Attendance & Absenteeism
The interaction in the classroom among students and faculty is a vital part of the learning experience. Students are required to attend classroom and laboratory sessions regularly and promptly. At the first class meeting of the term, the professor must indicate what relationship attendance has to the final grade. The responsibility for any work missed due to absence rests entirely with the student.

An occasional illness or other important personal matters may sometimes make class attendance impossible; however, it is up to the student to notify the instructor within 24 hours, and provide any required documentation within a reasonable amount of time. Whether the absence is excused or not is up to the instructor, and the responsibility for work missed rests entirely with the student.

CLEP – College Level Exam Program
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 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

• **SO121 – Introduction to Sociology (3 credits)**

An examination of Sociology both as a practicing and scientific discipline, with an introduction to research methods, concepts, and findings about the social world. Comparisons are made between Sociology and the other. An exploration of the potential relevance of Sociology in the job market is part of this course.

• **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**

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Above average</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Average Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

Other symbols used in the official recording of grades include:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Course audited; no credit</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete in course requirements</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress; course runs beyond the normal end of term</td>
</tr>
<tr>
<td>IT</td>
<td>Incomplete because of late submission of grade by instructor</td>
</tr>
<tr>
<td>P</td>
<td>Pass without a specific grade being given</td>
</tr>
<tr>
<td>WD</td>
<td>Formal withdrawal from a course</td>
</tr>
<tr>
<td>FA</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Handbook reviewed and revised: 8/26/19*