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Graduate Program Student Handbook 2016-2018
ABOUT THIS STUDENT HANDBOOK

This Graduate Nursing Student Handbook is intended as a resource for graduate students in the Master of Science in Nursing Program at Lehman College (CUNY) Department of Nursing, and for prospective applicants to the program. It was designed to make information about the program structure and policies easily available to you. If you have any questions about the content of this handbook, please speak to your faculty advisor, program faculty and staff or the Director of the Graduate Nursing program. Department of Nursing policies, procedures and course requirements are updated and revised periodically. Please review the Nursing Student Handbook for current information.

In addition to this handbook, graduate students are responsible for knowing and adhering to the College policies and requirements outlined in the 2013-2015 Lehman College Graduate Student Bulletin available at http://www.lehman.edu/graduate-bulletin/ and the Lehman College Student Handbook.

On the last page of this handbook is a form that you must sign. Print a copy of the form, sign and date it, and return to the Department of Nursing.

Revised 2014
Chair’s Welcome

Welcome to the Lehman College Department of Nursing Graduate Program.

Our graduate program, which was launched in 1976, currently offers five Master of Science programs and four Post-master’s certificates. In keeping with the mission and goals of Lehman College and the Department of Nursing to meet the health care needs of people in the Bronx, the College’s access to the extensive health care facilities of the Bronx, diverse student body, and scholarly faculty, the Lehman graduate nursing programs provide students with a strong clinically based research approach to improving patient care. Being concerned with health disparities, the Department of Nursing has routinely placed its graduate students in settings where they care for underserved populations.

As you begin the nursing program, keep in mind the commitment required in order to be successful. The program is a challenging one that requires good study habits, regular class attendance, participation in study groups, completion of reading assignments and meetings with faculty advisors and mentors.

The Department of Nursing has highly qualified nursing faculty who work closely with our partners in service who are in-service educators, clinical specialists, case managers, and supervisors in hospital and ambulatory settings who are committed to excellence in teaching, scholarship and community service.

We look forward to facilitating your education as you make valuable contributions to our learning community as well as the nursing profession.

Again, welcome to the Lehman College Community.

Catherine Alicia Georges

C. Alicia Georges, EdD, RN, FAAN
Chair and Professor, Department of Nursing
Professor, Doctorate in Nursing Science Program, CUNY Graduate Center
Lehman College (CUNY)  
Department of Nursing

GRADUATE PROGRAMS

Program

Family Nurse Practitioner
Pediatric Nurse Practitioner

Post-Master’s Certificate

Advanced Certificate in Family Nurse Practitioner
Advanced Certificate in Nursing Administration
Advanced Certificate in Nursing Education
Advanced Certificate in Pediatric Nurse Practitioner

- The Adult Health Nursing and Older Adult Nursing programs will be discontinued as of spring 2018. Currently, no new students are being enrolled in these programs.

- The Parent-Child Nursing program will be discontinued January, 2018.
LEHMAN COLLEGE DEPARTMENT OF NURSING

MISSION OF THE DEPARTMENT OF NURSING

To prepare nursing professionals at the undergraduate and graduate levels who are able to relate humanistically, think critically, act ethically, and pursue life-long learning.

Graduates of the program are prepared to be competent professional nurses who will contribute to the health needs of diverse cultural groups in New York City, the region and the world.

(Last modified: 03/26/12)

PHILOSOPHY OF THE DEPARTMENT OF NURSING

The philosophy of the Department of Nursing encompasses the faculty's beliefs about the concepts of education, nursing, persons, environment and health, and provides a framework for the nursing curriculum of the undergraduate and graduate programs. The faculty believes that professional nursing education must take place in institutions of higher learning as the nursing programs build upon the liberal arts and sciences to develop the critical thinking essential for providing nursing care in our society, and for developing the profession of nursing. A baccalaureate education prepares students for professional nursing practice and leadership. Graduate education provides the knowledge base for advanced practice, leadership, and theory development within the profession. Higher education also provides opportunities for students to develop their potential as individuals and as contributing members of society. The programs encourage students to be active participants in their own education and in life-long learning. The importance of the student’s inter-subjective relationships to professional development as well as self-development and self-awareness is emphasized. These inter-subjective relationships occur with teachers, peers, clients, and other health professionals.

Nursing is the assessment and treatment of human responses to the actual or potential health needs of people. It requires the collaborative effort of the nurse with a client, family, and other health care professionals. Nursing seeks to identify and enhance health-seeking behaviors of clients through such services as case finding, health teaching, health counseling, and provision of supportive care throughout the life cycle. The nursing profession bases its practice on knowledge generated through nursing research and from the humanities and natural sciences. Nursing is committed to the ethical care and nurturing of well and ill people, individually and in groups. Professional nurses are self-directed, skilled in oral and written communications, accountable for their actions, and able to make sound decisions and formulate independent judgments.

The person is an active being with an inherent capacity to choose among situations presented by life and with responsibility for their choices; everyone experiences the world differently and has a particular way of seeing the world. Each person is valued and supported in his/her uniqueness.

The environment is that which is in mutual and simultaneous interchange with the person. Reality is multidimensional, context-dependent, and relative.
Health is a condition of actualization or realization of the person’s potential. It is primarily a measure of each person’s ability to do what he/she wants to do and become what he/she wants to become. Health encompasses disease and non-disease.

(Last Modified: 03/26/12)

**GRADUATE PROGRAM OBJECTIVES**

The Lehman College Graduate Curriculum prepares its graduates to:

1. Synthesize knowledge from nursing, natural, social, and human sciences as the foundation for improving practice outcomes and developing an evidence-based approach to professional practice.

2. Demonstrate ways of knowing through research, analysis, evaluation of nursing theory, reflective practice, and implementation of best practices.

3. Demonstrate leadership role development through clinical expertise, negotiation and collaboration with multiple stakeholders.

4. Develop inter-subjective awareness of health care systems in addressing the needs of culturally diverse populations, providers, and other stakeholders.

5. Contribute to the advancement of healthcare policy and practice through the analysis of large complex systems and collaboration with others using theory, research and clinical knowledge.

6. Collaborate with other healthcare professionals and community members to identify and analyze ethical, legal and social issues in health care practices, research, and policies.

7. Demonstrate specialized strategies and skills, including the use of technology, in facilitating complex decision making in the delivery of quality care.

Revised 8/27/2012
PROGRAM REQUIREMENTS

REQUIREMENTS FOR ENTRANCE INTO THE MASTER’S PROGRAM

- Baccalaureate degree in nursing from a registered and accredited nursing program in NYS, or nationally accredited by ACEN, CCNE, NLN – CNEA offered by an accredited institution;
- Hold an unencumbered nursing license as a registered professional nurse and currently registered in New York State.
- At least one year working experience as an RN;
- Demonstration of the ability to successfully pursue graduate study, i.e. having attained a minimum undergraduate GPA of B (3.0) in Nursing and overall study.
- Names and addresses of two persons who can attest to the applicant's scholastic and/or professional performance. **(It is preferred that one reference comes from a former instructor or academic adviser and the second from a recent employer or supervisor.)**
- An interview with a member of the graduate curriculum committee.
- Submission of a one-page essay outlining career goals, intellectual and academic interests, and accomplishments related to the Master of Science degree in Nursing.
- Successful completion of the Department's Graduate Nursing Admission Test (G-NAT)*

DEPARTMENT OF NURSING GRADUATE ADMISSION PREREQUISITE CONDITIONS

Department’s Graduate Nursing Admission Test (GNAT)

Prior to admission to the Graduate Nursing Program, applicants must take the Department’s Nursing Admission Test, which is based on the essentials of baccalaureate nursing. Admission to the Graduate Nursing Program will be contingent on receiving a passing grade on the GNAT; or otherwise, satisfactory completion of the required college-level intensive writing course in the first semester. **Applicants must visit the Department of Nursing’s Website for the exam schedule.**

STUDENT REQUIREMENTS FOR CLINICAL COURSE ATTENDANCE

Before taking any clinical courses, students are required to submit proof of the following documents to the Department of Nursing no later than 3-weeks prior to the first day of classes:

1) Current Physical Exam, seasonal vaccinations as recommended by the NYSDOH
2) Malpractice Liability Insurance (for practitioner programs only students must have student nurse practitioner liability insurance) and
3) Basic Cardiac Life Support (BCLS) training for healthcare providers.
4) Criminal Background Check and Drug Testing (Castlebranch.com—Lehman’s Code: **UV33**)
5) Other requirements as mandated by specific affiliating clinical agencies

**Failure to submit completed clinical forms and documents, with the required copies noted below by the required deadline, will result in the student being barred from clinical site.** Students must be prepared to submit all of the following documents and required copies to the Department of Nursing at the same time:
- The original and two (2) copies of the Department of Nursing’s Health Clearance form completed, with results of physical exam including any lab reports, and signed by the healthcare provider.
- Three (3) copies of the insurer’s policy certificate for student’s malpractice liability insurance.
- Three (3) copies of both sides of the signed BCLS card (American Heart Association) for healthcare providers.

Students must keep copies of all documents submitted.

