ArnotHealth

Arnot Ogden Medical Center
School of Nursing

Student Handbook

2018-19

The Student Handbook is revised on an annual basis.

Students are responsible for policies as they appear in the handbook for each academic year.

Arnot Ogden Medical Center
School of Nursing

2018-19 Student Handbook

Enrollment Agreement
Arnot Ogden School of Nursing is a private institution and its codes of conduct, academic requirements, policies and procedures, and other rules and regulations are represented in this annual Student Handbook.

Upon acceptance of admission, students agree to be governed by these policies and regulations and any amended policies and regulations which may be supplemented from time-to-time by the School of Nursing at its discretion.

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Arnot Ogden Medical Center (Arnot Health)
School of Nursing (SON)

The Arnot Ogden School of Nursing is an equal opportunity institution. The School of Nursing does not discriminate regarding applicants and/or students on the basis of age, race, color, sex, sexual preference, creed, marital status, national or ethnic origin, or handicapping conditions in the administration of the admission policies, education policies, scholarship and loan programs or other school-administered programs and services.

The Arnot Ogden School of Nursing is located on the campus of the Arnot Ogden Medical Center, which is designed to accommodate the needs of the handicapped individual. The School of Nursing provides handicapped parking, ramps, and access to restroom facilities. Prospective students with physical limitations are encouraged to tour the school and discuss with their family physician to determine their ability to successfully complete the program requirements. Additional information and tours can be arranged by calling the school.

Upon request, the Arnot Ogden School of Nursing will provide a copy of the documentation describing the institutions accreditation and licensing approval.

Arnot Ogden Medical Center
School of Nursing
Philosophy

The philosophy of the Arnot Ogden Medical Center School of Nursing is based on the belief that each person is a unique individual with inherent worth and basic rights. The faculty believes that:

Persons: Each individual has inherent dignity, a creative drive toward higher and more positive levels of existence and self-actualization. The individual makes life choices and is accountable for own actions.

Health is dynamic and an ever-changing state of physical, psychological, and social well being. Each individual, influenced by heredity and environment, attempts to achieve an optimum state of health. Each member of society has a right to health care regardless of age, race, color, gender, sexual orientation, creed, national or ethnic origin, marital status, spiritual beliefs, handicapping conditions, or political beliefs.

Nursing is a holistic process that focuses on the individual/ family/ community to prevent illness and restore health. It is an art and science, which incorporates principles from the biological, behavioral, and social sciences. The uniqueness of professional nursing emerges from the synthesis of theory with practice, the integration of the nursing process and nursing role, with a balance between autonomy and collaboration. The nurse provides services with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems. The nurse acts as advocate and is accountable to provide safe, competent and quality nursing care to individuals throughout the life span. Nursing utilizes professional standards of care and practice to achieve quality improvement outcomes.

Education is a continuous process of learning, which strengthens knowledge, skills, attitudes and values of the learner. As a result of the educational process the student utilizes interpersonal skills, develops technical skills and intellectual skills of critical thinking. The learner is a motivated person who is willing to assume legal and ethical responsibilities. The learner demonstrates growth in self worth and self-evaluation. The learner progresses in personal and professional growth in establishing life-long habits.

Nurse Educator prepares learners for the practice of nursing. They recognize the role of nurses in providing holistic care for the emotional, psychological, spiritual and physical needs of individuals/families/communities. Nurse educators have a responsibility to be knowledgeable in health care trends and wellness issues. Knowledge of political issues, trends in employment strategies and career choices is essential. As facilitators of learning nurse educators assist each student to reach full potential through knowledgeable presentation of theoretical concepts and clinical skills. As role models nurse educators are active participants in professional activities and professional organizations, and are actively involved in or support nursing research. The individuality of each student is acknowledged and encouraged to strive toward leadership and professionalism.

Community is defined as the people of Chemung County and neighboring counties. By focusing on academic excellence, critical thinking, personal and professional development, the graduate is prepared for a life of productive work, personal enrichment, and community involvement as an individual, family and community member. The faculty recognizes the responsibility to be sensitive to the expanding health care system and to assume an active role in meeting the changing health needs of the community.

The school is responsible for achieving quality, cost effective educational outcomes through a sound program, which supports and adheres to standards established by the New York State Education Department, the National League for Nursing, ANA Standards and the Nurse Practice Act. The faculty provides leadership in maintaining and improving the standards of nursing care; and preparing competent beginning nurses capable of meeting the needs of the individual and family, and community.

D: 4/67:
R: 7/92; 4/94; 4/98; 5/98; 4/99; 6/00; 6/05

GOALS OF THE SCHOOL

Upon the completion of the nursing program, the graduate will function competently as a beginning practitioner in a variety of health care settings in the community. The beginning practitioner will utilize the nursing process and evidence-based practice (EBP) based on scientific principles, therapeutic communication skills, and safety in meeting the holistic needs of the individual and family. The beginning practitioner will be a self-directed, contributing member of the nursing profession and society through participation in educational and professional activities and quality improvement (QI). The graduate will accept professional accountability for nursing practice within the framework of legal and ethical guidelines

Devised: 4/90
Reviewed: 5/94
Revised: 8/95; 6/07

Mission Statement

The mission of the Arnot Ogden Medical Center School of Nursing is to prepare graduates to function as an entry level professional nurse with the knowledge, skills, and competencies needed to promote and restore health to a diverse patient population utilizing safe quality standards of care.
D: 5/09

Vision Statement

The vision of the Arnot Ogden Medical Center School of Nursing is to implement a cost-effective, accredited quality nursing education program that is guided by, and in accordance with, the values of the Faculty and those of the governing organization.
D: 5/09

ALMA MATER

Our Arnot Ogden tried and true

We raise our song to thee

Thy children shall be ever bold

To do the right and truth uphold

This is our solemn vow

We make your sacred hall point us the way

To dedicate, to consecrate, our lives

To service to mankind

Our Arnot Ogden tried and true

For thee we'll strive – for thee we'll live

Lyrics- Rubertha Harris
(Class of 1969)

Music- Joseph Crupi

ArnotHealth

Arnot Ogden Medical Center
School of Nursing

Faculty & Staff

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General Safety

The School of Nursing will adhere to safety policies as set forth by the Arnot Ogden Medical Center in regard to Fire Safety, Electrical Safety, Life Safety and other general safety issues.

Students are encouraged to not bring valuables into the School of Nursing or the Arnot Ogden Medical Center. The Arnot Ogden Medical Center and the School of Nursing cannot assume responsibility for damage to or loss of personal property. Any damage or thefts, however, should be reported to Safety and Public Safety and will be investigated.

Arnot Ogden Medical Center has a ***Tobacco Free Environment Policy*** (refer to end of student handbook). The medical center prohibits tobacco use on its campus and Arnot Health properties.

D: 1/01; 8/07; 7/09

L.D. Clute Building Evacuation Plan

Purpose: To define the procedures to be taken in the event an evacuation of the L.D. Clute Building is required.

General Information:

Possible reasons an evacuation would be needed:

- Fire
- Natural Disaster
- Terrorist Attack
- Utility System Failure
- Bomb Threat

Procedure:

1. Incident Commander (if in place), Systems Director, Education/School of Nursing, School of Nursing Assistant Director, or Director of School of Radiology will determine the need to initiate a partial or complete evacuation.

2. Staff should shut down all equipment and lights they can get to safely.

3. Close all doors that do not close automatically.

4. Check all rooms, including the storage room behind the lecture hall, CPR storage Room, restrooms, lounges, all classrooms and offices. Close the door. Tape a piece of paper with an "X" on it to indicate area has been checked and cleared or put an "X" on the white board located on the door. An "X" should be placed on both doors of the Lecture Hall and Learning Resource Center (nursing lab). (Paper and tape is available in the copy room and front offices).

5. Find nearest safe exit.

6. Direct all employees, students and visitors to the nearest safe exit, directing them away from the building.

7. Directors, Faculty, Instructors, Administrative Assistant and Secretary to take copies of all work /student /orientation schedules from respective offices and verify all employees, orientees, and students are accounted for.

8. **Employees and students are to meet immediately in the Ivy I Medical Arts building parking lot.**

D: 3/06 R: 7/14

ArnotHealth

Arnot Ogden Medical Center
School of Nursing

ACADEMIC CALENDAR

2018-19

FALL TERM ~ 2018	
August 27 - 29	Class 2021/Freshmen Class Orientation
September 3 ~ Labor Day	**Classes begin at Elmira College**
September 4	Classes begin at School of Nursing
October 15 & 16	**MID-TERM MINI BREAK, ALL CLASSES**
November 19 - 23	**THANKSGIVING BREAK**
November 26	Classes resume
December 10 - 14	Final Exams & Evaluations
December 17 - January 4, 2019	**WINTER BREAK**

WINTER TERM ~ 2019	
January 7, 2019	Classes resume
January 21 ~ Martin Luther King Day	**NO CLASSES**
February 18 - 22	**MID-TERM BREAK**
February 25	Classes resume
April 8- 12	Final Exams & Evaluations
April 15 - 19	**SPRING BREAK**

SPRING TERM ~ 2019	
April 22	Classes resume
May 27 – Memorial Day Holiday	**NO CLASSES**
June 3 - 7	Seniors/Juniors: Final Exams & Evaluations
June 6	**Graduation activities – Class of 2019**
June 10 - 14	Freshmen: Final Exams & Evaluations

The following information is posted on the student information board to facilitate communication to all School of Nursing students:

- ⇒ Add/Drop Fee: The first week of classes is designated as the drop/add or schedule adjustment period. No courses may be added or dropped after the drop/add period. A fee of $25 is charged for each drop/add form processed, unless the change is a direct result of an administrative change or cancelled class. The drop/add fee must be paid at the time the schedule adjustment is made.
- ⇒ ***IMPORTANT:*** Incomplete courses/exams ***must*** be resolved prior to being progressed to the next course. A failure to complete a course prior to the next term may result in a resignation.
- ⇒ If you change a designated lab day with your Elmira College instructor, the School of Nursing must be notified.

***Freshman Term I - SEPTEMBER*:**

Chemistry- **CHE 1010-28**
Lecture: Mon, Wed, & Fri 1:15-2:15pm
Lab: Wed 8:15 -11:35am

Anatomy & Physiology I - **BIO 1210-02**
Lecture: Mon, Wed, & Fri 2:25-3:25pm
Lab: Mon 8:15 -11:20am

Juniors Term IV - SEPTEMBER:

Microbiology - **BIO 1110-28**
Lecture: Mon, Wed, Fri 8:00-9:00am
Lab: Fri 9:10-11:50am

Freshman Term II - JANUARY:

Psychology **- PSY 1010-28**
Lecture: Mon & Wed 12:45-2:15pm

Anatomy & Physiology II - **BIO 1211- 02**
Lecture: Mon, Wed, & Fri 2:25-3:25pm
Lab: Mon 8:15-11:20am

Juniors Term V - JANUARY:

English - **WRT 1010 – 28**
Mon & Wed 1:15-2:45 pm

Sociology - **SOC 1010-28**
Mon & Wed 2:55-4:25 pm

This Elmira College course schedule is ***TENTATIVE.*** The ***course time*** may ***change***. Exact class locations/times are ***published*** in the Elmira College catalog ***by term***. Also, the exact location (room number) of the classes may change from the ***published*** catalog location. *If you anticipate the location has been changed, please check with the college registrar's office or www.elmire.edu website for the exact location prior to arriving at the class. The School of Nursing will post updated information when and if it becomes available to us.*

CLEP EXAMS and/or online courses:

The final grade must be submitted to the School of Nursing two (2) weeks prior to the term in which the class would be completed.

Students purchase all Elmira College course textbooks at the McGraw Bookstore located on the Elmira College campus in the McGraw Hall building. **You must present the corresponding course number when purchasing textbooks at the college bookstore.**

SCHOOL OF NURSING LECTURE/CLINICAL SCHEDULE:

LECTURE, NURSING LAB & CLINICAL TIMES ARE SCHEDULED AND ASSIGNED BY THE INDIVIDUAL COURSE FACILITATOR. THE SCHEDULES ARE ONLY AVAILABLE BY TERM. WE ARE UNABLE TO PUBLISH THAT INFORMATION IN ADVANCE. PLEASE REFER ANY QUESTIONS TO THE COURSE INSTRUCTOR AND/OR FACILITATOR.

D: 1/16/03 R: 7/03; 1/04; 6/08; 7/09; 3/10; 8/10; 12/10; 6/11; 7/15; 10/15; 1/16

Orientation – Policies and Procedures

The Arnot Health policies and procedures are reviewed during the orientation process and as part of the curriculum content. These are documented using the orientation checklist and attendance checklist for Merit Day, mandatory in-services and completion of course requirements. Documentation can be found in the student's folder on competencies located in the Learning Resource Center files. **Students will abide by all Arnot Health policies as directed by Administration. (Ex: Smoking Policy – refer to end of Student Handbook)**

I. CODE OF BEHAVIOR

You are at your first step toward a career as a professional person. It is to your advantage that you learn to conduct yourself in a professional manner.

A. Courtesy and Consideration:

Reasonable quiet is to be maintained throughout the day in classrooms and corridors in consideration of others. All students are expected to speak courteously and politely to their fellow students, co- workers, Faculty, and other Arnot Ogden personnel. i.e.: including, but not limited to the use of profanity and disruptive behavior. No student is permitted to offend, frighten, or intimidate another by any means whatsoever, including words, gesture actions or any other behavior or condition (i.e. bullying). The prohibition applies whether the issue arises from the work place activities, or from matters outside the workplace. A single incident may warrant disciplinary action, and multiple incidents, or a pattern of objectionable behavior may lead to termination. Where the behavior can be identified as sexual harassment, a single offense may warrant decisive discipline, possibly including suspension or discharge from the program.

BULLYING

The Arnot Ogden Medical Center School of Nursing is committed to protecting its' students, employees and applicants for admission from bullying, harassment or discrimination for any reason. The SON believes that all students and employees are entitled to a safe, equitable and harassment-free learning experience. Bullying, harassment, or discrimination will not be tolerated on any level and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment, or discrimination, as defined here is prohibited.

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gestures, by an employee or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Physical Violence
- Theft
- Sexual, religious or racial harassment
- Threatening
- Intimidating
- Stalking
- Cyberstalking/Cyberbullying

"Cyberstalking" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including but not limited to email, blogs, texting on cell phones, social websites (e.g., Facebook, Twitter, Tumbler, etc), chat rooms, "sexting", instant messaging.

Reporting
Complaints of bullying should be reported immediately to the Director or Assistant Director.

Disciplinary Action and Due Process
Violations of this policy by students are subject to disciplinary action in accordance with Arnot SON policy as outlined in the Student Handbook. Those accused of such violation will receive due process as outlined in the Grievance Policy found in the Student Handbook.

Violations by faculty or staff at the Arnot Ogden Medical Center School of Nursing will be subject to disciplinary action and due process as outlined in the Faculty Handbook or Policy of the Arnot Ogden Medical Center.
D: 7/13 Policy Adapted from Dorthea Hopfer School of Nursing

B. <u>Responsibilities:</u>

Students are encouraged to maintain an organized and self-directed student government. All students are responsible for their adherence to regulations and standards.

The Faculty Organization and Student Association have adopted the Bill of Rights as an agreement between the school and students, which serve as the guidelines for expectations and responsibilities of students, faculty and administration.

Student Association and individual members must take action according to the Corporate Compliance Program against offenders of rules, regulations and policies, such as sexual harassment.

All students, upon admission to the School of Nursing, are expected to abide by the established rules and regulations of the School of Nursing. Students are expected to know and follow the rules and regulations set forth in the Student Handbook as well as those established, posted and/or announced for student notification.

The administration and faculty of the School of Nursing pledges to support the endeavors of Student Association in maintaining standards of conduct and performance.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

1. Students are encouraged to develop critical thinking, the capacity for critical judgment, and engage in activities leading to personal and professional growth.
2. Students are expected to exercise the freedom to learn and the freedom to teach in a responsible manner.
3. The School of Nursing has the responsibility to develop and publicize policies and procedures, which provide and safeguard student's right to learn. It is the responsibility of the students to know and comply with these policies, rules and regulations as published in student and policy handbooks.
4. The Arnot Ogden and the School of Nursing establish and follow guidelines which ensure the students' right to nondiscriminatory practices regardless of age, race, color, gender, sexual preference, creed, national or ethnic origin, marital status, handicapping conditions, or political being.
5. They are responsible for maintaining standards of performance established for each course in which they are enrolled. Students are free to offer views and opinions in any course of study.
6. Students are protected through established policies and procedures against prejudiced or capricious evaluation. A grievance procedure is available for due process should the need arise.
7. Information about student views, beliefs or political associations acquired in course of study is considered to be confidential and is to be respected. This information is not to be released by students or faculty without the knowledge of all parties.
8. Students have a responsible voice in the determination of curriculum matters through participation in surveys, course and faculty evaluations.
9. The School of Nursing establishes and follows a policy concerning the retention of permanent education records and disclosure of information requires the individual's consent.
10. **Students sign a contract with course facilitators documenting the acceptance of responsibility to meet the educational and professional outcomes of each course of study. (Refer to end of *section)***

11. Students are expected to adhere to the Code of Ethics for Professional Nursing, and Arnot Health policies on confidentiality and conduct.
12. **It is the responsibility of each student to respect the rights and decisions of faculty and administrators involved in the educational process.**
13. Students and student organizations are free to examine and discuss areas of interest to them. It is expected that the opinions of others will be heard and respected, even if differing from one's own.
14. Students may invite and hear persons of own choosing for school functions with guidance of the faculty.
15. The student body has means to participate in the formulation and application of academic and student affair policies through program evaluation, Student Services Committee and representation on faculty committees related to these issues.
16. The School of Nursing has the obligation to clarify and publish standards of behavior -essential to the educational mission, community life, and the school outcomes and philosophy.
17. Disciplinary proceedings are instituted only for violations of standards of conduct published in advance through the Student Handbook, official bulletin board posting, or the Arnot Health policy and procedures. It is the responsibility of each student to know these regulations. Grievance procedures are available to the students who wish to use them.
18. Students have the right to belong or refuse to belong to any organization of their choice.
19. Students have the right to personal privacy to the extent that the welfare of others is respected.
20. As citizens and members of the academic community, students are subject to the obligations inherent in this membership, and are free to enjoy the same freedoms of citizenship.
21. Students are entitled to a safe environment in which to learn. It is the Arnot Ogden Medical Center's responsibility to provide an adequate, safe environment. Problems related to safety and Public Safety should be reported promptly to the Arnot Ogden Medical Center's Safety and Public Safety Department for appropriate action.
22. The School of Nursing and Arnot Health have established dress codes, which maintain professional standards while considering comfort and practicality. Student input is encouraged through Student Services Committee and Program Evaluation.
23. The School of Nursing has an established grading system, which is individualized for each course. Students are introduced to this grading system during general and course orientation. Clarifications are made as the courses are introduced and evaluated.
24. Students participate in course and faculty evaluations at the completion of each course, and at the end of the program of study. Curriculum Committee reviews course summaries, and changes made as deemed necessary.
25. Students have the right to seek clarification for decisions made by faculty and/or Arnot Health administrators. Concerns not clarified may be brought to Student Services Committee, the Systems Director, Education/School of Nursing, or the Grievance Committee where the Grievance Procedure will be followed.
26. Basic Life Support (CPR) Certification is required for all students. Current CPR certification is required for clinical attendance.

R: 12/99; 8/03; 6/05; 8/05

C. Classroom Etiquette

Outlined below are guidelines for expected behavior in class. The following expectations are to enhance your ability to learn in class, to avoid disruption and distraction, and to improve the quality of the classroom experience. Repeated failure to meet the expectations may result in a lower grade for the course or remediation.

Missing Class:

- You are responsible for all materials covered in the class you missed. Ask another student for their notes or what assignment was given.
- No late assignments are accepted. Extensions on discretion of instructor.
- Don't ask the instructor if you missed anything important-everything is important.
- **Do not schedule doctor appointments or other personal appointments during class time.**
- If you have a serious problem that will keep you out of class, you will need to make the effort to come in and discuss it with the course facilitator as soon as possible

Entering/Exiting Class

- Please arrive on time and stay for the entire class. Late arrivals and departures are disruptive.
- If you are late, please quietly take a seat at the back of the classroom.
- Similarly, if you must leave class early, notify the lecturing instructor via email or phone in advance of your plan to leave early, then sit close to the door and leave as quietly as possible.

Noise:

- When class begins, please stop your conversations. If you continue to talk, you may be asked to leave the class.
- If you need the instructor to slow down or to review some material please raise your hand and ask them to do so.
- Do not cut the instructor off at the end of class by packing up your materials. Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends. You may miss an important point being stated.

Electronic Devices

- **Cell phones should be turned off and/or in silent mode during class time. No talking on cell phones during class time**.
- **Text messaging is prohibited during class.**
- If there is an emergency, you can be located in class by Public Safety or the front office.

Email Etiquette

- You are expected to write as you would in any professional correspondence. Email communication should be courteous and respectful in manner and tone. Do not send emails that are curt and demanding.
- Do not expect an immediate response via email. If your email question is sent at the last minute it may not be possible to send you a response before an assignment is due or test is given.

Participation

- Keep on the topic at hand. If you have questions off the current topic, address these outside of class at office hours, by email or at the end of class.
- Do not dominate a discussion with your questions or comments-give a fair opportunity to others to participate

Sleeping in Class

- Sleeping in class is disrespectful

Attire in the Classroom

- Arnot School of Nursing understands and fully supports students' rights to self-expression. We also have an obligation to create a learning environment where all students and faculty are comfortable and not offended by inappropriate dress.
- Dress that is neat, modest and casual is the minimum requirement at all times in the School of Nursing.
- Hats, caps, and do-rags must be removed when in classrooms and offices.
- "Baggy" pants, pajama pants or sloppy dress will not be permitted at anytime.
- Clothing that is revealing, provocative, or contains obscene messages will not be permitted.
- Appropriate footwear must be worn at all times in the Clute Building and medical center.

Respect the Classroom

- Help maintain the appearance of the classroom. Whatever you bring into the classroom should leave with you.
- After class, discard/recycle all trash.

Common Courtesy

- Do not read the paper, other text books, do another class assignment, or do homework due that day.
- Show respect for the instructor and fellow classmates. Do not interrupt another who is speaking. It is okay to disagree with an idea but not okay to ridicule. Raised voices, derogatory language and intimidating behavior will **NOT** be tolerated
- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus.

Inspiration: Classroom Etiquette, J. A.N. Lee, 1999. Classroom Etiquette in College, L. Susanka, Bellevue Community College, 1998. Kellogg Classroom Etiquette, Office of Student Affairs, Kellogg University. Schneider, A. (199). Colloquy, The Chronicle of Higher Education, inc.

Guidelines for Resolving Problems

The Arnot Ogden Medical Center School of Nursing strives to create an atmosphere that is conducive to learning. There should be mutual respect between faculty and students. If a problem arises, it can usually be resolved by direct communication between the student and faculty member. In order to facilitate the problem solving process, it is suggested that the student take the following steps:

1. Speak with your instructor or advisor as soon as a problem or concern arises.
2. Seek help as soon as possible on an individual basis.
3. Do not ignore the situation, wait until the last minute, or expect someone else to take care of your problem.

Procedure for Resolving Student/Faculty Conflicts

Conflict should be resolved as soon as possible at the level where it began, if possible. It is suggested that the student take the following steps to resolve the conflict:

- *Step 1.* Schedule an appointment to speak with the instructor of the course. If the conflict cannot be resolved at this level proceed to Step 2. If the conflict is resolved then the process is concluded.
- *Step 2*. Schedule an appointment with the Course Facilitator. If the conflict cannot be resolved at this level proceed to Step 3. If the conflict is resolved then the process is concluded.
- *Step 3*. Schedule an appointment with the Assistant Director.

D: 12/14

LRC Simulation Expectations

Purpose: The Nursing Simulation Lab component of our program is to encourage and promote students to critically think in a nursing situation, along with participating as a member of a multidisciplinary team.
The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The students responding to the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for the humiliation of fellow students.

Confidentiality: The simulation manikins are to be used with respect and be treated as if they were live patients. Students are expected to keep all events, procedures and information used in conjunction with the simulation lab strictly confidential. This includes all simulated patient information obtained prior to the actual simulation, information obtained during the simulation, and information obtained during the debriefing portion of the simulation. Students are not to discuss simulation information or simulation experiences with other students to maximize learning opportunities.

Rules: All students must wash their hands upon entering the learning resource center. No food or drink is to be placed near the simulation equipment or laptop computers.

Destruction/Academic Integrity: Deliberate damaging, defacing, or mishandling of equipment will be subject to our dismissal policy (see student hand book).

Equipment: All equipment is property of Arnot Ogden Medical Center School of Nursing and is to remain within the learning resource center. Each student will be held accountable for maintaining their own work area and abiding by the rules of the facility.

Clinical Simulation Attire: Official School of Nursing uniform required unless otherwise specified by instructor.

Computers: There are computers located in our learning resource center with printing capabilities. It is to be utilized for school work only.

Lab Hours: Simulation hours will be posted on the door of the learning resource center.
D: 6/15

D. Student Pregnancy Policy

Pregnancy may pose special problems for female students. For the safety of the pregnant student, she should be aware of potential risks related to some learning experiences, such as, but not limited to communicable disease(s), strenuous activity, toxic substances including radiation, and the potential for bodily harm While the student's continuation in the program during pregnancy is not discouraged, it is necessary that the faculty be informed of the pregnancy as soon as possible. When a student becomes pregnant, she must notify the Nursing Program Director in writing. The student should also consult with her faculty member **prior** to the clinical learning experience to be made aware of any clinical agency policies related to pregnant individuals. A signed statement from the attending M.D. verifying that the student may safely participate in the program without restrictions must be obtained and kept on file throughout the pregnancy. Refer to the "Essential Function Performance Requirements" section as stated in the School of Nursing catalog. Neither Arnot Ogden Medical Center School of Nursing nor its affiliating agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.
D: 6/11

E. Student Academic Code of Honesty

The Arnot Ogden Medical Center (Arnot Health) School of Nursing strives to create a true academic community. Such a community values the worth of both individual and collaborative efforts that promote learning and discovery. Such a community also expects honesty and integrity in the work of all its members. The policy here speaks to the work of individual students within the community. It should not be construed as arguing against the important collaborations that also occur among students on the campus. At the same time, the faculty needs to be clear with students about exactly when collaboration is appropriate and what types of collaboration are being fostered within their classes.

No set of written guidelines can anticipate all types and degrees of violations of academic honesty. To the extent that the examples below are not exhaustive, the faculty will judge each case according to its merits. They will be guided by the principle that academic dishonesty involves misappropriation of academic or intellectual credit to oneself or to the discredit of others. Instances of such dishonesty include:

Plagiarism

Presenting the work of another person as one's own work (including papers, words, ideas, information, computer code, data, evidence, organizing principles, or style of presentation of someone else taken from the internet, books, periodicals, or other sources). Plagiarism includes:

- Quoting, paraphrasing, or summarizing without acknowledgement, even a few phrases
- Failing to acknowledge the source of either a major idea or ordering principle central to one's own paper
- Relying on another person's data, evidence, or critical method without credit or permission
- Submitting another person's work as one's own
- Using unacknowledged research sources gathered by someone else.

Forgery

Imitating another person's signature on academic documents (for example, an academic advising form or one's own paper that is signed with respect to the time of submission) or other official documents that have an effect on academic credit (for example, a medical form submitted in support of taking a make-up exam).

Multiple Submissions

Submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent of the instructor(s) to whom the material is being or has been submitted.

Unauthorized Collaboration

Collaborating on projects, papers, computer programs, or other academic assignments that has been prohibited by the instructor.

Fabrication and Misrepresentation

Misrepresenting or fabricating material, including misleading citation of sources as well as falsified or fabricated data or results from experiments or other analyses.

Sabotage

Deliberately impairing, destroying, damaging, or stealing another's work or working material. Examples include:

- Destroying, stealing, or damaging another's lab experiment, computer program, term paper, exam or project
- Removing uncharged library or learning resource center (LRC) material with the effect that others cannot use them
- Defacing or damaging library or learning resource center (LRC) material with the effect that others cannot use them
- Hoarding or displacing materials within the library or LRC with the effect that others have undue difficulty using them
- Interfering with the operation of a computer system so it has an adverse effect on the academic performance of others.

Bribery

Offering or receiving any service or article with the purpose or effect of receiving a grade or other academic benefit that was not earned on the merits of the academic work.

F. Testing Administration Policy

1. Test should be equitable for all students.
2. Time for each question: (recommendation, not mandatory – 1 ½ minute per question)
   Increase time to three (3) minutes for calculation questions.
3. Only pencil and Scantrons are allowed in the testing room for written exams. If calculations are included in the test items calculators will be provided by the Arnot Ogden Medical Center School of Nursing. All other items MUST be placed in the front of the room.
4. Grades will be posted to CANVAS within 24 hours. A student that does not successfully pass an examination or quiz (<77) is required to make an appointment with the designated faculty member at least 24 hours prior to the next exam

G. Exam or Quiz Review Policy

When the quiz/ exam review is provided, then the following will apply:

1. The quiz/exam review will be held at a time and location designated by the instructor(s) (Ideally within one week of the quiz/exam).
2. The review may be held outside of regular class time.
3. Work areas will be clear of all items as required for taking the exam prior to exam review.
4. A blank piece of paper will be provide to make a note of topic(s) that need to be review and must be shown to the instructor upon exiting.
5. Any recording (video or audio) of exam review is prohibited and will result in a failure of the course.
6. Exam review is a time of learning for the student. An emphasis will be placed on critical thinking and clinical reasoning.

7. Other than requests for rationales, individual questions will not be taken during the review. Exam review is a time to enhance learning and **must not be a time of debate.**
8. **Any inquiry of exam content must be submitted in writing with a minimum of two supportive references that are within the last 5 years - references or copies of references must be provided to the faculty of instruction.**
9. Individual (one on one) exam review may be utilized during advising sessions with the use of sample questions from the quiz/exam to demonstrate critical thinking and clinical reasoning. If a student is unable to attend the scheduled review, and provides the instructor with a valid reason, the student may make prior arrangements to view his/her test in the office of the faculty member.
10. During quiz/exam review students must abide by the "Professional Role Behaviors Policy" as outlined in the student handbook.

H. Cheating on Examinations/Quiz Review

Giving or receiving unauthorized help before, during, or after an examination. Examples include:

- Unauthorized collaboration of any sort during an examination
- Reading of an exam before it has been given
- Unauthorized use of notes, books, tapes, computers, or other aids during an examination
- Allowing another person to take an examination in one's place
- Looking at someone else's examination during the examination period
- Passing examination information to students who have not yet taken the exam.
- **Personal belongings such as backpacks, books, and notes will not be allowed in the testing room**. They will be placed in an area designated for personal belongings or left outside the testing room. **Electronic devices such as cell phones and pagers must be turned off** and also placed in an area designated for personal belongings or left outside the testing room.

I. Publication and Dissemination of the Code of Honesty

Students will receive copies of the Code of Honesty during orientation, when they will discuss its importance and its meaning. They will acknowledge the code and their intent to abide by its terms, when they sign the course contract at the beginning of each semester.

Interpretation of the Code of Honesty

Violations of the Code of Honesty vary in severity, so that the appropriate disciplinary actions may vary. Some violations may be handled by the instructor and the student(s) involved. Violation of suspected plagiarism will be handled initially by the instructor meeting with the student. However, violations requiring more severe penalties are appropriately dealt with by the faculty in accordance with procedures laid out in the Student Handbook. Violations will result in disciplinary actions including but not limited to letters of reprimand, probation, suspension or immediate dismissal from the school. Immediate dismissal of the school based on the severity of the issue as determined by the faculty. Refer to section K. Informal Process for Seeking Resolution.

Adapted from Student Academic Honesty Code, Binghamton University, Binghamton, NY
Devised: 06/03

Personal and Professional Attributes

Desirable personal and professional attributes include but are not limited to:

-Promptness
-Practice confidentiality
-Respect for others
-Being prepared for class and clinical
-Follows dress code of School of Nursing
-Follows moral, legal and ethical standards of nursing practice

(As adapted by the ANA Code of Ethics)

J. Attendance Policy:

Attendance

- Class Attendance
- Clinical and Lab Attendance
- Examination

Class Attendance

Faculty believes that attendance at scheduled classes, examinations, conferences, and assigned experiences is essential in meeting course and program outcomes.

Punctual attendance is required at all classes and related experiences assigned by faculty. Nursing is a practice profession. It is the student's responsibility to achieve all course outcomes provided by the curriculum.

Procedures

1. Students are requested to notify faculty if they are unable to attend class
2. Faculty will record absences from class as it occurs.
   See Theory/Clinical/Lab Lateness/Unprepared or Absence Documentation form.
3. Students absent from class are responsible for all course materials
4. Under no circumstances will any children/dependents (regardless of age) be permitted to attend classroom lectures/labs.
5. Term III is shorter in length and faculty believe excessive absences by a student make it improbable that the student will meet course outcomes at an acceptable level for safe nursing practice or progression to the next academic level.
   The following policy will be strictly enforced during Term III:
   First Absence: Written Warning
   Second Absence: Academic Probation
   Third Absence: Automatic Failure "F" in the course.

Clinical and Lab Attendance

Punctual attendance is required at all scheduled clinical experiences including but not limited to:

- Lab
- Clinical conference
- Scheduled preceptor time
- Observation
- Simulation Lab

Clinical/lab attendance is essential to successful completion of course outcomes. Students are expected to be on the clinical unit on time and prepared for their clinical assignment. Students must achieve all clinical outcomes. If a student is absent for whatever reason from a scheduled clinical experience, a clinical makeup may be determined by the assigned clinical faculty. Clinical/lab absences due to doctor's appointments and social reasons, i.e., vacations, trips, and concerts are not acceptable at the Arnot Ogden School of Nursing. Failure to arrive on time or leaving early from scheduled assigned clinical experiences may result in failure and dismissal from the program.

Procedures

1. Clinical/lab lateness is defined as arriving later than 5 minutes after the designated start time for any clinical or lab experience.
2. Students will be given a ***Theory/Clinical/Lab Lateness/Unprepared or Absence Documentation*** form documenting the absence and remediation plan. This form will be placed in the student's permanent file.
3. All clinical/lab absences will be noted on mid-term and final evaluation forms and placed in the student permanent file.
4. Any scheduled assigned clinical/lab experiences missed by the student will be considered a clinical/lab absence, including simulation.
5. Following return from a health issue or diagnosed infectious disease that would prevent the student from performing their duties as outlined in the course, the student must submit documentation from their physician or nurse practitioner allowing the student to return to full duty without accommodations on the clinical unit.
6. The clinical/lab makeup assignment will be determined and scheduled by the clinical instructor and with the individual student. Any and all clinical or lab makeup assignments will be at the discretion and convenience of faculty or clinical agencies. See ***Missed Clinical/Lab Time Form.***
7. Failure to compete all required clinical hours including required makeup assignments will result in a clinical failure for the course.
8. A student that has repeated patterns of late/absent clinical/lab time per course will result in referral to the Director of the School of Nursing for immediate termination from the theory, lab, and clinical portions of the course and from the nursing program.