MASTER OF SCIENCE PROGRAM IN NURSING

The Department of Nursing offers Graduate Programs in Parent-Child Nursing, Adult Health Nursing, Nursing of Older Adults (No admissions—programs will be discontinued January 1, 2018), Pediatric Nurse Practitioner and Family Nurse Practitioner as well as Advanced Certificates in Nurse Education, Nurse Administration, Pediatric Nurse Practitioner and Family Nurse Practitioner. Creative and individualized programs of study are used to meet academic requirements and career objectives of graduate nursing students. Students elect one functional area: nurse administrator, nurse educator, clinical specialist, or the practitioner (pediatrics and family). The programs lead to a Master of Science degree and, with a variety of clients in community and health settings, prepare nurses for advanced practice. Graduate Nursing students attend classes and seminars on campus. They also have access to selected graduate offerings in other units of the City University. Clinical experience is provided in a variety of settings throughout the metropolitan and tri-state area. These include hospitals, community and mental health centers, and other facilities where health care is provided. The graduate nursing program is fully accredited by the Commission on Collegiate Nursing Education.

CURRICULUM INFORMATION AND PATTERNS

Prerequisite course
Graduate-level statistics – NUR 600 Biostatistics in Healthcare (4 credits)

The Curriculum Plan for a 49-credit Master of Science in Family Nurse Practitioner and Pediatric Nurse Practitioner allows students to attend full- or part-time. Students have up to five years after matriculation to complete the program.

Basic Core Courses required for all the master’s degree programs in nursing:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 720</td>
<td>Concepts and Theories for Advanced Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 721</td>
<td>Essentials of Clinical Research</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 723</td>
<td>Strategies for Advanced Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 726</td>
<td>Health Planning and Policy Making: Leadership Issues</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 787</td>
<td>Advanced Professional Seminar (Master’s Project)</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
### 1). Curriculum Plan for M.S. in Family Nurse Practitioner

(45 Total Credits: 15 basic core credits / 30 major credits)

<table>
<thead>
<tr>
<th>Credits (30)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 766   Advanced Pathophysiology</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 767   Advanced Pharmacology</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 769   Family Development Theory</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 773   Advanced Health Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 774   Advanced Family Nursing Practice I</td>
<td>6 credits</td>
</tr>
<tr>
<td>NUR 775   Advanced Family Nursing Practice II</td>
<td>6 credits</td>
</tr>
<tr>
<td>NUR 776   Advanced Family Nursing Practice III</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

**M.S. /FNP Full-time Study:**

- **Fall Semester I:** NUR 720; NUR 721; NUR 723 (9 credits)
- **Spring Semester I:** NUR 766; NUR 769; NUR 773 (9 credits)
- **Fall Semester II:** NUR 767; NUR 726; (6 credits)
- **Spring Semester II:** NUR 774 (6 credits, 200 clinical hours)
- **Fall Semester III** NUR 775 (6 credits, 200 clinical hours)
- **Spring Semester III** NUR 776 (6 credits, 200 clinical hours); NUR 787 (3 credits)

**M.S. /FNP Part-time Study:**

- **Fall Semester: I** NUR 720, NUR 721 (6 credits)
- **Spring Semester: I** NUR 723, NUR 726 (6 credits)
- **Fall Semester II:** NUR 766, NUR 773 (6 credits)
- **Spring Semester II:** NUR 767, NUR 769 (6 credits)
- **Fall Semester III:** NUR 774 (6 credits, 200 clinical hours)
- **Spring Semester III:** NUR 775 (6 credits, 200 clinical hours)
- **Fall Semester IV:** NUR 776 (6 credits, 200 clinical hours); NUR 787 (3 credits)

### 2). Curriculum Plan for M.S. in Pediatric Nurse Practitioner

(45 Total Credits: 15 basic core credits / 30 major credits)

<table>
<thead>
<tr>
<th>Credits (30)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 767   Advanced Pharmacology</td>
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<td>3 credits</td>
</tr>
<tr>
<td>NUR 773   Advanced Health Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 770   Advanced Clinical Practice I</td>
<td>6 credits</td>
</tr>
<tr>
<td>NUR 771   Advanced Clinical Practice II</td>
<td>6 credits</td>
</tr>
<tr>
<td>NUR 772   Advanced Clinical Practice III</td>
<td>6 credits</td>
</tr>
</tbody>
</table>
**Full-Time Study**

**Fall Semester I:** NUR 720; NUR 721; NUR 723 (9 credits)

**Spring Semester I:** NUR 766; NUR 769; NUR 773 (9 credits)

**Fall Semester II:** NUR 767; NUR 726 (6 credits)

**Spring Semester II:** NUR 770 (6 credits, 200 clinical hours)

**Fall Semester III:** NUR 771 (6 credits, 200 clinical hours)

**Spring Semester III:** NUR 772 (6 credits, 200 clinical hours); NUR 787 (3 credits)

**Part-Time Study**

**Fall Semester I:** NUR 720; NUR 721 (6 credits)

**Spring Semester I:** NUR 723; NUR 726 (6 credits)

**Fall Semester II:** NUR 766; NUR 773 (6 credits)

**Spring Semester II:** NUR 767; NUR 769 (6 credits)

**Fall Semester III:** NUR 770 (6 credits, 200 clinical hours)

**Spring Semester III:** NUR 771 (6 credits, 200 clinical hours)

**Fall Semester IV:** NUR 772 (6 credits, 200 clinical hours); NUR 787 (3 credits)

The Department of Nursing recommends that students take the certification examination immediately upon graduating from the master’s program, but no later than six months. The following are credentialing boards:

- **AG:** American Nurses Credentialing Center (ANCC) certification
- **FNP:** American Academy of Nurse Practitioners (AANP) certification
  American Nurses Credentialing Center (ANCC) certification
- **PNP:** Pediatric Nursing Certification Board (PNCB) certification

*Students may attend full- or part-time and have up to five years after matriculation to complete the program.*
Students must consult with an adviser in the Nursing Program before starting their certificate program. During their first semester, matriculated students are required to plan their program with an adviser. All students must complete the curriculum with a cumulative index of 3.0 (B) or better.

**ADMISSION REQUIREMENTS**

- A master’s degree in Nursing from an accredited college or university.
- Hold an unencumbered nursing license as a registered professional nurse and currently registered in New York State.
- Two (2) letters of recommendation.
- GPA of B (3.0) or higher in B.S. in Nursing (and MS program)
- An interview with the director of the graduate program or his/her designee.

1). **Nursing Education** (12 credits)

The Certificate in Nursing Education program consists of a sequence of three courses for a total of 12 credits as listed below:

- **NUR 756** The Nurse’s Role in Professional Development 3 hours (3 credits)
- **NUR 749** Nursing Practice: Synthesis and Application 6 hours, lecture; 12 hours, lab (6 crs.)
- **NUR 730** Nursing Informatics 3 hours (3 credits)

2). **Nursing Administration** (15 credits)

The Certificate in Nursing Administration program consists of a sequence of four courses for a total of 15 credits as listed below:

- **NUR 748** Nursing Administration of Health Care Systems 3 hours (3 credits)
- **NUR 749** Nursing Practice: Synthesis and Application 6 hours lecture; 12 hours lab (6 credits)
- **NUR 730** Nursing Informatics 3 hours (3 credits)
- **NUR 731** Total Quality Management (TQM) 3 hours (3 credits)

3). **Pediatric Nurse Practitioner** (27 credits)

The certificate in Pediatric Nurse Practitioner program consists of a sequence of six courses for a total of 27 credits as listed below:

- **NUR 766** Advanced Pathophysiology 3 hours, 3 credits
- **NUR 767** Advanced Pharmacology 3 hours, 3 credits
- **NUR 773** Advanced Health Assessment 3 hours, 3 credits
- **NUR 770** Advanced Clinical Practice I 6 credits, 200 clinical hours
- **NUR 771** Advanced Clinical Practice II 6 credits, 200 clinical hours
- **NUR 772** Advanced Clinical Practice III 6 credits, 200 clinical hours
4). **FAMILY NURSE PRACTITIONER** (30 credits)

The Certificate in **Family Nurse Practitioner** program consists of a sequence of seven courses for a total of 30 credits as listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 766</td>
<td>Advanced Pathophysiology</td>
<td>3 hours, 3 credits</td>
</tr>
<tr>
<td>NUR 767</td>
<td>Advanced Pharmacology</td>
<td>3 hours, 3 credits</td>
</tr>
<tr>
<td>NUR 769</td>
<td>Family Development Theory</td>
<td>3 hours, 3 credits</td>
</tr>
<tr>
<td>NUR 773</td>
<td>Advanced Health Assessment</td>
<td>3 hours, 3 credits</td>
</tr>
<tr>
<td>NUR 774</td>
<td>Advance Family Nursing Practice I</td>
<td>6 credits, 200 clinical hours</td>
</tr>
<tr>
<td>NUR 775</td>
<td>Advance Family Nursing Practice II</td>
<td>6 credits, 200 clinical hours</td>
</tr>
<tr>
<td>NUR 776</td>
<td>Advance Family Nursing Practice III</td>
<td>6 credits, 200 clinical hours</td>
</tr>
</tbody>
</table>

**Course Sequence**

- **Fall Semester:** NUR 766, NUR 773 (6 credits)
- **Spring Semester:** NUR 767, NUR 769 (6 credits)
- **Fall Semester II:** NUR 774 (6 credits)
- **Spring Semester II:** NUR 775 (6 credits)
- **Fall Semester III:** NUR 776 (6 credits)
COURSE DESCRIPTIONS: M.S. PROGRAM

NUR 600: Biostatistics in Health Care
See Smart Catalog E-bulletin for prerequisite course for admission to Nursing Program

NUR 720: Concepts and Theories for Advanced Nursing Practice.
3 hours, 3 credits. This course provides a base for graduate Nursing students by analyzing selected conceptual frameworks and theories. By utilizing these concepts and building on knowledge of the nursing process, the student explores a view of human beings, health, and health care. Emphasis on development of those concepts that have particular relevance for research and nursing practice. PREREQ: Successful completion of the Department’s Graduate English Proficiency Exam.