9. In the event a faculty member is not able to attend a clinical experience, those missed clinical hours will need to be rescheduled within the rotation.
10. Clinical makeup assignments may be scheduled on holidays, weekends, or designated off-peak clinical hours. Some units and clinical agencies do not afford an opportunity for clinical makeup.
11. **Students missing clinical for whatever reason must notify the instructor at least one (1) hour prior to the start time or as soon as possible, if the circumstances make it impractical to provide 1 hour advance notice via voice mail on the faculty telephone and/or as instructed by the faculty member.** Students missing clinical must also notify the clinical unit at least one hour prior to the start of the assigned clinical experience. If the student fails to provide timely advance notice as determined by the instructor, the student may not be eligible to attend the clinical experience.
12. Failure to follow the procedure for reporting off from an assigned clinical experience will result in completion of a Remedial/Community Tool form and notation on the clinical performance evaluation. Failure to improve/correct the issue will result in (one or more of the following): probation, review by Faculty Organization, failure of the course, or possible dismissal from the program.
13. A student not calling off and not coming to any clinical experience will be a "No Call, No Show". A student having **two** "No Call, No Show" occurrences throughout the entire program will be dismissed from the program immediately and is not eligible for readmission to the Arnot Ogden Medical Center School of Nursing.
14. In the event an instructor must send a student off the unit including but not limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, or lateness, the absence will be counted as a clinical absence for that day.
15. In the event a student has received a subpoena to appear in court and/or is selected for jury duty, the student will need to meet with the Course Facilitator to discuss the situation on an individual basis. The student must be able to provide a copy of the subpoena and/or court documents.

Examination and Quiz

Examinations and quizzes are an important component off measuring student learning and achievement in nursing courses. Since examinations play an essential role in evaluation of course outcomes, students are expected to take examinations as scheduled by faculty. Failure to take examinations and/or quizzes on scheduled days will result in lowering of exam and/or quiz grades and may affect the overall course grade.

Procedures

1. **A student not able to take an examination or quiz for any reason must notify the course facilitator prior to the scheduled time of the examination by leaving a voice mail message on their faculty phone, speaking directly to the faculty member or sending an email.** The student will leave contact information for the faculty at the time of notification of absence from the examination or quiz so faculty can contact the student for the make-up examination or quiz**. Failure to notify the proper faculty member prior to the start of the examination or quiz will be viewed as a "no show, no notification" and result in a "0" grade for that examination or quiz. There will be a 5% reduction on the examination or quiz grade for absence of scheduled examinations or quizzes.**
2. Make-up examinations and quizzes are given in the event of absence from the scheduled examination or quiz; however faculty will administer the make-up examination in other formats at their discretion (i.e., essay, oral).
3. Should a student be absent for the scheduled make-up (date/time to be determined by the faculty member), the student will receive an automatic "0" for that examination or quiz.
4. Should a student begin an examination and not be able to complete it for whatever reason, the student will need to complete a make-up examination or quiz and will also receive a 5% reduction in the examination or quiz grade.
5. A student arriving late for a scheduled examination or quiz may make up the examination or quiz with a 5% reduction in the grade or be permitted to take the examination in the remaining allotted time with no penalty. In the event a student arrives late for the examination or quiz and would like to take it in the remaining allotted time, the student must let the instructor who is administering the exam know that he/she has arrived at the school and would like to take the examination or quiz at that time. The student will not be given extra time to complete the examination or quiz.
6. A student who misses excessive scheduled tests (more than one scheduled exam per course or four throughout the program) may be required to appear before Faculty Organization Committee even if proper procedure has been followed.

Extreme, Extenuating Circumstances:
Occasionally, unforeseen, uncontrollable extenuating circumstances cause lateness or absence from class or clinical experiences; however, a pattern of lateness shows a lack of respect for others, irresponsibility, and is unacceptable.

Below are listed some circumstances which might lead to an <u>isolated incident</u> of absence or lateness. If such a circumstance should occur, the student may submit a written request for an exception to policy with supporting documentation:

- ***Illness of student or immediate family member requiring the student's care.***
- ***Documentation will consist of medical statement with date, letterhead, and signature of care provider.***
- ***Death of a family member. Documentation will consist of the newspaper obituary, death certificate, or funeral home documents.***
- ***Unforeseen emergencies preventing the student from attending class or lab (e.g. house fire, vehicle collision, jury duty). Documentation will consist of a signed statement from the appropriate agency or office.***

R: 7/14; 6/18
Adapted from Lutheran Hospital School of Nursing

SAMPLE - NOT FOR STUDENT USE

Arnot Ogden Medical Center
School of Nursing

Attendance Policy – Missed Clinical/Lab Time Form

Student Name: _____

Course: _____

****Clinical Experience***

Missed Dates – from _____ to _____

Number of clinical days requiring make-up _____

****Nursing Lab***

Missed Dates: _____

Number of nursing labs requiring make-up _____

***Clinical/Nursing Lab:**

First Occurrence: Written warning _____

Second Occurrence: Probation _____

Third Occurrence: Dismissal from program _____

Any and all clinical or lab makeup assignments will be at the discretion and convenience of faculty or clinical agencies.

Comments:

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student's File - White
Faculty copy - Yellow
Student Copy – Pink

D:2001 R: 6/03, 8/03; 11/03; 4/05; 6/05; 7/15; 6/17

SAMPLE - NOT FOR STUDENT USE

Arnot Ogden Medical Center School of Nursing
600 Roe Ave.
Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org.

Remedial/Communication Tool

Name: _____ Date: _____

Level: _____ Term: _____ Instructors: _____

Advisor: _____ Course _____ Grade: _____

Academic Warning:_____	***Clinical Warning_____***	***Attendance Warning_____***	***Med Error/Date _____***
****Academic Probation: ____***	****Clinical Probation_____***	****Attendance Probation:____***	***Med Error/Date_____***
****Financial Aid Officer Notified on _____***	****Financial Aid Officer Notified on_____***	****Financial Aid Officer Notified on_____***	***Med Error Near Miss Date_____***

***Note: Probationary status may result in ineligibility for financial aid.**

Instructor Narrative of Area(s) of Concern: _____
_____
_____
_____
_____
_____
_____

Instructor/Student Plan of Action:
Study Skills: _____ Test taking: _____
Achievement Center: _____ Counseling: _____
Tutorials: _____
Student Learning Contract- clinical/lab/theory _____
Other:_____
_____

Failure to improve/correct the issue will result in:

☐ Probation
☐ Review by Faculty Organization
☐ Other_____
☐ Failure of the course
☐ Possible Dismissal from the Program

I, the student, agree to follow through with the plan aimed to improve my academic standing/attendance concerns/other issues addressed in this tool.

Student Signature: _____ Date: _____
Instructor Signature: _____ Date: _____

White – student file/ *Financial Aid Office Yellow – student copy Pink – advisor copy

D: 2/91 R: 12/94, 1/02, 1/06; 6/06;11/07; 3/09; 10/14; 1/17; 6/18 **FH Remedial-comm tool & guide**

K. **Student Contract**

Arnot Ogden Medical Center
School of Nursing

SAMPLE - NOT FOR STUDENT USE

Student Contract

Expectations for Nursing

I understand that the following are expectations of the Arnot Ogden Medical Center School of Nursing (AOMC-SON) courses. This list does not include everything, but is intended to clarify expectations. Please refer to the ***Student Handbook*** as needed for further clarification.

I agree to abide by the guidelines set forth in the Professional Role Behaviors by upholding honesty and integrity in my work, in order to promote learning and discovery.

I understand that attendance at each clinical experience, lab and class is expected. I recognize that I must exhibit professional behaviors including promptness, preparation for all clinical and course work, and handing written work in on time. If I do not, I will be subject to disciplinary action up to and including academic failure for the course and possible dismissal from the program. If I am going to be absent or late, I must call in each day prior to the planned class or clinical experience. If I do not call on a day when a quiz is scheduled, I am aware that I will receive an automatic zero for that quiz (per ***Student Handbook***).

If I need clinical make-up, specific outcomes for the make-up will be identified by the faculty prior to the scheduled make-up. Any class or clinical experience missed will be reviewed and discussed by the faculty to determine my status in the program. I will pay the appropriate charges and complete any clinical and lab make-up as determined by the faculty to meet the course outcomes.

I will maintain personal and professional attributes and demeanor. **I will carefully keep all patient information confidential and abide by HIPAA regulations.** I will wear the expected uniform based upon my clinical setting. I will wear my AOMC-SON identification tag prominently at all times while on the AOMC grounds. I will refer to the ***Student Handbook*** for the full dress code.

I acknowledge that:

- ***I have read and understand the current copy of the Student Handbook.***
- ***I have read and understand the above requirements and that I agree to comply with them.***
- ***I further understand that failure to do so will result in disciplinary action***

Print Name: _____

Signature: _____ **Date:** _____

Course: _____

White copy – Front Office
Yellow copy – Student
Pink – Course Facilitator

D: 8/97, R: 8/03; 8/04; 7/05; 8/07; 7/13; 9/14; 7/15; 11/16; 3/18

L. Illness/Injury Policy for Nursing Students

Illness Policy
Students who are ill should not attend class. You need to use your best judgment and common sense to determine if you are too ill to attend clinical. Be mindful that patients in the hospital often have weakened immune systems and your first responsibility is patient safety.

Students should not attend clinical if they:

- Have a fever (temperature above 100 F or 38 C)
  - Students should be free of fever for a full 24 hours without medication that lower temperature like acetaminophen (Tylenol) or ibuprofen (Advil), before returning to clinical
- Have an open wound
- Have vomiting and/or diarrhea
- Have an undiagnosed rash on exposed skin
- Conjunctivitis or "pink eye"
- Are on medications that cause significant drowsiness or make them unsafe to drive
- Have been on an antibiotic for less than 24 hours for a communicable bacterial infection

Students who become ill during class, lab, or clinical time will be sent home at the discretion of the instructor. Students have the option to contact Occupational Medicine clinic in the Ivy I building. The student is responsible for the cost of any treatment or medications prescribed. The Attendance Policy will apply.

If a student becomes seriously ill or injured during school hours, the instructor or preceptor will accompany the student to the Emergency Department and notify the School of Nursing Director or Assistant Director. If the student is unable to make the call, a phone call will be made to the emergency contact on file, or person indicated by ill/injured student, notifying him/her of the student's status. The student is responsible for the cost of any treatment or medications prescribed.

Illness/Injury during Off Campus Facility
If the student is at an off campus facility, the instructor or preceptor will direct the student as required by the clinical site. The instructor or preceptor will also notify the School of Nursing Director or Assistant Director of the injury.
D: 1/14

M. Social Networking Guidelines (also refer to AH policy: HR.260 Social Media)

Students in the School of Nursing increasingly use personal websites, online blogs, online journals, and online communities such as Facebook.com to communicate and network within and outside of the School of Nursing community. Students should remember that these sites are accessible to the public. The following guidelines deal with social networking while a student in the School of Nursing:

1. Be careful about how much and what kind of personally identifiable information you post to these sites. Don't post anything you wouldn't want the world to know, including personal information that could lead to identity theft, harassment, stalking, or other safety concerns.
2. Be aware that your entries may be seen by unintended viewers. Faculty, administrators, potential current and future employers can often access information you place on these sites. Assume that any information you post may at some point be the basis for the impression others have of you.
3. The School of Nursing does not tolerate online harassment. If you feel that you are the subject of online harassment or threatening behavior, please contact your instructor, course facilitator or the Director.
4. A conflict of personal boundaries and professional boundaries should be considered a conflict of interest. You are accountable for what you post on networking sites.
5. Follow the Code of Ethics. The American Nurses Association Code of Ethics (available in the Learning Resource Center and in the Library) provides ethical responsibilities of the nurse.
6. Legal concerns, such as HIPAA laws must always be considered. **Never** post any information about patients on networking sites.

7. Defamatory remarks directed toward the school, other students, faculty, staff or the medical center are considered as bullying, defamation of character, or harassment and would subject the student to disciplinary action.
8. Do not take for granted that your personal social networking site is private, the remarks are public for the world to see and may be interpreted very differently than the original author intended.
9. If you acknowledge that you are a student at the Arnot Ogden SON - Be aware that many people will assume you are speaking on behalf of the school. Use good judgment and accuracy in posts. Maintain clear personal and professional boundaries to prevent a conflict of interest.
10. Communications should be honest, ethical and accurate, considerate, respectful of other students, faculty and staff and of copyright laws.
11. Follow the Code of Behavior as identified in the Student Handbook.

References:

American Nurses Association Code of Ethics for Nurses with Interpretive Statements (2001).
Goucher College: Policies dealing with Appropriate Internet Behavior. Retrieved online at http://www.goucher.edu.
Howard's Summary and Policy Suggestions for Social Networking and the Nurse. Retrieved online at http://www.ncnurses.org/practice_CoNI/Social_Networking_SummaryPolicy.pdf.

D: 8/10

N. Nursing Student Drug and Alcohol Use Policy – (also refer to AH HR.140 Substance Abuse Testing)

I. Purpose and Scope

In order to protect patient safety and comply with clinical agency requirements, area hospitals and other institutions, the following policy will apply to all students who are accepted and enrolled into the Arnot Ogden Medical Center School of Nursing.

II. Policy

The Arnot Ogden Medical Center School of Nursing enforces a zero tolerance for impairment due to alcohol and/or drug use while on campus or in clinical affiliation experiences. Students who come to the Arnot Ogden Medical Center School of Nursing expect to study in a condition free from alcohol and drugs. The use of controlled substances or alcoholic beverages by students, or students working under the influence of these chemicals, is inconsistent with the behavior expected of students, staff and faculty. All students must remain free from impairment due to the use of drugs and/or alcohol while on campus and from use, possession, manufacture, or sale of any drug or alcohol on Arnot Ogden Medical Center property or the property of any of its affiliates or related hospitals/services. Infringement of this policy will cancel offer of admission, and for those admitted to the School of Nursing, be subject to disciplinary actions up to and including academic dismissal.

Faculty will document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication.

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. However, when a prescribed or over-the-counter medication affects the student's safety, academic performance, the safety of fellow students, faculty/staff or patients, the Director of the School of Nursing should be consulted to deem if the student is capable of continuing to participate in academic and clinical classes and/or remain on campus, or if the student needs to be removed from class or clinical by faculty.

III. Drug and Alcohol Screening

Any drug screening results which are positive for the presence of alcohol or other controlled substances may be required to be reported under local, state, or federal law or licensing regulations, appropriate action will be taken by the School of Nursing.

IV. Procedure

Arnot Ogden Medical Center faculty or staff must have reasonable cause based on specific, objective evidence to believe that a student is impaired while in class or clinical because of alcohol or drug use for which the SON has received no reasonable explanation.

Students will be given the opportunity to provide information that may help explain test results.

Arnot Ogden Medical Center School of Nursing requires drug testing as follows:

1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the class, clinical environment or anywhere on hospital property or affiliating clinical agencies property. Observable signs might include, but not limited to:
    a. Slurred speech
    b. Odor or alcohol on breath or person
    c. Unsteady gait
    d. Disoriented or confused behavior\Inconsistent behavior or mood swings
    e. Significant changes in work habits
    f. Hallucinations
    g. Unexplained accident or injury
    h. Other clinical observations consistent with impairment
    i. Physically assaultive
    j. Excessive sick leave, excessive lateness when reporting for class or clinical experiences or returning from lunch or break, frequent unscheduled short term absences
2. Random: Any student in "active recovery (undergoing treatment and/or in a rehabilitation monitoring program) from substance abuse will be monitored closely especially in clinical practice.
   Notification of selection for random drug testing will be initiated by the Director of the School of Nursing or authorized designee who will refer the collection to Employee Health or authorized designee.

V. Procedure

1. If at any time faculty, staff or an administrator suspects a student appears to be under the influence of alcohol/drugs, he/she will be immediately removed from class or clinical and required to undergo immediate testing for drug and alcohol use at the student's expense. Impaired students will not be permitted to drive and must bear the cost of transportation. The student will be suspended from all clinical activities until the investigation into the situation is complete.
2. In the event of medication administration/handling discrepancy (i.e., improper documentation of narcotics) or in the vent of a medical error or accident or injury, testing will be conducted according to the policy of the clinical agency.
3. Referrals for evaluation and counseling for drug and/or alcohol use will be part of a plan for a student with a positive screening or incident related to drug or alcohol use.
4. In the event of a positive drug screening, the student will be suspended from the program pending review by the Faculty Organization Committee.
5. If a student is allowed to reenter the program while in active recovery, readmission conditions will be clearly defined in a contract that will be signed by the student and the Director of the School of Nursing.
6. A student in recovery should be made aware that licensing or certifying bodies may not allow the student to take qualifying, licensing or certification exams.

D: 3/14

O. <u>Professional Role Behaviors Policy Statement</u>

Purpose

- To communicate commitment and strategies for creating a learning and practice environment that fosters long-term and lasting-integrity and accountability in professional nursing education and practice
- To describe the critical elements of professional role behaviors expected of students, primarily in the clinical setting
- To guide decisions for appropriate and consistent consequences for unprofessional conduct

Overview

- Students have the right to be informed of the requirements for professional role behaviors and the responsibility to conduct themselves in accordance with those requirements.
- Values underlying professional role behaviors are mutual respect, civility, personal accountability, trustworthiness, and open communication.

- Professional conduct during nursing education forms patterns of professional accountability essential for safe and successful practice.
- Faculty must consistently inform and adhere to requirements for professional role behavior, and consistently enforce consequences in the event of violation of the professional role requirements.
- Although intended to guide professional behaviors in the clinical setting, this Policy statement and the Critical Elements listed below are applicable to all aspects of student learning environments including, but not limited to, the classroom setting and the Nursing Resource Center

Uses for the Policy Statement
Orientation: Use prior to class, lab, clinical or simulated learning experiences to orient students, faculty and preceptors to the professional behaviors expected of students.

Instruction: Use during class, lab, clinical, and simulated learning experiences to reinforce expected professional behaviors and provide feedback to the student regarding meeting expectations and areas of needing improvement.

Discipline: Use to determine appropriate consequences of unprofessional conduct, including actions for continuation in class, lab, clinical and simulated learning experiences, suspension from the clinical setting, course failure, or referral as appropriate.

Note:
An alternative assignment for suspension from clinical cannot be guaranteed and generally will NOT be arranged for professional role behavior violations, thereby resulting in an incomplete or course failure, delaying progression or completion of the nursing program. The student must accept the responsibility for these behaviors and the consequences.

A clinical agency reserves the right to refuse a student placement or to remove a student from clinical placement should the student demonstrate unsafe or unprofessional behaviors during his/her clinical rotation. The expectations for professional behavior are consistent across all clinical practice sites and within all nursing education settings.

Critical Elements of Professional Role Behaviors

The following essential performance behaviors must be consistently demonstrated:

1. **Academic Integrity-** Defined as commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility per the Center for Academic Integrity Fundamentals Value Project. Retrieved from http://www.academicintegrity.org.

   Refrains from all active and passive things that allow or facilitate academic dishonesty, including lying, cheating, plagiarizing the work of others, sharing one's own work or obtaining other's work.

   Demonstrates accountability in maintaining integrity for own learning and learning of peers by upholding the highest level of confidentiality related to course, clinical, or lab experiences. Refrains from providing information about contents of learning experiences, competencies, examinations or any other assessments in class, clinical or lab.

   Failure to report occurrences of academic dishonesty or unsafe care practices, withholding information, accessing any medical record without specific cause or falsifying information in a patient medical record is a violation of academic integrity.

   Violations of academic integrity will be dealt with immediately. Violations may warrant, but not be limited to, failure in the assignment, course, referral to Faculty, and dismissal from the Arnot Ogden School of Nursing.

2. **Communication-** Demonstrates in all forms of communication (verbal, nonverbal and electronic) respect for others, active listening skills, assertiveness, and professional courtesy.

3. **Preparedness**- Plans and effectively uses time. Completes assignments prior to class, clinical, and lab in order to actively participate in learning activities.

4. **Attendance-** Clarifies and confirms schedule. Is present in required classes, orientation sessions, and clinical, lab, simulated learning experiences, community-based assigned observations and clinics. Demonstrates initiate and follow through in meeting scheduled assignments.

5. **Punctuality-** Consistently demonstrates promptness when attending scheduled class, clinical, lab and simulated learning experiences. Demonstrates initiate, enthusiasm, and active engagement in learning assignments and clinical experiences. Students are expected to attend all classes. Specific requirements for class attendance and consequences for lateness/absences will be documented by the faculty. In the clinical, lab, and simulated leaning experiences, attendance as required is required and lateness is unacceptable. A reasonable expectation is to arrive at the clinical site a minimum of 15 minutes prior to the start of the shift it reporting directly to the floor.

6. **Dress-** Adheres to the Dress Code as specified by the Arnot Ogden School of Nursing or agency, simulated learning experiences and clinical experiences. A pattern of non-compliance will result in suspension from the clinical, lab or simulated learning experience. Students may be dismissed for the day for non-adherence to Uniform Policy. Dismissal from the lab, clinical or simulated learning experience will result in a failing grade for the assignment. Dismissal from clinical constitutes an unexcused absence and loss of clinical hours required to pass the course. The Dress Code for students specifies that a white lab coat and student ID badge should be worn when obtaining "Patient Assignments" for clinical preparation.

7. **Equipment-** Anticipates supplies and equipment that will be necessary to complete patient care. Equipment may include: stethoscope, watch with a second hand, School ID badge, and written assignments, as specified by the faculty/course syllabi or clinical requirements.

8. **Conflict Management-**Demonstrates problem solving skills in the event conflict rises in the course, clinical, lab or simulated learning experience. Conflict management skills include: engaging in timely and constructive discussion with the immediate participants to clarify the issue; consulting in a timely fashion with advisor, instructor or preceptor; accurately identifying negotiable and non-negotiable issues; and determining an effective strategy to achieve mutual goals and follow through respectfully with the decision. Disrespectful behaviors, including making demands, blaming others for one's own mistakes, or demeaning others, are considered unprofessional and are unacceptable in collaborative and positive learning environment. Arnot Ogden School of Nursing students are guest in affiliating agencies. A positive working relationship between AOMC SON and affiliating clinical agencies is important to assure quality placements for all students in the program. Unprofessional communication or behavior reflects poorly on AOMC SON student body and jeopardizes futures clinical placements.

9. **Obligation to the Client-**Demonstrates accountability in accepting assignments for patient care and carrying through with responsibilities within the designated time frame. Communicates whereabouts (breaks, lunch, meetings, etc.) and assures continuity of care at all times. Uses clinical judgment and self-assessment skills to determine when assistance is needed in accepting an assignment or providing patient care. Leaving the patient or clinical assignment without acknowledged communication constitutes patient abandonment and warrants failure.

10. **Respect-** Courtesy, consideration and respect are conducive to learning. Demonstrates attentiveness, politeness, consideration for others in all learning environments and with clients, peers, health care providers, faculty and staff. Refrains from intruding, interrupting, distracting, or otherwise limiting opportunities for learning. Interactions with others demonstrate respect, tolerance, and caring. Body language, nonverbal behaviors, including voice tone, and personal opinion must be professional and collegial at all times. Shows respect for diversity of race, ethnicity, religion, political opinion. Sexual orientation, gender, age, socio-economic status of clients, peers and other care providers.

11. **Constructive Use of Time-** Manages time constructively, shows self-direction and initiative to locate or request meaningful learning experiences. Seeks resources to support individual learning needs. Thinks critically about what the immediate experience may offer integrating knowledge and skills. Avoids inappropriate use of phone for personal calls, loitering in work areas, and ineffective identification of potential learning activities when there is down time.

12. **Confidentiality-** Demonstrates respect for patient confidentiality within and outside the clinical setting. Maintains patient confidentiality in all communication, including use of electronic media. Students may only access assigned patient information (PHI) in their student role (not during work hours if an Arnot Health employee). The Arnot Ogden Medical Center School of Nursing prohibits relaying information about clinical experiences in any social networking media (e.g. Facebook, Twitter, blogs). Students may not reference any clinical information that could identify people, places, or specific events. Any posting or communication on social networks is a violation of HIPAA Privacy Rule by disclosing Protected Health Information (PHI). Any failure to comply with patient privacy and misuse of patient information warrants clinical, lab, and/or course failure.

13. **Institutional Policy and Procedure-** Participates in scheduled orientation (agency and computer) to acquaint self with relevant policies and procedures, and adheres to them throughout clinical rotations. All required orientation scheduled by a clinical agency is mandatory and prerequisite for continuing in the clinical rotation.

14. **Social Networking**: Adheres to social networking policy of the Arnot Ogden Medical Center and School of Nursing.

Implementation of the Professional Role Behaviors Policy Statement and Release for Viewing and Retaining Student File Documents

Orientation:

- During incoming student orientation, students will be provided copies of the **Professional Role Behaviors Policy Statement** and be provided an overview by faculty. The student should retain a copy of the policy for reference throughout the program. (*sample provided*)
- The student will be required to sign a document verifying receipt and acceptance of the professional behavior requirements. The signed document will be placed in the student's file in the Director's office.
- The Course Facilitator will provide (to faculty involved in the course) course material and reinforce the use of the **Professional Role Behaviors Policy Statement**.
- During incoming student orientation, students will be provided copies of the **Release for Viewing and Retaining Student File Documents. The student file copy will be retained for the duration of enrollment.** (*sample provided*)

Instruction:

- The Course Facilitator for each clinical experience will reinforce expected professional behaviors using the **Professional Role Behaviors Policy Statement** during course orientation, and may include the policy statement in course materials. Minimally, all course syllabi should state the policy statement is relevant to the course and will be strongly enforced.

Discipline:

- The Clinical Evaluation Tool for every course will include standardized reference to the critical elements of professional role behaviors as an outcome competency.
- Failure to achieve professional role behaviors will be documented in specific terms of violation, intervention, and consequences.
- The student and Course Facilitator and/or preceptor will meet to discuss conduct violations and consequences.
- Consequences may include course failure, referral, required consultation or an assignment to validate the student's understanding of the impact of the violation and the significance of the professional conduct.

D: 7/14 R: 7/15

SAMPLE - NOT FOR STUDENT USE

Arnot Ogden Medical Center
School of Nursing
600 Roe Ave.
Elmira, NY 14905

PROFESSIONAL ROLE BEHAVIORS POLICY STATEMENT

Student Name: _____ Date: _____

I have been provided with a copy of the **Professional Role Behaviors Policy Statement** and have read the contents. An opportunity for questions and clarification has been provided.

I understand the Professional Role Behaviors are expected as a standard of behavior, and will be implemented and enforced throughout my time as a student to facilitate a constructive learning environment. I agree to be accountable for the professional role behaviors outlined. I will also uphold these expectations of my peers.

I accept the responsibility to conduct myself in accordance with the requirements. I understand violation may cause a delay, suspension or course failure in my progression or completion of the nursing program.

_____

Signature **Date**

White - Student File
Yellow - Faculty Copy
Pink - Student Copy

D: 7/14 professional role behaviors policy statement

SAMPLE - NOT FOR STUDENT USE

Arnot Ogden Medical Center School of Nursing
600 Roe Ave.
Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org.

Release for Viewing and Retaining Student File Documents

- ***Review of Student File Information for Accrediting Bodies* Release:***

I, _____ (*print name*) give my consent for the visitors from accrediting organizations to review my personal files, School of Nursing records, and/or papers I have completed. This consent is valid for the entire time I am a student at Arnot Ogden Medical Center School of Nursing.

Signature: _____ Date: _____

- ***Permission to Retain/Copy Class Assignments:***

I, _____ (*print name*) give faculty at the Arnot Ogden Medical Center School of Nursing permission to copy and/or retain any assigned work that I completed in my nursing courses. I understand that this work may be shared with accrediting bodies of the Arnot Ogden Medical Center School of Nursing.

I understand that I will not be compensated by Arnot Ogden Medical Center School of Nursing for giving permission.

Signature: _____ Date: _____

*New York Board of Nursing
*New York Department of Education
*Accreditation Commission for Education in Nursing
*National Council on College Recommendation Services

White - Student File
Yellow - Faculty Copy
Pink - Student Copy

II. ARNOT OGDEN DINING SERVICES

The cafeteria and Arnot Diner of the Arnot Ogden Medical Center are available for students to purchase meals. Meal hours for the Cafeteria and Arnot Diner are posted in the Student Lounge.

III. FINANCIAL AID

At the beginning of each term, the student must complete financial arrangements, as verified by the Financial Aid Officer, in order to begin the term, attend classes, or graduate.

It is the student's responsibility to complete forms required and file them in a timely manner. The Financial Aid Officer will contact the student prior to the beginning of the term to review what forms or responsibility are outstanding.

The Financial Aid Officer will provide the school with a list of students eligible to attend classes.

Tere McCahill, the Financial Aid Officer, is available to assist the student and appointments can be made by telephone at (607) 737-4405 or email at tmccahill@arnothealth.org

Each student is responsible both ethically and legally to repay any and all outstanding loans in accordance with loan agreements upon completion of the program of studies or withdrawal from the program for any reason.

Financial aid consists of grants, scholarships, loans and work-study programs to assist students in meeting financial obligations to enter or complete their program at Arnot Ogden School of Nursing. Financial assistance monies may be taxable income on a state and/or federal level in accordance with current tax laws. This may be true for loans, scholarships and grants. Refer to the current tax codes for clarification of your status. Work-study positions in the Arnot Ogden Medical Center may be available and are arranged through the Financial Aid Officer.

Applicants and students are encouraged to seek scholarships through local high schools and communities. Financial aid sources may vary from year to year. Financial aid packages are based upon need, which is defined by the United States Department of Education "as the difference between the educational costs – tuition, fees, room, board, books, supplies and miscellaneous expenses – and the amount the student and family can be expected to pay for your education." There are various systems for determining need.

Important Points:

1. The student planning to apply for financial aid is responsible for completion of the appropriate application forms. The primary form is the free application for Federal Student Aid distributed by the U.S. Department of Education. Forms are available through the Financial Aid Officer at the Arnot Ogden Medical Center or high school counselor.
2. The student is responsible for checking with the Financial Aid Officer regarding processing of the application.
3. Financial Aid is granted annually, therefore, applications must be filed annually.
4. The monies received must be used for educational purposes only and the student is responsible for the repayment of monies that cannot be reasonably attributed to these expenses.
5. Federal regulations require that the total financial assistance granted by the School of Nursing in conjunction with any other sources may not exceed the total need.
6. Where any question of eligibility exists, the student or applicant should contact the Financial Aid Officer at the Arnot Ogden Medical Center.
7. Any loan funds must be repaid according to the agreed upon condition of the loan.
8. Students receiving Financial Aid (i.e., Pell grant, SEOG, and Guaranteed Student Loans) who withdraw from class and/or resign from the program must see the Financial Aid Officer regarding tuition cancellations.
9. Students who have received financial assistance during enrollment in the nursing program are required to have an exit interview with the Financial Aid Officer prior to graduation.

10. Order of application for financial assistance:
    a. Financial Aid Form and State grants (Ex. Tuition Assistance Programs or Regents or Pennsylvania Higher Education Loans).
    b. Scholarships
    c. Loans

Final grade(s), transcript and/or course progression will be withheld until all financial aid obligations have been satisfied. Once the school is notified by Financial Aid that the issue is resolved, final grade(s), transcript and/or course progression will be granted.

⇒ ***The following is a <u>sample</u> letter, which will be given to students with ongoing unresolved financial issues:***

Date:
To:
From: _____ Systems Director, Education/School of Nursing
Subject: Outstanding Financial Aid Issues

Pursuant to our Financial Aid Policy, please see the Financial Aid Officer in order to complete your financial arrangements prior to attending class/clinical and/or receiving course materials.

The following must be **<u>signed</u>** by the Financial Aid Officer as verification that all financial arrangements are complete and then submitted to your Nursing Instructor prior to attending class/clinical and/or obtaining course materials.

Thank you for your timely attention to this request.

****

Financial Aid issues have been completed and resolved. Student is in good standing and may attend class/clinical and receive class materials.

_____

Financial Aid Counselor Date

D: 1/03 R: 10/06; 6/18

Satisfactory Academic Progress (SAP)
& Credit Hour Enrollment Standards

Standards of Academic Progress for Arnot Ogden Medical Center School of Nursing require students to maintain a **Cumulative GPA of 2.3 which is a C+ or 77%.** If you do not meet this minimum GPA requirement you will be placed on financial aid suspension and lose all eligibility for Federal and State Grant and Loan Funds.

REINSTATEMENT OF ELIGIBILITY

1. Students who complete a subsequent semester of enrollment at Arnot Ogden Medical Center without benefit of financial aid will then be reinstated, if the GPA fulfills the deficit.
2. Students who had extenuating circumstances, such as medical problems, may submit a written request to Financial Officer for reinstatement. Documentation that substantiates these circumstances, such as a doctor's statement, must be attached to the request.

The following are the **Credit Hour Enrollment Standards** to meet **Federal and State Financial Aid Requirements**:

- **Full Time Status** is **8 Credit Hours** per Trimester. Student qualifies for full grant and full loans and NYS TAP Grant.

- **Three Quarter Status** is **6 to 7 Credit Hours** per Trimester. Student qualifies for three quarter time Pell Grant, full student loans, but not NYS TAP Grant. NYS TAP is awarded only for full time attendance.

- **Half Time Status** is **4 to 5 Credit Hours** per Trimester. Student qualifies for one half Pell Grant and full student loans.

Less than 4 credits per term, students **do not qualify** for any federal loans, but may qualify for Federal Pell Grant if the GPA meets the minimum standards.

NYS Tap Grant - NYS only pays full time students. AOMC is a trimester based school and NYS accepts 8 credit hours or more per trimester as full time.

Name: _____

Signature: _____ Date: _____

White – student
Yellow – file

D: 9/09 R: 7/13; 6/15 – T. Bellinger/T. McCahill Financial Aid (SAP form)

IV. STUDENT DRESS CODE

(Also refer to AH policy HR.960)

The purpose of the dress code is to identify the individual as a professional student nurse.

General:

A. A Student Identification card will be issued to each student upon enrollment. The ID card must be worn prominently at all times on the upper torso while in the student role. If you have lost or forgot your ID card, temporary ID badges may be obtained from the front office of the School of Nursing. A replacement card is obtained at the Human Resources department for a small fee.

B. Because the use of **artificial fingernails or fingernail extensions** has been positively linked to spread of certain infections, **they are not permitted** within the environment of care. This would apply to all whose duties may at one time or another brings them into contact with patients or sterile processes.

C. Fingernails are to be kept clean and well manicured. Fingernails should be clean and short, barely visible from the palm side of the hand. Neutral nail polish is acceptable in the clinical area.

D. To avoid the potential risk of aggravating allergies, and in keeping with good taste, cosmetics are to be used in moderation, and fragrances are to be avoided altogether in patient care areas.

E. The wearing of minimal jewelry is acceptable, such as a plain wedding band and studs in the earlobes. **Modest jewelry in pierced earlobes is the only body-pierced adornment acceptable** in patient care and public areas. Multiple rings, large items, and the wearing of numerous pieces of jewelry may pose snag hazards, infection concerns, and in any event are not considered appropriate for display in the Arnot Ogden Medical Center.

F. **Tattoos must be covered.** Body art/tattoos are not permitted on the head, face and neck if not covered. Inappropriate or controversial tattoos are not permitted and must be covered. This prohibition would include images and messages that contain gang symbols, profanity, violence, sexually related or indecent material or anything that offends Arnot Health patients. Employees/students will be asked to cover any tattoo or body art if it has led to a patient complaint. Multiple patient complaints will lead to a requirement to keep the tattoo permanently covered.

G. Some examples of inappropriate dress for the Arnot Ogden Medical Center are: tattered jeans, tight clothing and revealing or provocative clothing that may expose bare backs, midriffs, chests or shoulders. No clothing should have any offensive pictures or sayings.

H. To maintain safety, anyone in the direct patient care area cannot wear sandals.

I. The chewing of gum or tobacco products is not permitted in the clinical areas.

J. In the matter of personal hygiene, it is expected that School of Nursing students will maintain a neat appearance and conscientiously observe good basic cleansing habits. The following attire is ***unacceptable*** underneath a lab coat when in the Arnot Ogden Medical Center proper since it does not present a professional image:

- Shorts of any kind, walking pants, or sweat suits.
- Skintight yoga pants, leggings, and/or tights that are not covered by a knee–length skirt or tunic top.
- Clothes with holes (intentional or otherwise).
- Open toe shoes, sandals, flip-flop type sandals

L. **Striping Ceremony attire** – all students will wear the student uniform for the formal striping ceremony activities.

These provisions apply most particularly in direct patient-care areas, and other areas open to view by the general public. The Director will exercise discretion in monitoring student appearance, employing Progressive Discipline to

assure the student is made aware of the need to comply with these measures. In the event of a uniform being contaminated by blood, please refer to Arnot Health policy #IC150 Laundering of Contaminated Clothing located at the end of the Student Handbook for proper handling.

Uniform:

1. Students are asked to keep in mind that their behavior and appearance reflect on the School of Nursing, the nursing profession, as well as themselves. It is the student's responsibility to keep the complete uniform in good condition and to present a professional appearance at all times.
   Students must adhere to the following dress code:
   - Complete uniform should be worn when in the clinical area for patient care, simulation, and competency assessments.
   - White lab coat and/or white warm-up jacket over street clothes with Arnot Health I.D. badge must be worn when preparing for clinical assignments.
   - **Hair must be neat, clean, pulled away from the face and secured off the shoulders when in uniform.** Unprofessional decorations in the hair or unprofessional hairstyles are not permitted when you are in uniform
   - A plain white warm-up jacket may be worn over uniform.
   - A plain white T-shirt or turtleneck must be worn under uniform.

2. Complete uniform for students in the clinical area consists of:
   - Dark blue School of Nursing uniform top and slacks.
   - Plain white socks and **clean white shoes** (can have minimal color). Shoes should be so constructed to prevent unnecessary noise and accidents. If tie shoes, the shoelaces must be white.
   - Watch with second hand
   - **Blue or black** ball point pen
   - Bandage scissors
   - Pen light
   - Stethoscope
   - Arnot Health I.D. Badge
   - White lab coat and/or white warm-up jacket ***required*** if visiting nursing unit for patient information only

- ***No other attire is acceptable in the clinical areas.***
- ***Specialty units or community experiences may have other dress codes, which must be followed.***
- ***Any instructor has the privilege of sending a student from the clinical area in order to amend appearance.***

V. COMMUNITY EXPERIENCES

Please keep in mind that when you are taking courses at the cooperating agency or attending observational experiences in the community, behavior always reflects on your school. Cost of transportation to and from cooperating institutions or agencies is the financial obligation of the student. Refer to individual course requirements regarding professional behavior and attire for each community experience.

VI. STUDENT IDENTIFICATION

A. Arnot Health I.D. Badge:

The Arnot Health I.D. Badge, with picture, provided by Human Resources, is obtained during orientation week. ATI ID number and event code card are provided by the School of Nursing Administrative Assistant. A new badge must be obtained from Human Resources whenever there is a change in the student's name or lost. The badge is to be worn whenever in the student role and will be required for access to the School of Nursing after hours.

B. Elmira College Identification Card:

Elmira College I.D. card will be issued to each student upon admission to the school by Elmira College. It may be used to gain access to the library and various activities on campus. The Elmira College I.D. card may also be

used for cashing checks at Chemung Canal Trust Company, West Church Street and Hoffman Street. The Cashier's office of the Arnot Ogden Medical Center will not cash personal checks.

VII. STUDENT HEALTH SERVICES

A. Philosophy:

The faculty believes that an organized and carefully planned student health service is an essential element of the curriculum. **Students must maintain good health principles and assume responsibility for their own health.**

B. Purpose:

The Employee Health Nurse is in the Arnot Health Occupational Medicine Clinic located in Suite 108 of the Ivy I building on the medical center campus. The office provides the following services for the nursing students: consultant services, nursing assessment, health assessment, health teaching and treats acute, short-term illnesses. Student health records are maintained by the clinic until graduation or withdrawal from the program.

C. Facilities and Personnel:

The Health Nurse is available Monday through Friday from 8:00 a.m. to 4:15 p.m. in the Arnot Health Occupational Medicine Clinic located in the Ivy I Medical Arts building adjacent to the School of Nursing. The Emergency Department is available to treat health problems, if necessary.

D. Implementation:

Student appointments for various tests and immunizations will be posted on the official bulletin board in the school building. Students should make daily checks of this board. The students are expected to report promptly for all scheduled tests and examinations.

The students can make arrangements for appointments to be seen for minor illnesses. Please call the Arnot Health Occupational Medicine Clinic (extension 4539) for an appointment. If the student is engaged in clinical experiences or attending classes they must notify the instructor before leaving the class or clinical area. Each student is entitled to one (1) free visit to the Arnot Health Occupational Medicine Clinic per year. Subsequent visits will be billed to your health insurance provider. Note: If you carry the Arnot Health Elm-Co health insurance, you will be responsible for a $5.00 co-pay each visit after your first initial free visit.

For the individual who has latex allergies, special non-latex gloves and supplies are available for usage. The student should notify the instructors of this allergy so arrangements can be made for the equipment.

E. Policies:

The Arnot Health Occupational Medicine clinic shall insure that the health status of each student is reassessed as frequently as is necessary.

Prospective students are required to have the following ***prior*** to admission to the School of Nursing:

- Immunizations:
  - *Two-step TB (Mantaux); Tdap & Meningococcal Vaccine or dates if declined*
  - *Two doses: Measles, Mumps and Varicella Vaccine (if no documented Chickenpox) or titers*
  - *Rubella (MMR) vaccine or titer*
  - *Polio Series (OPV) three doses*

At the time of the pre-entrance physical the following will be completed:

1. Meningococcal Meningitis Vaccination, if desired.
2. Substance abuse testing (refer to Arnot Health policy at end of Student Handbook)
3. *PPD - All students are required to have a PPD prior to the first clinical assignment of each year, and this will be provided by the Occupational Medicine clinic.
4. **First Hepatitis B immunization, if desired. All students are encouraged to have the series of Hepatitis B vaccine.

- Temporary suspension may be necessary due to contagious disease (i.e. Staphylococcus and Streptococcus).
- Students should never approach a physician in the Arnot Ogden Medical Center concerning personal health problems. This should be done only through the Occupational Medicine clinic.
- ***Students must never, under any circumstances, take drugs of any kind from the Arnot Ogden Medical Center. Any student who violates this rule risks dismissal.***

Medical conditions requiring medication:

Students whose healthcare provider has prescribed a medication or controlled substance that could impair clinical functioning must inform the course facilitator and Director in writing at the beginning of each clinical course. In addition, the student must provide a written statement from the healthcare provider indicating that the student is physically and mentally fit to provide care in the clinical setting. The School of Nursing requires such notification for the protection of students and their patients. This documentation is to be sent to Occupational Medicine and will be kept confidential.

F. Mandatory Health Coverage:

The school **requires** that students be covered by a health plan. It should be noted that health coverage by an insurance plan must be maintained throughout the **entire program**. If for any reason there is a lapse in coverage, the student should notify the school immediately. During a lapse of coverage, the student or their family is totally responsible for any expenses incurred for treatment at the Arnot Ogden Medical Center. Enforcement of coverage and viewing of the student's insurance card will be done annually.

The Emergency Department will serve as an extension of the Occupational Medicine Clinic when it is closed. The student's private health insurance will be billed for any charges. If the student has insurance, any balance after the insurance is billed, will be written off. **If the student has no health insurance, the full amount of the charges will be the financial responsibility of the student.**

If any injury occurs on an Arnot Health property, an Occurrence Report and any other additional forms must be completed on the Arnot Health intranet by a nursing instructor or Systems Director, Education/School of Nursing.

If a student is injured on Arnot Health property during an educational experience, they are not covered under Workmen's Compensation because they are not employees of Arnot Health.

Students are covered by Arnot Health's general and professional liability policies when engaged in activities that are required for completion of the school program.

When a health care provider other than the school physician is called into the case, all financial arrangements will be between the student, the insurance company, and the health care provider.

Prescriptions written by any health care provider are the financial responsibility of the student.

The school will not assume financial responsibility for conditions existing prior to entrance into the school nor for chronic conditions or extended illnesses. (i.e. diabetes, hypertension, asthma, etc.) The school will not assume the responsibility for any accidents or injuries occurring away from the school; for the cost of elective procedures; nor for illness treated outside student Occupational Medicine Clinic. Expenses for special therapies as well as expenses for dental care and eye refractions are defrayed by the students or their families. All students are urged to have dental defects and defective vision corrected prior to admission to the program to help prevent loss of time from classes and clinical experience.

G. Medical leave

Medical leave may be granted upon physician's order. The physician will determine the length of the leave.

Students may not return to classes or clinical experience following an extended period of absence due to an accident or illness until they have written permission from their personal physician. This permission slip is to be given to the course instructor who will then forward it to the Employee Health Nurse to be retained in the student's health record.

Reapplication may be required if the student is unable to meet the course outcomes and needs to repeat the entire course. The Recruitment, Admissions and Progression Committee will review the requirements and determine placement upon return.

Students should contact the Financial Aid office to discuss the status of their tuition during the medical leave.

Medical leave does not excuse the student from meeting the requirements of the course.
If pregnancy occurs, the student may be granted a leave of absence. The length of time that the student may continue her studies in the School of Nursing is dependent upon written consent of her obstetrician. The maternity leave must not extend beyond one year. The student must have the written consent of her obstetrician and approval of the faculty to return to the program.

VIII. Sexual Harassment (Also refer to AH policy HR.910)

Statement:
The Arnot Ogden Medical Center School of Nursing and School of Radiologic Technology believe in ensuring a safe environment from sexual harassment for all students. Sexual harassment can interfere with a student's academic performance, and emotional and physical well-being. The School of Nursing administration and faculty take this sexual harassment policy very seriously.

Sexual Harassment:
The Arnot Ogden Medical Center School of Nursing and School of Radiologic Technology prohibits sexual harassment of its students in the classroom/clinical areas in any form.

Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or receive benefits, services, or opportunities in the school's program.

It is the school's policy to make all staff and students responsible for assuring a learning environment free of sexual harassment. All staff and students must avoid any action or conduct which could be viewed as sexual harassment. This includes:

- **Unwelcome** sexual advances
- Requests for sexual acts for favors
- Public display of sexually suggestive pictures, objects, or similar items
- Contact of a sexual nature and any verbal, non-verbal or physical
- Other verbal or physical conduct of a sexual nature especially when, but not limited to:
    1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual student's status; or
    2. Submission to or rejection of the conduct is used as the basis for school progression; or
    3. The conduct has the purpose or effect of substantially interfering with the individual's class or clinical performance or creating an intimidating, hostile or offensive learning environment.

Some examples of sexual harassment include:

1. Verbal examples – Sexual jokes, sexual teasing, innuendos and off-color remarks, comments about how someone looks, especially about parts of the body. Catcalls, whistles and forms of address such as "honey," "baby," etc. Pressure for dates.
2. Visual examples – Presence of sexual visual material, such as pinups, cartoons, graffiti, computer programs, or catalogs of a sexual nature. Written material that is sexual in nature, such as notes or e-mail containing sexual comments. Staring or leering. Suggestive gestures or looks, smacking of lips, hand gestures, or elevator eyes.

3. Physical contact – Unwelcome hugging, sexual touching, or kissing; pinching, grabbing or patting. Standing too close to or brushing against another person. Cornering, trapping, or blocking a person's pathway. Excessive "lengthy" sexual handshakes. Rape or attempted rape. Sexual or forced fondling.

Regulations:
The Arnot Ogden School of Nursing is obligated to ensure that a student is not denied or limited in the ability to participate in or benefit from the school's program on the basis of sex.

Title IX Regulatory Compliance Responsibilities State the following:
Students will not, on the basis of sex –

1. Treat one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit or service.
2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner.
3. Deny any student any such aid, benefit, or service.
4. Subject students to separate or different rules of behavior, sanctions, or other treatment.
5. Aid or perpetuate discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex, in providing any aid, benefit, or service to students.
6. Otherwise limit any student in the enjoyment of any right, privilege/advantage, or opportunity.

Possible persons who could be involved in student harassment:
1. A teacher
2. Other students or a third party
3. An employee

Procedure:
1. Any student who has a complaint of sexual harassment against anyone he/she comes in contact with during school functions, including faculty, peers, other members of the healthcare team and non-employee/students, should report the harassment to the Director of the School or the Director of Human Resources. Any complaints of sexual harassment should be reported as soon as possible within **two weeks** of the occurrence.
2. All actions taken to resolve complaints of sexual harassment will be confidential. All complaints will be handled promptly and, to the extent possible, the privacy of the complaining party and the person accused of sexual harassment will be kept confidential, consistent with the need to fairly investigate and correct the problem.
3. Retaliatory action of **any** kind against the student who charges sexual harassment will not be tolerated.
4. Counseling will be available for any student who has experienced sexual harassment.
5. Any student found to have engaged in sexual harassment of any kind will be subject to appropriate sanctions, including disciplinary measures or termination, when justified, to remedy violations of this policy. The school may retain confidential documentation of all allegations and investigations.

D: 6/03, R: 6/06.

IX. LEAVE FOR DEATH IN FAMILY

By arrangement through the Systems Director, Education/School of Nursing or an instructor, leave may be granted at the time of death in the immediate family (mother, father, brother, sister, husband or wife, significant other, son, daughter, stepparent, stepchildren, stepsiblings, grandchild, grandparents, mother-in-law, father-in-law, or brother in-law, or sister-in-law). Faculty to use discretion regarding time span permitted.

X. PERSONAL LEAVE

Personal leave time is provided for the students to meet extra-ordinary requirements of modern day living. This may include, but is not limited to: court appearances, emergency medical and dental appointments, interviews for post-graduate employment, and interviews for educational purposes following graduation.

The student must submit a request for personal leave time to the Director or Assistant Director for the School of Nursing. **One day at a time will be permitted except in special circumstances.**

The written permission slip for the personal leave time is obtained from the Systems Director, Education/School of Nursing and must be given to the instructor prior to the scheduled class and/or clinical experience. Each student is required to contact the instructor relative to course assignments within a 48-hour period following the personal leave time.

Should the student be called for jury duty or be notified of reactivation of military service, which extends beyond one or two days, faculty will review it. In the event the faculty determines that the student will be unable to complete the course or program of study due to these circumstances beyond their control, the student will be granted a leave of absence for the duration of the event. The student then would notify the School of Nursing that the student wishes to re-enter the program of studies and complete the curriculum.

Arnot Ogden Medical Center School of Nursing
600 Roe Ave.
Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org.

Emergency Leave of Absence- STUDENT

Date:_____ Student:_____ Course:_____

_____ or on behalf of _____, _____ request an
(Name of the student) *(name of student)* *(name of instructors)*

Emergency Personal Leave of Absence from _____ due to _____.
(dates) *(reason for ELOA)*

_____ will contact_____ on or before _____
(Student) *(instructors)* *(date)*

if she/he needs an extension of this leave. Time missed from _____ will be
(course)

discussed with _____ and arrangements for class/lab/test make-up will be made
(student)

as appropriate. Failure of the course will result should the extent of the personal leave make it difficult or

impossible to meet the course outcomes and requirements for _____.
(*course)*

_____ _____
Student Signature Date

_____ _____
Course Facilitator Signature Date

_____ _____
Director Signature Date

cc:
Student
Course Facilitator
Student Folder

D: 9/06; 8/10

SAMPLE - NOT FOR STUDENT USE

XI. ARNOT HEALTH SIGNATURE POLICY

Students may ***NOT*** witness signatures to consent for medical treatment. Under no circumstances is a student to accept a subpoena or sign other legal documents for a patient, family member, or the medical center. If the student is asked to perform any of these functions, report it to an instructor.

XII. POLICY GOVERNING STUDENT EMPLOYMENT

If employment is necessary to assist the student financially, it is hoped that the student will allow sufficient time for study, rest and relaxation. Students are reminded not to seek responsibilities of a position requiring licensure unless licensure or procurement of a limited permit has been granted by the New York State Education Department.

The School of Nursing participates in the Work Study Program. The program offers a number of part-time, call-in positions for students who demonstrate a financial need. Employment is based upon positions available within the Arnot Health setting and providing adequate funds are allocated from the government and Arnot Health. Work-study information maybe obtained from the school's Financial Aid Officer. Vacancies of work-study positions are posted on the student board.

XIII. STUDENT RECORDS

Students are to notify the School of Nursing Administrative Assistant of any change in address, phone numbers, name, email address, and other necessary data for maintenance of accurate records. All applicant and students records are secured in a confidential manner that limits access to the Director, Faculty, Administrative Assistant, and appropriate representatives of various governmental and educational agencies. Students should have access to their own records, under supervision.

Withdrawal Records:
The withdrawal records are housed alphabetically in a separate file by year of resignation in the L.D. Clute Education Building. The student's records are the basis for the final student record and include:

1. Health Record
2. Final Summary of Development
3. Final Transcript
4. Pertinent correspondence
5. If appropriate, the Record of Request for Reference and Transcripts
6. The supportive documentation for course work of those students who fail or withdraw will be maintained for 5 years.

XIV. LIBRARIES

A. *Wey Memorial Library*
Located in the Arnot Ogden Medical Center.
Refer to the Library Handbook for the rules and regulations located at the end of the Student Handbook.

B. *Gannett-Tripp Learning Center*
Located on the Elmira College campus.
The Gannett-Tripp Learning Center serves the library and media needs of the Elmira College community through its collections of books, periodicals, government publications, tapes, films, slide/tape kits, maps, etc. Detailed information on the Learning Center is available in the Gannett-Tripp Learning Center Handbook, which can be picked up free in the Gannett-Tripp Learning Center. Materials which are not in the Gannett-Tripp Learning Center collections may be obtained through inter-library loan from other institutions. Refer to the Center for current times/days.

XV. PARKING

School of Nursing students will adhere to the following employee/student **Arnot Ogden Medical Center Policy and Procedure Manual Parking Policy:**

TITLE: **PARKING POLICY – OA.510 (11/13)**
SOURCE: **Executive, Safety and Security (Public Safety)**
PURPOSE: To communicate parking regulations and enforcement procedures and to maintain a safe campus environment.
STATEMENT: Free parking in designated areas of the parking lots is a privilege of employment. Employees should **never** park in patient and visitor designated parking areas. Customer Service Attendants will assist patients and families whenever the need for parking assistance is identified. The courtesy carts will be used as needed to facilitate this process.

Medical Staff and Health Professional Affiliates (HPA) will be assigned parking passes by the Director Medical Staff Office. Failure to park in the assigned physician parking will result in ticketing as defined in this policy. HPA parking assignments will be based on their function within the Medical Center as determined by the Vice President of Medical Affairs.

Midlevel providers employed by Arnot Health may not park in the Doctor's Parking Lot except between the hours of 5 PM and 6 AM and when called in on the weekend.

PROCEDURE:

I. All new Arnot Health employees will initially register their vehicles through Public Safety and receive a new parking tag to be prominently displayed on their dashboard mirror. Registration for students will be done through the School of Nursing and School of Radiologic Technology and information forwarded to the Public Safety for input into the database. Changes in student status (School of Nursing and School of Radiologic Technology) must be reported to Public Safety, i.e. resignations, dismissals, etc. for removal from the database. **Any time the vehicle information changes, i.e. new vehicle purchased or license number changed, the employee/student must complete a new registration form.** Failure to do so may result in a violation notice for improper registration.

II. Employees/students who drive more than one vehicle must register each vehicle, including motorcycles. No permit will be issued for motorcycles.

III. Employees/students must park only in the proper designated areas. Violators should be reported to the Public Safety Department.

IV. Employees/students may **NOT** park in the following areas:

A. Visitors Main Parking Areas (**Exception:** 3rd shift employees may park here between **2000-0830 ONLY**).

NOTE: Any 3rd shift employee who needs to work past 0830 (e.g. working overtime etc.) will need to make arrangements to move their vehicle into a designated employee parking space BEFORE 0830.

B. Any RESERVED spaces such as ED lot, Ivy Medical Buildings designated areas, Volunteer spaces and Handicapped parking spaces.

V. Motorcycle Parking

All motorcycles and mopeds are to be parked ONLY in the properly designated motorcycle parking area. See attached map for designated areas.

VI. Handicapped Parking

A. All Handicapped parking spaces are reserved for persons with Handicapped permits only. They are located at several locations around the campus and clearly designated with signage. Parking compliance for these spaces is monitored by the Traffic Enforcement Officer with the Elmira Police Department and improper parking will result in large fines payable to the City of Elmira..

B. Employees with Handicap Permits must park in the East Visitor Parking Lot. Handicap Spaces near the ED are for patients only.

C. A temporary handicap permit for employees may be obtained from Public Safety, Monday through Friday between the hours of 0800 to 1600. This temporary permit is only valid for parking in the Arnot Health parking lots. A letter from a physician stating the need for the person to have a handicapped parking permit must be supplied before a permit can be issued.

VII. Parking during snowfall accumulation

A. In order to facilitate access to the facility by emergency vehicles and to allow safe and efficient snow removal, there may be times during which certain areas of the campus will have a parking ban enforced.

B. NO PARKING signs will be placed in the appropriate areas of the parking ban.

C. In the event that a vehicle cannot be moved because of excessive snow, the owner shall contact Public Safety immediately to report the problem, the vehicle location, so assistance can be provided in order to eliminate blocking of access.

D. Any vehicle found abandoned and blocking access to any area of the campus will be subject to removal by being booted at owner's expense.

E. As much advance notice as possible will be given to the staff in the event that parking areas require blocking off for snow removal.

VIII. **The Medical Center does not assume responsibility for damage to vehicles or loss of personal property**. Vehicle s should always be kept locked. Any items in the vehicle should be secured out of sight, i.e. locked in trunk, placed under seat etc. Any damage or thefts, however, should be reported to the Public Safety and then reported to the individual's insurance company. A police report may also be made.

Note: Visitors are not subject to ticketing.

ENFORCEMENT PROCEDURE

Public is responsible for enforcement of the Arnot Health Parking Policy. Violators will have their vehicles ticketed for infractions and notification will be sent to their Manager/Unit Director. Infractions include but are not limited to the following:

- Not parking in designated employee area
- Failing to register vehicle
- Parking without a permit
- Occupying two spaces
- Parking in reserved or handicapped area without appropriate designator
- Blocking a fire lane, fire hydrant, crosswalk, doorway, sidewalks, grass, or thoroughfare

If an employee is not working, but is visiting or on campus for medical reasons, Public Safety should be notified so that tickets or warnings are not issued inappropriately.

TOWING

Repeat offenders will be booted at their own expense and will be responsible for any applicable storage fees.

- 1st violation – employee will receive a violation notice.
- 2nd violation – employee will receive a warning sticker on their vehicle.
- 3rd violation and every violation thereafter – vehicle will be booted*.

Towing may occur when a parked vehicle is creating a safety hazard.

R: 11/13

B. Elmira College

All resident students and all off-campus students operating or maintaining motor vehicles at the college must register their vehicle each academic year. Students as well as administration, faculty, and staff register their automobiles in the Campus Security office. There is no fee for students to register their automobiles. **Registration decals expire on August 31, annually**. The Elmira College Security Office will announce times for vehicle registration at the beginning of each term. If you must renew, please report to the Elmira College Business Office.

The vehicle parking decal must be affixed to the left rear side window of the vehicle (back fender area of a motorcycle). The penalty for failure to register or properly display a valid and properly mounted vehicle parking decal is $5.00 plus all towing costs, if applicable.

The penalty for the first citation is typically $5.00. Citations not satisfied within ten (10) days from the date of issuance are charged a $3.00 late fee.

Vehicles must be parked only in those areas designated for specific decals. A vehicle parked in any lot or space other than the one assigned to the vehicle will be towed away at the owner's expense.

This expressly includes the circle drive on the north side of Twin Towers Residence Hall. The college does not guarantee a parking space.

The permit holder assumes all risk of accidents and expressly agrees that Elmira College will not be liable under any circumstances for injury to person, loss or damage of property. Detailed regulations are available at the time of vehicle registration.

XVI. GUIDANCE/ADVISEMENT SERVICES

A. Philosophy:

The faculty believes that education is a continuous process of growth directed toward the development of holistic potential of the individual. Education provides the means by which the individual can become competent in the demands of the present society while working to improve the future.

The philosophy of the guidance service is based on the belief that each student is a unique individual, respected as a person who will assume major responsibility for his or her growth and development. The faculty believes that this growth and development are conditioned by their background, abilities, and attitudes which they bring with them; by their physical and mental health; by success and/or failure in the program of studies/ by the opportunities afforded them to succeed in personal and social adjustments; and by progress toward their goal.

Therefore, the faculty believes the guidance service should focus on assisting the student to develop a sense of personal wellness in addition to responsibility for self-awareness and personal and professional fulfillment.

B. Purpose:

Guidance is provided for each student to assist the student in developing to one's maximum potential. Faculty is available for consultation with students. Through conferences with members of the faculty, the student becomes increasingly adept in solving school difficulties, should they arise. Realistically, the individual student can solve difficulties more readily when they seek assistance from those persons having knowledge and experience. The student is encouraged to seek out the person (s) who can be of most help.

C. Personnel Responsible for Service:

1. Systems Director, Education/School of Nursing and Assistant Director, School of Nursing
2. Faculty
3. Resource persons
   a. Counselor/ Psychotherapy
   b. Health Nurse
   c. Physicians
   d. Clergyman
   e. Consultants from the Department of Mental Hygiene and Social Service Department.

D. Role of the Personnel:

1. Systems Director, Education/School of Nursing
   a. Individual and/or group conference with all students as needed
   b. Individual conferences with each student who anticipates withdrawal from the school to assist careful consideration and to clarify reasons for leaving the school.
   c. Terminal conferences with each student prior to graduation for discussion of future professional plans.
2. Faculty
   a. The faculty advisor's role is to guide and assist students with personal and academic problems. Every effort is made to keep the structure of the services informal, and to make the conferences as accessible, non-threatening, and confidential as possible. All of the guidance is directed toward assisting the student to identify and deal with problems and to encourage independence and self-direction.
   b. Students will be assigned to a faculty advisor upon admission to the program for use during the 3-year enrollment.
   c. Faculty/student conferences – individual faculty posts a schedule of at least 3 office hours each week for student counseling.
   d. Refer all problems not in their area of guidance to Systems Director, Education/School of Nursing who will in turn provide assistance and make further referrals as necessary

Early in first semester use the following information for advising and referral:

1. Critical thinking score
2. Self-assessment
3. First 2 quiz grades
4. Students schedule appoint with advisor once each term.

Advising:

Develop Learning Contract with student for follow-up which could include:

1. Referral to math center, writing center, Achievement Center, counselor for study skills, test-taking skills, test anxiety, accommodations, etc.
2. Online practice resources – ATI, textbook resources, other online resources
3. Regular follow-up with student to monitor progress.
4. Include results from ATI standardized course assessments in advising.

After NCLEX comprehensive predictor after NSG 302 senior year:

1. Develop remediation plan with student.
2. Repeat NCLEX predictor after completion of capstone course.
3. Recommend NCLEX live review when indicated.

3. Counselor/Psychotherapy – Dr. Mila Meier
   a. Provides additional qualified counseling services.
   b. Provides scheduled counseling sessions with students.
   c. Provides individual and/or group sessions for counseling.
   d. Role will be to encourage students to solve their own problems and become increasingly self-directive.
   e. Functions as a non-instructional non-disciplining intermediary between faculty and students.
   f. Schedules counseling sessions with students at her office in the LD Clute Education Building. Mila can be reached at (607) 735-1793 evenings and weekends for phone consultations.

XVII. EDUCATIONAL POLICIES

A. Official Bulletin Board:

The official bulletin board is located in the east corridor of the school building. It is the student's responsibility to check the bulletin board daily for notices, schedules and other official communication posted for student information. Examples include (but are not limited to) policy changes, class and clinical schedules, scholarships, faculty appointment requests, financial aid communication, and similar notices.

B. Electronic Equipment Policy

In this age of technology, the use of electronic equipment is important to all of us. Unacceptable use of electronics is disruptive to others. As a part of the Arnot Ogden Medical Center School of Nursing community, each student has a responsibility to other students to be mindful of the proper use of electronics.

The purpose of this policy is to establish appropriate guidelines for the use of electronic equipment (including, but not limited to items such as cell phones, PDA's, iPod, pagers, laptops, notebooks/tablets and iPad) by students in the School of Nursing while in class, lab, and clinical facilities.

1. All electronic equipment will be turned off or in the silent mode during class, clinical and lab time.
2. All student-owned electronic equipment is the student's personal property. The School of Nursing will not be held responsible for missing items.
3. Cell phone use is subject to the following policies:
    a. The cell phone will be off or in silent mode during class time.
    b. Text messaging is not permitted in class.

c. In the event of an emergency call, the student must respond to the call outside of the classroom with the speaker mode turned off.

d. The use of cell phones for verbal communication, text messaging or photography is strictly prohibited in the clinical setting. Violation may result in unsatisfactory clinical performance or being excused from the clinical unit per individual instructor discretion. The use of a cell phone to take photos in the clinical setting could result in a breach of patient confidentiality or patient rights (see Dismissal Policy- student handbook).

4. Laptops, notebooks/tablets and iPads are permitted to be used in class or lab for the primary purpose of taking notes. Use of social media, instant-messaging and opening/responding to e-mails is prohibited during class or lab time. Internet surfing and/or use of internet search engines is permitted as directed by faculty for research and learning purposes.
5. During quizzes and test taking, cell phones and electronic equipment are placed in the front of the room. Calculators are provided for use during test taking.
6. If electronic equipment is used inappropriately or in a manner that is disruptive to the class/lab, faculty may request that the student put away the electronic device or leave the classroom/lab area.

R: 5/15; 6/18

C. Pets:

Pets are prohibited in the classroom and clinical setting with the exception of a working dog.

D. Internet Usage:

Access to Internet usage is considered a privilege albeit vital references source for educational purposes. Students and faculty are expected to follow the Arnot Health Internet Usage policy.

E. Program of Studies:

The student has five years to complete the program of study. Students are to assume professional responsibility and accountability for meeting program and course requirements including attendance and make-up. Each course identifies specific requirements to be met in order to achieve satisfactory completion of the course. All requirements need to be met in order to graduate. Students desiring to take a course at another institution during break or off-school hours must have permission from Recruitment, Admissions and Progression Committee before transfer credits will be received.

Repeated tardiness, excessive absenteeism, rude behaviors and unprofessional behaviors are not acceptable. Tardiness or absence for any reason requires appropriate notification to the School of Nursing prior to the planned class or clinical experience. **Absence *without appropriate notification* in which an examination or quiz has been scheduled will mean an automatic grade of "zero" for that examination or quiz**. Clinical and nursing lab absences may require a make-up experience and a fee will be assessed. The fee must be paid prior to the make-up date.

All absences that occur shall be discussed with the instructor involved in the planned experience. The student has the responsibility to see the instructor within 48 hours.

The instructors(s) evaluate each student's performance in relation to the course outcomes. If it is deemed necessary, the instructor(s) shall recommend faculty action to be taken regarding the absenteeism or tardiness. A student who is unable to meet the outcomes of the course due to absenteeism or repeated tardiness may be terminated.

F. School Closing:

The School of Nursing **may** cancel classes due to inclement weather when: 1) the New York State Police issue "Emergency Travel Only" bulletins; 2) the overall road conditions present a hazard to the welfare of students commuting from a distance; and 3) county-wide natural and/or man-made disasters are declared. **A decision to close the school will be made by 6:00 am**.

ALL NURSING STUDENTS:

A DECISION TO CLOSE THE SCHOOL OF NURSING WILL BE MADE BY 6:00 am.

In the event of a school closing due to weather conditions:

- **Check www.wetmtv.com website – school closings**

The School of Nursing may cancel classes due to inclement weather when:

1) **New York State Police issue "Emergency Travel Only" bulletins**
2) **Overall road conditions present a hazard to the welfare of students commuting from a distance**
3) **County-wide natural and/or man-made disasters are declared**

THE CANCELLATION OF CLASSES AT THE SCHOOL OF NURSING DOES NOT AFFECT ATTENDANCE FOR CLASSES AT ELMIRA COLLEGE. THEREFORE, YOU ARE STILL RESPONSIBLE TO ATTEND ELMIRA COLLEGE CLASSES UNLESS AN ANNOUNCEMENT IS MADE BY THE COLLEGE THAT THEY HAVE CLOSED

If the School of Nursing does NOT close:

It is understood that adverse weather conditions may hinder a student's class or clinical attendance even though the school is NOT closed. If the student elects NOT to attend class or clinical experiences due to weather, it remains the student's responsibility to notify the School of Nursing prior to the scheduled time, in accordance with absenteeism policies.

R: 1/04; 2/08

G. Assignments:
All course requirements must be met before a student will be permitted to advance to the next term and/or level. The only exception to this policy would be if a student has received special permission from the instructor (s) to submit necessary assignments following the completion date of the course. An incomplete grade will be submitted until all course requirements are met.

Assignments will be graded based upon the individual course criteria. Each student receives a copy of the individual course requirements at the time of course orientation.

If a graded assignment is handed in late, without prior permission from the instructor (s), there will be a decrease of 10 points for each late day. If more than four (4) days late, the paper will be graded "0".

H. Rules and Regulations for use of the Arnot Health computers:
Patient confidentiality of chart information is to be maintained at all times. Patient identifying information is to be removed from all class and/or clinical assignments turned in for grading. Students may access patient information in the computer system **only** on assigned patients when in the student role. **Failure to abide by this policy will result in progressive disciplinary measures up to and including dismissal from the program.**
The confidentiality record signed when "sign-on" and "password" assignments are made is in effect at all times.

Confidentiality of patient information is an expected behavior of all students and employees. The Arnot Health Confidentiality statement must be signed relative to computer usage. This signature is required prior to a password being issued and orientation to the Arnot Health computer system utilized for accessing and documenting patient information. The confidentiality records are kept on file within the MIS department and a copy is placed in the student record located in the Learning Resource Center.

I. Rules and Regulations for use of School of Nursing Computers:
The School of Nursing computers located in the Learning Resource Center (nursing lab) are for the use of students and faculty only. *Their use is restricted to school use only*. The computer room will be unlocked during hours of school (0800-1600). At all other times, the room will remain locked and a separate key is required to enter the room. Therefore, contact Public Safety personnel via the hallway phone - dial "0".

The following rules and regulations govern the use of the computer room:
1. When school is not in session, access may be gained by contacting Public Safety personnel.
2. Arnot Health identification badges must be shown to Public Safety personnel in order to gain access to the School of Nursing and the computer room.
3. Coats and other objects are not to be placed on top of the computer equipment.
4. Computers and/or software cannot be removed from the computer room.
5. Malfunctions in computer equipment should be reported to the Administrative Assistant or a faculty person.

J. Academic Policies:
There is an established grading system from which all grades are computed giving recognition to both theory and clinical experiences.

Definition of clock hours for lecture and clinical:
Theory: one clock hour = 50 minutes
Clinical: one clock hour = 60 minutes
15 hours instruction (lecture) = 1 credit
45 hours clinical practice = 1 credit

The following grading systems are utilized in evaluating the student's achievement at the School of Nursing and Elmira College:

School of Nursing Grading System

Numerical	*Letter*	*Quality Points*
95-96-97-98		
99-100	A	4.0
90-91-92-93-94	A-	3.7
87-88-89	B+	3.3
84-85-86	B	3.0
80-81-82-83	B-	2.7
77-78-79	**C+**	**2.3**
75-76	C	2.0
72-73-74	C-	1.7
69-70-71	D+	1.3
67-68	D	1.0
65-66	D-	0.7
Below 65	F	.0

ELMIRA COLLEGE

Numerical	**Letter**	**Quality Points**
90-100	A-, A	3.7 4.0
80-89	B-, B, B+	2.7, 3.0, 3.3
70-79	C-, C, C+	1.7, 2.0, 2.3
60-69	D-, D, D+	0.7, 1.0, 1.3
Below 60	F	0
WF	F	0
Incomplete	I	0

According to Elmira College policy an Incomplete "I" grade in a college course must be removed within thirty (30) days of the beginning of the term following that in which it was earned. An Incomplete not removed within the stipulated time period, unless an extension has been granted, automatically becomes an "F". If the "F" is assigned, a letter by the student must be submitted to the Standards of Review Board at Elmira College. A final decision is made by the Board to revoke the grade. The student and School of Nursing are notified of the decision. Also, students carrying an Incomplete are at risk of being withdrawn from the School of Nursing. It is School of Nursing policy that all students complete courses within the designated term or level with a passing grade before being promoted or progressed to the next term or level.