NUR 721: Essentials of Clinical Research. 3 hours, 3 credits. This course focuses on inquiry through research. Students will critique research reports and apply the research process as they develop their own proposal. PREREQ: NUR 720, NUR 600, or a graduate-level statistics course.

NUR 723: Strategies for Advanced Nursing Practice.
3 hours, 3 credits. This course introduces theoretical frameworks for advanced practice modalities such as consultation, education, management, collaboration, and independent practice. PRE- or COREQ: NUR 720.

NUR 726: Health Planning and Policy Making: Leadership Issues. 3 hours, 3 credits. An identification and critical analysis of the major issues in leadership, health planning, and policy making that confront members of the healthcare discipline. PRE- or COREQ: NUR 720, 721, and a minimum of one course in the advanced Nursing clinical specialization.

NUR 730: Nursing Informatics. 3 hours, 3 credits. This course focuses on computer technology and its role in the present day nursing practice, applications of computer technology to advance nursing practice and research, and analysis and interpretation of nursing and health related databases.

*NUR 731: Total Quality Management (TQM). 3 hours, 3 credits. Major concepts of total quality management/continuous quality improvement, including process of change, effective teams, and rapid improvement.

NUR 748: Nursing Administration of Healthcare Systems.
3 hours, 3 credits. Cognate course required for nurse administrator role. This course is designed to introduce basic principles and methodologies of organizational management. Topics include organizational structure and management, human resource management, marketing, and budgeting, and quality assurance. Learners are expected to develop familiarity with essential management issues, e.g., organizational structure, management of resources, and quality control.

NUR 749.1: Nursing Practice Synthesis and Application, Section 01, Advanced Nurse Practice Role.
15 hours (3, lecture; 12, clinical lab), 6 credits. Clinical and didactic aspects of this course that prepare the student for advanced nursing practice. PRE- or COREQ: NUR 766 OR 767 for Section 01 is related to the area of advanced practice nursing.

NUR 749.2: Nursing Practice Synthesis and Application, Section 02, Nurse Administrator Role.
15 hours (3, lecture; 12, clinical lab), 6 credits. Clinical and didactic aspects of this course prepare the student for a nurse administrator role. COREQ: NUR 748.

NUR 749.3: Nursing Practice Synthesis and Application, Section 03, Nurse Educator Role.
15 hours (lecture, 3; clinical lab, 12), 6 credits. There are clinical and didactic aspects of this course that prepare the student for the Nurse Educator Role. PRE- or COREQ: NUR 756.
NUR 756: The Nurse’s Role in Professional Development. 3 hours, 3 credits. Cognate course required for nurse educator role. A course designed to provide an overview of the process of the dissemination of knowledge pertinent to nursing practice. Designed for nurses who are interested in providing continuing education programs, staff development offerings, or in preparing nursing students for clinical practice. Theories of adult learning, course development, preparation of objectives, teaching strategies, and evaluation methods are addressed.

NUR 759: Independent Study: Extra-Clinical Research. 1-6 hours, 1-6 credits. This course is designed to provide the student with an opportunity to develop selected areas of knowledge and expertise in nursing. Specific objectives and description of projects will be developed by students with faculty approval.

NUR 760: Topics in Nursing. 3 hours, 3 credits. (May be reelected once if the topic changes.) The course provides various sections on topics in nursing. For specific topics and sections, consult the Department. PREREQ: Permission of the instructor.

NUR 766: Advanced Pathophysiology. 3 hours, 3 credits. This course will examine abnormal biological processes that result in health deviations. Students will select modules specific to their chosen areas of practice. PREREQ: Admission to graduate program in Nursing.

NUR 767: Advanced Pharmacology. 3 hours, 3 credits. This course provides an in-depth understanding of pharmacology across all physiological systems. Mechanism of general drug actions provide a framework for discussion of content-specific drugs. Includes 3 hours of required laws and prescription writing. PREREQ: NUR 766.

*NUR 768: Human Science in Nursing. 3 hours, 3 credits. Consideration of selected concepts from human science as they relate to the art and science of nursing. Emphasis is on exploration of the historical evolution of human science in nursing and the potential inherent in that now-accelerated evolution. Implications for nursing practice, education, and research are included. PREREQ: Admission to graduate program in Nursing or permission of the instructor.

NUR 769: Family Developmental Theory. 3 hours, 3 credits. Concepts common in family theory will be addressed from the perspective of the family as an adaptive system. The goal is to understand what will enhance individual and family functioning. Theoretical models that serve as the foundation for family interventions and family therapy are emphasized. PREREQ: NUR 720.

NUR 770: Advanced Practice I. 230 hours per semester (45 hours, lecture; 185 hours, clinical lab), 6 credits. This clinical course focuses on health assessment of infants, children, and adolescents. Clinical laboratory emphasizes primary health care maintenance and assessment skills for advanced practice nursing. PRE- and COREQ: NUR 766 & 767.

NUR 771: Advanced Nursing Practice II. 230 hours per semester (45 hours, lecture; 185 hours, clinical lab), 6 credits. This clinical course focuses on the management of primary healthcare of infants, children, and adolescents. Clinical laboratory focuses on management of common acute health problems, utilizing advanced practice nursing skills. PREREQ: NUR 770.

NUR 772: Advanced Nursing Practice III. 235 hours per semester (45 hours, lecture; 190 hours, clinical lab), 6 credits. This clinical course will focus on the management of infants, children, and adolescents with chronic conditions and special health needs. Legal, ethical, and health policy issues related to the role of the pediatric nurse practitioner are emphasized. PREREQ: NUR 771.
NUR 773: Advanced Health Assessment. 4 hours (2, lecture; 2, lab), 3 credits. Theories and methods of comprehensive assessment of clients across the life span, including physical, psychosocial, and pathophysiologica signs and symptoms; refinement of ability to utilize sophisticated techniques to assess, identify, and differentiate deviations from normal; incorporate cultural and developmental variations and needs of client.

NUR 774: Advanced Family Nursing Practice I – Using a nursing science framework 245 hours per semester (45 hours, lecture; 200 hours, clinical lab), 6 credits. Using a Nursing Science Framework this course stresses promotion and maintenance of levels of wellness, protection of health and prevention of illness of children in families, groups and communities, as well as early detection, treatment, and symptom management of selected minor and major health problems. Intervention and health care protocols emphasizing the control and/or resolution of the acute phase are included. Supervised practicum in a variety of primary health care and acute care settings provides for implementing clinical decision making and intervention strategies within the context of advanced practice. PREREQ: NUR 773

NUR 775: Advanced Family Nursing Practice II – Using a nursing science framework 245 hours per semester (45 hours, lecture; 200 hours, clinical lab), 6 credits. Using a Nursing Science Framework this course stresses promotion and maintenance of levels of wellness, protection of health and prevention of illness of adults and older adults in families, groups and communities, as well as early detection, treatment, and symptom management of selected minor and major health problems of adults and older adults in families, and groups and communities. Intervention and health care protocols emphasizing the control and/or resolution of the acute phase are included. Supervised practicum in a variety of primary health care and acute care settings provides for implementing clinical decision making and intervention strategies within the context of advanced practice. PREREQ: NUR 775

NUR 776: Advanced Family Nursing Practice III – Using a nursing science framework 245 hours per semester (45 hours, lecture; 200 hours, clinical lab), 6 credits. Focuses on primary care for all family members. Content stresses acute, chronic and/or rehabilitation interventions, care management strategies, and protocols for selected health problems of children/adults/older adults in families, groups and communities. A preceptor supervised practicum, emphasizing case management, provides for experiences in clinical decision making, intervention, and management strategies within the context of the advanced practice nursing role. PREREQ: NUR 775

NUR 787: Advanced Professional Seminar. 3 hours, 3 credits. This course provides the experience for graduate Nursing students to complete and present their clinical research project, including formal presentation (oral and written) of the results.

NUR 799: Master’s Project Seminar. 1 hour, 1 credit. The master’s project seminar guides students to develop a proposal for their final project and to ready it for implementation. The final projects are based on specific areas of interest that have been identified in previous graduate courses and are congruent with master’s project objectives. PREREQ: At least the first advanced nursing specialization course (NUR 732, 738, OR 751; PRE- or COREQ: NUR 721

*Courses not currently offered
DEPARTMENT OF NURSING POLICIES & PROCEDURE

ADMISSION & PROGRESSION

GRADUATE ONLINE APPLICATION DEADLINE FOR:
Spring Semester: October 1st
Fall Semester: March 15th

- All newly admitted graduate students, regardless of status, must meet with a graduate nursing advisor before registering for any first semester courses.
- All graduate students must get permission from a nursing advisor before registering for any nursing course.