Posted Honor List:

- High Honor List gives recognition for outstanding achievement (3.6 or above quality point average)
- Honor List gives recognition achievement (3.3 to 3.5 quality point average)

When a course has both theory and clinical components, each component may have separate factors that are graded and weighted according to course requirements. A student will receive a numerical grade for the theory and a satisfactory or unsatisfactory grade for the clinical component. Students must maintain an **77% or C+ (2.3)** average in theory and a satisfactory clinical in nursing courses. **An unsatisfactory grade in clinical performance will result in automatic failure regardless of the grade attained in a theory grade**. A theory grade of less than 77% will constitute a course failure regardless of the grade achieved clinically. When a course has theory and clinical components, both components are taken at the same time and must be completed satisfactorily in order to meet course requirements.

At the completion of each nursing course with a clinical component, the student receives a comprehensive clinical evaluation for the course. The student shall sign the evaluation following discussion with the instructor. The student shall also have the option of signing a statement as to whether they agree or disagree with the evaluative comments.

K. Informal Process for Seeking Resolution

The following procedure shall be utilized to resolve a grievance brought by students or faculty at the Arnot Ogden Medical Center School of Nursing. A grievance involves a case in which one party believes another party has harmed him or her directly and seeks some redress or resolution of a perceived harm. Possible cases may include, but are not limited to: disagreements over course or program requirements, the process by which a grade was determined, intellectual property, unfair treatment, or whether due process was followed. **Interpersonal conflicts that do not affect a student's grades cannot be grieved.**

An informal process for seeking resolution precedes the formal grievance procedure.
(See policy - **XXI. GRIEVANCE POLICY)**

The Arnot Ogden Medical Center School of Nursing mandates that all efforts to resolve the issue at the informal level be exhausted prior to resorting to the formal process. **The informal process must be completed prior to beginning the formal process.**

In the event that a student is experiencing difficulties, the faculty advisor, the course facilitator, or Systems Director, School of Nursing, meets with the student in an attempt to ascertain the basis of the problem and offers guidance. Informal conferences are planned with the Systems Director, School of Nursing, and the student in order to provide unified support and to determine and resolve any problems, either personal or academic. The following sequence will take place:
1st – discussion with instructor involved
2nd – discussion with course facilitator, who may recommend petitioning the faculty
3rd – discussion with the Systems Director, School of Nursing

Students who, due to extraordinary circumstances, fail an examination or fail to meet clinical outcomes may petition the faculty for an opportunity to correct these deficiencies.

A failure in a nursing course means the student may not progress to the next level until the failed course has been repeated successfully. A *second failure* of a nursing course will constitute *dismissal* from the program.

Failure (grade of "F") in an Elmira College course will result in academic probation and requires completion of the course with a passing grade to progress to the next level. **Only one D is acceptable in an Elmira College course. If the student receives a second "D", they are required to retake one of the college courses, obtaining a "C" or higher before progressing to the next level.**

Warning is a formal documented statement that a student is not fulfilling expectations of a course or meeting course objective. If no improvement is noted during the course, the warning may progress to probation.

Probation is defined as the action taken by faculty when a student displays serious, undesired behaviors, which if continued, could result in dismissal. These behaviors would include, but not be limited to: not fulfilling academic or clinical expectations of a course, professional misconduct or unsafe acts toward patients, self, or others. Examples include diverting drugs, violation of confidentiality, unsatisfactory grades, patient abuse, failure to use standard precautions, or failure to follow standards of practice.

A student may be placed on probation at any time during a course and may result in dismissal for lack of improvements. While on probation, the student may lose their eligibility for federal funds and for scholarships. A student who repeats a behavior, which has resulted in probationary status, may be dismissed. The faculty will determine the length of time and conditions to be met.

Dismissal: The faculty, School of Nursing, reserves the right to ask for the immediate withdrawal from the program of study for any of the following reasons but not limited to:

--Repeated probationary status
--Repeated behaviors, which resulted in probation
--Failure to correct behaviors, which resulted in probation
--Failure to meet academic and/or clinical standards
--Drug or alcohol abuse
--Cheating and plagiarism
--Theft
--Falsification of records
--Behavioral problems, which cannot be resolved and interfere with attainment of program outcomes
--Unsafe acts of omission or commission toward patients that endanger patient safety
--Professional misconduct
--Refer to Code of Behavior/Honesty and Conduct

Final decision to terminate a student is made by faculty quorum. The dismissed student will be escorted from the campus by Public Safety. Following all dismissals, the dismissed student must contact the Director of the School of Nursing prior to entering the L.D. Clute Education building. The student has the right to appeal the decision in accordance with the established grievance procedures.

At the completion of each level, the students are evaluated based on the level outcomes. The level summary record identifies strengths and limitations in meeting the level outcomes including theory and clinical performance. One copy of the level summary record is given to the student, and one copy is filed in the student record.

Students are continually informed of their progress. Upon written consent by the student, parents may be notified of the student's progress in the program. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, enacted as section 444 of the General Education Provision Act, specifies to whom and under what circumstances information from records can be disclosed. Under section 99.31 of FERPA, the institution **may** disclose educational records or information from those records without the written consent of the student to:

1. State and local officials to whom disclosure is required by a state statue and adopted prior to November 19, 1974.
2. For purposes of audit and evaluation of federal and state supported programs, authorized representatives of the U.S. Comptroller General, the Secretaries of Education and Health and Human Services, and state educational authorities.
3. Institutional personnel whom the institution deems to have legitimate educational interest.
4. Officials of other institutions, in which the student seeks to enroll, providing the institution makes a reasonable attempt to inform the student or makes transfer of such information a stated institutional policy.
5. Persons or organizations providing financial aid to the student or determining the student's eligibility for financial aid, amount of the aid, conditions that will be imposed on the student, or enforcing the terms or conditions of financial aid.
6. Accrediting organizations carrying out accreditation procedures.
7. The disclosure is to parents, as defined in §99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
8. Persons in compliance with a judicial order or legal subpoena provided the institution first makes a reasonable attempt to notify the student.
9. Persons in an emergency when the disclosed information is necessary to protect the health and safety of the student.

In all other circumstances, except for records identified as public or "Directory Information", the student must give written consent before records can be disclosed. This consent must specify the records to be disclosed, the purpose of the disclosure, and the person or organization to which disclosure is made. It must be signed and dated by the student. Directory Information as defined by FERPA includes the student's name, address, telephone number and attendance at present institution.

Under section §99.33, institutions must inform persons or organizations to whom person personally identifiable information is released that they may not disclose the information to others without the student consent. According to written correspondence with the Review and Compliance Branch of the U.S. Department of Education, "Schools may disclose to credit bureaus without student consent only as may be necessary to enforce the terms and conditions of financial aid for student loan defaults. Credit bureaus must inform those parties to whom it redisclosed information the conditions of the FERPA regulations contained at 34 CFR (Code of Federal Regulations) 99.33. Limitation of Redisclosure"

Under section §99.7, provides for information the educational agency or institution includes in its annual notification. Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance of their rights under the Act and this part. Parents or eligible students have the right to:

a. Inspect and review the student's education records;
b. Seek amendment of the students education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
c. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and §99.31 authorize disclosure without consent; and
d. File with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failure by the educational agency or institution to comply with the requirements of the Act and this part.

The procedure for exercising the right to inspect, review education records, or request amendments is to submit a written request to the Systems Director, Education/School of Nursing.

L. Standardized Tests (Assessment Technologies Institute – (ATI):

Standardized tests (ATI) are given at appropriate intervals during the program of study. These are used to identify the strengths and weaknesses in the curriculum and in learners. These tests also aid in identifying the at-risk students. In addition, some colleges may use the standardized testing as indicators for accepting Arnot Ogden Medical Center School of Nursing credits as transfer credits preparatory to entering an upper division nursing program. The student is strongly encouraged to prepare for and complete standardized testing with these purposes in mind.

ATI Testing Schedule:

⇒ ***Please do not create a second ATI paper/pencil ID number after completing the TEAS testing for your admission.***

⇒ If you do not know your current ID number, stop in the front office. We have a current listing of all ATI testing ID numbers.

	Course/term	
Critical Thinking - Entrance	**Freshmen/Orientation**	**September**
Self Assessment Inventory	**Freshmen/Orientation**	**September**
Fundamentals of Nursing	**Nsg 201**	**September**
Pharmacology	**Nsg 301**	**September**
Nutrition	**Nsg 301**	**September**
Maternal Newborn	**Nsg 202**	**January**
Med-Surgical Nursing	**Nsg 302**	**January**
Nsg Care of Children	**Nsg 302**	**January**
Comp. Predictor - NCLEX-RN	**Nsg 302 1 of 2**	**January**
Mental Health	**Nsg 203**	**April**
Leadership in Nsg	**Nsg 303**	**April**
Comp. Predictor - NCLEX-RN	**Nsg 303 2 of 2**	**April**

R: 6/08; 7/10; 6/12; 6/13; 9/13; 6/14; 7/15; 7/16; 4/18; 6/18

ATI Implementation Policy for Testing, Remediation and Program Evaluation

The Arnot Ogden School of Nursing has chosen to use Assessment Technologies Institute (ATI)'s Assessment Driven Review Program which is designed to provide students with various learning tools that assist them in reviewing course content identifying strengths and weaknesses, improving test taking abilities, and ultimately successfully passing the NCLEX-RN for professional licensure. The program involves an assessment of critical thinking at the beginning of the program and at the end of the program, an assessment of nursing knowledge after core nursing courses, and a comprehensive NCLEX-RN readiness examination that given in the last semester of the senior year, prior to graduation. The ATI program includes books, DVD's, online practice and proctored testing over the major content areas in nursing. It also includes testing of indicators of academic success in nursing school, critical thinking, and provides a comprehensive prediction of how well a student will perform on the NCLEX state board exam. Students have an opportunity to take the course specific non-proctored or practice tests as many times as they wish during the semester prior to taking the course specific proctored assessment test. Feedback about the test results is provided to the students as part of the overall program. This feedback is in the form of a detailed assessment of their individual performance on the designated test and provides scores for mastery of nursing content areas, nursing process critical thinking phases, therapeutic interventions, communication skills and cognitive levels. The following policy describes the use of the Assessment Technologies Inc. (ATI) Comprehensive Assessment and Review Program (CARP) as a component of admission, progression and graduation from Arnot Ogden School of Nursing. This policy has been developed to facilitate the assessment of students and establish a review and remediation process to enhance their success in the program and on NCLEX after graduation.

1. Admission: The ATI Test of Essential Academic Skills (TEAS) is used as a component of the admission process. Students should be encouraged to meet the national benchmark for diploma schools.
2. Success Plan/Progression: Students must complete the ATI assessments as assigned per course.
3. Success Plan/Progression: The ATI review and remediation Content Mastery Series is used as a component of progression in the program. It is highly recommended that students complete the assigned unsecured (non-proctored) ATI Content Mastery exams prior to the Secured Proctored examination.
    a. Students are strongly encouraged to take the appropriate non-proctored exam prior to scheduled proctored exam.
4. Course Credit: Scores on the Secured (Proctored) ATI Examinations in selected courses compromise a component of the course grade equivalent to one quiz grade, based on achievement Proficiency Levels as indicated by ATI. In those courses where there is more than one ATI examination, all exams will be averaged and will count for a total of no more than 10% of the final grade.

Proficiency Levels and Grades:

ATI provides both online practice and proctored tests. The practice tests are designed for student self- assessment and provide students with immediate question feedback and rationales. Faculty provides the student with practice test ID and password. In order for the student to take the ATI proctored test, a student must have successfully completed the online practice test with a score of 80% or above and provide printed proof of this as their "ticket" for admission to the proctored exam. The practice test may be taken several times in order to achieve the 80% or above The proctored test allows faculty and students to determine student mastery of subject content.

The ATI exams are worth no more than 10% of the course grade, and if there are two or more exams within a course, each is worth half or the make- up of 10%. Scoring is as follows:

Level 3= 95%
Level 2= 85%
Level 1= 70%
Below Level 1=65%

What is a Proficiency Level?
Expert professors from around the country have agreed upon the ATI scores on each Content Mastery Test that relate to different levels of proficiency. Since these exams are fairly difficult, the use of a pure percent score would not work with the Arnot Ogden School of Nursing grade scale. At Arnot SON, the proficiency level is a way to assign a course grade for test performance. Listed below are descriptions of what each proficiency level means and how grades will be assigned for the ATI tests:

Students reaching Proficiency level 3: indicates student is likely to succeed on NCLEX-RN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.

Students reaching Proficiency level 2: indicates student is fairly certain to meet NCLEX-RN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.

Students reaching Proficiency Level 1: indicates student is likely to just meet NCLEX-RN standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. **Remediation as required per course syllabus and instructor**

The Comprehensive Predictor Exam

The Comprehensive Predictor is a 180-item assessment designed to reflect the content areas of the current NCLEX-RN licensing examination blueprint. This tool provides information about the student's probability of NCLEX success, as well as detailed information about strengths and weaknesses. This test is very important in preparing for the NCLEX State Board Exam. The Comprehensive Predicator is part of Nursing 303. Students do not earn a proficiency level for the test, but instead are informed of their individual chances of passing the NCLEX exam. The benchmark score for the Comprehensive Predicator Exam is 90% predicted probability of passing NLCEX.

1. If the student does not achieve 90% predicted probability on the Comprehensive Predicator exam on the first attempt, he/she will be required to take a second exam.
2. If the student does not achieve 90% predicted probability on the Comprehensive Predictor exam on the first attempt, he/she must spend a minimum of three (3) hours in ATI remediation, and submit a remediation plan, including strengths or weaknesses, prior to taking the second exam. Students will be given a time period of one (1) week to complete the remediation hours and plan.
3. Students will not be permitted to take the second Comprehensive Predicator exam unless remediation time and plan are submitted. Failure to submit time and plan could result in an **Incomplete** for the course grade. Test date to be determined by instructor.
4. Students who do not achieve a 90% predicted probability on the Comprehensive Predictor exam on **the second attempt**, will be required to submit an additional three (3) hours in ATI remediation, based on their weaknesses, and submit a remediation plan reviewed by faculty in a **face-to-face meeting**. The remediation plan must be approved by the faculty. If approval is not obtained, the student will receive an **Incomplete** in the course until the remediation plan has been approved.
5. ATI Conversion Scale for Comprehensive Predicator Exam Grade & Remediation is as follows:
6. The Comprehensive Predicator exam will count 10% of course grade in Nursing 303.
    a) 99-96% predicted probability (no remediation required): 95 exam grade
    b) 95-90% predicted probability (no remediation required) 85 exam grade
    c) Less than 90% predicted probability (remediation required): 75 exam grade

Policy on Administration of Content Mastery Exams and RN Comprehensive Predictor Exam for Arnot Ogden Medical Center School of Nursing Pre-licensure Students

School of Nursing ATI Testing Policy

In Arnot Ogden Medical Center School of Nursing, pre-licensure students must retain knowledge and use critical thinking to become licensed as a registered nurse. ATI tests provide students with feedback on what they know and where they need to remediate. All pre-licensure students are required to participate in the ATI program and the testing policies established by the School of Nursing.

- At key points in the curriculum, students will be expected to have mastered content areas.
- Practice assessments will be available for specific content areas. Faculty can guide use of specific materials and practice assessment in nursing courses.
- To assess mastery, **students will be required to take online proctored assessment exams** (aka Content Mastery Exams). The proctored tests will provide feedback including areas that need further study and remediation. Proficiency levels will be indicated following each Content Mastery Exam. Students receiving Proficiency Level 2 or above will not require remediation (see below for proficiency level for the mastery tests).
- In the eighth term of the program, students will take a proctored comprehensive diagnostic predictor exam (RN Comprehensive Predictor Exam) which provides students with an analysis of their likelihood of passing the NCLEX licensure exam. Students receiving a score that indicates 90% Predicted Probability of Passing the NCLEX will not be required to remediate and retest.
- ATI information and resources are available by visiting their website at www.atitesting.com

How are ATI materials obtained and purchased?

- Upon entry into the nursing program, students are required to purchase the ATI materials and ATI's online access.
- Students are billed a course fee for the ATI comprehensive program. ATI materials will be distributed in designated courses.
- Students receive review books and online access to practice and proctored tests in the content areas of fundamentals of nursing, maternal/newborn nursing, nursing care of children, mental health nursing, medical/surgical nursing, leadership, and pharmacology.

Test of Essential Academic Skills (TEAS) and Critical Thinking Test

TEAS Exam:

The TEAS exam, required prior to program acceptance, provides the student with important information about strengths and weaknesses in the areas of Reading, Mathematics, Science, and English & Language Usage which may affect performance throughout the nursing program. The course instructor and nursing faculty may use this information to counsel students regarding remediation.

A Critical Thinking Test will be completed during orientation.

- The Critical Thinking score is a baseline measure and the exam is administered upon program entry. A similar exam, near graduation, will be completed to track improvement. No score or points will be allotted within courses for this test.

Content Mastery Assessments

The Content Mastery Assessments (tests) will be given towards the end of the term in the assigned nursing course. The testing date will be provided early in the course. The test will be proctored.

Course Distribution of ATI Content Mastery Exams

Course	Exam	Number of Items*	Time Allotted
NURS 201	RN Fundamentals	60 + 5 Pretest items	65 minutes
NURS 202	RN Maternal Newborn	60 + 5 Pretest items	65 minutes
NUTR 301	RN Nutrition	60 + 5 Pretest items	65 minutes
NURS 203	RN Mental Health	60 + 5 Pretest items	65 minutes
NURS 301	RN Pharmacology	60 + 5 Pretest items	65 minutes
NURS 302	RN Adult Medical Surgical	90 + 5 Pretest items	95 minutes
NURS 302	RN Nursing Care of Children	60 + 5 Pretest items	65 minutes
NURS 303	RN Leadership	60 + 5 Pretest items	65 minutes

*Content Mastery Exams have 5 additional pretest items. These items are NOT included in the student scores.

R: 6/18

Content Mastery Exam Grading Policy in the Nursing Program

The results of the proctored exam results of the Content Mastery Exam will count as 10% of the final course grade in all courses. If two exams are administered during the course, each Content Mastery Exam is weighted at 5% of the course grade. The grade will be assigned based on the achieved level of proficiency:

- **Proficiency Level 3 Exam grade: 95**
- **Proficiency Level 2 Exam Grade: 85**
- **Proficiency Level 1 Exam Grade: 70**
- **Proficiency Level < 1 Exam Grade: 65**

Interpretation of Proficiency Levels for the Mastery Assessment:

- **Proficiency Level 3:** Indicates a student is likely to exceed NCLEX-RN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
- **Proficiency Level 2:** Indicates a student is fairly certain to meet NCLEX-RN standards in this area. Students are encouraged to engage in continuous focuses review in order to improve their knowledge of this content.
- **Proficiency Level 1:** Indicates a student is likely to just meet NCLEX-RN standards in this content area. Students are required to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. Students at this level are expected to fully remediate according to the instructor's directions
- **Below Proficiency Level 1:** Indicates the student does not meet NCLEX-RN standards in this content area and does not demonstrate the minimum level of knowledge and expectations for performance in this area. A thorough review of this content area is needed. Students at this level are required to develop and complete an intensive plan for focused review. Students at this level are expected to fully remediate according to the instructor's directions.

Procedures for Remediation and Retesting:

Assessments help to identify what the student knows and areas not mastered and requiring remediation. Remediation is a process of reviewing content not learned or not correct on the exam. This helps clarify areas in which knowledge is lacking. Students who are required to remediate are required to contact their faculty member by e-mail or in person prior to beginning remediation.

- ATI exam results give a listing of the topics needing review and should be printed by the student prior to meeting with the faculty member. This printout should guide study. Prior to meeting with the faculty member, the student is to print out a Focused Review based on the proctored exam results.
- The way that remediation occurs may be different on a course by course basis, but if test performance indicates need to remediate, then remediation is mandatory.
- Some remediation strategies may include:
    - Use the list of items/topics that were missed and use the ATI materials to study.
    - Create an individualized focused review based on proctored exam results.
    - Online practice test remediation (Practice assessments may only be taken no more than once every 48 hours).
- Short Answer Remediation: Create Topics to Review on atitesting.com. Use the list of items/topics that were missed and use the ATI review modules to find the material for each item. Write out a paragraph or complete 4x6 note cards about what was missed and what the correct information would be. Include the page numbers from the ATI book that was referenced. This material is submitted to the course instructor.
- Other remediation strategies directed by the faculty member.
- Students required to remediate must meet individually with the course coordinator (or other designated nursing faculty member) to receive remediation direction and provide evidence that remediation has been completed. When completing remediation activities that are not proctored, the instructor has access to detailed information about the timing and duration of remediation activity and may ask for proof of remediation.
- Remediation may be necessary to take place between semesters.

R: 7/14

M. Auditing Courses and College-Level Examination Program® (CLEP)

Auditing Courses

Persons seeking permission to audit nursing courses should submit a completed ***Application for Auditing Courses*** form to the School of Nursing clarifying the purpose (s) for auditing the requested course (s). Upon approval by the Recruitment, Admission and Progression Committee, the auditor will be required to attend all specified classes as deemed necessary by the instructor (s). The auditor may not enroll later than one week following the beginning of the course. The auditor may take examinations or participate in written assignments if deemed necessary by the instructor. The Faculty Organization will review requests for a clinical component on an individual basis. The requests should include clearly written clinical learning outcomes to be met. An additional fee for the clinical experience will be assessed. References on work and professional background are required. The applicant will also be responsible to complete the criminal background check prior to the clinical experience. No student will be permitted to change from audit to credit or from credit to audit after the course has begun. The auditor will not receive a grade for the course. The fee schedule for auditing will be **one-half** of the present cost of the courses. Books and other necessary course materials will be a separate charge. The application may be obtained by contacting the School of Nursing Administrative Assistant.

College-Level Examination Program® or CLEP

If the examination is completed successfully (score of 50 or higher), you will be eligible for a course exemption in Psychology, English, Sociology, or Developmental Psychology.

The faculty has approved the following CLEP examinations:

- Introductory Psychology
- College Composition
- Introductory Sociology
- Human Growth and Development (Developmental Psychology)

Requests to use any other CLEP exams must be made in writing to the Recruitment Committee.
For more information regarding CLEP dates and registration, please visit:
www.collegeboard.com/student/testing/clep/about.html

To be eligible for a course exemption status, final grades for CLEP exams and/or on-line courses must be received by the school two (2) weeks prior to the start of the semester in which the course is offered.

Student Medication Administration Policy ***(Includes Student Medication Error Policy – REVISED 6/18)***

Policy:

1. To clarify the responsibility of faculty and student in the administration of medications.
2. To clarify faculty and student responsibility when monitoring/administering intravenous (IV) therapy, IV medications and blood/blood product transfusions.
3. To identify the skills and knowledge necessary for monitoring/administering of IV therapy, IV medications and blood/blood product transfusions.
4. To maintain the safety of the patient when monitoring/administering IV therapy, IV medications and blood/blood product transfusions.

NOTE:

1. **The degree of supervision by each individual instructor is dependent on the level of the student and the completion of various medication competencies.**
2. **The student will follow established medical center policies and procedures when administering medications.**
3. **Medications that are administered to the patient should be charted prior to leaving the patient's room.**
4. **All medication drawers must be locked prior to leaving the patient's room.**

- Prior to the first day of medication administration in the clinical setting, in the each clinical course, students are required to take a *Dosage & Calculation Competency,* which is included in their quiz average and final grade.
- A score of ≥90% is required on this competency to pass medications in the clinical setting.
- If necessary, the student may repeat this competency, following remediation, at the instructor's convenience within one week of the original test date. The original score will remain a quiz grade. The student has 3 attempts to successfully complete the dosage and calculation competency.
- The School of Nursing provides remediation via computer-assisted programs and a workbook (previously provided to all students).
  If the student does not achieve this competency following the third attempt, the student will receive a failure grade for clinical in their nursing course. The student may reapply the following year. All other requirements for readmission must be met.

First Level

1. The student is physically supervised in all aspects of the administration of oral medications.
2. The student may independently administer oral medication following successful completion of the Oral Medication Competency based on individual instructor discretion.
3. The student must successfully pass the Oral Medication Competency to progress to the second level.
4. The student is physically supervised in all aspects of the administration of intramuscular (IM); subcutaneous (SC) medications; IV piggyback and IV fluids.

Second Level

1. The student may independently administer oral medications based on individual instructor discretion.
2. The student is physically supervised in all aspects of the administration of IM and SC medications until completion of the IM Medication Competency. The student may independently administer IM and SC medications following successful completion of the IM Medication Competency, based on individual instructor discretion.
3. The student can, with supervision, flush saline locks.
4. The student may NOT give any IV push medications
5. The student may manage IV fluids including antibiotics, TPN, and blood products, with supervision by the individual instructor/RN.

Third Level

1. At the discretion of the individual instructor, the student may independently administer oral, IM, and SC medications after completing each related competency.
2. The student is physically supervised in all aspects of the administration of IV medications including **but not limited to: IV rates,** cap changes, flushing, tubing changes, trouble-shooting alarms, changing central line and peripheral IV dressings, mixing IV medications, diluting medications, and medication, blood product, TPN, and lipid administration.
3. Following completion of a laboratory session with a certified IV therapist, or faculty, students may start IVs (under continued direct supervision of an RN).

All Levels:

Documentation

All medications administered by the student that require a co-signature are documented in the following manner:

In those departments that use a paper MAR:

Co-signing will consist of the student's initials on the MAR in the appropriate place followed by a slash and the instructor's/RN's initials. Example: SN/RN.

- Both student and instructor will sign their name at the bottom of the MAR to identify their initials.
- Signatures shall be placed in the appropriate signature block.

In those departments that use a computerized MAR:

The instructor/RN should document supervision by logging on to the patient's chart using his/her own code and password, clicking onto scheduled procedures, documentation, correction, and type in "Witnessed by" and the instructor's/RN's name, in the comment area.

Co-signing by the instructor or designated RN provides documentation that the instructor/RN confirmed the medication, the dosage, and the time required for administration of the medication.

Co-signing is required for:

Digoxin
Anticoagulants
Insulin
All controlled substances
All IV medication, IV solutions, flushes, and procedures.

Policy for documentation of insulin administration and witnessing:

Documentation of Insulin Administration

1. Student documents amount and location of insulin injection
2. When asked to accept or continue editing, choose "continue editing" and then enter
3. In the "Verified By;" field, the student enters the first three letters of the last name of the RN that verified the injection and a hyphen ex. "Doe-" and hits enter. A list of nurses with the first three letters of the last name will appear. The student is then to select the appropriate nurse's name from the list and click enter.
4. Accept the documentation
5. The student is then responsible for telling the witnessing RN (preferably the instructor) that documentation of the insulin is complete and ready to be witnessed/co-signed.
6. **It is the responsibility of the student** to make sure that all witnessing/co-signing is completed prior to leaving the clinical setting that day.

Directions for RN Witnessing (Co-signing) student medication administration in the computer:

1. Student documents the medication given in the computer as usual
2. RN goes into the computer under his/her own code
    A. Pulls up patient record
    B. Pulls up patient schedule
    C. Selects the medication given that needs to be witnessed
    D. Click on (D) Correct/Supplement Documentation
    E. Click "Supplement"
    F. Select the comment field and free text "witnessed by (nurses name) RN"
    G. Accept the documentation change
3. It is the responsibility of the student to make sure that all insulin, narcotics, IV medications including pushes, fluids or secondary medications digoxin or anticoagulants (Heparin, Lovenox, Coumadin) are witnessed (co-signed) appropriately prior to leaving the clinical setting that day.

IMPORTANT:

1. The student shall **NEVER** administer any IV **fluid or** medication without the physical supervision by the instructor/RN, regardless of the level of the student.

2. The student **shall not** give any IV push antineoplastic medications. The student may be involved in the monitoring of IV infusions of antineoplastic medications.

3. The administration of blood products is not permitted by students.

4. All established medical center policies and procedures shall be followed when monitoring/administering medications.

5. Students may not make any adjustments to epidurals, insulin pumps, or PCA pumps.

6. Students will identify the patient by use of first and last name and birth date.

D: 10/90
R: 2/91; 6/91; 8/92; 12/98; 3/01; 4/01; 3/04; 6/05; 11/05; 7/06; 8/12; 6/17; 3/18; 6/18 FH St med adm/med error policy

Student Medication Error Policy:

Policy:

Administration of medication shall comply with the medical center policy and utilizing the rights of medication administration especially the:

Right Patient
Right Medication
Right Dose
Right Time
Right Route
Right Form

Definitions:

- An actual medication error is incorrect administration or omission of medication.
- A potential error (near miss) is a situation in which a faculty member/RN prevents an incorrect administration/omission of medication.

Procedure:

1. Med Error or Med Error Near Miss noted on the Remedial/Communication Tool which will be retained in the student folder throughout their enrollment. In addition, the error or near miss it will be documented in the medical center's reporting system.
2. After passing the oral medication competency, if a potential medication error occurs, the following actions will be taken:
   a. The instructor will hold a conference with the student to review the circumstances.
   b. Careful documentation of both the conference and a description of the potential error will be recorded in the Student Medication Error Record (see attached).
   c. A second potential error related to the same issue would require instructor supervision until deemed unnecessary.
   d. The student, who has two potential errors involving different safety principles of administration, would require instructor supervision until deemed unnecessary.
   e. The instructor will document the remedial action in the student's clinical evaluation tool. The System Director, Education/School of Nursing will be informed.
   f. Continued repetition of the same potential medication error would require presentation of the student error to the faculty committee for review and recommendation of action…i.e.: warning or probation.

3. If an actual medication error occurs, the following actions will take place:
   a. Documentation and action will be taken as established by Medical Center Policy.
   b. School of Nursing action will take place as follows:
      i. 1st actual error:
         a. Review of student medication error record for any past potential errors.
         b. The instructor will hold a conference with the student to review the actual error.
         c. Remedial action will be taken as deemed necessary by the instructor.
         d. Documentation of incident in the student's medication error record and clinical evaluation tool.

      ii. 2nd actual error:
         a. Documentation of the error and the action taken will be placed in the student's permanent file.
         b. A second medication error in the nursing program will result in a course failure due to patient safety.

R: 6/18

INSTRUCTIONS FOR ALL DRUG CALCULATION EXAMS

- Only calculators supplied by the School of Nursing are to be used for quizzes and examinations
- Always use a zero place holder for any numbers less than one. Example: should be written 0.75, not .75.
- Unapproved abbreviations are not used in medication administration. Example: 12 u should be written as 12 units
- The rules for rounding follow mathematical convention. Calculate only to one decimal point beyond the final answer, then round to the final answer. Final answer should be rounded as follows:
    - **Administration Considerations**
        1. Solid Medications
            - Tablets should be rounded to the nearest whole number, unless they are scored, then half tablets may be answered in fractions (1 ½) or decimals (1.5)
            - Capsules cannot be spilt in half
        2. Liquid Medications
            - Household measurements should be left in realistic amounts. Example: ¼ tsp.
            - Liquids less than 1 cc should be measured in a 1 cc syringe and rounded to the nearest hundredth. Example: 0.65cc
            - Liquids from 1 to 3cc's should be measured in a 3cc syringe and rounded to the nearest tenth.
                - Example: 1.4cc is not rounded
                - Example: 1.75cc is rounded to 1.8cc
            - For infants, all medications should be measured in a syringe of the appropriate size and rounded to the nearest hundred.
            - For adults, if the dosage equals 5 cc, 10cc, 15cc, 20cc, or 25cc, a medication cup may be used.
            - Dosages for oral liquids that are between the 5cc intervals on the medication cup should always be measured in an appropriate syringe. Example: 7cc, 12.5cc

    - **Dosage Considerations**
        - If the therapeutic dose is in whole numbers, then the dosage answer should be rounded to whole numbers. Example: 50 mg/kg/day
        - Therapeutic dosages and dosage ranges refer to the amount of drug to be administered. The medication itself may be administered in a liquid, solid, or other form. The rounding rules apply to the dosages – not the administration amount.
            - Example: Ordered :15 mg every 6 hours
              Therapeutic: 5-7 mg/kg/day
              Patient weight: 24 lbs

              Therapeutic Low $\frac{\text{mg}}{\text{day}} = \frac{5\text{ mg}}{\text{kg/day}} \times \frac{1\text{ kg}}{2.2\text{ lbs}} \times \frac{24\text{ lbs}}{1} = 54.5454$

              Therapeutic High $\frac{\text{mg}}{\text{day}} = \frac{7\text{ mg}}{\text{kg/day}} \times \frac{1\text{ kg}}{2.2\text{ lbs}} \times \frac{24\text{ lbs}}{1} = 76.3636$

              The correct rounded answer is 55-76 mg/day, since the therapeutic amount was in whole numbers, the answer must be in whole numbers
            - At other times, the amount needs to be rounded to tenths or hundredths, depending on the Therapeutic amount.
                - If the therapeutic amount is listed as 0.1 – 0.2 mg/kg/dose, then for a 12 kg person the answer stays in the tenths (1.2 mg – 2.4 mg)
                - If the therapeutic amount is listed as 0.06 – 0.12 mg/kg/dose, then for a 43.8kg person the answer stays in the hundredths (2.63 mg – 5.26 mg)

    - **Calculation Considerations**
        - The metric system is the system of choice when dealing with weights and measures involved in the calculation of drug dosages.
        - Decimals eliminate errors when working with fractions. All answers in the metric system are expressed as decimals, not fractions

- When converting larger units to smaller units in the metric system, move the decimal point one space to the right for each degree of magnitude change.
  - Example: 0.3 mg = 300 mcg
- When converting smaller units to larger units in the metric system, move the decimal point one space to the left for each degree of magnitude change.
  - Example: 25 mg = 0.025 g
- Metric & Apothecary equivalents are approximate; equivalents should be rounded off to a whole number
  - Example: 1 gm = 15.432 gr is rounded to 15 gr
- 325 mg = gr v and 650 mg = gr x
- Conversions in the same system do not get rounded. Example: 252 ml = 0.252 L
  2857 gm = 2.857 kg
- For dosage problems for medications in same system, choose the approximate equivalent and convert both to the same system. Choose the system that you have available. Use the **Basic formula** whenever possible. Basic formula is :

$$\frac{D}{H} \times V = X$$

D = desired dose
H = on-hand dose
V = the vehicle
X = amount calculated to be given (unknown)

  - Example: Ordered : Amoxicillin 1 gm tab daily
    Available: Amoxicillin 500 mg tab

    Convert 1 gm to mg, so 1 gm = 1000 mg

$$\frac{D}{H} \times V = X \qquad \frac{1000mg}{500mg} \times 1\ tab = 2\ tabs$$

  - **Ratio and Proportion method**

$$H : V :: D : X$$

D = desired dose
H = on-hand dose
V = the vehicle
X = amount calculated to be given (unknown)

    - Example: Ordered : Amoxicillin 1 gm tab daily
      Available: Amoxicillin 500 mg tab
      Convert 1 gm to mg, so 1 gm = 1000 mg

      H : V :: D : X

      500mg: 1 tab :: 1000mg : X

      500 x = 1000
      $x = \frac{1000}{500}$ x = 2 tabs

  - **Fractional Equation method**

$$\frac{H}{V} = \frac{D}{X}$$

D = desired dose
H = on-hand dose
V = the vehicle
X = amount calculated to be given (unknown)

    - Example: Ordered : Amoxicillin 1 gm tab daily
      Available: Amoxicillin 500 mg tab
      Convert 1 gm to mg, so 1 gm = 1000 mg

$$\frac{H}{V} = \frac{D}{X} \qquad \frac{500}{1} = \frac{1000}{x} \text{ (cross-multiply)}$$

      500 x = 1000
      $x = \frac{1000}{500}$ x = 2 tabs

- **Dimensional Analysis**

$$\frac{\text{Ordered amount}}{} \quad \Big| \quad \frac{\text{Conversion Factor}}{} \quad \Big| \quad \frac{\text{Dosage Strength}}{} = \text{desired amount}$$

  - Example: Ordered : Amoxicillin 1 gm tab daily
    Available: Amoxicillin 500 mg tab
    Conversion for gms to mg: 1 gm = 1000 mg

$$\frac{1\cancel{gm}}{} \quad \Big| \quad \frac{1000\cancel{mg}}{1\ \cancel{gm}} \quad \Big| \quad \frac{1 \text{ tab}}{500\ \cancel{mg}} = x \quad x = 2 \text{ tabs}$$

- For dosage problems for medications in different systems, choose the equivalent and convert both to the same system. Choose the system that you have available
  Example: Ordered: Lanoxin 0.25mg I.M. daily
  Available: Lanoxin 500 mcg/2 mL

  To convert 0.25 mg to mcg, move the decimal point three places to the right : 250 mcg

  $\frac{D}{H} \times V = X \qquad \frac{250mcg}{500mcg} \times 2 \text{ ml} = 1 \text{ ml}$

- To convert a given Fahrenheit temperature to Celsius: Subtract 32 and Divide by 1.8 . Example: Convert 98.6 F to C
  (98.6-32)/1.8 = 37C
- To convert a given Celsius temperature to Fahrenheit: Multiply by 1.8 and Add 32.
  Example: Convert 39 C to F
  (39 x 1.8) + 32 = 102.2 F

- **IV calculations**

  - **To time for infusion to be complete**

    $\frac{\text{Volume}}{\text{Rate}} = \text{hours}$

    - Example: Infuse 1000 ml of D5NS at 75 cc/hr. Calculate the infusion time.
      $\frac{1000 \text{ ml}}{75 \text{ cc/hr}} = 13.3 \text{ hours}$ Ans. 13 hours, 20 minutes *

      * Fractional hours are converted to minutes by multiplying 60 minutes by the fraction. In this case: 60 minutes x 0.3 = 19.8 min, which rounds to 20 minutes.