TRANSFER CREDITS

Students who wish to have graduate credits earned prior to matriculation at Lehman counted toward their master's degree should apply for transfer of credit during their first or second semester in attendance as a matriculated student using the transfer credit evaluation form available in the Office of Academic Standards and Evaluation/Graduate Studies (Shuster Hall, Room 275). All credits to be applied toward Lehman College master's degree requirements are subject to the approval of the graduate adviser or Department Chair from the student's particular academic program. Transfer of credit must also be approved by the Graduate Studies Office. Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated. Grades of B (3.0) or better in courses taken outside of Lehman College are required in order for courses to be eligible for transfer.

With appropriate permission, matriculated graduate students may apply to transfer a total of 12 credits of graduate courses toward their master's degree. Students matriculated in post-master’s advanced certificate programs may transfer previously completed graduate credits totaling the lesser of nine (9) credits or one-half of the total credits required for their certificate.

The credits transferred may include:

- Courses applied toward a previously awarded master's degree program at Lehman or at another accredited college (maximum 6 credits);
- Courses taken at Lehman in a non-matriculated status; and
- Courses taken at other accredited colleges where no degree has been awarded.

Transfer credits are subject to the following limitations:

- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Courses taken five years or more prior to matriculation at Lehman are NOT considered for transfer. Exceptions to this time limit may be made only for compelling educational reasons.
such cases, the transfer of credit must be approved by the student’s graduate program adviser and the Graduate Studies Office.

- Only six (6) credits counted toward a previously awarded master’s degree can be applied to any master’s degree or advanced certificate earned at Lehman College.
- Graduate courses previously applied toward an undergraduate degree are not acceptable toward Lehman College master’s degree programs.
- Where students have taken more than 12 credits prior to matriculation, courses taken at Lehman College will be given priority in counting toward the 12 credits transferable, provided they meet the College’s requirements.
- Students who have taken more than the maximum allowable credits (12 credits) while in a non-matriculated status must consult with their Graduate Program Adviser to determine which of those credits will count toward the degree. The program adviser will notify the Graduate Studies Office of this decision, using the transfer credit form.
- Graduate courses taken at any non-CUNY institution after matriculation into a graduate program at Lehman College are included in the 12-credit maximum allowable and must receive prior approval from the Graduate Program Adviser and the Graduate Studies Office. (See also Courses Taken on Permit at Other CUNY Institutions.)
- These and other culminating master’s degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master’s degree programs.

**PROGRESSION AND GRADUATION CRITERIA**

**PROGRESSION**

In order to advance in the program students must:

- Maintain a minimum cumulative 3.0 (B) GPA,
- Earn a minimum grade of 3.0 (B) in all core courses
- Meet all the course objectives.
- Take the HESI Assessment Tests for the Three Ps — advanced pathophysiology, advanced pharmacology, and advanced physical assessment—at the end of each course, and a comprehensive assessment at the end of the clinical capstone course NUR 776 started in spring 2017.

**Clinical**

- Complete clinical practicum hours within 2 semesters of course enrollment (Practicum/clinical hours not completed within one year of starting will receive a grade of F)
- Students who do not complete practicum hours during the semester and who are meeting the course objectives may receive an SP (satisfactory progress) grade and must complete the hours by the end of the following semester or earn a grade of incomplete INC – at the discretion of the course faculty.
- Enter all clinical information in Typhon Health System during the semester of clinical experience,
- Be evaluated by their clinical instructor at the clinical site before the completion of the course,
- Have a record of hours spent in the clinical setting signed by the preceptor**
- Clinical logs must be entered in Typhon at the time of completion of the clinical hours **
**No grade will be issued for the clinical course unless requirements are completed.**

**GRADUATION CRITERIA**

In order to graduate with the Master of Science degree in nursing, students must:

- Complete all course work, including clinical practicum hours, within the specified five year period from matriculation.
- Earn a minimum cumulative GPA of 3.0 (B)
- Complete all clinical practicum hours (600 hrs.) *(The Typhon system is used to track clinical hours for graduate students.)*
- Beginning the fall 2017, students in the FNP program will not be allowed to graduate until they have completed all course work and taken the ANCC certification exam. (Students are allowed to do this since ANCC has instituted the authorization to test option before graduation.)

**Fitzgerald Certification Review Course**

The Department of Nursing offers NP students graduating the master’s program an opportunity to take the Fitzgerald Certification Review Course. The review is for students to become familiar with the design of the questions, which helps to build students’ confidence as well as identifies strengths and weaknesses of students’ learning. The cost of this review course is covered by the Department of the Nursing.

**DEPARTMENT GRADING POLICIES**

**CUMULATIVE GRADE POINT AVERAGE**

In order to be awarded a master’s degree, a graduate student must finish his/her program with a cumulative grade point average (GPA) of 3.0 (B) or better. Grades counted in the cumulative GPA must be earned in graduate-level courses taken at Lehman College or in graduate courses taken on permit at other CUNY institutions and all courses must appear on the student’s Lehman transcript. All grades in graduate-level courses will be counted in computing grade point average with the following exceptions:

- Grades earned in courses given by other institutions for which transfer credit has been allowed.
- Grades earned in undergraduate courses taken for undergraduate credit.

Grades earned in graduate-level courses can be excluded from the grade point average only through a successful appeal supported by the graduate program adviser and submitted to the Graduate Studies Committee (see General Appeals in Graduate Bulletin: [http://lehman.smartcatalogiq.com/en/2015-2017/Graduate-Bulletin/Graduate-Programs-and-Policies/Academic-Probation/Grade-Appeals](http://lehman.smartcatalogiq.com/en/2015-2017/Graduate-Bulletin/Graduate-Programs-and-Policies/Academic-Probation/Grade-Appeals)).

Graduate courses taken five (5) or more years prior to the current matriculation, or grades earned in courses unrelated to the current master’s degree program are excluded only upon appeal.
GRADE REPLACEMENT POLICY


As of September 1, 2017, graduate students are entitled to the following grade-replacement policy, which is limited to graduate-level courses:

- Students may repeat only one course for grade replacement within any one graduate program. The last grade received replaces the previous grade in the cumulative GPA, and credit will only be awarded once.
- Students will not be permitted to repeat courses in which they have previously received a grade of B or better. Courses in which a grade of B-, C+, C, F, WN, WU, or FIN is earned may only be repeated with both departmental and Office of Graduate Studies approval.
- The Grade Replacement Policy may not be used to replace grades in practicum, internship, thesis courses or any grade resulting from a violation of CUNY’s policy on academic integrity.

In all cases, the original grade remains on the transcript, along with an indication that the course grade is not included in the computation of the GPA.

ACADEMIC PROBATION

Low Grade Point Average
Graduate students whose cumulative Grade Point Average (GPA) falls below 3.0 will be placed on academic probation. Students on academic probation have one semester in which to raise their GPA to 3.0. During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. Any student, whose Grade Point Average remains below 3.0 at the end of the probationary period, will be dropped from the College. To be allowed to continue, graduate students dropped from the College following a semester of probation must file a successful appeal with the Office of Graduate Studies.

Unsatisfactory Academic Progress
A graduate student is deemed not to be making satisfactory academic progress if he or she has accumulated more than two open grades (INC). INC grades in thesis and other culminating master’s degree projects are not considered in determining satisfactory academic progress.

Students placed on probation for unsatisfactory progress will be given a strict deadline for completing the open grades on their transcript. They also may be limited as to the number of credits for which they can register or may be prevented from registering in any semester until letter grades are entered on their transcripts for the courses involved. The INC grades in question cannot be made up after the assigned deadline. After that date, any courses remaining on the transcript with INC grades will become FIN.

INC GRADES
A graduate student who receives a grade of INC (incomplete coursework) has a maximum of one year from the time the INC was entered on the transcript to collaborate with the instructor and complete the work. An INC grade entered in a fall semester, for example, must be completed before the end of the next fall semester. An INC grade that has not been made up within one year will change to a FIN grade (failure to complete coursework), remains permanently on the record, and counts as an F in computing the Grade Point Average.

A graduate student who receives a failing grade as a result of a FIN has the option to retake that course at Lehman College and have the FIN grade calculation excluded from the GPA if a grade of C or higher is earned. The original FIN grade remains on the transcript with an indication that the course grade is not included in the computation of the GPA.

**SP GRADES**
The SP grade option for satisfactory progress is part of Lehman’s grading system. This new grade option will be restricted to certain graduate-level fieldwork, thesis, or research courses requiring more than one semester for completion.

The SP grade only will be valid for one year. Within the one-year period, a student is expected to continue making sufficient progress. When the work is completed the instructor will submit a Change of Grade form indicating the letter grade earned. If a student fails to complete the coursework within the year, the SP grade will change to a grade of INC. From that point a student must comply with incomplete coursework (INC grade policy).

**Rationale:** The need for this grade option came from a discussion regarding incomplete coursework. Many faculty members acknowledged that they have issued an INC grade to students requiring more time to complete fieldwork, thesis, or research courses. The coursework is not incomplete and the extended research, writing, or fieldwork required does not fit into the registered semester timeline. This grade option will reflect the situation where a student is making satisfactory progress in the final stages of his/her master’s degree and additional time has been granted by the instructor or department. The SP grade is a new grade option. Many programs do not have final courses requiring additional time and the SP grade is not relevant.