  - **To calculate rate (ml/hr)**

    $\frac{\text{Volume x gtt factor}}{\text{Time (minutes)}} = \text{ml/hr}$

    - Example : Infuse 2500 cc NS in 24 hrs. Calculate the rate (ml/hr)
      $\frac{2500 \text{ cc}}{1440} = 1.8 \text{ ml/hr}$

  - **To calculate drops/minute (gtt/min)**

    $\frac{\text{Amount of Solution x Drop Factor of tubing}}{\text{Hours to administer x 60}} = \text{gtts/min}$

    - Example: Infuse 100 ml/hr. IV tubing is 20 gtt/ml. Calculate the gtt/min.
      $\frac{100 \text{ ml x } 20}{60 \text{ min}} = 33.3 \text{ gtt/min} = 33 \text{ gtt/min}$

- **To Calculate Units / hour**
  Rate ____ x Dose available = units/hour
  ml available
    - Example: The heparin bag is labeled 25,000 units in 250 mL NS and the IV pump is infusing at 20 mL/hr. What is the units/hour?

      20 ml/hr x 25,000 = 2000 units/hour
      250 ml

- **To calculate dosage infusing from flow rate**
    - Example: 500 ml D5W contains Dopamine 800 mg. It is infusing at 25 ml/hr. Calculate the dosage infusing.

      H = D 500 ml = 25 ml
      V X 800 mg X

      500 x = 20,000 x = 40 mg/hr

Math Remediation & Dosage Calculation:

- Students who are having difficulties in Math calculation are encouraged to utilize the following resources to improve math competency:
    - Math Lab at Elmira College – **Watson 302 (607) 735-1800, ext. 4954**
    - www.webmath.com – This website gives students step by step instructions for solving math questions in general math (fractions, decimals, percentages) and algebraic equations.
    - www.dosagehelp.com – This website helps nursing students prepare for medications exams by explaining dosage calculations for unit conversion, mass for mass, weight-based, IV, and fluid maintenance. Also can signup for daily practice questions that are sent to home computer e-mail.
    - www.nursingabc.com -Nursing ABC program for Basic Math, Algebra I and Algebra II. A good foundation is necessary for understanding and calculating medication math. If you are weak in the areas of basic math, Algebra I or II, this self-paced, online course with a one-on-one instructor can help. **NOTE**: There is a fee of approx. $350 per course and average course length is 6-10 weeks.
    - Fundamentals Textbook, Volume 2 – The chapter on "Administering Medications" gives hints and instructions for calculating dosages, conversions within and between systems and pediatric formulas.
    - Ogden's Calculation of Drug Dosages Workbook – Workbook shows students step-by-step how to calculate dosages from the simplest conversions to complex IV medications. The best way to get better at math is to practice, and this workbook provides plenty of examples with a key in the back for checking answers.
    - Dosage Calculations Made Incredibly Easy, 5th edition, Lippincott Williams & Wilkins.
      This reference reviews the basic math needed to perform dosage calculation, including fractions, decimals, percentages, ratios, and proportions. It helps with interpreting many examples of drug orders and complex dosage calculations, reading medication labels, and selecting administration equipment.

R: 3/18

Reference table for pharmacy calculations

Metric measure

1 kilogram = 1,000 grams
1 gram = 1,000 mg
1 milligram = 0.001 gm
1 microgram = 0.001 mg
1 liter = 1000 ml
1 cc = 1ml

Converting °F to °C

°F to °C: 5/9 (°F - 32) = °C
°C to °F: 9/5 (°C + 32) = °F

Common Measures
(approximate)
½ teaspoon = 2.5 ml
1 teaspoon = 5 ml
1 tablespoon = 15 ml

U.S Fluid Measures
1 fluid ounce = 8 fl. dr.
1 pint = 16 fl. oz
1 quart = 2 pt.
1 quart = 32 fl oz.
1 gallon = 4 qt.
1 gallon = 128 fl. oz

Liquid Measure
(practical equivalents)
3,785 ml = 1 gallon
946 ml = 1 quart
473 ml = 1 pint
237 ml = 8 fl. oz
30 ml = 1 fl. oz

Conversion Factors
(Practical equivalents)
Gram = 15 grains
Grain = 65 mg
*Ounce (Av) = 28.4 gm
*Ounce (Av) = 437.5 gr
*Ounce (Av) = 31.1 gm
*Ounce (Ap) = 480 gr
*Pound (Av) = 454 gm
*Kilogram (Av) = 2.2 pounds
Fluid ounce = 30 ml

Dose Equivalents
Metric Weight = approx. Apothecary Equivalents
1 gm = 15 gr
Tylenol
650 mg = 10 gr
325 mg = 5 gr

Phenobarbital
15 = 16.2mg = ¼ gr
30 = 32.4mg = ½ gr
60 = 64.8 mg = 1 gr
100 = 97.2 mg

*AV = Avoirdupois *AP = Apothecary

Dose equivalents adopted by U.S.P. XVI, N.F. XL, and by New and Non Official Drugs

Arnot Health RX reviewed/revised 2/14

O. **Progression Policy**:

The students progress to the next term and/or level following successful completion of the program of studies and demonstration of desirable personal and professional attributes.

Any student not completing all course requirements by the end of the course will fail the course with the exception of students who have extenuating circumstances, e.g., motor vehicle collision.

A faculty committee assumes the responsibilities for periodic evaluations of student achievement and decides upon the progression of students at the close of each term or level of the program. Once the student is formally enrolled in the Arnot Ogden School of Nursing program, the student must complete the program within five academic years. Both theory and clinical components of a course must be satisfactorily completed at the same time to constitute passing the course. The faculty provides individual evaluation of students who will not complete the program within the required timeframe due to extenuating circumstances (i.e. military commitment or illness).

Only one "D" is acceptable in a college course. Any student who receives a second "D", is required to retake the course and receive a "C" or higher before progressing to the next level.

First Level to Second Level:
At the completion of First Level courses, the student shall be recommended for progression to the Second Level provided the following conditions have been met:

1. Final Grade of 77% in the three terms of nursing (Nursing 101, 102, and 103).
2. 77% average in Pharmacology 110, Nutrition 120, and Developmental Psychology 130.
3. Satisfactory clinical performance in Nursing 102 and 103.
4. All nursing courses within the level must be completed prior to progression to the second level.
5. Successful completion of college courses as identified in school curriculum.
6. All library materials that are outstanding must be returned and fines paid.
7. **All outstanding financial obligations must be met in accordance with agreements with the Financial Aid Officer.**
8. All outstanding financial obligations with the Public Safety Dept. must be met. (i.e. parking tickets)

Second Level to Third Level:
At the completion of the second level, the student shall be recommended for progression to the third level provided the following conditions have been met:

1. Final grade of 77% in each of the following:
   a. Nursing 201
   b. Nursing 202
   c. Nursing 203
2. Satisfactory clinical performance in each of the above courses.
3. All second level courses must be completed prior to progression to the third level.
4. Successful completion of college courses.
5. All library materials that are outstanding must be returned and fines paid.
6. **All outstanding financial obligations must be met in accordance with agreements with the Financial Aid Officer.**
7. All outstanding financial obligations with the Public Safety Dept. must be met. (i.e. parking tickets)

Level Three to Graduation:

At the completion of the third level, the student may be recommended for graduation (see policy for graduation) provided the following requirements have been met:

1. Final grade of 77% in each of the following:
   a. Nursing 301
   b. Nursing 302
   c. Nursing 303
2. Satisfactory clinical performance.
3. All courses within the planned program of studies must be completed.
4. All library materials that are outstanding must be returned and fines paid.
5. **All outstanding financial obligations must be met in accordance with agreements with the Financial Aid Officer.**
6. All outstanding financial obligations must be met. (i.e. Library fees, EC parking tickets, Financial Aid, etc.)

P. Striping Ceremony:

Purpose: **-** Recognition of achievement is given by presentation of stripes.
- All students will wear the student uniform for the formal striping ceremony activities.

***First Stripe*:** The students receive one stripe following the successful completion of the first level of the program of studies.

***Second Stripe*:** The students receive a second stripe following the successful completion of the second level of the program of studies.

Social: A simple social function, usually a luncheon, is held honoring the students. This is planned by faculty and students.

Implementation:

a. Stripes will be presented to each student during the planned social function.
b. Students will be notified of the striping date, which is posted in advance of the selected date.
c. Instructions relative to the placement of the stripe (s):
   1. The ribbon stripe is worn on the corner of the Arnot Health I.D. badge. The stripe (s) should not cover the name or picture.
   2. The second stripe is placed parallel to the first.

Q. Withdrawals:

Student Withdrawal Process

The Student Withdrawal Process is initiated by the student with the Systems Director, Education/School of Nursing. All students withdrawing from the program, whether by suspension, dismissal or academic failure, must complete the Student Withdrawal Process within seventy-two (72) hours of the official date (normally the last day of class attendance). An extension can be granted by the Director. Student records, including transcripts and grade reports, cannot be released until this process has been completed and financial aid issues resolved. Students who wish to withdraw from the school program do so by submitting a letter stating the reason for withdrawal to the Systems Director, Education/School of Nursing. The school then requests that the student have an interview with the Systems Director, Education/School of Nursing before withdrawal to safeguard the student's right to secure satisfactory reference from the school or to plan for readmission to the program at a later date.

Guidelines for Notification of Options for Withdrawal

Prior to the 8th week of a 13-week course, 5th week of an 8-week course , 6th week of a 9-week course and 3rd week of a 7-week course students who are failing academically or clinically, are notified in writing (***Midterm Status Letter to Students – see sample form)***

The letter includes:

- A deadline date for options for withdrawal
- Continuing part-time (when applicable)
- Repeating the course
- Future course sequence
- Affect on grade point average and scholarship eligibility
- Instructions for the formal withdrawal process

The course facilitator initiates the letter, as well as personally discussing academic progress with each student.

D: 12/05

If a letter is not submitted a "Withdrawal without Written Notification" will be noted on the student's official transcript.

If a student withdraws from a course prior to the 8th week of a 13-week course, 5th week of an 8-week course, 6th week of a 9-week course, and 3rd week of a 7-week course a grade of WP (Withdraw Passing) or WF (Withdraw Failing), consistent with the student's progress to that point, will be recorded on the student's official transcript. This will not be included in the cumulative grade point average. Withdrawal after the 8th week of a 13-week course, 5th week of an 8-week course, 6th week of a 9-week course, and 3rd week of a 7-week course will result in a grade of "F".

Students who withdraw from the program of studies will be asked to complete and return a questionnaire identifying reasons for withdrawal and possible interventions, which might have prevented the withdrawal.

The student's faculty advisor, the instructor, or the Director will complete a questionnaire identifying what steps the faculty took in assisting the student.

Arnot Ogden Medical Center School of Nursing
600 Roe Ave.
Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org.

SAMPLE

Midterm Status Letter to Students

Date: _____

Student name: _____ Grade: _____

In reviewing your current performance in _____, it is noted that you are failing this course. At this point, please be advised of the following options:

- Option 1: In accordance with the AOMC School of Nursing policy (refer to the Student Handbook), you may withdraw from _____ and concentrate on successful completion of your current Elmira College courses (if applicable). **If you withdraw in writing to the Systems Director, Education/School of Nursing on or before _____, you will receive a grade of withdraw (W) and your current full-time status will change to part-time status.** However, this withdraw will not be included in your cumulative average and not affect your readmission to the program.

- *Option 2: You continue in _____ and do not receive a final grade of 77% (C+) or greater. You will fail the course and lose any applicable scholarships or financial aid.

- Option 3: You continue in _____ and achieve a final grade of 77% (C+) or greater and continue on to _____and the Elmira College courses.(if applicable)

Students please note in accordance with the Student Handbook:

- A failure in a nursing course means the student may not progress to the next nursing course until the failed course has been repeated successfully.
- If a student withdraws *unofficially* (without proper written notification to the school), they will be given a **withdraw/failure (WF)** grade for the course(s) they do not continue completing.
- A *second failure* of a nursing course will constitute *dismissal* from the program.
- The program must be completed within 5 years of the original admission date.

_____
Course Instructor

_____
Course Instructor

Student Signature_____

Date:_____

Copies: white- Student, yellow- office files, pink- advisor copy

D: 2006; Revised: 2014; 2/15; 7/15; 6/18 Midterm Letter to Students (Faculty Handbook – see Student Grade Report AC.006M)

R. Readmission:

Students may apply for **readmission by using an *Application for Readmission,*** which can be obtained from the School of Nursing main office.

- An ***Application for Readmission*** form should be submitted to the school **12 weeks** in advance of the term **with a $50.00 application fee**. The Recruitment, Admissions and Progression Committee will review it and the student will be notified of their decision.
- ***Criminal Background Check*** - All reapplicants to the Arnot Ogden Medical Center School of Nursing must submit to and satisfactorily complete a background check within 10 days of receiving an acceptance letter for readmission. A criminal background check is a condition of admission into the School of Nursing. An offer of readmission will not be final until the completion of the background check with the results as deemed favorable. Readmission may be denied or rescinded based on a review of the background check. Students who refuse to submit to a background check will be denied readmission to the School of Nursing. In addition, the New York Board of Nursing requires a criminal background check to obtain licensure as a registered nurse. Past criminal history may have an impact upon the ability to obtain licensure and employment as a registered nurse. All fees for the criminal background check are the responsibility of the applicant. It is the responsibility of each applicant to pay the fee for the screening directly to CertifiedBackground.com. All background screenings are conducted by a third party to ensure privacy. **Results from any other company will not be accepted.** Students must agree that all results are available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of criminal background check, the Arnot School of Nursing has no responsibility for arranging alternate clinical placements. Results of the criminal background check will be valid so long as the student remains in the program.
- ***Substance abuse testing*** at the Occupational Medicine Clinic in the Ivy I building prior to readmission.

S. Refund Policy:

In the event a student finds it necessary to withdraw from the program prior to completing a term or level, refunds for tuition, fees, and other charges assessed will be made according to the following schedule. This includes refund rates for Elmira College.

Elmira College Refund Rates

Term I – 13 wks	Term II – 13 wks	Term III – 7 wks	***Summer Term***
During Orientation week: • 90% of basic charges refunded *First week of class*: • 70% of basic charges refunded *Second week of class*: • 50% of basic charges refunded *Third week of class*: • 30% of basic charges refunded *Fourth week of class*: • 10% of basic charges refunded *Fifth week of class*: • no refund given	***During break week:*** • 90% of basic charges refunded *First week of class*: • 70% of basic charges refunded *Second week of class*: • 50% of basic charges refunded *Third week of class*: • 30% of basic charges refunded *Fourth week of class*: • 10% of basic charges refunded *Fifth week of class*: • no refund given	***First week of class:*** • 50% of basic charges refunded *Second week of class*: • 25% of basic charges refunded *Third week of class*: • no refund given	***First day of class:*** • 50% of basic charges refunded ***Second day of class:*** • 25% of basic charges refunded ***Third day of class***: • no refund given *Table revised November 2013*

The student must provide the school with written notification of withdrawal. The refund is calculated based on the date the written notification is received by the school. If they received federal grants or loans, then Financial Aid will process a refund through federal student aid return of Title 4 funds on the web. A refund will be issued according to the federal calculation.

- **NO REFUND WILL BE MADE TO A STUDENT WHO WITHDRAWS UNOFFICIALLY OR WHO HAS BEEN REQUIRED TO WITHDRAW BY THE SCHOOL.**

Arnot Ogden Medical Center will credit refunds in the following manner:

1. To outstanding balances on the Federal Family Educational Loan Program (FFEL)
2. To outstanding balances on Federal Direct Loans.
3. To Federal Pell Grants.
4. To Federal Supplemental Educational Opportunity Grant Awards (FSEOG).
5. To other Title IV Student Assistance.
6. To the student.

If there is any remaining credit balance, it will be applied in the above manner. A credit balance in a student's account resulting from a withdrawal, overpayment or adjustment shall be refunded within thirty days to the appropriate source. All refunds will be pro-rated when official notice is given by the Systems Director, Education/School of Nursing.

The student and/or parents or guardian are held accountable for the total cost for the term regardless of the financial arrangements made with the school.

T. Criteria for Scholarships and/or Loans:

Scholarships and loans may be available for students that demonstrate a financial need. The Financial Aid Officer as well as library, high school, and community resources may be of assistance in locating scholarships and loans. See the Financial Aid Packet for possible resources.

The determination for awarding a scholarship and/or loan shall be based on:

1. Student's written request for financial assistance.
2. Financial analysis questionnaire to be completed by the student and reviewed by the Financial Aid Officer, with recommendations given to the Recruitment, Admissions and Progression Committee.
3. Recommendation of the Recruitment, Admissions and Progression Committee which will be based upon the student's:
   a. Financial record as reviewed with the Financial Aid Officer
   b. Academic standing
   c. Commitment to the profession of nursing.

The Systems Director, Education/School of Nursing and the Vice President/Chief Operating Officer will discuss the recommendations and establish an amount of funding for the student.

The Systems Director, Education/School of Nursing will sign a release for the recommended amount of funding for the student.

If the recommendation constitutes a loan for the student, then prevailing Arnot Health policies will be administered.

Scholarships: Upon availability, the School of Nursing will post a timely notice and application forms for the following annual scholarships:

FINANCIAL ASSISTANCE FROM INSTITUTIONAL PROGRAMS

PROGRAM	APPLICATION PROCEDURE	ELIGIBILITY	AMOUNT OF AWARDS	DEADLINE FOR APP/AWARDED
Arnot Ogden Medical Center Auxiliary Scholarship	Application to Director of Auxiliary prior to commencing Senior year.	**Junior Student** Demonstrated need and academic achievement	Maximum amount $1,000.	• May 1st application deadline • Auxiliary selects timing of award
Gulati Nursing Scholarship	Systems Director, Education/ School of Nursing	**Junior/Senior students** Essay articulating the importance of good surgical nursing/academic standing/financial need	Maximum amount $2,500.	• November 1st application deadline • awarded to a junior or senior student
Virginia Hilfiger Nursing Scholarship	Systems Director, Education/ School of Nursing	**Junior/Senior students** Essay: focus on the profession of nursing, personal passion for nursing & personal perceived strength in the role/ academic standing/financial	Maximum amount $2,500.	• November 1st application deadline • awarded to a junior or senior student
Curvish Surgical Nursing Scholarship	Application to Systems Director, Education/ School of Nursing	**Senior student** High GPA and with a particular interest in surgical room nursing.	Maximum amount $500.	• November 1st application deadline • senior student recipient selected at next scheduled Recruitment meeting
Rosenheck-Dalora Nursing Scholarship	Systems Director, Education/ School of Nursing	**Senior student** Good academic standing and demonstrated financial need	Maximum amount $500	• November 1st application deadline • senior student recipient selected at next scheduled Recruitment mtg
Gosden Scholarship Fund	Recruitment Committee selects qualifying student each January from the freshmen class	**Freshmen Student**	$1000.00 credit for tuition and fees. The fund is restricted for tuition and school expenses.	• January/Term II freshmen student
Janet Case Renko Scholarship (School of Nursing or Dr. Earl D. Smith School of Radiology)	Application to System Director, Education School of Nursing or Director/Dr. Earl D. Smith School of Radiology	**Freshmen Student** Essay/academic standing/financial need	$1000.00 credit for tuition and fees. The fund is restricted for tuition and school expenses	• April 30th application deadline • Award monies will be awarded fall term of the junior year
Arnot Ogden Alumni Assoc. Scholarship	Application to Alumni Assoc. by October 1st to be selected by Alumni. Recipient will be notified by 11/1	**Junior/Senior students**	To be determined annually	• October 1st deadline • Award recipient/monies will be awarded by Alumni
AH Tuition Scholarship Fund ***(Policy and application provided at the end of school catalog)***	Five (5) full-tuition scholarships will be awarded annually to eligible **nursing** students.	**Freshmen Student** To be selected upon admission to the program	Tuition and fees	• May 15th deadline with completed application packet
Laura Manzari Drake Stephenson Scholarship	Application to Systems Director, Education/ School of Nursing	**Junior Student** Essay/academic standing/financial need	Maximum amount $1,000.	• May 1st deadline
Henrietta A. Smith Nursing Education Scholarship Fund(HR.755)	Applications available in School of Nursing – *submit completed application to Systems Director, Education/School of Nursing*	**Financial need/GPA/performance as a student**	Maximum amount $1000/yr Total $3000 per individual. Loan basis forgiven upon graduation/ employment at Arnot Health	• Ongoing/financial need
Clute Education Loan Fund (OA.500)	Applications available in School of Nursing – *submit completed application to Systems Director, Education/School of Nursing*	**Financial need/recommendation from School of Nursing System Director**	Maximum amount $3000/yr Total $9000 per individual. Loan basis forgiven upon graduation/ employment at Arnot Health	• Ongoing/financial need

Reviewed/revised: by FA 6/13; 3/14; 9/14; 5/15; 9/15; 3/16; 9/16; 5/17; 11/17; 2/18; 3/18

U. Policy for Graduation:

Once the student is formally enrolled in the Arnot Ogden School of Nursing program, the student must complete the program within five academic years. Both theory and clinical components of a course must be satisfactorily completed at the same time to constitute passing the course. The faculty provides individual evaluation of students who will not complete the program within the required timeframe due to extenuating circumstances (i.e. military commitment or illness).

Requirements for graduation include personal as well as academic qualifications. Completion of the formal requirements of the course of studies does not necessarily entitle a candidate the diploma.

Students who successfully complete the following requirements are eligible for graduation, being awarded a diploma and school pin.

1. Completion of the program of studies.
2. All outstanding financial obligations must be met in accordance with agreements with the Financial Aid Officer.
3. Recommendation by members of the faculty including academic, personal, and professional attributes.

Graduation exercises are held at the completion of the program of studies. This is a formal ceremony requiring professional attire and hairstyle. The graduation uniform is selected and purchased by the graduates. The graduation attire consists of a white professional uniform, the nursing cap, white hose and white professional shoes.

(The following information is distributed to the seniors by the Administrative Assistant in January – entitled ***School and Senior Class Responsibilities including a sample of a graduation program and the Nightingale Pledge)***

The Administrative Assistant/School of Nursing <u>will</u>

- Reserve location for breakfast/rehearsal/ceremony/reception.
- Prepare menu selection for graduation breakfast and reception
- Coordinate arrangements of graduation ceremony music
- Order: invitations/announcements, pins, diplomas/covers, name cards, & all graduation event floral arrangements/presentations. Each graduate will carry a rose presentation/boutonnière.
- Update/design/coordinate printing of formal graduation program
- Prepare graduation programs with a copy of the **Nightingale Pledge to be recited at ceremony**
- Mail invitations/announcements to Arnot Health board members, Administration, staff, and other invited guests of the School of Nursing.
- Prepare the nursing caps with stripe. Cap price is included in the graduation fee (last term billing).
- Prepare presentation of diplomas and pins for ceremony.
- Arrange layout of banquet room for rehearsal and graduation ceremony.
- Discuss NCLEX exam forms with the class during the month of **April**
- Order inventory of lamps, candles, etc.
- Coordinate media release text with Arnot Health Marketing Dept.

<u>Details that Senior students should discuss and organize:</u>

1. **Graduation Uniform:** ***With approval by Class Advisor/Director/Asst. Director***
   Select an all white ***professional*** style uniform. All students wear the same style. All graduates wear **<u>white uniform shoes at the graduation ceremony</u>**. Women wear **<u>white hose.</u>** (No open-toe sandals/no nude hose). Graduates are responsible for all costs of the graduation uniforms and shoes.

2. **Senior Banquet/Candle lighting Ceremony** – <u>seniors organize in conjunction</u> with Student Association and your Class Advisor. *This is where recognition of others, sharing of memories, candle lighting with juniors, etc. are done;* ***not at the graduation ceremony****. Seniors may keep the lamp used at the Candlelighting ceremony. This charge is included in the graduation fee.*

3. ***Graduation Speaker -** Select speaker for the address and provide name to Administrative Assistant.

4. **Gifts -** Some classes have given a gift to the school – ***<u>this is not required</u>*****<u>.</u>**

5. **Nursing cap –** In keeping with tradition, nursing caps are worn for photos and graduation.

6. **Graduation pictures** –
   - Seniors will make arrangements for the graduation pictures. Photographer to be approved by Faculty.
   - A gift to the school will be a framed composite picture which will be on display in the school historical hallway.
   - The school will provide a cap and nursing pin to use the day of the formal pictures.
   - **Hair styling** – If you have long hair, please style it **off your shoulders and away from your face** for your **formal picture *and*** for the **graduation ceremony**. (French braid is acceptable). *It will also make placing the cap on your head a lot easier!*

7. ***Clergy** – Invocation and Benediction. Class choice, if no selection can be made, the school can ask the medical center's clergy. Please provide final choice to Administrative Assistant to be inserted to the graduation program.

8. ***A reading and/or presentation at graduation ceremony -** If a member of the class would like to do a special reading or presentation, this must be listed on the graduation program. ***The Director must approve a written copy of the reading prior to rehearsal.***

Miscellaneous information:

1. **Nightingale Pledge -** The class will recite during the ceremony. Copies will be provided by the Administrative Assistant for rehearsal and are placed in the graduate's copy of the program for reading during the ceremony.

2. **Exit interviews** – held with Systems Director, Education/School of Nursing **prior to graduation (May)**. You will be notified when to make an appointment – *check the student board to schedule.*

3. **Graduation Breakfast/Brunch** – 9:00am the morning of graduation with seniors, faculty and staff. ***Please: NO*** alcohol in any form to be brought in or served

4. **Graduation Rehearsal** – immediately following graduation breakfast/brunch

5. **Graduation announcements with name cards** – are provided to the students. You mail to your family members and friends 3-4 weeks prior to ceremony.

Please provide the following to Administrative Assistant by May 1st:

- Who will be your graduation speaker?
- Who will be your clergy? Affiliation?
- Will there be a reading? If so, supply a copy of the reading for the Director to review/approve.
- Will there be a special presentation to anyone? If so, who will be conducting the presentation?

Graduation Awards:

Recognition is given to selected members of the graduating class for outstanding achievement. Each student has an equal opportunity to be the recipient of any of the following awards which are presented at the time of graduation:

The Caroline Prutsman Award
The award is a memorial to a former director of nursing and is presented to that member of the graduating class who best demonstrated excellence in nursing practice and professionalism.

The Arnot Ogden School of Nursing Alumni Award
This award is presented by the Alumni Association to the member of the graduating class who attained the highest cumulative average of 3.5 or above.

Dr. R. Scott Howland Award
This is presented by the Obstetrics-Gynecology Department of the Arnot Ogden Medical Center and the Howland family to the member of the graduating class who has demonstrated outstanding proficiency in maternity nursing.

Isabelle Whitney Award
This award is presented by the Arnot Ogden Auxiliary to the member of the graduating class who has demonstrated outstanding performance both scholastically and in clinical practice in honor of the first President and one of the founders of the organization.

Student Association Award
This award is presented by the Student Association to the member of the graduating class who has demonstrated outstanding leadership in Student Association activities.

Professional Nurses of the Twin Tiers Award
Presented to a member of the graduating class from Steuben, Chemung, Schuyler or Tompkins County. This award is offered on the basis of demonstrated professional growth, and leadership in the nursing profession.

Dr. George Murphy Award
This award is a memorial to a former pediatrician and is presented to the member of the graduating class who has demonstrated the greatest proficiency in pediatric nursing.

Perioperative Nursing Award
This is presented to the member of the graduating class who has demonstrated proficiency in perioperative nursing.

R: 4/18

V. Registration and Licensure Process:

Upon completion of the program, the graduate is eligible to write the licensing examination in either New York or the state where they desire to practice as a registered nurse (RN).

W Final Records:

A final summary is completed for each student who graduates or withdraws from the school program. The final summary remains on file along with the official transcript. These records are utilized for references and/or for transfer credit for advanced educational purposes.

The following areas are encompassed in the final summary: attendance, personal characteristics, academic and clinical performance, interpersonal relationships, health status, special recognition, awards, and future plans.

The School of Nursing will furnish a transcript of any graduate's records for purposes of registration in another state, advanced education or employment. Students should enter written requests for records with the Office of the Systems Director, Education/School of Nursing. The School issues the first transcript, whether official or unofficial, without charge. Thereafter, the School charges a processing fee of $5.00 for each additional copy.

The Office of the Director will send official transcripts directly to universities, colleges, and institutions or appropriate state agencies for registration purposes. Students also have the opportunity to request an unofficial transcript upon completion of the nursing program.

No transcripts will be issued for a student who is not in good financial standing with the School of Nursing. Also, the School will not fax copies of a transcript, official or unofficial.

Students or Alumni must provide the School of Nursing with written authorization for the release of health, academic or other records required by another educational institution or prospective employer. A release form is available in the Director's Office.

X. Learning Accommodations for Students:

1. Only those students enrolled in the SON who are designated as learning disabled by an established learning center are eligible for any accommodations. (Examples of an established learning center are: the Achievement Center in Horseheads, New York or a Sylvan Learning Center).
2. Methods used to identify those students having difficulty learning are by screening, SON and/or college faculty recognizing the student who is struggling (testing to follow), or already documented learning disabilities.
3 The learning center will provide written documentation of the accommodations needed by the student that should occur in the School as well as for NCLEX examinations.
4. The student and all faculty members will be informed of any information regarding the student and the devised action plan as needed to plan appropriate learning environments.
5. Both the student and faculty members need to adhere to the recommendations given by the learning center by establishment of a mutually agreed upon contract. The contract will include consequences if the contract is not honored. If either party fails to adhere to the recommendations given, then that party must accept the consequences.
6. The student must agree to request the suggested accommodations for the NCLEX examination. D: 8/03; 6.05

Y. Testing Rules (applies to online and scantron testing)

We know testing can be stressful. Therefore, to make the testing process equitable for all students, the following rules will be strictly observed for all quizzes and exams.

- **Personal belongings such as backpacks, books, and notes** will be placed in an area designated for personal belongings or left outside the testing room.
- Electronic devices such as cell phones and pagers must be turned off and placed in an area designated for personal belongings or left outside the testing room.
- Beginning with Pharmacology 110, calculators may be used for dosage and calculation questions on quizzes and exams. Only basic four-function calculators provided by Arnot Ogden Medical Center School of Nursing are acceptable for use.
- No questions will be entertained during the testing process. If a student has a question or concern in regards to a test item, he or she may write an explanation of that issue next to the question on the test/exam paper.
- If a student needs to use the restroom during the test, he or she must notify the proctor. Timed tests will not be stopped and missed time cannot be made up.
- If a student completes the quiz/exam before the allotted time, he or she must leave the testing room after submitting all test materials (including any scratch paper used during the test) to the test proctor.
- Test papers must be relinquished at the end of the allotted time.
- When Answer Sheet forms are used, no points will be given for answers marked incorrectly on the answer sheet but marked correctly on the test.
- All quizzes and exams are the property of the Arnot Ogden Medical Center School of Nursing and may not be removed from the testing room by a student.
- In compliance with provisions of the Family Privacy Act, quiz/exam grades are not posted outside of a secure environment nor are test grades given out over the telephone.
- The manner of review and discussion *of an individual test* is at the discretion of the course instructor *(see section BB for Test Folder Review).*
- If an examinee is caught cheating in any way, the test will be voided, the student will receive a grade of zero for that test and disciplinary proceeding will be initiated.

D: 11/07; 6/18

Z. Scantron Policy

Before the test

Study the subject matter of the test thoroughly. In order to perform well on a test using a Scantron form, you must know the correct answer before filling out the form.

Enter your class information and name in the corresponding lines on the Scantron sheet completely before beginning the test. On the top of the form, fill in your assigned student ID number, using only one number for each line, then fill in the number bubble completely without going outside the lines and as darkly as possible.

During the test

Select the multiple choice letter that corresponds to the correct answer on the Scantron form and color in the bubble completely. Double-check that you are filling in each bubble for the problem it corresponds to. Do not accidentally color in the wrong bubble. If you do, you must erase as much of the pencil's marking as you can, but it is best practice to not erase at all. The two most common errors related to the automatic scoring machine are answers that are not penciled in heavily enough or answers that have been changed without sufficient erasure. **Note**: Instructors will not darken in any bubbles or erase any stray marks on the forms to make the form readable; therefore, it is in the student's best interest to ensure the above is followed.

The tests/quizzes/examinations are timed tests, and proctors have been directed to adhere strictly to the time limits, which will be announced at the beginning of the test.

Check your work to make sure you have an answer for each problem and that the answer is correct. Take as much time as you need or use all of the allotted time for the test to check your answers. If you finish early, and have been given permission to do so, you may quietly leave the area. DO NOT discuss test questions outside of the testing area.

When you are finished with the test:

Before turning in your test, check for transcribing errors. Any mistakes you leave are there to stay.

Transferring your answers from the test to your Scantron answer sheet is one of the most important tasks that you will perform, as the Arnot Ogden Medical Center School of Nursing scores Scantron *answer sheets, not* test booklets.

Research performed by the College Entrance Examination Board indicates that approximately 10% of all test takers make some type of transcription error during a typical test. Some examinees proceed through a test by indicating the correct responses on the test and then transcribing these responses to the Scantron sheet when they are finished. This strategy is *not* in the student's best interest as testing time limits have *not* made allowance for transcribing answers from the test to the answer sheet. Thus, students who may have responded to every item, but who may not have had sufficient time to transcribe their responses to the answer sheets, will be scored as incorrect on the answer sheet. In addition, students who have correctly answered the items in their test run the risk of making significant *transcription errors*, where the wrong bubble is filled in on the Scantron sheet. Since the Scantron answer sheet is the only scorable document, this is not a good practice to develop, and items transcribed incorrectly will not be given credit.

Remember, items are scored as completely correct or incorrect answers for both single-response and multiple-response multiple choice (choose all that apply) items. There is NO partial credit.