Date of Graduate Studies Committee approval: 3/7/12

Date of Senate Approval: April 4, 2012

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**STATEMENT ON ACADEMIC INTEGRITY**

While honest scholarship is time-consuming and requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignments that will encourage honest scholarship;
students, in turn, must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree.

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test: for example, using unauthorized books, papers or notes during an examination; or procuring, distributing or using unauthorized copies of examinations. Plagiarism means the failure to give credit for the source of another’s words or ideas or—as in the use of borrowed or purchased papers—passing off another person’s work as one’s own. (Section 213-b of the New York State Education law prohibits the sale of term papers, essays and research reports to students enrolled in a college.) This statement is intended as a guideline only for cases involving student-instructor academic relations.

Academic dishonesty is a serious violation of the accepted values of the College. When questions of a breach of academic integrity arise, instructors will inform the student of their suspicions and of the student’s rights:

1. To receive any charges in writing;
2. To remain silent without assumption of guilt;
3. To receive from the instructor a copy of the Academic Integrity Statement; and
4. To be advised of the instructor’s intended sanction. Such sanctions may include but are not limited to the following:
   a. A grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading;
   b. A grade of F on the paper or examination, as above, but with no option to submit additional work;
   c. A grade of F for the course.

Should the instructor become convinced that the suspicions are unfounded no further action will be taken. If the suspicions are founded and if both the student and the instructor are willing, they may agree upon a resolution. Subsequently, the charges and resolution must be reported to the department chair and filed by the instructor with the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs.

If no agreement is reached and the student is charged with cheating, the instructor will hold the intended sanction in abeyance and refer the matter to the Vice President for Student Affairs to be handled under the Student-Disciplinary Procedures pursuant to Article 15 of the Board of Trustees Bylaws. The Vice President for Student Affairs may recommend disciplinary penalties to the Disciplinary Committee. In the event the student is found guilty, penalties which may be imposed include but are not limited to:

1. Suspension from the College, or
2. Expulsion from the College.

If no agreement is reached and the charges are for plagiarism, the student may appeal the matter in writing to the Chair of the appropriate department within a three-week period after the instructor has informed the student and the chair of the intended sanction. The chair will appoint a committee of three Lehman College faculty members, who will adjudicate the matter within three weeks by majority vote and send a written notification of its decision to the department chair, the student, the
instructor, the Office of Admissions, Evaluation and Academic Standards, and the Office of the Vice President for Student Affairs. If the chair is the instructor in question, the senior member of the department Personnel & Budget Committee will act for the chair. Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the departmental decision in writing to the Committee on Academic Standards and Evaluation, which will act as adjudicator of last resort. Should any part of the three-week period fall outside the regular semester, the first three weeks of the next regular semester shall apply.

The Office of Academic Standards and Evaluation will keep all records of such proceedings on file until the student’s graduation, at which time they will be destroyed.

As a result of a second upheld charge of academic dishonesty involving plagiarism, disciplinary penalties may be recommended by the Vice President for Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provisions of the Board of Trustees’ Bylaws (Article 15). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to:

1. Suspension from the College, or
2. Expulsion from the College.
Professional Conduct

The basic preparation for professional nursing requires more than success on examinations and written papers and the satisfactory performance of clinical skills. The Department emphasizes professional behavior as well as intellectual and clinical skills. All participants in the program are expected to be respectful of peers, staff, faculty and clients. This is in keeping with the philosophy and goals of the program. Professional conduct is to be reflected in classroom activities, clinical practice, dress, language, and in all interactions with others. Observations or reports of unprofessional behavior by nursing students should be directed to the Student Affairs Committee, the Director of the graduate program and possibly to the Dean of Students for consideration of action.

Clinical Dress Code and Professional Etiquette

Students represent Lehman College and the Department of Nursing when they are in clinical settings or have contact with representatives of the clinical agency or clients. At these times, the following dress policies will prevail:

1. Students completing clinical practicum hours should wear the required attire of the site where they are assigned.
2. Acceptable attire: clean white lab coat and street clothes, scrubs, nurse's uniform, white or other colored shoes with non-skid soles. Jewelry: stud type earrings, watch with a second hand (do not use your mobile device to assess vital signs), wedding band or no rings, hair worn neat and above the collar.
3. What not to wear: jeans, sneakers, sandals with open toes, excessive jewelry (bracelets, dangling earrings).
4. Arrange your schedule in advance with your preceptor and the facility where you have your practicum. Arrive on time as previously arranged and be flexible as patients and their health status are dynamic. The health status and number of patients’ visits to clinics, practitioner offices, ED varies daily. Your aim should be learning the most you can during your clinical practice hours.
5. Please make sure that your preceptor’s resume has been submitted to the Nursing Dept. to allow for official acknowledgement from the Department. Preceptors are working with you as a professional courtesy.

08/22/14

Clinical Policies & Procedures

Requirements

- Malpractice insurance (at least $6,000,000); Student Nurse Practitioner liability insurance if in FNP, PNP programs
- CPR (American Heart Association) for Healthcare Providers
- An unencumbered nursing license as a registered professional nurse and registration
- Health Clearance Form (completed and signed by a primary care practitioner)
- Criminal Background Check and Drug Testing (Castlebranch.com—Lehman’s Code: UV33)
**PRACTICUM PLACEMENT**

1. Students are assigned or to identify sites for clinical practice as well as the names of preceptors (see Appendix C, p. 42, for the Application for Clinical Placement)
2. Sites must be approved by course faculty and Program Director (Contractual agreements/affiliation agreements with health organizations must be in place)

**Clinical Placement Coordinator**

The Department of Nursing has a clinical placement coordinator who is available to work with MS students. The coordinator is primarily responsible for coordinating the clinical placement of graduate nursing students. Students are required to submit a completed clinical request form to the placement coordinator indicating the name of the clinical site, name of preceptor, and the semester of request for clinical placement. The clinical placement coordinator will then verify that a contract exists between the Department and the site for clinical practice. In addition, students who have not located a clinical site must also submit a clinical form requesting placement.

**Submission Dates for Clinical Placement**

- Spring semester: October 1st
- Summer semester: March 1st
- Fall semester: June 1st

**PRACTICUM EXPERIENCES**

The Department of Nursing contracts with health agencies for practicum courses, therefore graduate students are expected to provide the program with the following information:

1. Clinical Attendance Logs indicating dates and times of practicum experiences, preceptors’ signatures as well as students’ must be submitted to the Department of Nursing (Form: Appendix C, p. 41.)
2. Evaluation of preceptor (Form: Appendix C, p. 42-44).
3. Evaluation of clinical program (Form: Appendix C, p. 45-47)

In addition, students must enter their clinical experience data in the Typhon electronic student tracking system as instructed by course instructors.

**Typhon**

(*Electronic tracking system for graduate nursing students*)

Emphasis has been placed on using the clinical The Typhon electronic student tracking system in order to monitor all graduate students’ clinical experiences and progress, the achievement of standards through curriculum mapping, and evaluation, which is based on the NP competencies as outline by the National Organization of Nurse Practitioner Faculties (NONPF). The Typhon tracking system allows clinical encounter tracking—students use case logs and time logs to enter experiences, clinical site data, curriculum mapping, student portfolios (to show experience).
**Criminal Background Check/ Drug Testing Policy**

The Department of Nursing at Lehman College requires a criminal background check and drug testing for admittance into the program as they are preconditions for students to participate in clinical rotations at the training health institutes. The Lehman College Department of Nursing (DON) drug testing and background check policies have been established to meet contractual requirements established by clinical facilities used by the DON for clinical placements of its nursing students.

The need for drug testing policies in health care facilities and health profession education programs is grounded in the evidence on the prevalence of chemical substance abuse and chemical dependency in health care providers. In accordance with standard/requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students enrolled in any health science program that requires a clinical experience in a hospital or other health care facility must submit to a:

- **Level II criminal background check**
  
  *How to request a criminal background check for clinical rotation:*
  
  - Castlebranch.com (Lehman’s Code: **UV33**)
  
  *(Must first create a myCB account)*

- **Drug screening test**
  
  Drug testing analysis allows for a determination to be made that non-prescribed drugs are being used by the person being tested. Students on prescription medications can identify the drug to the laboratory before testing is done.

**Practicum Responsibilities (Faculty/ Student/ Preceptor)**

The following table summarizes the responsibilities of course faculty, graduate students, and practicum preceptors.