Tips & Warnings

- Because the tests are timed, students should not spend an excessive amount of time on any one question that they find to be difficult. Instead, questions that are found to be difficult and/or time consuming should be temporarily skipped, so that other questions may be answered. After completion of the questions, students should return to the questions that they initially found too difficult. This will help ensure that the time limit does not expire before some students have had the opportunity to respond test questions.
- Any test taker seeing three or four letters in a row on their answer sheet understandably think they have made some type of error, primarily because most tests avoid repetition in their answer choices. If you see three or four answer choices in a row, do not become alarmed, especially if you feel you have been performing well on the section.

References:

Albert Einstein College of Medicine. (2013). Office of academic support and counseling: Basic examination review FAQ. Retrieved January 3, 2013 from http://www.einstein.yu.edu/education/student-affairs/academic-support/basic-exam-review-faq.aspx.

College Entrance Examination Board. (2012). Powerscore test preparation: Answer transferring. Retrieved from http://www.powerscore.com/lsat/help/answers.cfm.

National Board of Examiners in Optometry, Inc. (2012). Testing strategies: Written exams (parts I and II). Retrieved from https://www.optometry.org/strategies.cfm.

University of Florida. (2010). MAC 2311 test instructions. Retrieved from https://teachingcenter.ufl.edu/materials/math_lab/oldtests/SP10_MAC2311_E3ab.pdf.

University of New England. Filling out your Scantron form. Retrieved from http://faculty.une.edu/com/comschedules/Filling%20out%20your%20Scantron.pdf .

D: 7/13; 7/16

AA. Guidelines for Student Membership on Curriculum Committee

1. Student membership on Curriculum Committee is encouraged.
2. One representative from the Junior or Senior level is recruited at the beginning of the Academic Year
3. Attendance is encouraged at every meeting.
4. The student is required to leave when sensitive issues are being discussed (issues related to other students or confidential materials).
5. Sensitive material is removed from the minutes prior to distribution to the student.

D: 11/07; R: 10/10

XVIII. FUND RAISING PROJECTS

Students in the School of Nursing may sponsor fund raising projects, which involve sales to employees Arnot Health. The following guidelines should be followed:

1. **As approval of the project,** a Fundraising Request form must be completed and signed by your Class Advisor or Student Association Advisor. Forms are located next to the Fundraising Bulletin Board.
2. **Prior** to beginning the event and/or distribution of fundraising items, this form will also be submitted to the *Systems Director, Education/School of Nursing for approval.*
3. No alcoholic beverages may be sold
4. Use of a table outside the cafeteria must be reserved through the Nutritional Services department Secretary. Approval will not be granted when the sale interferes with scheduling in Nutritional Services.
5. Foodstuffs to be sold must follow the guidelines of the State Health Department. (i.e., no foods that must be refrigerated)
6. Advertising for the fundraising can be done ***only*** through Human Resources. Human Resources will place the provided advertising in approved areas. Fundraising brochures may be placed in employee lounge areas or locker rooms, not in areas where patients or the public may see them or see staff looking at them.
7. After approval by your Class Advisor or St. Assoc. Advisor and the Systems Director, Education/School of Nursing, an advertising event flyer should be posted on the Fundraising Bulletin Board in the School of Nursing and may be displayed throughout the School of Nursing.

R: 1/17

Fundraising Request Form

Class of _____
Date of request: _____
Class Representative(s): 1)_____2)_____
1)Contact number: _____email address: _____
2)Contact number: _____email address: _____
Class Advisor: _____

FUNDRAISING PROJECTS

Students in the School of Nursing may sponsor fundraising projects, which involve sales to Arnot Health employees and the public. The following guidelines should be followed:

8. ***As approval of the project*,** this form must be completed and signed by your *Class Advisor or Student Association Advisor, depending upon group conducting fundraiser.*
9. Prior to beginning the event and/or distribution of fundraising items, this form will also be submitted to the *Systems Director, Education/School of Nursing for approval.*
10. No alcoholic beverages may be sold
11. Use of a table outside the cafeteria must be reserved through the Nutritional Services Secretary. (737-4356) Approval will not be granted when the sale interferes with scheduling in Nutritional Services. If interested, the school has a table cover for this use.
12. Food items to be sold must follow the guidelines of the State Health Department. (i.e., no foods that must be refrigerated)
13. Advertising within the medical center for the fundraising can be done ***only*** through Human Resources. Human Resources will place the provided advertising in approved areas. Fundraising brochures may be placed in employee lounge areas or locker rooms, not in areas where patients or the public may see them or see staff looking at them.
14. After approval by your Class Advisor or St. Assoc. Advisor and the Systems Director, Education/School of Nursing, an should be posted by the participating group/person on the Fundraising bulletin board in the School of Nursing. Advertising event flyers may also be displayed throughout the School of Nursing.

Briefly outline the purpose for the student fundraising request:

Please outline the proposed fundraising goal, target audience, and timeline:
(If available, please attach any promotional materials and submit with this request form)

Class or St. Assoc. Officer Signature: _____ Date: _____
Class Advisor or St. Assoc. Advisor
Approval Signature: _____ Date: _____
Systems Director, Education/School of Nursing
Approval Signature: _____ Date: _____

The above class representative(s) assume all responsibility for conducting the proposed fundraising project in compliance with the Student Handbook policies of the Arnot Ogden School of Nursing. After your Class Advisor/St. Assoc. Advisor has approved this form, please sign and submit to the main office for approval by the *Systems Director, Education/School of Nursing*
D: 1/17

White/office copy **yellow/class officer copy** **pink/Advisor copy**

SAMPLE

Student Financial Policy for Class Accounts

At the beginning of the first term of each academic year, a Class is established according to the graduation year of the class. Class officers [President, Vice President, Secretary, and Treasurer] are elected by a majority vote of the class members at their first class meeting.

The Systems Director, Education/School of Nursing assigns an advisor to the Class. The advisor must be a member of the school's Faculty. The choice of the Faculty Advisor is at the sole discretion of the Systems Director, Education/School of Nursing and is authorized to change who serves as the Faculty Advisor at any time.

Class bank accounts [checking and savings] shall be established at the Finger Lakes Health Care Federal Credit Union under the name of the class. Money received from fundraising activities shall be counted in the presence of a student and a faculty member or staff member prior to its deposit in the student account. All class receipts shall be deposited in a class account no later than the next best day after the funds are received. The only permissible signatories to the accounts shall be the both Class Treasurer and the Class Advisor. Should the elected Treasurer become unable to serve as treasurer, the Class President shall have the responsibility to call a meeting of the class for the purpose of electing a new treasurer, a new treasurer shall be elected by a majority vote of the members. Additionally, new class officers shall be elected at the start of each academic year.

All account records and checks shall be stored in the office of the Faculty Advisor and may not be removed from the School of Nursing building without the written permission of the Faculty Advisor or Systems Director, Education/School of Nursing. The responsibility to maintain financial records for the accounts is the sole responsibility of the class treasurer.

The Treasurer or Faculty Advisor may pay only expenditures approved by a majority vote of the members of the class and approved by the faculty from the class accounts. The Class Secretary shall maintain minutes of class meetings and said minutes shall include the amount authorized for expenditure. If the amount required is greater than the amount authorized, the expenditure must be reauthorized by a majority vote of the Class. If the Treasurer or Class Advisor expends more than is authorized without class approval then the individual who does so shall be responsible to reimburse the unauthorized amount to the class account from which it was removed.

Any balance remaining in a class account after June 1st of the year of the class's graduation shall be transferred into the account of the incoming freshmen class. The Class Advisor shall then turn over all the graduating class's financial records to the School of Nursing Director who shall assure that said records are secured and maintained for a minimum of five additional years.

There must be two (2) names on each Arnot Ogden Medical Center School of Nursing fund raising account; class advisor and class treasurer. There also must be two (2) signatures on checks and two (2) people will have to go to the bank and present identification to make any withdrawals. Class Treasurer will provide copies of statement and/or receipts to the Class Advisor.

D: 2/07; 12/11; 6/12; 7/16

XIX. STUDENT ASSOCIATION BY-LAWS

Article I – Name

This organization shall be known as the "The Student Association of Arnot Ogden Medical Center School of Nursing".

Article II – Purpose

The association exists as the voice of the total student body for maintaining organized and self-directing government.

Article III – Outcomes

The objective of the Association shall be to:

- Learn the merits of organized group activities
- Promote the social activities of the school
- Develop leadership, self-direction and prepare for mature citizenship and community concern
- Promote interest and support of professional organizations through participation of Student Association

Article IV – Functions

The functions of this organization shall be to:

- Facilitate communication between faculty and students
- Provide representatives to the following Faculty Organization Committees (with full voting privileges):
    1. Student Services Committee
    2. Library Committee
    3. Curriculum Committee representatives when the agenda includes matters pertaining to student welfare
    4. Faculty Organization Meetings when the agenda includes matters pertaining to student welfare
- Provide financial support for educational workshops, seminars, and conferences.
- Organize and implement social functions of the school.
- Develop a financial plan based upon social functions and other obligations.
- Provide a liaison between classes.
- Review annually and revise as indicated the purpose, functions and outcomes of the Student Association in order to attain and maintain organized school living.

Article V – Membership

Section 1.

The members of the organization shall consist of: all members of the student body.

The following are recommended to attend all meetings:

Student Association Officers
Freshman, Junior and Senior Class Officers
Students Association Faculty Advisor

Section 2.

Meetings: Meetings are held at the request and convenience of the student body during the school year. Additional meetings may be called by the president or advisor when deemed necessary.

Article VI – Officers of Student Association

Section 1.

The officers of Student Association will be held by students maintaining a 77% average in the Nursing courses they are taking and a cumulative average of 2.0.

Section 2.

A. The **president** shall:
   - Preside over all meetings of the association and maintain order.
   - Be responsible for posting advance agendas of all regular and special meetings and notifying advisors of meetings.
   - Present projects and problems dealing with the student body to the association for discussion and vote.

   The **vice president** shall perform the duties of the president in his/her absence.

   The president is a member of Student Services Committee and a representative to Faculty Committee and presents suggestions and/or problems from student body for discussion at these scheduled committee meetings.

B. The **Secretary** shall:
   - Attend meetings and keep accurate and up-to-date minutes of all meetings of Student Association
   - Post minutes on the Student Activity Bulletin board.
   - Assist president in planning and preparing for activities and meetings
   - Assist president in preparing and posting agendas for upcoming meetings. Read minutes of last meeting at each student association meeting.
   - Function as Secretary for Student Services Committee.

   The Secretary shall perform the duties of the president in his/her absence.

C. The **Treasurer** shall:
   - Keep an accurate account of money received and withdrawn from Student Association treasury.
   - Prepare treasurer's report for each scheduled meeting.
   - Function as a member of Student Service Committee.
   - Perform the duties of the Secretary in his/her absence.
   - Submit annual report of the Secretary and Treasurer in early June.

   Copies of each report shall be given to the secretary and treasurer of the Student Association, the Systems Director, Education/School of Nursing, and the faculty advisor.

Article VII – Dues

For the purpose of social functions, Student Association dues are included in the activity fee paid yearly by each student. Thirty dollars ($30.00) from this fee goes directly into the Student Association account.

Article VIII – Advisor

A member of the faculty, selected in May by the members of Student Association, shall act as advisor and coordinator between administration, faculty and students.

The advisor shall be elected every two years.

The advisor is a member of Student Services Committee.

The advisor is responsible, along with Student Service's Faculty chairman, for organizing the annual Student-Faculty Pot Luck Luncheon.

Article IX – Amendments
By-laws may be amended at any regular meeting of the association by a two-thirds vote.

An amendment of these by-laws shall become effective immediately upon approval of the association unless the amendment specifies a time period.

All members of the association have an equal vote except the advisor.

D: 2/68; R: 69; 70; 72; 74; 75; 76; 78; 82; 86; 87; 94; 98; 99; 03; 05; 13; 15

GUIDELINES FOR STUDENT ASSOCIATION SPONSORED EDUCATIONAL TRIPS/SEMINARS:

To be considered for Student Association support, participants must be active in Student Association. Each class is to decide which member may go, i.e., drawing names or appointing. Systems Director, Education/School of Nursing must verify that the student is in good academic standing. Student Association must approve seminars prior to the event. Following attendance of the seminar, person (s) should submit an itemized statement, which includes registration fees, travel expenses, and hotel accommodations. The amount of reimbursement will be dependent upon the availability of funds of Student Association and recommendations of the Advisor and Systems Director, Education/School of Nursing.

Information presented at the seminars shall be presented to the student body in audio, visual, or oral presentation within 2 weeks of the student's return at a mutually agreed upon time. Conditions for presentation of the material should be discussed with the faculty advisor for approval. If no information or receipts are returned, the money is expected to be paid back to Student Association.
D: 4/86 R: 7/94; 4/98

XX: STUDENT SERVICES COMMITTEE
Sub-committee: Grievance Committee

1. *Membership: Student Services Committee*

Systems Director, Education/School of Nursing
Assistant Director, School of Nursing
Faculty Advisors for each class; faculty advisor to Student Association; & Student Services Advisor
Officers of Student Association
Officers from each class

2. *Membership: Sub-committee (Grievance Committee)*

Students from each level of program or an alternate – 3
Faculty from each level of program or an alternate – 3

3. *Outcomes:*

Maintain effective health and guidance services for students

Develop and provide a climate in which students develop a positive approach to become a contributing member of the Arnot Ogden School of Nursing student body.

Assist students to assume responsibility for making decisions and in developing personal and professional conscientiousness and self-actualization.

4. Functions:

Develop, implement and annually evaluate the policies and practices of the health, guidance, and student welfare services.

Provide opportunities to explore in thought and action intellectual, vocational, and social activities necessary for wholesome personal development.

To discuss, interpret, and appropriately rechannel recommendations from student and faculty organizations in matters pertaining to student welfare.

To assist student association in developing and maintaining effective student government.

Assist in organizing and administering guidance and Employee Health Center services, which include orientation, individual and group sessions.

Provide guidance and directions in revisions of student handbook.

Review grievances presented and submit recommendations to the appropriate individual and/or committee of faculty organization or student association.

5. Meetings:

Meetings of the Student Services Committee shall be held once each term.

Meetings of the Grievance Committee shall be held as necessary.

D: 5/67; R: 78; 80; 86; 92; 99; 11; 12 reviewed 2013 Revised: 7/17

XXI. GRIEVANCE POLICY

There are a variety of situations that are not related to grades that may occur in the educational process. Any student enrolled in the Arnot Ogden Medical Center School of Nursing who believes he/she has a grievance involving unfair treatment or injustice of substantial proportions involving academic affairs with the School of Nursing may initiate action to address the grievance. Attempts to resolve problems should begin with a discussion between the student and the instructor.

Steps in the grievance procedure for nursing students are described below. Each step must be completed prior to going to the next step. This procedure is intended to expedite the handling of grievances that arise within the School of Nursing.

1. Student-Instructor Discussion

Many problems can be resolved by an open discussion between the student and the faculty member. When a grade or evaluation dispute occurs, students should discuss how the grade was determined with the instructor. This conference should be held within two (2) business days after the grade has been given. The student needs to make an appointment with the faculty member and state that the purpose of the meeting is to discuss a grievance. Either the student or faculty member may request another faculty member to be present during the student-instructor discussion. The faculty member involved is responsible for preparing a summary of the points discussed and outcome of the meeting to be placed in the student's file. A copy of this summary is also given to the student.

2. Course Facilitator Meeting with Student and Faculty Member

If questions still remain following the conference with the instructor, the issue should be referred to the course facilitator to seek a solution. The course facilitator will meet with the instructor and student for the purpose of clarification as the matter warrants, and in an attempt to resolve the situation. The course facilitator is responsible for keeping written documentation of the discussion with the student. A copy of the discussion should be given to the student and another copy placed into the student's file. The course facilitator also needs to provide the instructor with a copy of the student/course facilitator discussion and initiate a discussion with the instructor. The course facilitator is responsible for preparing a written summary of the course facilitator/instructor discussion. A copy of this report should be given to the student within three (3) business days and an additional copy should be placed into the student's file. If the issue can be resolved with the course facilitator the case is closed. If the issue cannot be resolved to the student's satisfaction, the student may file a written complaint with the Assistant Director.

3. **Assistant Director meeting with Student and Faculty Member**

This appeal must be made in writing within two (2) business days of the student's unresolved meeting with the course facilitator and faculty member. The Assistant Director will arrange a meeting with the student and the faculty member together in order to seek resolution of the problem but the faculty member retains the final decision about the grade for the assignment or the course. The Assistant Director is responsible for writing a summary of the discussion and outcome of the meeting. The student will be notified in writing by Assistant Director within one (1) calendar week regarding the decision. A copy of this decision and summary of the meeting will be placed in the student's file. If the latter continues to be unresolved to the satisfaction of the student and the instructor(s), the student can submit a written complaint/appeal to the Director of the School of Nursing.

4. **System Director meeting with Student**

If the problem has not been resolved to the satisfaction of the student, the matter maybe referred to the Director of the School of Nursing. A written complaint/appeal must be received by the Director within three (3) business days of the student having received written notice regarding the outcome from the Assistant Director. Upon receiving the complaint/appeal, the Director will work to determine the basis of the student's continuing dissatisfaction and explore with the student alternatives for further action. The Director is responsible for writing a summary of the discussion and outcome of the meeting. The original summary goes into the student's file and a copy is given to the student within three (3) business days of the meeting.

Upon the request of the student, the Director will refer the matter to the Grievance Committee. The student shall present his/her grievance in writing to the Grievance Committee. The Director will appoint three (3) faculty members and three (3) students to serve on the Grievance Committee within 5 days of receiving the written grievance from the student. A mediator within the Arnot Health system will be selected. If a member of the committee is involved with the student's grievance, a substitute faculty member with no known bias in the matter will be appointed for the consideration of the grievance.

5. Consideration Of Matter by Grievance Committee

Grievance Committee will request from the instructors teaching the course, a written account of the situation and the actions taken. The Grievance Committee will review the situation to determine if grading processes have been applied fairly and will provide recommendation to the instructor(s) about process improvements. The Grievance Committee may review the written materials regarding the students' grievance and make its decision based solely on the written material. Alternatively, the committee, the student, or the faculty may request a hearing about the matter. The hearing should be held as soon as those involved may be assembled. A written summary of the hearing (findings) and the committee's recommendation are to be submitted to the Director of the School of Nursing within 48 hours of the hearing. The Director will advise the student and faculty member of the recommendation(s).

Types of Grievances

Commonly, grievances fall into 2 categories:

1. Re-evaluation of a grade given on an individual assignment or for a course
2. Appeal of the decision to dismiss the student from the school, usually for unsafe practice and significant failure to perform academically.

The role of the Grievance Committee in matters of grade disagreement is to investigate the processes used by faculty in determining the grade and advise the faculty member in handling any perceived problems with applying grading processes outlined in the syllabus or another apparent violation of fairness. The faculty member ultimately determines the grade that is awarded.

Determining that clinical practice is unsafe:
Clinical practice that is deemed unsafe must be evaluated by more than one faculty member involved in the course, usually the faculty member serving as the student's clinical instructor and the Course Facilitator or School of Nursing Director. The faculty will consult with the Assistant Director who may choose to meet with the student and will consult with the faculty about potential actions to improve student performance. If it is determined that the student's clinical practice is so unsafe that he/she must be removed from clinical, the faculty will determine if the student has failed the course. The Faculty Organization Committee will be consulted and will review documentation leading to the determination of unsafe practice and course failure. In collaboration with faculty, the Faculty Organization Committee will determine if the student will be permitted to re-take the course or if the student is to be dismissed from the School of Nursing.

R: 7/14

GRIEVANCE COMMITTEE GUIDELINES (as stated in the 2017-18 Faculty Handbook)

Article I – Name
This organization shall be known as "The Grievance Committee of Arnot Ogden Medical Center School of Nursing". (A sub-committee of the Student Services Committee)

Article II – Purpose
The Committee exists as a voice of the entire student body for settlement of a violation and/or infringement of the published Student Bill of Rights and Responsibilities and other situations not included in the Bill of Rights.

Students shall be made aware of the grievance procedure guidelines and the functions of the Grievance Committee in writing through publication in the Student Handbook. These guidelines shall be introduced during orientation to the nursing program.

Any revision of the Grievance Committee Guidelines shall be mutually agreed upon by both faculty and students. Students shall be notified of any revisions in writing through posting on the Student Bulletin Board and through publication in the Student Handbook which is given to all students each year.

Article III – Outcomes
The outcomes of this committee shall be to:

- Give the students their rightful voice in the matters concerning their welfare.
- Provide a fair and equal environment to promote democratic problem solving and protect student rights.

Article IV – Functions
The functions of this committee shall be to enforce the Student Bill of Rights and Responsibilities.

Article V – Membership
Section 1
The Grievance Committee should be composed of an equal representation of students and faculty with a minimum ratio of three to three.

a. Student members on the committee should be composed of at least one representative from each class.
b. Faculty members on the committee shall be from each level of the program.
c. A mediator selected by the committee deemed non-biased.

Section 2
The committee will meet as necessary. All students and faculty will be informed as to the date, time and place of these meetings.

Section 3
Accurate records, including complete minutes, and a tape recording, shall be made to allow for review by the System Director of the School of Nursing only. This recording will not include the deliberation phase of the hearings. At least one faculty member and one student on the committee will sign these minutes. A secretary will be elected annually, as needed. All parties will sign a confidentiality statement regarding proceedings. The complainant must sign a Release of Information prior to the proceedings.

Article VI – Procedure
The procedure for resolution of a grievance shall be:
Section 1
This committee will hear any problems and/or grievances, which a student and/or class feels or suspects to be unfair based on the Student Bill of Rights and Responsibilities.
Section 2
The student filing a grievance shall be allowed to continue class and clinical as usual until the committee has reached a decision. However, if the student is considered to present immediate danger to patient welfare, he/she should be removed from clinical practice areas.

All parties and their adviser(s) have the right to attend and participate in the presentation and discussion phases of the Committee hearing. If a named party is not present at the hearing, then the hearing is conducted with the party absent. As soon as a named party appears before the Committee, the chairperson shall review the named party's rights and privileges. The chairperson will acquaint the named party with the purpose of the meeting, which is to assess the evidence in light of the full context in which the grievance occurred and to render a fair and equitable recommendation to the Systems Director of the School of Nursing. During the deliberation phase, no one other than Committee members shall be present and no new evidence may be introduced at that time.

A mediator is allowed to sit on the committee. This should be someone who is neither a faculty member nor a student, but is closely associated with nursing.

The purpose of the mediator is to make sure that each member on the committee has an equal opportunity to appeal and that full understanding of the facts takes place. The mediator is without vote and refrains from expressing his/her opinion.

All parties will be given full opportunity to present evidence and witnesses that are relevant to the issues at hand. All parties will also be given the opportunity to question any witnesses.

One representative of that group will present group grievances to the committee. The group representative may then appoint a representative or advisor to appear with him/her.

The decision of the committee will be made in writing to the student or group within one week of hearing the case.

To be provided at the time the formed committee meets with student:
- Confidentiality Acknowledgement forms to be signed by each student attendee
- Release of Information to be signed by student call for the committee to assemble
- Agenda of the meeting

Article VII – Power

The Grievance Committee is not a legal or judicial body but an advisory one.
The extent of the ruling of this committee shall be:

Section 1

All decisions made by the committee are final; students and faculty are to abide by them except in cases with legal implications such as discrimination. Any student has the right to appeal if he/she feels the committee has unfairly handled his/her case.

Section 2

The student has a "right to appeal" in which the grievance can be to taken to the Systems Director of the School of Nursing. However, until a decision is reached, students and faculty are still bound by the grievance committee's decision.

Section 3

Action taken by the Systems Director of the School of Nursing will be final, however, Section 494C (j) of the Higher Education Act of 1965 gives the student the right to file a written complaint.

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

How to File a Complaint

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

   New York State Education Department
   Post-secondary Complaint Registry
   One Park Avenue, 6th Floor
   New York, NY 10016
3. The Post-secondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.

4. To contact the accrediting agency contact:

   Accreditation Commission
   For Education in Nursing, Inc. (ACEN)
   3343 Peachtree Road NE Suite 850
   Atlanta, GA 30326
   Tel. (404) 975-5000
   Fax (404) 975-5020
   www.acenursing.org

Sections 145-8.4 (k) and 145-8.5 (k) require an institution to establish, publish, and consistently administer internal procedures to receive, investigate, and resolve student complaints and to notify students about the State Consumer Complaint Process established in 145-8.9. To satisfy the regulatory requirement, you must publish the information about the State Consumer Complaint Process in the catalog or other supplementary document.

*Director's group includes mediator/school counselor

Revised: 9/84; 5/85; 6/89; 8/92; 7/95; 1/96; 99: 6/05; 7/07; 7/13; 7/15

Wey Memorial Library
Student Information

WHAT IS THE WEY MEMORIAL LIBRARY?

The Wey Memorial Library is a health sciences library, which serves the School of Nursing, the School of Radiologic Technology, the medical staff, medical students and Residents and Arnot Health staff. Its purpose is to serve the knowledge-based educational and informational needs of staff and students.

Its collection contains:
Journals & book holdings
Books: print 497 reference, print circulating 1,711, e-Books 3.327
Journals: print 184, over 19 nursing journals, electronic journals 25,000

WHERE IS IT?

The library is located on the first floor of the C wing of the Arnot Ogden Medical Center. The main entrance is across the hall from the Coumadin Clinic.

WHEN IS IT OPEN?

Students, faculty, and staff have 24-hour access to the library via your time and attendance badge.

JUST ASK!

Contact David Lester, Director of Library Services for assistance in finding publications or specific information, suggestions of sources of information and methods of searching, and instruction in the use of the library. Phone: (607) 737-4101 email: dlester@arnothealth.org.

The Online Public Access Catalogue (OPAC) lists all books in the collection by author, title, and subject. Journal articles on specific subjects may be found by using online indexes, such as MEDLINE as well as other electronic databases and online resources. The library has twenty (20) computers available for student and staff use. All are Internet connected and have Microsoft Office software.

If you need an article or a book not in our collection, discuss the possibility of an interlibrary loan with the Director of Library Services. Material will be borrowed for students when all local resources have been exhausted.

BORROWING BOOKS

Books circulate for 1 month. Books from the reference collection do not circulate at all, except in special circumstances.

To sign out a book, print your name clearly, SON or SORT (for School of Nursing or School of Radiologic Technology), and the date on the card in the back of the book. Drop the card in the slot in the top of the circulation counter.

BORROWING JOURNALS

Journals, bound and unbound, do not circulate. Please photocopy any articles from journals you may need. In special circumstances, to borrow a journal, please speak with the Director of Library Services.

RETURNING BORROWED MATERIAL

Return borrowed items by placing them in the return slot of the circulation desk or in the return bin located outside the main entrance of the library.

PHOTOCOPYING

Students may copy journal articles book chapters free of charge from library books and journals for school use. Any non-school-related photocopies may be made for ten cents a page. The library's copier may only be used to make copies from library material. Copies from other material and multiple copies of the same item should be made on the photocopier in the LD Clute Building.

WHAT HAPPENS IF I'M LATE IN RETURNING MATERIAL?

Reminder notices are sent the day after material is due. Notices for nursing students are posted on the student bulletin board in the LD Clute Education Building. Please check the board frequently. Notices for Radiologic Technology students are given to the instructor for distribution.

After three overdue notices have been sent with no response, a bill will be sent for the cost of the item, and a $10.00 processing charge.

Please bring any problems or errors to our attention as soon as possible. To renew a book:

- *call David Lester, Director of Library Services at (607) 737-4101*
- *email at dlester@arnothealth.org*
- *Or, leave a note with your name and the name of the book on the circulation counter in the library.*

Income from lost books and photocopying buys additional library material.

A FEW GENERAL RULES

Eating and drinking are not allowed in the library as a precaution against damage to library materials. A reasonable level of quiet is expected as a courtesy to other users. Wastebaskets are available for the disposal of trash. All material must be signed out before it is removed from the library. Any unauthorized removal of library material is considered theft.

SCHOOL OF NURSING LIBRARY COMMITTEE

The Library Committee of the School selects books and journals related to the School of Nursing's curriculum. The committee's members are the Director of Library Services, three instructors from different areas of the curriculum, and a student representative. Suggestions of titles for purchase are always welcome. The level instructors select audiovisual material and are approved by total faculty.

revised: 2/97; 8/02; 7/04; 7/05; 7/06; 7/07; 7/08; 6/09; 6/11; 6/12; 7/13; 7/14; 7/15; 7/16;7/17; 6/18
msw: P&P XV.A – user orientation

DEVELOPMENTAL REMEDIAL
TUTORIAL RESOURCES LIST

Key for Location of Resource: **WML = Wey Memorial Library** **LRC = Learning Resource Center** **IDL = Interdepartmental Loan (ask instructor to arrange)**	
Remediation and/or Enrichment	
• **Reading** • **Math** • **Writing/Grammar**	• **Study Skills/Test Taking Skills** • **Critical Thinking**

Reading:

http://www.coun.uvic.ca/learn/read.html **Useful Tips on How to Read Textbooks**

Math:

CDROM *Accucalc*-requires disk ***LRC**

http://www.sosmath.com

http://www.mathnotes.com

http://www.dosagehelp.com

Writing/Grammar:

http://www.vocabulary.com

http://www.apastyle.org **APA for research papers**

http://depts.dyc.edu/learningcenter/owl/index.htm **Online Writing Lab**

APA Manual

Study Skills/Test Taking Skills:

See instructors for assistance and additional materials

Critical Thinking:

NOTE: **The Learning Express Library** is an online resource that includes links to a variety of topics- math skills, writing skills, test taking tips etc.
The link is www.learningexpresshub.com
You will need a library card number (Steele Memorial number works) to set up an account.

For Individual Course Remediation and/or Enrichment, student should refer to the Course Educational Resources (Bibliography &Multimedia Listings for each course.

Affective Problems: Stress management, Time Management, Family Life, Peer Support:

Chenevert, M (2006, 2005, & 1997*). Mosby's tour guide to nursing school: A student's survival kit.* (3rd ed.) St. Louis: Mosby. **WML**

D: 1996: R: 2007; 7/11

This list of resources is to be utilized when counseling applicants and/or students:

1. Academic: - Inadequate basic skills - Study skills - Learning style assessments - Test taking skills - Note taking skills - Math, reading and study skills - Time management-stress	➢ Achievement Center 739-3894 ➢ Elmira College Library ➢ List of Wey Memorial Library and multimedia resources ➢ Peer support group ➢ Tutorial-science ➢ Review class – A&P ➢ Review materials – Chemistry ➢ Group session ➢ Individual counseling ➢ Videos/DVDs ➢ Faculty Advisors ➢ School Psychologist ➢ Nursing ABC (www.nursingabc.com) ➢ ATI Remediation Resources ➢ www.learningexpresshub.com ➢ Meditation
2. Financial: - Financial assistance - Tuition - Child-care - Personal	➢ List of Wey Memorial Library and multimedia resources ➢ WIN-NYS Labor Dept. 733-0489 ➢ Financial Aid Office at Arnot Ogden Medical Center 737-4405 ➢ Financial Aid pamphlet ➢ Work-study Financial Aid ➢ Medical Social Work ➢ Chemung County Child Care Connection 739-3941
3. Developmental and Affective Problems: - Dependency need - Self-concept - Family life/developmental tasks - Spiritual Need - Crisis Intervention	➢ School Psychologist ➢ Faculty Advisors ➢ Wey Memorial Library and multimedia resources ➢ Arnot Health Chaplain – Pastoral Counseling ➢ Critical Incident Debriefing Team ➢ Health on Demand ➢ Women's Health Center ➢ Smoking Cessation – Arnot Health ➢ Health club discounts ➢ Medical Social Work ➢ Day Care on campus at employee rates as space allows ➢ ***IF*** Arnot Health employee- EAP

Lack of Knowledge of Subject Matter

1. Use study guide/outcomes/specific class guideline to identify important content while reading textbook.
2. Write out key points from #1 and use for later review.
3. Take careful notes during class
4. As soon as possible after class and at the end of each week review #2 and #3 from above.
5. Participate in study group each week.
6. Use NCLEX-RN and ATI review books to review important content and to practice application on review questions.
7. Predict exam questions. Use these for group review.
8. Schedule time to review each lecture carefully before each exam.
9. Note weak areas such as pathophysiology, medication side effects, lab values, etc.

Exam Taking Skills

1. Read each question carefully and highlight, underline, or circle key words.
2. Give your own answer (write down a few words BEFORE looking at choices given on exam).
3. Choose best answer based on what you learned in this class.
4. Don't change an answer unless you know why the first answer is wrong. (NEVER change an answer just because you feel uncertain).
5. Practice application of knowledge using case studies and NCLEX-RN/ATI review questions.

English Language/Vocabulary

1. Look vocabulary terms/new words identified in reading assignment, lecture, and study groups, etc.
2. Write out the meanings of these words, note pronunciation and use them in a sentence, make flash cards or write them in a notebook.
3. Drill on these words several times each week
4. If you don't understand an exam question or answer choice, ask the instructor for clarification.

Exam Anxiety

1. Prepare for exams so that you feel confident about your knowledge.
2. Use recommended exam skills on every question. This helps you think logically.
3. Use positive self talk- i.e. "I know these concepts, I am going to do well on this exam."
4. Don't spend too long on a difficult question. This lowers your confidence and increase anxiety. Read it carefully two times, guess and move on to easier questions. Remember what you have learned and apply knowledge and exam skills.
5. Practice relaxation techniques (deep breathing, etc.) so you can use them as needed.
6. Get adequate sleep before an exam.

*Adapted with permission from Loma Linda University

Arnot Ogden Medical Center
School of Nursing and Radiology Technology
DRUG AND ALCOHOL POLICY
2018-19

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that all schools have a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This booklet has been compiled for your information, and consists of four parts:

- Standards of conduct that prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on your institution's property or at any of your institution's activities.
- **A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;**
- A description of drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
- A clear statement that your institution will impose sanctions on students and employees and a description of these sanctions.

1. STANDARDS OF CONDUCT

Effective December 1985, the New York State purchase age was established at twenty-one. There is an institutional regulation that all members of the college community will abide by the law. Organizations which ordinarily sponsor events that involve alcohol need to be especially aware of campus policies and the law as they relate to their activities. Sponsors of events must insure appropriate supervision and enforce disciplinary legal action regarding violations of campus policy or the law.

Elmira College upholds New York State law and Federal guidelines on the possession and consumption of alcohol. Therefore, no one under the age of 21 may legally possess alcohol. When alcohol is brought into the dormitories or any other campus facility by any person under the age of 21, and it is seen by a staff member, it may be confiscated or disposed of, and disciplinary action may be taken.

In addition to the above Elmira College Alcohol Policy, Arnot Ogden Medical Center also maintains the same stipulations for all students, employees and faculty. Please be advised that due to clinical sites that are off the Elmira College campus and off the grounds of Arnot Ogden Medical Center, the above Policy is adhered to in regards to clinical placement under auspices of Arnot Ogden Medical Center.

The use and possession of illicit drugs are prohibited and shall be complied with to the letter of the law governing the State of New York and any Federal laws that apply.

The use of alcohol and/or drugs in a clinical setting cannot be tolerated or condoned by the medical center. As such an employee or student found under the influence of alcohol or drugs while on duty, attending classes, or engaged in medical center business may be subject to immediate termination.

2. **HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL**

Alcohol is a psychotropic drug that affects mood, judgment, concentration and consciousness. Prolonged use can lead to an impaired defense system, pulmonary infections, gastric aspirations, hypoglycemia and cirrhosis of the liver and eventually death.

The use of illicit drugs can cause the following:

Narcotics such as opium, heroin and morphine can cause acute intoxication, pinpoint pupils, marked respiratory depression, stupor and coma and eventually death from over-dose.

Barbiturates such as Nembutal, seconal and amytal can cause acute intoxication, flushed face, decreased pulse rate, decreased tendon reflexes and decreased mental alertness, also poor motor coordination, coma and death.

Amphetamines can cause abrupt or insidious development of behavioral disturbances, insomnia, visual misperceptions, auditory hallucinations, rapid speech and euphoria.

Hallucinogens or psychedelic drugs can cause marked confusion, panic, incoherence, hyperactivity, hazardous behavior, hallucinations, flashbacks, convulsions, coma, circulatory collapse and death.

Drugs producing sedation, intoxication, psychologic and physical dependence cause acute intoxication, decreased mental alertness, confusion, slurred speech, ataxia, pulmonary edema, coma and death.

Cocaine, crack and other illicit street drugs can cause cardiac arrest and death.

Marijuana with prolonged use destroys short-term memory and slows learning. Research has shown that in men it can cause decreased sperm motility and is also harmful to the fetus in pregnant women.

3. COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS

Assistance for coping with drug and alcohol problems is available and may be obtained by contacting Social Services, Occupational Medicine Health Nurse, Human Resources, School of Nursing/School of Radiology Counselor, or Pastoral Services.

An employee's/student's continued refusal or inability to accept treatment will be handled with appropriate disciplinary action if job or school performance continues to be affected.

The following is a list and description of community alcohol and drug counseling, treatment and rehabilitation programs available to students and employees:

Al-Anon Family Group
1-888-425-2666
www.aaelmira.org/al-anon-meeting-list/ A fellowship of families who meet and help alleviate the problems of people who are close to alcoholics. The group is designed along the line of Alcoholics Anonymous with confidentiality.

Alcoholics Anonymous
PO Box 14
Elmira, NY 14902
607-737-6733
www.aaelmira.org/aa-meetings/ Provides assistance to individuals wishing to recover from alcoholism. Composed of individuals who are alcoholics themselves. A.A. is a self-help organization whose members are anonymous.

New Dawn STARS ARU (Southern Tier Addiction Rehabilitation Services Intensive Outpatient Treatment)
St. Joseph's Hospital
555 East Market St.
Elmira, NY
607-733-6541
www.arnothealth.org/services/addiction-treatment
A certified outpatient clinic for alcoholism. Operates a detoxification and rehabilitation program, both in-patient and outpatient, for the alcoholic and the family. Persons may contact STARS directly as a self-referral, or be referred by another agency.

4. INSTITUTIONAL SANCTIONS

All employees and students are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, unauthorized possession or being under the influence of any intoxicating beverage or controlled substance on medical center property, alternate clinical sites, or at any school function.

Any employee or student who violates the above policy is subject to discipline, up to and including termination or dismissal.

ALCOHOL, OTHER DRUGS AND THE LAW

In New York State, you can be arrested for any of these offenses: aggravated driving while intoxicated (Agg-DWI), driving while intoxicated (DWI), driving with a blood alcohol content of .08 percent or more (.08 BAC), driving while ability impaired by a drug (DWAI-drug), driving while ability impaired by alcohol (DWAI), or driving under the combined influence of alcohol and drugs.

Blood alcohol content (BAC) is the percentage of alcohol in your blood and is normally determined by a chemical test of breath, blood, urine or saliva. A BAC of more than .05 percent is legal evidence that you are impaired, a BAC of .08 percent or higher is evidence of intoxication, and a BAC of .18 percent or more is evidence of aggravated driving while intoxicated.

Many people think chemical test evidence is required to prove you were intoxicated or impaired. However, the testimony or a police officer about the way you drive, appearance and behavior when arrested can provide enough evidence to convict you, even without a chemical test.

If you are found guilty of any alcohol or drug-related violation, the court must revoke or suspend your license when you are sentenced. Even if the court allows you to continue driving for 20 days, your driver license will be taken immediately.

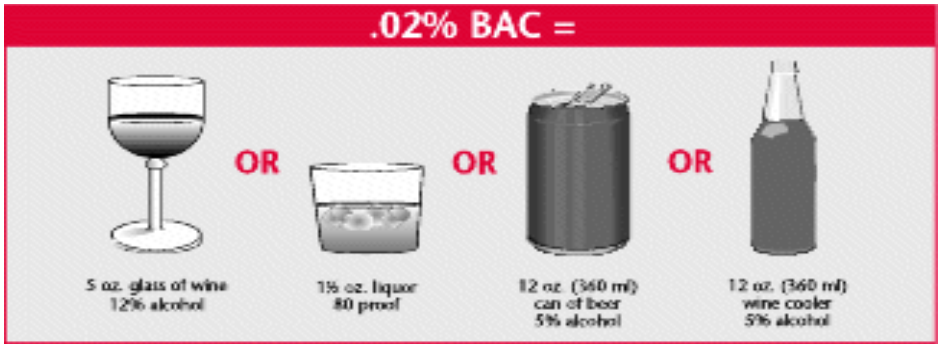
Driving while intoxicated is a crime. Your judgment, coordination and ability to drive a vehicle change when you consume any amount of alcohol. The level of impairment depends on five conditions:

- the amount of alcohol you drink
- the amount of food you eat before or while you drink alcohol
- the length of time you drink alcohol
- your body weight
- your gender

Your BAC *does not* depend on the type of beverage you drink, how fit you are or how you can "hold your liquor."

Different types of drinks *do not* affect you differently. It is the **amount** of alcohol you consume, not whether it is in beer, wine or liquor that raises your BAC and reduces your driving ability. These drinks contain about the same amount of alcohol - 1½ ounces of liquor, 5 ounces of wine, 12 ounces of beer and 12 ounces of wine cooler. None is "safer to drink" than the others.

For a 150-pound male, each one of these drinks contains enough alcohol to increase his BAC by about .02 percent. On average, it takes the body approximately one hour to remove that much alcohol. Studies indicate that a woman will take longer to process and remove alcohol from the blood. This can cause a higher BAC over a longer period of time.



Compared to the 150-pound male described above, your body weight can make some difference in the BAC and the effects of alcohol. No one has immunity to the effects of alcohol. **It is a simple fact: the more you drink in a given period of time, the higher your BAC will be and the less safe you will drive.**

It takes only a few drinks to increase your BAC to levels at which it is illegal to drive. And remember, the effects of alcohol on your ability to drive begin at even lower BAC levels after just one drink.

Eating before or while you drink helps slow the absorption of alcohol somewhat, but it cannot prevent intoxication or impairment if you have too much to drink.

There is no quick method to become sober. The best method is to wait until your body absorbs the alcohol. The average rate that your body processes alcohol is approximately one drink per hour. *The only method to effectively reduce your BAC is to not drink over a period of time.* Coffee, exercise and cold showers cannot reduce your BAC and the effects of alcohol. They can help you remain awake, but it cannot change your BAC or make you sober.

What are the types of alcohol and drug-related violations in New York State?

- **Driving While Intoxicated** (DWI): .08 Blood Alcohol Content (BAC) or higher or other evidence of intoxication. For drivers of commercial motor vehicles: .04 BAC or other evidence of intoxication
- **Aggravated Driving While Intoxicated** (Aggravated DWI): .18 BAC or higher
- **Driving While Ability Impaired by Alcohol** (DWAI/Alcohol): more than .05 BAC but less than .07 BAC, or other evidence of impairment
- **Driving While Ability Impaired by a Single Drug other than Alcohol** (DWAI/Drug)
- **Driving While Ability Impaired by a Combined Influence of Drugs or Alcohol** (DWAI/Combination)
- **Chemical Test Refusal**: A driver who refuses to take a chemical test (normally a test of breath, blood or urine)
- **Zero Tolerance Law**: A driver who is less than 21 years of age and who drives with a .02 BAC to .07 BAC violates the Zero Tolerance Law

Penalties for alcohol or drug-related violations

Driving while intoxicated is a crime. Your judgment, coordination and ability to drive a vehicle change when you consume any amount of alcohol. The level of impairment depends on five conditions

- the amount of alcohol you drink
- the amount of food you eat before or while you drink alcohol
- the length of time you drink alcohol
- your body weight
- your gender

There is no quick method to become sober. The best method is to wait until your body absorbs the alcohol. The average rate that your body processes alcohol is approximately one drink per hour.

Types of alcohol and drug-related violations in New York State

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  .08 Blood Alcohol Content (BAC) or higher or other evidence of intoxication. For drivers of commercial motor vehicles: .04 BAC or other evidence of intoxication.
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  .18 BAC or higher
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  More than .05 BAC but less than .07 BAC, or other evidence of impairment.
- **Driving While Ability Impaired by a Single Drug other than Alcohol (DWAI/Drug)**
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- **Chemical Test Refusal**
  A driver who refuses to take a chemical test (normally a test of breath, blood or urine).
- **Zero Tolerance Law**
  A driver who is less than 21 years of age and who drives with a .02 BAC to .07 BAC violates the Zero Tolerance Law.

In New York State, the penalties for an alcohol or drug-related violation include the loss of driving privileges, fines, and a possible jail term.

Penalties for alcohol or drug-related violations

VIOLATION	MANDATORY FINE	MAXIMUM JAIL TERM	MANDATORY DRIVER LICENSE ACTION
Aggravated Driving While Intoxicated (AGG DWI)	$1,000 - $2,500	1 year	Revoked for at least one year
Second AGG DWI in 10 years (E felony)	$1,000 - $5,000	4 years	Revoked for at least 18 months
Third AGG DWI in 10 years (D felony)	$2,000 - $10,000	7 years	Revoked for at least 18 months
Driving While Intoxicated (DWI) or Driving While Impaired by a Drug (DWAI-Drug)	$500 - $1,000	1 year	DWI - Revoked for at least six months DWAI-Drugs - Suspended for at least six months

Penalties for alcohol or drug-related violations

VIOLATION	MANDATORY FINE	MAXIMUM JAIL TERM	MANDATORY DRIVER LICENSE ACTION
Second DWI or DWAI-Drug violation in 10 years (E felony)	$1,000 - $5,000	4 years	Revoked for at least one year
Third DWI or DWAI-Drug violation in 10 years (D felony)	$2,000 - $10,000	7 years	Revoked for at least one year
Driving While Ability Impaired by a Combination of Alcohol/Drugs (DWAI-Combination)	$500 - $1,000	1 year	Revoked for at least six months
Second DWAI-Combination in 10 years (E felony)	$1,000 - $5,000	4 years	Revoked for at least one year
Third DWAI-Combination in 10 years (D felony)	$2,000 - $10,000	7 years	Revoked for at least one year
Driving While Ability Impaired by Alcohol (DWAI)	$300 - $500	15 days	Suspended for 90 days
Second DWAI violation in 5 years	$500 - $750	30 days	Revoked for at least six months
Third or subsequent DWAI within 10 years (Misdemeanor)	$750 - $1,500	180 days	Revoked for at least six months
Zero Tolerance Law	$125 civil penalty and $100 fee to terminate suspension	None	Suspended for six months
Second Zero Tolerance Law	$125 civil penalty and $100 re-application fee	None	Revoked for one year or until age 21
Chemical Test Refusal	$500 civil penalty ($550 for	None	Revoked for at least one year, 18 months for

Penalties for alcohol or drug-related violations

VIOLATION	MANDATORY FINE	MAXIMUM JAIL TERM	MANDATORY DRIVER LICENSE ACTION
	commercial drivers)		commercial drivers.
Chemical Test Refusal within five years of a previous DWI-related charge/Chemical Test Refusal	$750 civil penalty	None	Revoked for at least 18 months, one-year or until age 21 for drivers under age 21, permanent CDL revocation for commercial drivers.
Chemical Test Refusal - Zero Tolerance Law	$300 civil penalty and $100 re-application fee	None	Revoked for at least one year.
Chemical Test Refusal - Second or subsequent Zero Tolerance Law	$750 civil penalty and $100 re-application fee	None	Revoked for at least one year.
Driving Under the Influence (Out-of-State)	N/A	N/A	Revoked for at least 90 days. If less than 21 years of age, revoked at least one year.
Driving Under the Influence (Out-of State) with any previous alcohol-drug violation	N/A	N/A	Revoked for at least 90 days (longer term with certain prior offenses). If less than 21 years of age, revoked at least one year or until age 21 (longest term).

Additional penalties

- greater penalties can also apply for multiple alcohol or drug violations within a 25-year period
- surcharges are added to alcohol-related misdemeanors ($260) and felonies (generally $400, but varies slightly depending on court of conviction)
- three or more alcohol or drug-related convictions or refusals within 10 years can result in permanent revocation, with a waiver request permitted after at least 5 years
- a driver with an Aggravated DWI violation conviction within the prior 10 years will receive a minimum 18-month revocation if convicted of DWI, DWAI/Drugs or DWAI/Combination. Also, a driver with a prior DWI, Aggravated DWI, DWAI/Drugs or DWAI/Combination with the prior 10 years will receive a minimum 18-month revocation

- a driver convicted of an Aggravated DWI, DWI, DWAI/Drug, DWAI/combination, vehicular assault and aggravated vehicular assault, or vehicular manslaughter and vehicular homicide three or more times in the preceding 15 year period is guilty of a Class D felony

For more information, see You and the Drinking Driving Laws.

Leandra's Law & ignition interlock devices

What is "Leandra's Law"?

Leandra's Law was signed into law on November 18, 2009 in honor of Leandra Rosado. Leandra was an 11-year old killed while she rode in a vehicle with the intoxicated mother of one of her friends. In response to this tragedy, the NYS Legislature made several changes to the Vehicle and Traffic Law (VTL). The law strengthened the penalties against motorists who drink and drive, and requires that

- any person sentenced for Driving While Intoxicated on or after August 15, 2010 must have an ignition interlock device installed on any vehicle they own or operate
- the driver will have an "ignition interlock" restriction added to their driver license

See additional information about Leandra's Law at the NYS Governor's Traffic Safety Committee Alcohol, Drugs and Impaired Driving page.

What are the different parts of Leandra's Law and what are the penalties for conviction?

Leandra's Law includes the following provisions:

Aggravated DWI/Child in Vehicle

The law established a new Class E Felony. The law states that no person shall operate a motor vehicle under the influence of alcohol or drugs while a child who is 15 years of age or younger is a passenger in the vehicle.

Ignition interlock requirement

A court must sentence a person convicted of either *Aggravated DWI/Child in Vehicle or Aggravated DWI/Driving with a Blood Alcohol Content (BAC) of .18 or More* to a period of probation or to a conditional discharge. The court must require the installation and use of an ignition interlock device in any motor vehicle owned or operated by a person convicted under this law. The ignition interlock device must remain in the vehicle for at least 12 months, unless otherwise permitted by the court.

A court that sentences a person for a *Driving While Intoxicated* conviction on or after August 15, 2010 must impose a conditional discharge or probation, and a condition of the sentence must be the installation and use of an ignition interlock device in any motor vehicle the person owns or operates. The ignition interlock device must remain in the vehicle for at least 12 months, unless otherwise permitted by the court.

What is an "ignition interlock device"?

An ignition interlock device connects to a motor vehicle ignition system and measures the alcohol content in the breath of the operator. The device prevents the vehicle from being started until the motorist provides an acceptable breath sample.

If ignition interlock is ordered by a court, the system must be installed on each vehicle the motorist owns or operates. The device must remain installed for at least six months. The ignition interlock restriction will be

added to the driver license record even if the license is revoked. The restriction will appear on the back of the driver license document as "interlock device".

Courts and probation departments will direct convicted motorists to vendors for ignition interlock installation. The NYS Division of Criminal Justice Services website provides details on ignition interlock device vendors and information from the manufacturers of the device.

How do I remove the ignition interlock restriction from my driver license?

Your ignition interlock monitor must give you a form that states that you are no longer required to install and maintain the ignition interlock device in motor vehicles you own or operate. You must take this form to a local DMV office and apply for a new document without the restriction.

Drug Convictions May Impact Your Financial Aid Eligibility

Students convicted of drug offenses committed while receiving Title IV federal financial aid may be ineligible for federal financial aid for one or more years from the date of conviction. Federal aid includes: Federal Student Loans, Federal PLUS Loans, Federal Grants and Federal Work Study. There is a question on the FAFSA form asking if the student has ever been convicted of a drug related offense. Answering this question falsely, if discovered, could result in fines up to $20,000, imprisonment, or both.

How to Regain Eligibility for Federal Financial Aid after a Drug Conviction

There is a way that you can regain eligibility for the federal programs no matter how many or what type of drug convictions you have. You must successfully complete an acceptable drug rehabilitation program that meets the standards set by Congress and the Department of Education. You will regain eligibility on the date you complete the program.

What is an Acceptable Drug Rehabilitation Program?

An acceptable drug rehabilitation program must require passing **TWO** unannounced drug tests **AND** it must be either:

1. Be qualified to receive funds from a federal, state or local government agency or program, or from a state or federally licensed insurance company, or
2. Be administered or recognized by a federal, state or local government agency or court, or by a state or federally licensed hospital, health clinic, or medical doctor.

Convictions during enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Office immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

A FEW IMPORTANT REMINDERS

If you kill or cause an injury to another person because of an alcohol or other drug-related violation, you can be convicted of criminally negligent homicide, vehicular manslaughter or assault. These carry a fine of thousands of dollars and a maximum jail term of 15 years.

If you drive while your license is suspended or revoked, you face a mandatory fine of $200 to $1000, and a mandatory jail term or probation. If impaired or intoxicated when you are arrested, the maximum

mandatory fine is $5,000, and the vehicle can be seized.

Liability insurance may not cover the cost of injuries and damage from a traffic crash. You could be sued for thousands of dollars and you would find it difficult and expensive to buy liability insurance for several years.

Besides fines and surcharges, you could also face costly legal fees.

You could have a criminal record, which makes it harder to get a job or move forward in your job.

HOW TO AVOID TROUBLE

You are not likely to worry about the results of your actions while you are impaired or intoxicated. The time to consider them, and how to prevent them, is *before* you become impaired or intoxicated.

If you go to events with the same group of friends, rotate drivers. Each friend takes a turn being the "designated driver" who does not drink any alcohol.

Arrange to remain overnight or ride home with a friend who does not drink.

Before you drink, give your car keys to a friend who does not drink and who will not let you drive after you drink.

Call a cab or use public transportation.

Drink slowly. Alternate between drinks with alcohol and drinks without any alcohol.

Do not make alcohol the focus of your event.

If you have had too much alcohol, stop drinking several hours before you intend to leave so your body can begin to lower your BAC.

D: 1990 R: 2018/annually

DATE OF ISSUE: 7/05
DATE(s) OF REVISION: 8/07, 9/09, 2/13, 12/13, 1/14, 3/14, 7/14
DATE(s) OF REVIEW: 1/17
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): HUMAN RESOURCES
==========

PURPOSE: This policy is designed to maintain a drug and alcohol-free workplace. This helps ensure a safe and productive workplace for employees, as well as allowing Arnot Health to provide superior health care to its patients and clients.

STATEMENT:

Illegal use of controlled substances or abuse of alcohol is prohibited.

Any employee who is under the influence of controlled substances and/or alcohol at work or on Arnot Health premises will be discharged with the noted exception for lower levels of breath alcohol testing as noted on Page 2 of this policy.

DEFINITIONS:

Arnot Health Premises – All company premises owned, occupied, or used by Arnot Health including buildings, vehicles, equipment, rental properties, parking lots, and any other place that Arnot business is conducted.

Drug/Substance – Any chemical substance that produces physical, mental, emotional, or behavioral change in the user. The primary classifications are:

Prescription Drugs *– Means a drug lawfully available for purchase only with a prescription.*

Prohibited Substance *– Means illegal drugs & alcohol.*

Substance abuse shall mean:

a. The use or possession of any drug in a manner prohibited by law; and

b. The use of alcohol (Similar to the well established D.O.T. and police standards) or any legal/illegal drug or other substance in such a way that the employee's performance as a health care provider is impaired.

Impaired – A confirmed positive alcohol test (see clarification of "levels" on Page 2 & 3) and/or a positive drug test (subsequent to verification by the Medical Review Officer (MRO)) shall constitute evidence of impairment.

Reasonable Suspicion – Is derived from unusual actions, physical symptoms and/or other behaviors that suggest that a violation of the policy has occurred.

POLICY PROVISIONS:

Any of the following actions constitutes a violation of the Policy and will result in immediate termination.

- Possession, selling, receiving, transferring, trading, conveying and/or dispensing illegal drugs/substances while on duty, on Arnot Health premises, or while using or conveying Arnot property.

- A positive drug test subsequent to verification by the Medical Review Officer. Note: Misuse of prescription medication resulting in impairment of faculties is treated as a form of substance abuse.

- Refusal to comply with a search or test (i.e., not providing required sample) or to cooperate with the enforcement of this policy.

- Evidence indicating attempts to influence the outcome of a substance abuse test (e.g., adulterating, tampering with, substituting or diluting samples, etc.)

- *Use or possession of open containers of alcohol while on duty, on Arnot Health Premises or while using or conveying Arnot Health Property.*

Other violations that will result in discipline (up to termination) include:

- *Any employee who is under the influence of alcohol at work or on Center premises, with an alcohol level greater than .02.*

SUBSTANCE ABUSE TESTING PROCEDURES:

A. Drugs/Substances: Drug testing specimen collection procedures shall ensure that the sample submitted for an employee actually contains materials from that employee (in accordance with standard Chain of Custody procedures as used in DOT testing) a copy available upon request. This procedure ensures the samples are protected from tampering, and that the analysis of them is done by a Federally Certified Laboratory approved by the NIDA (National Institute on Drug Abuse). Collection for testing is performed through the Occupational Medicine Department or the Laboratory.

B. Alcohol: Alcohol testing shall be used to assess an employee's alcohol impairment status.

C. The results of an employee's substance abuse test(s) (e.g., hair, urine, alcohol) shall be communicated by Occupational Medicine to Human Resources, who shall notify the employee's supervisor and the employee of any positive substance abuse test.

PRE-EMPLOYMENT DRUG TESTING:

A. Upon receipt of a written authorization (Attachment A – Applicant Substance Abuse Testing Agreement), all applicants or new employees shall undergo a substance abuse-screening test prior to beginning work as an employee of the Medical Center.

B. Any applicant or new employee who refuses to submit to or fails to provide a sample for pre-employment substance abuse testing shall be discharged, or not hired. Any applicants or new employees with a positive pre-employment substance abuse test (drug or alcohol of any level) will be terminated, or not hired.

REASONABLE SUSPICION DRUG TESTING:

A. All employees shall undergo a substance abuse test when it is believed that they are in violation of this policy (e.g., from substance abuse). Any employee who fails or refuses to submit to testing on an immediate basis will be treated as having violated the policy and shall be terminated.

B. Post-accident testing shall be conducted on any employee whose conduct may have caused or contributed to a motor vehicle accident in an Arnot-owned, leased or rented vehicle. Testing may also be conducted following any incident/accident where there is reasonable suspicion that drug/substance and/or alcohol use may have contributed to or caused the accident. The testing will be performed as soon as possible after the incident.

C. If there is reasonable cause to believe that an employee is engaging in substance abuse, the immediate supervisor (and another Arnot supervisor or Human Resource designee if available) who can attest to the actions and behaviors of the suspected employee can begin the reasonable suspicion process. The supervisor, and when available, the second supervisor, and/or a designee of Human Resources will complete a Basis for Reasonable Suspicion Testing Form (Attachment B) as to the reasons they believe testing should be initiated.

D. If authorization for a substance abuse test for a reasonable suspicion is given, then the employee shall be directed to provide a sample for testing immediately. The employee's supervisor and/or Human Resources representative shall coordinate with the Occupational Medicine Department (or the Laboratory during hours when Occupational Medicine Department is not open or on our IDMH Campus), to arrange the test. The specific steps would be:

- The supervisor will call the laboratory or the Occupational Medicine Department (Ext: 4539) to inform them that they will be bringing an employee down for a "reasonable suspicion test" or for a post motor-vehicle accident test.

- The employee must have a photo ID. If they do not, the supervisor must be prepared to identify the employee.

- During normal office hours, the employee will be escorted to the Occupational Medicine Department or, during evenings, nights, weekends etc., to the Laboratory's OP Collection section by his or her supervisor. The supervisor or collection technician should contact Security if they feel that the employee is disruptive or poses a threat to their safety.

Pending the results of such a test, employees shall be placed on unpaid suspension and shall be removed from duty. Supervisors should advise impaired employees that they should not drive. The supervisor should ensure that the impaired employee does not drive themselves home (call family member, emergency contact, taxi, etc.). The unpaid suspension will be converted to a "paid leave" if the employee is not found to be in violation of the policy.
* Denotes most recent change to Policy.

ATTACHMENT(S):
Attachment A: Applicant Substance Abuse Testing Agreement
Attachment B: Basis for Reasonable Suspicion Testing

REFERENCE(S):

FORM(S):

ArnotHealth

Hr.140 Attachment A

Applicant Substance Abuse Testing Agreement

It is Arnot Health's general policy that no applicant may initiate employment without having undergone the standard substance abuse testing process. Those applicants who refuse to comply with the substance abuse testing or those who test positively will no longer be eligible for employment and will be prohibited from re-applying to Arnot Health in an employment capacity for a minimum of one year.

Your signature, below, indicates your acknowledgement of the terms described above and your agreement to comply with Arnot's substance abuse testing procedures. Arnot Health's collective resources (Occ Med, HR, Lab, ER) are available to answer any related questions.

I, _____, have read the above statement, have had
(Printed Name of Applicant)
adequate resources made available to me to answer any related questions, and completely understand both the contents of this document and the consequences of my related decisions.

SS#: _____

Signed: _____ Date: _____/_____/_____
(Name of Applicant) MM DD YY

ArnotHealth

Hr.140 Attachment B

Basis for Reasonable Suspicion Testing

We, the following managers/supervisors/employees and/or representative/designee of Human Resources, concur with the need for reasonable suspicion testing for the following employee:

Name: _____

Department: _____

We have observed or been informed of the following: (check all that apply)

Unusual Physical Sign(s):

- ❑ Slurred speech
- ❑ Staggered gait
- ❑ Imbalance
- ❑ Bloodshot eyes
- ❑ Confusion
- ❑ Disorientation
- ❑ Lack of lucidity
- ❑ Odor of alcohol
- ❑ Other (specify)

Unusual Behavior(s):

- ❑ Sudden unexplained changes in behavior
- ❑ Wide mood swings
- ❑ Unexplained emotional/violent outbursts
- ❑ Threats
- ❑ Frequent tardiness or absenteeism
- ❑ Unexplained whereabouts
- ❑ A record of avoidable accidents
- ❑ Other (specify)

Complaint(s) From:

- ❑ Patient/Resident
- ❑ Visitor
- ❑ Employee
- ❑ Immediate Supervisor/Manager
- ❑ Other credible witness (specify)

Specify nature of complaint and dates and times of occurrence, if known:

Name: _____
(Print name of first Manager/Supervisor)

Signature: _____

Date: ____/____/____
MM DD YY

Time: _____:_____ AM PM

Name: _____
(Print name of second Manager/Supervisor/Employee)

Signature: _____

Date: ____/____/____
MM DD YY

Time: _____:_____ AM PM

Name: _____
(Print name of Human Resources Representative/ Designee)

Signature: _____

Date: ____/____/____
MM DD YY

Time: _____:_____ AM PM

NOTE: It is preferable to have 2 managerial witnesses present, but is not required. When a 2nd supervisor or Human Resources designee is unavailable to assist with alarming behaviors, the manager should still proceed with the testing. For instances involving union members a union steward should be present (if available).

DATE OF ISSUE: 4/09
DATE(s) OF REVISION: 6/11, 8/11, 1/13, 1/17
DATE(s) OF REVIEW:
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): HUMAN RESOURCES
==========

PURPOSE: To articulate a consistent process for the reporting, investigation, and resolution of disruptive behavior, with the intent of encouraging all interactions to be professional and constructive. This will promote optimum patient care by encouraging a safe, cooperative, and professional health care environment and prevent or eliminate behavior that disrupts the facility's operations, affects the ability of others to do their job, creates a hostile work environment for employees or other Medical/Allied Health Professional (AHP) staff members, or otherwise interferes with their ability to work harmoniously.

DEFINITIONS:

Disruptive Behavior may include behavior that appears to be illegal, unethical, unprofessional, abusive, demeaning, intimidating, harassing, insubordinate, sexually suggestive, unduly loud, or occurring in an inappropriate setting. Examples might include, but may not be limited to, the following:

- Using threatening, abusive, berating, or condescending language, voice intonation, or body language;
- Using profanity or similarly offensive language;
- Throwing objects;
- Sexual harassment;
- Making unprofessional, negative comments about other Medical/AHP Staff member, hospital employees, patients or their families, visitors or the quality of care rendered at the facility;
- Making threats, physical assaults, or acts of overt intimidation against any facility or Medical/AHP Staff member or employee, patients or their families, or visitors;
- Possession of firearms or dangerous weapons in the workplace;
- Disrupting Department/Committee Meetings;
- Writing inappropriate comments in patient medical records or other official documents;
- Falsification of records (including the employment application, pay records, patient records, and similar documents):
- Destroying, abusing, removing without proper authorization, or otherwise misusing the property of the facility, its employees, patients or visitors;
- Illicit possession of controlled substances or use of alcohol (with the obvious exception for job-related possession of drugs for patient use).

- Engaging in any illegal activity during working hours.

PROCEDURE:

Reports of instances of disruptive behavior may be initiated by any practitioner, employee, volunteer, student, patient, or visitor. Employees, students and volunteers should report these instances to their direct supervisor, but may also utilize their division head, Human Resources, or a formal complaint form, if they wish.

A. For issues involving physicians and credentialed Allied Health Professionals (AHP's), the relationships may not be clear (e.g., employed or those with facility privileges). Accordingly, a complaint form or occurrence report will be completed.

B. A Complaint Form will be completed if a concern exists about a situation, which did not involve injury of persons. Generally, a Complaint Form is most suited for documenting interpersonal interaction which seems inappropriate and/or disruptive**.** Anonymous reporting may be accomplished using the *electronic occurrence* reporting system or by calling Health on Demand, but often lessens the ability to resolve the issue.

C. An Occurrence Report should be completed if an event has occurred which is not consistent with the routine operation of the facility or the routine care of a particular patient. Generally, it involves incidents or events involving patients, visitors, or volunteers, in which an injury occurs, improper treatment was provided, or a situation created in which the potential for injury or mistreatment existed.

D. Information will be logged in by the designated department and copies sent to the Administrative Division Heads and/or the Chairman of the involved practitioner, employee, volunteer, or student's department/school. If the involved practitioner is a Chairman, it will be sent to the Vice President of Medical Affairs. If the person involved is a Division Head, it will be sent to his/her immediate supervisor.

E. The Administrative Division Heads and/or the Chairman of the Medical Departments will meet with the involved individuals separately, and then jointly submit a report to HOD. This should occur within ten (10) working days.

F. Regardless of the conclusions reached by those conducting the investigation, they will document their actions and conclusions and provide this information to the HOD office, where it will be retained in a Confidential file:

1. For employees, volunteers, and students who file a complaint form: Involved persons will be monitored by the administrative division heads with appropriate referral to department directors. Information regarding the incident/complaint

may be filed in the person's personnel folder, if appropriate. Other rules may be cited as applicable.

2. For Practitioners (Physicians and credentialed Allied health Professionals):

a. The President of the Medical Staff, VPMA and Hospital President, or their respective designees, shall review the report/complaint, may meet with the individual(s) who prepared it, and/or any other witnesses to ascertain the details of the incident, any factors that may have precipitated the incident, and confirm the validity of the incident.

b. If, in the opinion of the President of the Medical Staff, VPMA and Hospital President, or their respective designees, it is determined that the incident meets the definition of disruptive behavior, at least two members of this group shall meet personally with the practitioner to outline the nature of the report/complaint and allow the practitioner an opportunity to respond. Unless otherwise required by law, the identity of the reporter/ complainant, if known, shall not be disclosed to the practitioner and shall remain strictly confidential.

c. Documentation of the matters discussed with the practitioner shall be prepared and maintained as part of the practitioner’s credential files which shall remain strictly confidential, as required by applicable federal and state laws, rules, and regulations. A summary of matters discussed shall be provided to the practitioner.

d. Based upon the written report/complaint and interview with the practitioner, the facility may:

i. Issue a clear, unequivocal oral and/or written warning to the practitioner which shall be maintained in the practitioner’s credentials file;
ii. Offer education, training, referral and/or counseling to the practitioner;
iii. Request or require the practitioner to take a temporary leave of absence;
iv. Impose appropriate restrictions on the practitioner’s clinical privileges consistent with the Bylaws of the facility and the Medical Staff, as same may be in effect from time to time;
v. Immediately suspend the practitioner’s clinical privileges pursuant to the Bylaws of the facility and the Medical Staff, as same may be in effect from time to time;

vi. Impose any other disciplinary action necessary and appropriate under the circumstances including, but not limited to, the practitioner's behavioral history, and consistent with the Bylaws of the facility and the Medical Staff, as same may be in effect from time to time.
vii. Take no action.

e. In the event the practitioner's status as a member of the Medical or Allied Health Professional Staff or the practitioner's right to exercise his/her clinical privileges is adversely affected by any action taken pursuant to this policy and procedure, the practitioner may be entitled to exercise his/her right to a hearing pursuant to the Medical Staff Bylaws.

f. If after the practitioner has exercised his/her right to a hearing and in the event the practitioner's status as a member of the Medical or Allied Health Professional Staff or the practitioner's right to exercise his/her clinical privileges is adversely affected by any action taken pursuant to this policy and procedure, the National Practitioner Data Bank and any other agency required by law will be notified.

g. The individual who reported the disruptive behavior (if known) shall be notified that the concerns as set forth in the report/complaint were taken seriously, that an investigation was conducted, and that corrective action, as necessary and appropriate, was implemented with appropriate monitoring mechanisms in place. Specific findings, disciplinary action and/or corrective action shall not be disclosed.

h. The Medical Executive Committee (MEC) shall be advised of any and all incidents and actions taken pursuant to this policy and procedure. The MEC may, at any time during this process, take appropriate action consistent with Medical Staff Bylaws and/or refer the matter to the Board of Managers.

i. Anyone who makes a good faith report/complaint pursuant to this policy and procedure shall not be subject to retaliation in any manner whatsoever.

j. If unresolved or serious concerns ensue, the case will be referred to the Medical Executive Committee.

k. A copy of each practitioner identified complaint will be placed in that practitioner's specific QI file.

G. All cases will be monitored by HOD and Performance Management and a summary of events will be presented to relevant QI Committees on a quarterly basis; trends and patterns will be noted.

H. There will be zero tolerance for all disruptive or intimidating behavior.

I. All who witness or are involved in episodes of intimidating and/or disruptive behaviors shall be allowed to voice their concerns, shall be thanked for sharing those concerns, and shall receive an apology, as appropriate.

J. This policy will be reviewed, updated as needed, and be part of the Mandatory In service Program institution-wide.

ATTACHMENT(S):
REFERENCE(S):
FORM(S):

DATE OF ISSUE: 1/14
DATE(s) OF REVISION:
DATE(s) OF REVIEW: 1/17
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): EXECUTIVE
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POLICY: Arnot Health, Inc. (AHI) desires to ensure that its employees, volunteers, health care providers (to include students and residents), independent contractors and other affiliates (for convenience collectively referred to in this policy as "Staff") use the various forms of social media in an appropriate, responsible and legal manner when such use may involve, either directly or indirectly, AHI, its operations, patients or Staff. AHI further desires to ensure that its corporate presence on any AHI social media site (such as Facebook) is honest and transparent to the public, and useful to our patients. While AHI understands that social media is a helpful tool for providing information on the services we offer, Staff must adhere to AHI's policies and procedures concerning the use and disclosure of proprietary business and health information regardless of the form of communication, which includes any type of social media. In accordance with the requirements of this policy, Staff may not post or communicate any "AHI Information", as defined below, through any form of social media. AHI Information is defined as any patient information, proprietary AHI business and operational information (including proprietary information concerning AHI vendors), AHI's trade secrets, attorney-client privileged information, and personal information concerning other AHI Staff. AHI Information subject to this policy may be in any form, including, but not limited to, electronic, oral, written, and photographic.