<table>
<thead>
<tr>
<th>Faculty/ Department of Nursing Responsibilities</th>
<th>Student Responsibilities</th>
<th>Preceptor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negotiates clinical affiliation placements.</td>
<td>Complete all course assignments and objectives.</td>
<td>Provides direct instruction, supervision, and guidance relative to clinical application of course content.</td>
</tr>
<tr>
<td>Collects pertinent information from students to draft practicum agreements with health agencies.</td>
<td>Meet with course faculty to discuss progress</td>
<td>Negotiates schedule for student practicum experiences</td>
</tr>
<tr>
<td>Provides preceptors with course syllabi, student assignments, and evaluation forms.</td>
<td>Convenes with preceptor prior to practicum experience to discuss details of the assignment.</td>
<td>Orient students to clinical environment</td>
</tr>
<tr>
<td>Supports communication among faculty, students and preceptors.</td>
<td>Seeks feedback from preceptor regarding assignments and progress.</td>
<td>Evaluates student’s performance in collaboration with Department of Nursing faculty</td>
</tr>
<tr>
<td>Assumes responsibility for providing guidance and assessment of student learning experiences.</td>
<td>Provide nursing program with attendance and practicum evaluation information</td>
<td></td>
</tr>
</tbody>
</table>

Graduate Program Student Handbook 2016-2018
STUDENT COMPLAINT POLICY

When a student has a complaint about a course, an instructor, or a department policy, the student should first consult with the individual faculty member involved. If the issue is unresolved, or the student is dissatisfied with the resolution, the student should complete a complaint form (see Appendix F) and submit to the Director of the Program (either undergraduate or graduate program). If the student is still dissatisfied with the resolution, the student should file a written complaint with the Department Chair.

If the Director of the Program is the instructor in question, the student should write to the Department Chair. If the Chair of the Department is the instructor in question, the senior member of the Department Personnel and Budget Committee will act for the Chair. If the issue cannot be resolved within the Department of Nursing the student will be referred to other resources within the college.


Complaints should be addressed as soon as possible after the issue arises or is identified.
Nursing Computer and Multimedia Laboratory

The Computer/Multimedia Laboratory of the Nursing Department is located on the first floor of the T-3 Building. The lab houses computer work stations where students can access computer-assisted instruction (CAI) programs, word processing, and the Internet. Also available in the laboratory are many videotapes, DVDs, CAI programs, and interactive videos. The lab has video set-ups for viewing tapes and a video camera which can be used for selected teaching-learning experiences. LCD projectors are available to faculty and students for class presentations or nursing course activities. The chief laboratory technician is available to assist students following the College schedule. Evening and weekend hours may be available.

Nursing—Practice Laboratory

There are two Nursing Arts Labs (NAL) located at the north end of the first floor of the T-3 Building. The NAL provides students an opportunity to practice their nursing skills in a simulated hospital setting using equipment and selected anatomical models. Students may be required to use the NAL throughout the semester. Skills practice and completion of a skills checklist are required in all clinical courses. Consult with the NAL schedule to arrange for practice and evaluation of clinical skills by the NAL faculty. Required clinical skills may be signed off by the lab instructor before the student performs the skill in the clinical setting.

Human Simulator

The Department of Nursing has a human simulator for students to practice their clinical skills for adult, children and infant, and pregnant woman.

Nursing Student Lounge

A student lounge with sofa, tables and chairs is located in Room 213 of the T-3 Building. Small round tables are helpful for small group work such as studying and project planning.

Mutual respect shown by students has enabled students to use the lounge for individual or group studying as well as for quiet socializing and small celebrations.

The furnishings of the lounge were provided by a grant from the Helene Fuld Foundation. Students in the Nursing Society have purchased a microwave oven, coffee pot and bookcase for student use in the lounge. This is your space so do your part to keep it neat and clean.
COUNSELING CENTER

The Lehman College Counseling Center offers a variety of free and confidential services to help students with a wide range of developmental, psychological and emotional concerns. The goal of the Counseling Center is to increase their personal competence and support their completion of academic studies at Lehman College.

The services offered at the Counseling Center include:
- Individual short-term counseling for a variety of personal issues.
- Supportive group counseling on such topics as depression, developing healthy relationships etc.
- Psycho-educational workshops for improving academic success, including stress management and test anxiety.
- Crisis intervention services.
- Online screenings for Depression, Eating Disorder and Alcohol use.

The Counseling Center is located in the Old Gymnasium Room 114. Appointments can be arranged by contacting the Counseling Center at (718) 960-8761.

SPECIAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The services are available to Lehman students who provide documentation of a disability. The Services include, but are not limited to:
- Advocacy/Advisement
- Assistance during registration
- Individual test administration (timed/unlimited)
- Tutoring/Note-taking
- Provision of technical equipment and Referrals to outside agencies

In providing these services, the office arranges for the hiring of trained specialists, such as: Sign Language Interpreters, Note-Takers, Proctors, Learning Disability Specialist.

The Office is located in Shuster Hall, Room 238.

INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP)

The two main divisions of instructional support at Lehman are the Academic Support Center for Excellence (ACE, formerly called the Learning Center) and the Science Learning Center (SLC).

Academic Support Center for Excellence (ACE)
The Academic Center for Excellence, located in the Old Gym Building (Room 205), offers workshops and tutoring for students seeking to improve their proficiency in writing, reading, research, and humanities subject areas (including statistics and accounting). The ACE staff of peer tutors and skills specialists works with students at all academic levels.
The ACE also provides workshops and support for students who need to pass the CUNY Proficiency Exam (CPE) and the CUNY ACT Reading and Writing Basic Skills Tests. Read our bulletin, distributed widely on campus, for the schedule of workshops each semester.

**Science Learning Center**
The Science Learning Center (SLC) provides tutoring in the natural and computer sciences, as well as in upper-level mathematics. Computers at the Science Learning Center feature several science learning software programs.

**Career Counseling and Placement**
It is strongly recommended that students register with the office of Career Services and Cooperative Education (Shuster Room 254) prior to graduation. This will facilitate students in preparing for the realities of the workplace and acquiring employment. (See Graduate Bulletin for additional information).

**Extracurricular Activities**
A wide range of extracurricular activities and programs are available. In addition to departmental activities, there are social, political, religious and athletic activities. Creative events such as art displays in the College art gallery, literary displays in the library, musical and dramatic performances in the Lehman College Center for the Performing Arts are among the many opportunities to engage in the vibrant life of the college community. Extracurricular lectures on varied topics, a student newspaper and other publications provide opportunity for student involvement.

There are a variety of clubs on campus. Clubs make their presence known through the Meridian (College Newspaper) and through wide posting on bulletin boards throughout the College.

The **APEX building** brings new excitement to the athletic and fitness facilities on campus. Students may participate in formal fitness and competitive athletic challenges such as tennis, baseball, track, swimming, etc.

**Campus Information Center**
The Campus Information Center is a service of Campus Life. The center is conveniently located in the Student Life Building. The Center is staffed during major class hours and provides information and discounted theater vouchers for Broadway productions, etc.
GRADUATE STUDENT SURVEYS

Graduate students are expected to participate in the following online surveys, located on the Nursing Website, in order to assist the Department of Nursing in its assessment of the effectiveness of the M.S. program:

EXIT SURVEY
https://snap.lehman.edu/snapwebhost/s.asp?k=146056035801

Student satisfaction data are analyzed using descriptive statistics (i.e. percentages). Responses to open-ended questions are reviewed using content analysis and raw data in reporting key statements. Survey outcomes are reported to the Chair for dissemination to faculty. Outcomes are reviewed at faculty assemblies and assigned workshops.

ALUMNI SURVEY

Alumni are asked to respond to eight questions related to 1) adequacy of training—satisfaction with their preparedness to provide quality nursing care, 2) current job status, 3) professional achievements, including continued career development, and 4) a global question to draw further information (see links: https://snap.lehman.edu/snapwebhost/s.asp?k=146056028534).

EMPLOYER SURVEY

Employers are surveyed every three years by DON (see link: https://snap.lehman.edu/snapwebhost/s.asp?k=144545796183). Alumni completing the online survey are directed to the employer survey, which they forward the link to their employer to complete. Employers are invited to comment on the strengths and weaknesses of the graduate as well as make any suggestions perceived to be beneficial to the program.
## Appendix A: GRADUATE STUDENT CHECKLIST

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
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<tbody>
<tr>
<td><strong>Application (online)</strong> &lt;br&gt;(See Graduate Student Bulletin)</td>
<td><strong>Spring:</strong> Oct. 1&lt;sup&gt;st&lt;/sup&gt;  &lt;br&gt;<strong>Fall:</strong> March 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Clinical Practicum</strong></td>
<td></td>
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<tr>
<td>• Health Clearance Form</td>
<td>Start of program</td>
</tr>
<tr>
<td>• BCLS</td>
<td>Start of program</td>
</tr>
<tr>
<td>• Malpractice Insurance (at least $3,000,000)  &lt;br&gt;(FNP &amp; PNP – at least $6,000,000)</td>
<td>Start of program</td>
</tr>
<tr>
<td>• Application for Clinical Placement</td>
<td><strong>Spring:</strong> Oct 1&lt;sup&gt;st&lt;/sup&gt;  &lt;br&gt;<strong>Summer:</strong> March 1&lt;sup&gt;st&lt;/sup&gt;  &lt;br&gt;<strong>Fall:</strong> June 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Clinical Reporting</strong></td>
<td></td>
</tr>
<tr>
<td>• Typhon electronic student tracking system</td>
<td>Maintain during each clinical course</td>
</tr>
<tr>
<td>• Graduate clinical attendance log</td>
<td>Submit at the end of each assignment</td>
</tr>
<tr>
<td>• Graduate evaluation of preceptor</td>
<td>Submit at the end of each assignment</td>
</tr>
<tr>
<td>• Graduate evaluation of program</td>
<td>Submit at the end of each assignment</td>
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</tbody>
</table>
Appendix B: OTHER EDUCATIONAL EXPENSES

The following are some additional expenses required of nursing students, and for which they should budget. They are approximate costs.

I. Textbooks

Required Textbooks ................................................................. Varies/ listed in course syllabi each semester

II. Clinical Expenses

Annual Physical Exam and lab work................................. Varies

BCLS Training: American Heart Association—Health Care Provider $95.00

Liability Insurance................................................................. $varies/year

Enrollment Fee for Typhon......................................................... $90.00

Academic Excellent Fee............................................................ $450 (F/T)

Travel expenses to clinical sites .............................................. $varies/semester
APPENDIX C: FORMS

FORMS

(Located on the Lehman Department of Nursing Website)
HEALTH CLEARANCE REQUIREMENTS

Summary of Required Health Clearance

Each student in the Department of Nursing must have current health clearance prior to each clinical nursing course. Health clearance is valid for twelve (12) months.

Health clearance is required by the New York State Department of Health to determine that health care workers and students do not pose a health risk to clients, families or co-workers and to assure that the student is physically able to fulfill the objectives of the educational program.

Attached is an examination form and list of laboratory tests which must be completed by a physician or nurse practitioner of your choice. The completed form, including the evaluation of lab results, must be returned to the Department of Nursing office two weeks prior to beginning the clinical rotation.

Documentation of immunization/immunity to communicable disease needs to be completed only once if immunity is confirmed.

*Please make a copy of your completed health clearance form for your own records. Copies cannot be made for you in the nursing department. Return the completed form to:

Department of Nursing
T-3 Building, Room 201
Summary of Required Health Clearance

1. Physical Examination annually.

2. Laboratory Tests – Evaluation of test results as “Normal” or “Abnormal” must be done by the physician.
   - CBC with Differential
   - Urinalysis with Microscopic exam
   - Hepatitis B Antigen/Antibody Titre
   - Rubella Titre – Positive titre required (give exact numbers). Immunization required if titres do not indicate immunity.
   - Varicella (Chicken Pox) – Titre required.
   - Measles, Mumps Titres (if no documentation of immunizations available)

3. Immunizations
   - **Tetanus-Diphtheria** – Within 10 years (give exact date)
   - **PPD** – If PPD positive, physician follow-up and chest x-ray required.
   - **Mumps** – Documentation of immunization or positive titre required.
   - **Measles** – Documentation of immunization or positive titre required.

4. Additional requirements may be imposed by specific agencies with which the Department of Nursing affiliates. These include, but are not limited to, drug and alcohol screening, background investigation including criminal record name search, and Child Abuse and Maltreatment inquiry.
ANNUAL HEALTH CLEARANCE RECORD

Name_________________________________________ Sex_______ Age_______
   Last      First      Middle

Street Address__________________________________________________________________________

City _____________________State ____________Zip ___________Phone #________________

Personal Health History: (To be completed by the student)

Have you ever had any of the following? (Circle YES or NO and indicate date)

Back trouble.............. Yes ____     No  Rheumatism.......................... Yes ____     No
Asthma........................ Yes ____     No  Allergy............................. Yes ____     No
Tuberculosis.............. Yes ____     No  Ear Problems........................ Yes ____     No
Skin Problems............ Yes ____     No  Gonorrhea or Syphilis........... Yes ____     No
Kidney Problems....... Yes ____     No  Seizure Disorder................ Yes ____     No
Ulcers..................... Yes ____     No  Mental/Emotional Prob...... Yes ____     No
Cancer..................... Yes ____     No  Hernia.............................. Yes ____     No
Diabetes.................. Yes ____     No  Rheumatic Fever................ Yes ____     No
Heart Murmur............ Yes ____     No  Pneumonia........................ Yes ____     No
High Blood Pressure. Yes ____     No  Low Blood Pressure............. Yes ____     No

Describe any items checked YES above: ____________________________________________________________

__________________________________________________________________________________________

List previous serious illnesses/operations:______________________________________________________

__________________________________________________________________________________________
Annual Physical Examination: (To be completed by physician)

Height: ________  Weight: ________  B.P: ________mmHg  Pulse: ________  Temp.: ________

Visual Acuity: O.D.________  Corrected: _________  O.S.________  Corrected: _________

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<thead>
<tr>
<th>SYSTEM</th>
<th>Normal</th>
<th>Abnormal</th>
<th>REMARKS (Describe Abnormalities)</th>
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<td>Skin</td>
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<td>Head &amp; Neck</td>
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<td>Nose &amp; Sinuses</td>
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<td>Mouth &amp; Throat</td>
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<td>Gums &amp; Teeth</td>
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<td>Ears, Hearing</td>
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<td>Thorax &amp; Lungs</td>
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<td>Breast</td>
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<td>Heart &amp; Vascular</td>
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<td>Lymphatics</td>
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<td>Abdomen</td>
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<td>Hernia</td>
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<td>Anus &amp; Rectum</td>
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<td>Genito-Urinary</td>
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<td>Endocrine</td>
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<td>Musculoskeletal/Spine</td>
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<td>Neurologic</td>
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<td>Mental/Emotional</td>
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Is there any emotional, mental or physical condition for which this student is under medical supervision and/or taking medication?  Yes_____ No_____

Specify:________________________________________________________________________

Laboratory Test Results:
Urinalysis: ____________________  CBC: ____________________

PPD: *Negative_____________ Positive_____________ Chest x-ray: ______________

Date  Conversion Date  Date/Results

Prophylaxis prescribed:  Yes __________  No________

*All students must have a PPD, including those who have previously received BCG. A chest X-ray is required at the time of conversion and every 5 years thereafter. A copy of the radiology report must be attached to the Health Clearance Form. Students who convert to PPD positive must provide evidence that they are being treated prophylactically in order to continue in clinical (Department of Health requirement).

Recommendation for physical activities: Full activity_______ Limited activity_____________

If limited activity, specify limitations: ________________________________________________

I certify that ________________________________ has had the required immunizations and that the physical examination and laboratory test results are within normal limits.

Physician Name: ________________________________

Physician Signature: ________________________________

Address: ________________________________________

_____________________________________________

Phone #: _______________________________________

Date of Exam: _________________________________
IMMUNIZATION RECORD
(To be completed by a licensed physician)

<table>
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<tr>
<th>Vaccination</th>
<th>Titre (Give exact numbers)</th>
<th>Date of Titre</th>
<th>Immune/Not Immune</th>
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<tbody>
<tr>
<td>Tetanus-Diphtheria</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Measles</td>
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<tr>
<td>Mumps</td>
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<tr>
<td>Rubella</td>
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<tr>
<td>Varicella</td>
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<tr>
<td>Hepatitis B* (HBV)</td>
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</table>

Rubella titre is required. This test will tell you if you have ever been exposed to Rubella or German Measles and have developed antibodies. Rubella usually results in a mild illness unless you are pregnant. Rubella during the first three months of pregnancy can result in congenital defects in the infant. If your Rubella titre is negative or less than 1:8, it means you have not developed antibodies to Rubella. A vaccine which is available through your physician will immunize you against Rubella. If your Rubella titre is positive, you do not need any additional immunization.

Titres are required for Varicella (Chicken Pox). If titres do not show immunity, the appropriate vaccinations are required.

Titres are required for Mumps and Measles unless proof of vaccination is available.

A Hepatitis antigen and antibody titre is required and should be done yearly. It is strongly recommended that all students receive the Hepatitis B vaccine if they are not immune. If your titres indicate that you are not immune and you decline to be vaccinated, you must sign a declination statement which is available from the secretary in the Department of Nursing.
DECLINATION OF HEPATITIS B VACCINE*

I understand that, due to my occupational exposure to blood or other potentially infectious materials as a nursing student assigned to care for clients in the clinical setting, I may be a risk for acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine.

Although my Hepatitis antigen/antibody titre shows that I am not immune to Hepatitis B Virus, I decline Hepatitis B vaccination at this time. I understand that, by declining this vaccine, I could be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I understand that I can receive the vaccination series.

__________________________
Print Name

__________________________  _______________________
Signature of Student       Date

*Prior to signing this declination form, it is recommended that you discuss your decision with your primary care provider.
APPLICATION FOR CLINICAL PLACEMENT
LEHMAN COLLEGE DEPARTMENT OF NURSING
GRADUATE NURSING PROGRAM

RETURN FORM TO: Department of Nursing, T3-201/ Course Professor

DATE: ____________________________________________________________

COURSE NAME AND NUMBER: _____________________________________________

STUDENT NAME: _______________________________________________________

STUDENT ADDRESS: _____________________________________________________
________________________________________________________________________
________________________________________________________________________

STUDENT PHONE NUMBERS (HOME/CELL/JOB): _________________________________

STUDENT LEHMAN E-MAIL ADDRESS: ________________________________________

MAJOR/COURSE: __________________________________________________________

CLINICAL SITE: ___________________________________________________________

CONTACT NAME (MANAGER/ADMINISTRATOR):
________________________________________________________________________

MAILING ADDRESS:
________________________________________________________________________
________________________________________________________________________

PHONE NUMBER: ________________________________

FAX NUMBER: ________________________________

PRECEPTOR NAME AND TITLE: _____________________________________________

PRECEPTOR PHONE NUMBER: ________________________________

PRECEPTOR E-MAIL ADDRESS: _____________________________________________

UNIT/ADDRESS OF ACTUAL CLINICAL ROTATION:
________________________________________________________________________
________________________________________________________________________