PURPOSE: The purpose of this policy is to establish the appropriate use of AHI Information (as defined above) by Staff via the various forms of social media. This policy is also intended to provide Staff with *guidelines* concerning the appropriate use of social media.

SCOPE: This policy pertains to all Staff who participate in one or more of the various forms of social media on non-AHI sites or profiles as defined within this policy. This policy applies regardless of where Staff may access the social media/networking site (including home access). It applies when the Staff's affiliation to AHI is identified, known, or presumed, or to any use or disclosure involving AHI Information.

BACKGROUND: The use of social media profiles and networking sites is widespread. AHI must ensure that Staff who may come into contact with AHI Information via any means understand that, consistent with confidentiality requirements that may apply, such information may not be posted or disclosed via social media or networking sites. This prohibition applies

even if the information does not expressly identify or name a patient or other individual because federal and state privacy regulations and other laws may nonetheless be implicated, including professional misconduct laws and Federal Trade Commission guidelines. Questions regarding this policy may be directed to the Privacy Officer at (607) 737-4469.

PROTECTION OF EMPLOYEE RIGHTS: This social media policy is not meant to interfere with, restrain or prevent AHI's employees' communications regarding wages, hours, or other terms and conditions of employment, nor impede their First Amendment rights of free speech. AHI employees have the right to engage in or refrain from such activities and communications.

DEFINITIONS:

a. **Social Media and Text Messaging** For purposes of this policy, social media includes, but is not limited to: blogs (short for Weblogs), micro-blogs (e.g., Twitter) podcasts, discussion forums, video sharing (e.g., YouTube, Vine), collaborative Web sites (also called "Wikis"), professional networking sites (e.g., LinkedIn), social networking sites (e.g., MySpace and Facebook), and e-mail distribution lists. **Although text messaging is not considered "social media", the concerns and prohibitions discussed in this policy apply to text messaging**, **and the texting/sending of video/photographic images via cell phones or by other means**.

b. **Patient Information** As mentioned above, this policy also prohibits the posting of and/or sharing of patient information on social media/networking sites or via text messaging. For purposes of this policy, patient information includes HIPAA[1] "protected health information" which is all individually identifiable information relating to the past, present, or future physical or mental health or condition of an individual; provision of health care to an individual; or the past, present or future payment for health care provided to an individual. Health information may be transmitted or maintained in any form of media, including oral, written, or electronic (includes images). Information is considered protected health information where there is a reasonable basis to believe the information can be used to identify the individual. For purposes of this policy, patient information also includes information obtained or learned by AHI and our Staff in the course of providing health care services to the patient and/or in the course of employment or affiliation with AHI, regardless of whether the information specifically identifies a patient.

[1] HIPAA refers to the Health Insurance Portability and Accountability Act of 1996, and the implementing regulations thereto pertaining to the privacy and security of health information.

USE OF SOCIAL MEDIA: LIMITATIONS, PROCEDURES, AND GUIDELINES:

a. **AHI Information** Staff may not use or disclose via or on any social media site any AHI Information (as defined in this policy). Staff may not represent that they are

communicating the views of AHI, nor may Staff do anything that might reasonably create an impression that they are communicating on behalf of, or as a representative of, AHI. For example, a Staff member should not post a message on Facebook stating that "AHI encourages you to vote yes on proposition 1", which creates the appearance that AHI has officially endorsed such a vote. For questions about statements on the organization's behalf, see AHI's policy on Spokesperson and Media Relations (Policy #___). AHI's official social media information and profiles are managed by _____.

b. **Patient Information Specifically** Staff may not use or disclose any patient information (regardless of whether such information specifically names or identifies a patient) via or on any social media site without the prior express written permission of the patient or the patient's authorized representative and approval by AHI **(This is a very limited exception, to be addressed on a case-by-case basis by AHI prior to any posting by a Staff member).** (you cover this in the "Sanctions" section below)

c. **Taking, Sending and Posting of Patient Images Prohibited As** indicated above, "patient information" includes patient images, regardless of whether the patient is named or identified. Staff may not take patient images except as authorized by AHI's Photographic and Videographic Consent policy (Policy # LE 140). In addition, Staff may not **take or send patient images via cell phone or other camera or post such images on a social media Web site in violation of this policy**.

d. **Prohibited Use** Staff may not use social media/networking sites (or other forms of communication) to harass, discriminate against, or make defamatory, slanderous or maliciously false statements about AHI and/or its patients, vendors or other Staff or affiliates.

e. **Honest and Appropriate Representations on Social Media/Networking Sites**

i. Staff must not state or suggest that the views and/or opinions that they post or otherwise express related to AHI and health care topics represent the official views of AHI unless expressed as a function of their Arnot Health job or position.
ii. Staff may not use AHI's intellectual property, such as logos, graphics and copyrights for any purpose, including the use on such Staff member's personal Web page or social media/networking sites. However, AHI reserves the right to host or sponsor a social media/social networking site which may contain AHI logos, graphics, etc.
iii. Staff engaging on social media sites/platforms external to AHI may not use AHI's name in their user or screen name.
iv. Staff are permitted to identify their affiliation with AHI on a social networking site, provided such posting is consistent with this policy. For example, a Staff member may indicate that he/she is an employee of AHI on LinkedIn or Facebook.

v. In the event a Staff member posts to a social networking or other site on AHI-related topics, services or products, such Staff member must include a clear disclaimer stating his/her real name, that he or she is a AHI employee/affiliate and that the views and opinions expressed are the Staff member's alone and do not represent the official views of AHI (This requirement is based on Federal Trade Commission Guidelines).

f. **Avoiding Reputation Harm** Staff should be aware that inappropriate blog posts or other social media posts and communications may be seen by others as a reflection of their character, judgment and values. The publication on social media sites of obscene or other similarly inappropriate information, language and/or images (including, for example, racist, sexist, illegal drug use or other unlawful content) may threaten or harm such Staff member's individual and professional reputation. By extension, AHI's reputation may be harmed if it is known that such person is affiliated or associated with AHI. Should this occur, such Staff member may be subject to disciplinary action, up to and including termination of employment or affiliation with AHI. Staff should be aware that information they post to social media sites may be difficult or impossible to remove from the Internet.

g. **Use of AHI's Computer Systems**

i. **Personal Use Prohibited** Staff may not use AHI's Computer System to access their personal social media accounts during AHI work time.
ii. **Monitoring** All files and records, including emails, residing on AHI's system remain at all times AHI's property and may be monitored or viewed at any time, without consent or notice.

h. **Sanctions/Discipline for Violations of this Policy** Staff who violate this policy may be subject to discipline up to and including termination of employment or affiliation with AHI, as well as any civil and/or criminal sanctions for conduct that violates related New York State and/or federal privacy regulations. AHI shall sanction Staff for violations of this policy in a consistent and fair manner.

i. **AHI's Hosted Social Media Site(s)** AHI will approve, establish and control any AHI managed/associated social media accounts created to represent AHI, such as Facebook. Such AHI approved accounts shall provide general information about AHI and updates on events, links and information that may be useful and/or of interest to AHI's patients and other members of the public.

ATTACHMENT(S):
REFERENCE(S):

FORM(S):

DATE OF ISSUE: 7/85
DATE(s) OF REVISION: 7/88, 8/94, 11/94, 12/97, 12/99, 8/05, 2/13, 3/14
DATE(s) OF REVIEW: 8/11, 1/17
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): EXECUTIVE
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PURPOSE: Explanation of sexual and other prohibited harassment and obligation of Arnot Health.
STATEMENT:
I. Both the Equal Employment Opportunity Commission (EEOC) and the New York State Division of Human Rights consider sexual and other prohibited harassment a violation of law.*

II. The guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The guidelines state that such conduct is illegal sexual harassment when:

A. Submission is made a term or condition of employment, or

B. Submission to or rejection of such conduct is used as the basis for employment decisions, or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

III. Arnot Health will not knowingly allow the sexual (or anything prohibited) harassment of its employees by supervisors, co-employees or non-employees in the work place.

IV. Any employee who engages in sexual (or anything prohibited) harassment will be subject to discipline, up to and possibly including discharge, and any non-employee may be denied access to Arnot Health or use of its facilities.

PROCEDURE:
I. Any employee who feels subject to sexual harassment or any other prohibited harassment (this includes religion, race, disabilities, military status, marital status, etc.) is strongly encouraged to report this issue to his/her supervisor. If, for any reason, the employee is

reluctant to discuss the issue with his/her supervisor, an alternate reporting route may be used, preferably involving the *Director of* Human Resources, or the Director of Medical Social Work, or the head of the division in which the employee works. In this issue it is more important that the employee reports to any member of management than it is to observe "normal" reporting routines and protocols.

II. The member of management receiving the report is advised to contact the *Director of* Human Resources without delay. Arnot Health will respond as follows:

A. Investigate the report. This may involve obtaining further detail from the employee, and visiting with other employees if this seems advisable or appropriate to gain a complete understanding of events.

Note: The employee's privacy will be a priority throughout, but confidentiality may not be entirely possible if a fair and complete inquiry is to be pursued. Arnot Health will maintain contact with the reporting employee at each step to assure awareness of progress is maintained.
B. Arnot Health will assemble all relevant details available and determine whether further action is appropriate, and what that action should be.

C. When Arnot Health has concluded its investigation and determined whether the situation will call for corrective action, the employee reporting the problem will be advised. While it may be prudent to hold some details in confidence Arnot Health will convey the essence of its conclusions (e.g., "Your reports have been confirmed and the other employee has been counseled appropriately") and strongly urge the employee to keep management informed of the impact of its corrective actions. The employee's freedom from harassment is paramount, and is to be assured regardless of any other action planned.

D. Finally, the employee is to be assured that the honest reporting of the problem will not produce any negative impact on the employee's status, and that immediate notice would be expected should the employee continue to experience a problem with harassment, or it becomes evident that the corrective measures have been ineffective.

* Denotes most recent change to Policy
ATTACHMENT(S):
REFERENCE(S):
FORM(S):

ARNOT HEALTH POLICY & PROCEDURE MANUAL POLICY #: HR.960 Page 1 of 4 TITLE: EMPLOYEE DRESS AND APPEARANCE

This document, once printed, is not controlled. See the Arnot Health Intranet for the most up to date version.

DATE OF ISSUE: 7/85
DATE(s) OF REVISION: 7/88, 5/97, 3/02, 3/04, 9/07, 12/08, 9/13, 6/14, 6/15, 10/15, 1/18
DATE(s) OF REVIEW:
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): EXECUTIVE

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PURPOSE: To provide guidelines for the professional and safe attire of personnel. Employees are expected to wear clothing appropriate for their jobs, recognizing that the hospital image projected to patients and the public is reflectant on the clean and professional appearance of all employees.

STATEMENT: Professionalism in dress reinforces the Arnot Health reputation and can be reassuring for patients and visitors. Employees are expected to exercise good judgment and maintain an appropriate appearance that is businesslike, neat, and clean as determined by the requirements of the area in which the employee works. Arnot Health staff should be particularly sensitive to what patients and visitors believe to be appropriate attire and grooming. Consequently, Arnot Health's tendency is toward conservative appearance.

ACCOUNTABILITY: Each staff member is expected to take all necessary measures to assure their personal appearance is in keeping with the nature of their role. Management is responsible for notifying any staff member in cases where an adjustment is needed to correct problems in this area, and for taking appropriate disciplinary steps if correction is not forthcoming.

General:

1. UNIFORMS:

a. Specific uniforms will be determined by the department the employee works in – different departments have varying colors and uniform styles. The following are a few general guidelines:

i. The facility may issue uniforms/scrubs for certain departments – i.e.: OR, procedural – HR.965, Cross reference clinical.

ii. Clothing is to fit appropriately, be neat, clean, and in good condition.

iii. No jeans, stretch leggings, capri pants, cut-offs, t-shirts, hoodies/sweatshirts or athletic wear with manufacturer logos.

- Storeroom employees may wear jeans.

iv. No short skirts, low cut tops, or shorts.
– Grounds crew may wear shorts.

v. All employees are required to be in uniform prior to the start of their shift, and through shift end.

vi. Lab coat as required by work area.

vii. All shirts worn under uniform top must be solid color or color of uniform. (Exception: Workers that do not permit shirts under uniform top.)

2. SHOES:

a. Safe clean shoes are to be worn, no open toe shoes (exception only for office jobs, not in patient care areas).

b. No flip-flops or open back sandals in any area. No slippers or slipper socks in any area.

c. Socks/stockings required in all clinical areas.

d. No cloth/material boots in clinical areas.

3. AMBULANCE RUNS:

a. Uniform or lab coat over street clothes.

4. NAME BADGES:

a. All employees are required to wear ID badges with picture and name clearly visible.

b. ID badges must include Code Cards.

c. Position identifiers (ex. RN ‘badge buddies’) are to be worn if provided for position.

d. No stickers or decorations “not issued” by the hospital on badge. Badges cannot be punctured by pins.

5. JEWELRY:

a. For safety and infection control purposes, jewelry should be minimal. One ring and a short chain may be worn in clinical areas.

b. No dangling chains and large charms in clinical and food prep areas. Small non-dangling earrings may be worn.

c. Wristwatch with second hand is considered part of the clinical uniform; however, no bracelets or other jewelry worn on the wrist.

d. No body piercings should be visible and no more than two earrings in the earlobe.

e. Only clear colored ear gauges permitted.

6. HAIR:

a. To provide a professional appearance, wear simple, neat, clean style, or have hair put up, or neatly pulled back. (NO multiple rainbow color(s) in hair.)

b. All facial hair must be neat and trimmed.

7. FINGERNAILS

a. NO artificial fingernails (tips, overlays, acrylics, gels, or silk wrapped) will be worn by staff who have patient/food contact.

b. Fingernail length will be fingertip length to provide safe patient care.

c. Nail polish will be neutral color, not chipped, in areas that have patient contact.

d. Nails will be neat, clean, and well-manicured.

8. PERFUME / COLOGNE / STRONG ODORS:

a. Fragrance-free environment.

9. DAILY BATHING / HYGIENE IS REQUIRED, with the use of deodorant is required.

10. TATTOOS:

a. No visible tattoos in patient care or in public areas.

11. No hats, bandanas, or head covers unless required by department or religious beliefs.

12. If questionable attire is worn at work, the respective department manager/supervisor will hold a personal, private discussion with the employee to advice and counsel the employee regarding the inappropriateness of attire. The employee will be asked to go home and change his/her attire immediately. Progressive discipline without pay will be implemented.

CITATION:
Cross Reference: Service Excellence Standards of Behavior for Employees
Cross Reference: Scrub/Suits provided (HR.965)
Cross Reference: Infection Control Dress
Cross Reference: Tobacco Free Environment (SS.140)

ARNOT HEALTH POLICY & PROCEDURE MANUAL POLICY #: IC.150 Page 1 of 1 TITLE: LAUNDERING OF CONTAMINATED CLOTHING
This document, once printed, is not controlled. See the Arnot Health Intranet for the most up to date version.

DATE OF ISSUE: 8/92
DATE(s) OF REVISION: 6/94, 7/96, 8/98, 10/00, 10/04, 7/10, 5/12, 6/14, 1/17
DATE(s) OF REVIEW:
APPROVAL: Anu Banerjee
System VP, Chief Quality and Innovation Officer
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): ENVIRONMENTAL SERVICES, INFECTION PREVENTION
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PURPOSE: To outline the procedure when an employee's clothing are soiled by blood or body fluids.
STATEMENT:
1. When an Arnot Health employee's personal clothing (street dress or uniform) has been contaminated by blood, body fluids, or other potentially infectious materials, he or she will change into clean clothing.

2. The employee will label their soiled clothing with a permanent marker and include their name, unit name and hospital name. They will place the soiled clothing in the appropriate bag to be sent out and cleaned by Arnot Health's laundry service.

3. When returned to the hospital, the clean clothing will be sent to the employee's department for pick up.

ATTACHMENT(S):
REFERENCE(S):
FORM(S):

ARNOT HEALTH POLICY & PROCEDURE MANUAL POLICY #: LE.050 Page 1 of 2 TITLE: PATIENT'S RIGHTS

This document, once printed, is not controlled. See the Arnot Health Intranet for the most up to date version.

DATE OF ISSUE: 3/88
DATE(s) OF REVISION: 8/93, 8/94, 12/94, 3/95, 6/97, 9/98, 11/00, 10/02, 3/11, 12/13, 4/15
DATE(s) OF REVIEW:
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): EXECUTIVE

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PURPOSE: To advise all patients of their rights, as a patient, in accordance with New York State Department of Health and Health Care Financing Administration regulations.

STATEMENT:

Distribution of Patients' Rights Information

Each patient or his representative will be given a copy of the booklet Your Rights and Responsibilities at Arnot Health on admission to the nursing unit (and the Pre-Admission Center). The LPN/RN admitting or the Pre-Admission Center will review the booklet with the patient or representative and obtain the signature on the Acknowledgement form. The Acknowledgement form becomes a part of the permanent Medical Center record. The Emergency Department personnel will give a copy of the Patients' Bill of Rights to the patient or his/her representative at the time of registration. The pediatric patient and parent bill of rights is posted in every designated pediatric room.*

Posting of Patients' Rights

A. A copy of the Patients' Bill of Rights must be posted throughout the Arnot Health System.

B. Posted copies must be hung at a level readable by patients in wheelchairs.

C. A copy will be posted in the Patient Registration waiting area.

D. The Patients' Bill of Rights will be read to any person who is visually impaired or cannot read.

In addition to the statement in the **Patients' Bill of Rights**, the staff and physicians at the Arnot Health System will:

A. consider the psychosocial, spiritual and cultural variables that influence the patient's perception of illness and/or death;

B. provide optimum comfort and dignity in the event of terminal illness;

C. consider the patient's desire in treatment of symptoms;

D. provide effective pain and symptom management;

E. allow the patient to accept or refuse medical care to the extent permitted by law and to be informed of the possible options and consequences;

F. allow the patient/representative to participate in the consideration of ethical issues that may arise from the patient's care and educate caregivers and patients on health care issues.

Medicare Patients' Rights
A copy of the Medicare Patients' Rights will be distributed to each Medicare patient or their representative. This is included in the booklet, "Your Rights and Responsibilities at Arnot Health." Medicare Patients' Rights are an official message from the Health Care Financing Administration (HCFA).
Copies are available in English and Spanish. All other languages will require the assistance of an interpreter.

ATTACHMENT(S):
REFERENCE(S):
FORM(S):

ARNOT HEALTH POLICY & PROCEDURE MANUAL POLICY #: LE.060 Page 1 of 3 TITLE: CONFIDENTIALITY RELATED TO MEDICAL RECORDS
This document, once printed, is not controlled. See the Arnot Health Intranet for the most up to date version.

DATE OF ISSUE: 8/88
DATE(s) OF REVISION: 1/94, 2/96, 2/98, 2/00, 2/05, 8/05, 3/06, 5/07, 11/08, 10/10, 12/12, 2/13, 9/13, 2/16, 2/17
DATE(s) OF REVIEW:
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): EXECUTIVE
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PURPOSE: To articulate policy with regard to confidential patient information.
STATEMENT:
I. **PREAMBLE:** Respect for Confidential Information/Protected Health Information (PHI)

In the course of our work, we may learn things of a confidential nature. All information about patients must be regarded as a sacred trust. We all have an ethical and regulatory obligation never to discuss patients, either with fellow employees or persons outside of Arnot Health, unless those persons are directly involved in the care of the patient. Information is made available to you for the purpose of completing your assigned duties. No information should be accessed or disclosed for reasons other than to perform job duties.
II. **POLICY:**

A. It is the legal responsibility of all health system employees, physicians, mid level providers, students, and volunteers to use patient records/protected health information in the normal course of business and to protect the confidentiality of the information within the record. Access to information is restricted by the need to know. Please refer to IM565 regarding the obligation to protect PH1 during, collection, use, storage and destruction.

B. All employees must follow the Health Insurance Portability and Accountability (HIPAA) regulations unless State law or internal policy is more stringent. Refer to HIPAA information available on the Intranet. Accessing information for purposes other than what is minimally required to complete your job is prohibited.

C. If it becomes necessary to release information, i.e., referrals to other agencies or transfer of patient to other facilities; please follow HIPAA guidelines. If you are not sure, contact the HIPAA privacy officer or Health Information Management/Services (Medical Records).

D. If it is necessary to release copies of a patient's record, the request will be forwarded to the Health Information Management/Services Department for processing.

E. Records are not to be removed from the unit/department except to accompany the patient for treatment/procedures, or for any other exceptions as approved by the Health Information Service Department Director. When used by students, the records may not be removed from the unit/department or the Health Information Management/Services Department. Students may utilize the medical record for educational purposes, if granted by their supervisor/instructor.

F. The patient or his/her legally authorized representative is legally entitled to examine the patient's medical record and to have copies made in accordance with current Federal Statutes (HIPAA) or New York State statute and Health Information Management/Services Department protocol. During hospitalization all written requests for copies of Medical Records shall be handled by the Health Information Management/Services Department.

G. Sharing password information is prohibited. Computers should not be left unattended with patient information available. Please refer to policy IM.345 "Computer Security", and policy LE.060 "confidentiality related to medical records" for more details.

H. Employees who wish to access their own personal information must follow the same guidelines for patient release of information. The employee must request their records via HIM/HIS and complete an "Authorization to Release Information."

I. Suspension or termination of employment, unless there are clear mitigating factors, is the usual result when employees inappropriately access unauthorized medical records (paper, electronic, or any other medium) and/or divulge confidential information to unauthorized persons. In addition, employees violating this policy are subject to subsequent prosecution in accordance with current state and federal statutes.

Consequences of a HIPAA Violation (Unauthorized Access or Disclosure)
a. All violations will be investigated by the HIPAA/HITECH Committee to determine:
- whether or not a reportable breach has occurred;
- whether this was intentional or inadvertent.

b. The results of the investigation will be reported to the employee's supervisor who will confer with Human Resources and one member of the HIPAA/HITECH committee to determine the appropriate discipline based on the following:
i. 1st Offense – minimal formal reprimand in writing and placed in employee personnel file. May be suspended without pay, or may be terminated based on circumstances and intent.
ii. Mandatory education will be required following any intentional or unintentional violation.
iii. 2nd Offense – Almost always termination, unless there are extenuating circumstances.

c. In addition, employees may be subject to prosecution and monetary penalties imposed by outside organizations. Payment of individual HIPAA penalties will be the responsibility of the employee, not Arnot Health.

d. *Should there be a lack of consensus of the level of discipline from the meeting between the Manager, HR, and the HIPPA/HITECH committee members as outlined in (b) above, the decision will be elevated to the President's Council. *

*Denotes most recent change to policy.
ATTACHMENT(S):
REFERENCE(S):
FORM(S):

DATE OF ISSUE: 10/15
DATE(s) OF REVISION:
DATE(s) OF REVIEW:
APPROVAL: _____
FACILITIES COVERED: AOMC AMS SJH IDMH
OWNER(S): EXECUTIVE
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PURPOSE: To state the restrictions that apply to smoking and tobacco use at Arnot Health and establish a uniform prohibition of tobacco use on Arnot Health properties, including all AMS offices.

POLICY:

In accordance with New York State Public Health Law Section 1399-o, smoking shall not be permitted on the grounds of general hospitals and residential health care facilities as defined by Article 28. The restrictions apply to visitors, patients, medical staff, volunteers, students and employees. The law specifically states that the term "grounds" includes the areas within 15 feet of a building entrance or exit and within 15 feet of the entrance to or exit from any area that is considered facility grounds. Enforcement of this policy will exclude private vehicles when parked in employee parking lots. Smoking will be prohibited in private vehicles parked in non-employee lots on any Arnot Health property and surrounding areas. This policy complies with the New York Clean Indoor Air Act and the regulations and directives of DNV. As all employees are considered ambassadors of the Arnot Health Organization, as good neighbors, Arnot Health employees shall treat surrounding public and private areas (including streets, sidewalks, driveways, lawns, bushes, etc.) with respect and will refrain from smoking, loitering, and/or littering with cigarette butts or other trash on any area adjoining an Arnot Health property. Enforcement during working hours will be the equivalent of enforcement on Arnot Health property.

STATEMENT:

Arnot Health, as a provider of healthcare services, promotes the physical well-being of the community and the patients it serves. Recognized as a leader in the field of health promotion, Arnot Health acknowledges the lethal impact of tobacco use and prohibits tobacco use on all Arnot Health properties at all times. Arnot Health is committed to providing a safe, clean, and healthy environment. The policy is intended to eliminate tobacco use on all Arnot Health properties for employees, visitors, and patients in order to reduce the risk of passive exposure for others, reduce health hazards related to all tobacco use, and reduce the risk of fire. In addition, Arnot Health employees, as ambassadors and good neighbors, will refrain from smoking, loitering, and/or littering on any property adjoining Arnot Health during working hours.

DEFINITION:

The term "smoking" is used generically to include the lighting and/or use of any type of tobacco product, e.g. cigarettes, cigars, pipes, chewing tobacco, or snuff. This also includes the use of "smokeless" tobacco products including electronic cigarettes and vaporizers. In addition, the use of any nicotine delivery device or product not approved for tobacco cessation by the Federal Drug Administration is also prohibited. Nicotine replacement therapy products (patches, gum, lozenges) are allowed.

SCOPE:

The use of all tobacco products is prohibited for all Arnot Health persons including staff, physicians, patients, visitors, students, vendors, contractors, subcontractors, and volunteers in the following areas:

1. Campuses of Arnot Health
2. Buildings of Arnot Health
3. Outpatient facilities of Arnot Health
4. Parking lots of Arnot Health – except within private vehicles in employee parking lots only
5. Properties adjoining Arnot Health – mindful that AH has no control of visitor behavior once they leave the AH campus

Please note that employees who choose to smoke in their private vehicles must do so in employee parking lots only and may not dispose of any trash related to tobacco use anywhere on any Arnot Health or adjoining property. Littering is illegal, and strictly prohibited. Offenders will be subject to the progressive Arnot Health discipline policy.

"No Smoking" and "No Littering" signage will be posted in all areas where appropriate.

Smoking on Breaks: It is considered a violation of policy for an employee to misuse break times to leave campus for the use of tobacco. Please reference #HR.920 Rest and Meal Periods. Employees that choose to smoke in their private vehicles may do so at the risk of being in violation of #HR.960 Employee Dress and Appearance, which states that employees may be in violation of the dress code policy if they come to work with a strong smell of cologne, after shave, tobacco or any other hygiene related or offensive odor. Employees presenting with such an odor will be asked to leave and return when the odor is no longer detectable and may be subject to progressive discipline if there is a pattern of violating this policy.

PATIENT SMOKING/TOBACCO USE:

Patients/family/visitors may not smoke or use tobacco products anywhere on the Arnot Health campuses, including outdoor areas, sidewalks, bus stops, adjacent streets, parking lots, and private properties.

Clinical staff persons are responsible for screening all outpatients for tobacco use with the collection of vital signs at each inpatient, ambulatory care, or office visit.

- Patients identified as tobacco users will be advised to quit by the healthcare provider. The healthcare provider will discuss available treatment options, including an electronic referral to the New York State Quitline or referral to another evidence-based cessation support program and pharmacotherapy.
- If appropriate, the patient will be prescribed nicotine replacement therapy and or cessation medications to assist with quit-attempt.
- The healthcare provider will document all tobacco dependence treatment efforts in the EMR, including smoking status, prescribed medications, prescribed medications, counseling, referral to cessation support programs, and follow up.
- When a patient who smokes or uses other tobacco products is admitted they will:
  - Be counseled by the clinical staff on the risks of smoking/tobacco and electronic cigarette use and how it contributes to the current diagnosis and future well-being.
  - Be encouraged to consider smoking/tobacco cessation.
  - With the collaboration of their admitting practitioner, be offered additional tobacco cessation counseling, medications, and/or referral as appropriate.
  - Be advised that leaving the campus to use tobacco products while admitted will not be allowed and may be classified as leaving "against medical advice".
  - Be advised that no medical exceptions are allowed.

PATIENT VIOLATIONS:

If the patient is offered the above therapy and counseling, but insists on using tobacco products, the tobacco products may be removed by hospital personnel and returned to the patient at the time of discharge. If the patient continues to use tobacco products, their action may be interpreted as an act against medical advice (AMA). In these situations, Policy #AD.710 Discharge of a Patient may be initiated.

VISITOR AND VENDOR TOBACCO USE:

Visitors/ Vendors observed smoking on the premises will be approached courteously and advised of AH Tobacco Free Policy and requested to extinguish their smoking materials. No further action is required for visitors who do as requested. Visitors who decline to do so will be reminded that the policy is the result of Public Health Law, and if they cannot comply, politely request that they and their tobacco product leave the hospital grounds. Persons who refuse will be referred to the Public Safety Department. Employees and Public Safety officers will be provided with campus maps containing appropriate smoke free information to offer to visitors. Officers may contact Tobacco Cessation Counselors as appropriate at each hospital for assistance/referral.

Visitors who are uncooperative, belligerent and/or threatening will be advised of the medical center's zero tolerance for workplace violence policy, and if necessary Arnot Health Public Safety Officers will contact local law enforcement.
If law enforcement is notified, an incident report must be completed in RL Solutions as per facility policy.
The Department of Public Safety will report quarterly to the Environment of Care Committee the numbers of confirmed smoking violations, identifying trends and problem areas in terms of time of day, locations, and any other useful trending data.

EMPLOYEE SMOKING/TOBACCO USE:
Employees will be expected to adhere to tobacco restrictions outlined in this policy and inform patients and visitors observed smoking of the tobacco free policy.

EMPLOYEE SUPPORT:
1. Human Resources will inform all applicants for employment of the tobacco-free policy at the time of the interview.
2. Human Resources will review the tobacco-free policy during employee orientation.
3. Arnot Health will provide tobacco cessation support to employees. See addendum to this policy for a list of available resources, or contact your manager for additional information.

EMPLOYEE VIOLATIONS:
Employees found to be in violation of this policy will be subject to the Arnot Health progressive disciplinary process:
- **First Offense**: Employee will be issued a verbal warning and provided education; the policy will be reviewed with their supervisor, and after review the employee will sign the policy indicating they have read it.
- **Second Offense**: Employee will be issued a written warning and directed to watch a tobacco cessation video not to exceed 20 minutes on the Intranet, and notation made in employee's file.
- **Third Offense**: Employee will be suspended if actions are not corrected.
- **Fourth Offense**: If tobacco use on Arnot Health campuses does not stop, the employee will be terminated.

ATTACHMENT(S): Tobacco Cessation Resources
REFERENCE(S):

TOBACCO CESSATION RESOURCES

Arnot Health wants to help you stay tobacco free at work. There are numerous resources available:

Arnot Health Onsite Counselors and Support Groups

Please call Health on Demand at 737-4499 for information on counseling and support groups at Arnot Health.

Call 1-800-QUIT NOW

This free resource provides access to many different types of cessation information and services, including free support and advice from an experienced cessation counselor, a personalized quit plan and self-help materials, social support and coping strategies to help you deal with cravings, and the latest information about cessation medications.

Free Nicotine Replacement Therapy (NRT)

Call a Quit Coach at 1-866-697-8487 to see if you are eligible to receive a free starter kit of Nicotine Replacement Therapy (NRT). NRT, such as patches or gum may double your changes of quitting because it works by reducing uncomfortable nicotine withdrawal symptoms. NRT, combined with coaching, gives you a MUCH better chance of quitting successfully.

Additional NRT may be available over the counter, or through your doctor. Patches, gum, and lozenges are all available over-the counter. Nasal Spray, Inhaler, Bupropion (Zyban), and Varenicline (Chantix) are all available by prescription (please be sure to check with your insurance plan to see what prescription aids are covered).

QuitGuide Mobile App

This free smartphone app can help you track your cravings and moods, monitor your progress toward achieving smokefree milestones, identify your reasons for quitting, identify smoking triggers and develop strategies to deal with them, provide guidance on quitting smoking, and a variety of other strategies to help you successfully become and stay smokefree.

SmokefreeTXT

This mobile text messaging service designed for adults and young adults across the United States who are trying to quit smoking. The program was created to provide 24/7 encouragement, advice, and tips to help smokers quit smoking and stay quit. To sign up, go to http://smokefree.gov/smokefreetxt and fill out a quick form.

Web Resources

Smokefree.gov http://www.smokefree.gov/

How to Quit, Useful Resources to Quit Smoking http://www.cdc.gov/tobacco/how2quit.htm

You Can Quit Smoking
http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/you_can_quit/index.htm

Tips from Former Smokers http://www.cdc.gov/tobacco/campaign/tips/
Smokefree.gov http://www.smokefree.gov/
Why To Quit and How To Get Help
http://www.cancer.gov/cancertopics/factsheet/Tobacco/cessation
Quit Tobacco. Make Everyone Proud http://www.ucanquit2.org/
Providing Help to Smokers http://smokefreefamilies.tobacco-cessation.org/
Pregnancy and Newborn Health
http://www.marchofdimes.com/Pregnancy/alcohol_smoking.html
Helping Smokers Quit http://www.quitnet.com/qnhomepage.aspx
Guide to Quitting
http://www.cancer.org/Healthy/StayAwayfromTobacco/GuidetoQuittingSmoking/index
Freedom From Smoking
http://www.lungusa.org/stop-smoking/how-to-quit/freedom-from-smoking/
Smoking cessation: Take it one step at a time
http://www.mayoclinic.com/health/smokingcessation/

Reasons to Quit:

Your Health… chances of having cancer, heart attacks, heart disease, stroke, cataracts, and other diseases will go down; you will be less likely to get sick, you will be able to breathe easier and cough less, your blood pressure will go down, your skin will look healthier, your teeth and fingernails will not be stained.

Your Lifestyle… you will have more money to spend, you can spend more time with family, catch up on work, or dive into your favorite hobby, you won't have to worry about when you can smoke next or where you and can't smoke, your food will taste better, your clothes will smell better, your car, home and kids won't smell like smoke, you will be able to smell food, flowers, and other things better.

Your Loved Ones… you will set a great example for your kids (it takes a lot of strength to quit), your friends, family, co-workers, and other loved ones will be proud of you, you will protect your friends and family from the dangers of secondhand smoke, your children will be healthier, you will have more energy to do the things you love with friends and family, you will get healthy and make sure you are around to share your family's special moments.

Steps to Prepare to Quit:

Set a Quit Date… pick a date within the next two weeks to quit smoking. This will give you enough time to prepare. Really think about your quit date. Avoid choosing a day where you know you will be busy, stressed, or temped to smoke.

Tell Family and Friends You Plan to Quit…quitting smoking is easier when the people in your life support you. Let them know when you are planning to quit. Explain how they can help you quit.

Anticipate and Plan for Challenges While Quitting… quitting smoking is hardest during the first few weeks. You will deal with uncomfortable feelings, temptations to smoke, withdrawal symptoms, and cigarette cravings. An important part of preparing to quit is anticipating these challenges. You may feel a little depressed, might not be able to sleep, may get cranky, frustrated, or mad, may feel anxious, nervous or restless, may have trouble thinking clearly. Make sure you know your triggers so you can learn to deal with them. Understand cravings – short but intense urges to smoke, they usually last only a few minutes, plan ahead and come up with a list of short activities you can do when you get a craving.

Remove Cigarettes and Other Tobacco From Your Home, Car, and Work… you will be tempted to smoke during your quit. Stay strong; you can do it! Removing things that remind you of smoking will get you ready to quit. Try throwing away all your cigarettes and matches, give or throw away your lighters and ashtrays, don's save one pack of cigarettes "just in case", remove the smell of cigarettes from your life, make things clean and fresh at work, in your car, and a at home, have your dentist clean your teeth to get rid of smoking stains.

Don't Use Other Products with Tobacco… thinking about using other products instead of cigarettes? Think again. All tobacco products contain harmful chemicals and poisons. Despite their name, light or low-tar cigarettes are just as bad as regular cigarettes.