SEMESTER REQUESTED FOR PLACEMENT: ☐ Spring ☐ Summer ☐ Fall ☐ Winter year _______
**PRECEPTOR – RESUME/CURRICULUM VITAE**

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<th>TITLE:</th>
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<th>HOME ADDRESS:</th>
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<th>OFFICE ADDRESS:</th>
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<th>TELEPHONE:</th>
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<td>E-mail:</td>
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<th>EDUCATION</th>
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<th>HOSPITAL APPOINTMENTS</th>
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<th>LICENSE/CERTIFICATE NUMBER - STATE</th>
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<th>TEACHING RESPONSIBILITIES</th>
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<th>SCHOLARLY ACTIVITIES (Optional)</th>
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Please mail completed resume/CV to Eleanor T. Campbell, Program Director, Lehman College Dept of Nursing, 250 Bedford Park Blvd. West, Bronx, NY 10468; Fax – 718-960-8488; or Email: Eleanor.campbell@Lehman.cuny.edu
Lehman College, CUNY
Department of Nursing

GRADUATE CLINICAL ATTENDANCE LOG

Semester/ Date: ____________________

STUDENT NAME: ________________________________________________________________

COURSE NAME /NUMBER: ________________________________________________________

PRECEPTOR NAME (with titles) ____________________________________________________

CLINICAL LOCATION/SITE/UNIT: _________________________________________________

<table>
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<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hrs.</th>
<th>Student Signature</th>
<th>Preceptor signature</th>
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PAGE TOTAL HOURS: ________________________________
Lehman College (CUNY)
Department of Nursing Graduate Program

GRADUATE STUDENT EVALUATION OF PRECEPTORSHIP

___________________________________  __________________
(Facility/Department)  (Date)

1. Did your preceptor have a general orientation planned?
   __________Yes _______No

2. Were you given sufficient introduction to the nursing administrative team?
   __________Yes _______No

3. Did staff explain their role in the department operations?
   __________Yes _______No

4. What was your participation in the growth and development of the administrative system?

5. Was the time spent in the department effectively utilized?
   __________Yes _______No

6. Should the amount of the time spent in this facility’s department be:
   increased:_________
   decreased:_________

7. Was your preceptor available when you needed him/her?
   __________Yes _______No

8. Did your preceptor provide you with relevant and high quality input related to your clinical experience?
   __________Yes _______No
9. During your preceptorship were the following areas adequately covered:

- Objectives of the Department of Nursing _______Yes _______No
- Continuous Quality Improvement process within and the facility it’s interrelationship with the nursing department _______Yes _______No
- Special problems in the conduct of administrative studies _______Yes _______No
- Future trends/plans _______Yes _______No
- Project or activity assigned to you _______Yes _______No

Comments: (What would you add or change)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. Was the assignment to this department a meaningful educational experience? _______Yes _______No

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Rate the Overall quality of the project you chose for this semester

Outstanding _______ High Average _________ Average _________ Poor

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Student Signature and Date)
LEHMAN COLLEGE DEPARTMENT OF NURSING

CLINICAL PROGRAM EVALUATION FORM

Student Name: ____________________________________

SS#: ____________________________________________

Semester/ Year: __________________________________

Final Grade: ____________________________________

S = Satisfactory
NI = Needs Improvement
U = Unsatisfactory
NO = Not Observed

Students must pass each clinical in order to pass the course

1. Communication: Uses therapeutic communication in the interaction with patients across the lifespan and in a variety of primary health care settings.
   - Establishes therapeutic relationships with clients, family members and significant others
   - Utilizes non-verbal communication appropriately to convey meaning
   - Focuses communication on patient-centered goals and concerns
   - Communication is age and gender appropriate and consistent with the patient's level of understanding
   - Demonstrates cultural competence
   - Provides health teaching consistent with patient’s level of understanding
   - Records data in a concise, accurate, organized manner
   - Collaborates appropriately with members of the interdisciplinary team

2. Analysis of Chart Data and Health Records

3. Analyzes presenting symptoms and concerns

4. Elicits Complete History
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<tr>
<td>5.</td>
<td>Performs a systematic age appropriate physical examination- recognizes abnormal findings</td>
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<td>6.</td>
<td>Utilizes appropriate screening tests and current research findings to form database</td>
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<td>7.</td>
<td>Applies concepts of pathophysiology to cases</td>
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<td>8.</td>
<td>Assesses health care maintenance needs</td>
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<td>9.</td>
<td>Prioritizes health problems</td>
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<td>10.</td>
<td>Prescribes appropriate pharmacotherapies</td>
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<td>11.</td>
<td>Selects appropriate non-pharmacologic strategies of management plan</td>
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<td>12.</td>
<td>Provides appropriate client education for health promotion, counseling and anticipatory guidance</td>
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<td>13.</td>
<td>Designs a logical plan of care for each problem</td>
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<td>14.</td>
<td>Discriminates between relevant and unnecessary diagnostic tests</td>
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<td>15.</td>
<td>Presents complex cases to preceptor in a complete and organized manner</td>
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<td>16.</td>
<td>Overall clinical competence</td>
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<td>17.</td>
<td>Self-evaluation is reflective and insightful, and includes plans for modification and improvement.</td>
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<td>18.</td>
<td>Consistently seeks and assumes responsibility for learning</td>
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**First Rotation:**  Pass________  Fail________

Comments

Clinical Agency_______________________________  Instructor Signature ________________________

Student Signature____________________________  Date________________________________________
Second Rotation:  Pass_______  Fail______

Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Clinical Agency:  __________________________  Instructor Signature:  ______________________

Student Signature:  ________________________  Date:  ________________________________

Third Rotation:  Pass_______  Fail______

Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Clinical Agency  __________________________  Instructor Signature  ______________________

Student Signature  ________________________  Date: ________________________________

Revised 02/2011 E. Campbell
Appendix D: POLICY ON ALCOHOL & OTHER UNAUTHORIZED DRUG USE

The Departmental policy is formulated within the context of City University and Lehman College policies and procedures. With this foundation, an ad hoc committee of students and faculty addressed the health risks of unauthorized use of drugs. The philosophical orientation of nursing as it relates to health and caring is embodied in the policy. It is in that spirit it is intended to address faculty and students.

CUNY RULES AND REGULATIONS ON CAMPUS CONDUCT

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees in the workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction. Unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited (refer to Lehman College Undergraduate Bulletin).

COLLEGE POLICIES, PROCEDURES AND REGULATIONS

The use of illegal drugs will subject the individual to the penalties provided by law. Individual problems with drugs may be discussed in strict confidence with the counseling faculties of the College. The use of legal drugs that are nevertheless injurious to health is not condoned. The use of alcohol by anyone under 21 years of age is illegal and prohibited (Lehman College Undergraduate Bulletin).

All persons in society, including faculty, students, and staff in the Department of Nursing, are susceptible to illnesses that may impair their ability to function at an optimum level. Chemical dependency is one of these illnesses. Alcohol use and other drug use* are behaviors that may lead to chemical dependency. We believe that chemical dependency and alcohol and other drug use are issues that can be discussed and dealt with in a constructive, non-judgmental manner. If treatment is necessary, it is available and is beneficial.

The Department of nursing is an alcohol and drug free department. We define the use of drugs in a two-fold way: One definition is the recreational use of drugs and the other is the use of drugs to manage illness. Recreational use of drugs and illegal substances will not be tolerated. Alcohol use or the use of other drugs which have the potential to impair judgment and/or motor skills during the hours of clinical practice and classroom lecture is not acceptable. Members of the Department of Nursing (faculty, staff, and students) have the obligation to report such use by other members to their supervisor or instructor. We recognize that there are definitive circumstances which may require individuals to be on a continuous or permanent medication to manage an illness. Prescribed medications which affect judgment and function are to be documented in the health clearance record by the health care practitioner signing that record. The purpose of this policy is to provide guidelines for coping with those situations of alcohol and other drug use by Lehman College nursing students, which may occur in the Department of Nursing and the clinical area.

*The term drug use as stated in this policy refers to the use of alcohol and other unauthorized drugs.

Policy Implementation:
Assessment: The following list of behaviors and conditions may be caused by a variety of circumstances including, but not limited to, substance use:

1. Mood swings, depression, irritability
2. Frequent absenteeism over the semester and within the clinical day (frequent trips to the bathroom, leaving the unit).
3. Elaborate or inadequate excuses for tardiness or absence
4. Odor of alcohol or other drugs
5. Shakiness, tremors of hands
6. Slurred speech
7. Watery eyes, dilated or constricted pupils, diaphoresis
8. Unsteady gait
9. Sleeping, nodding in clinical conferences or class lectures

Planning/Intervention:

If there is a question as to whether these behaviors are related to substance use, the following faculty interventions should occur:

Discuss observed symptoms and signs with the student. Be open, direct, and clear about what you have observed or what has been reported to you.

Make a decision regarding the student's ability to safely and competently complete assigned responsibilities for that day. The decision may involve patient safety. If on a particular day in the clinical area, a student is deemed unsafe by the faculty or clinical preceptor, the faculty/preceptor reserves the right to remove the student from the unit and/or agency for the remainder of the day. The faculty or clinical preceptor will excuse the student from the clinical setting and refer the student to an appropriate health care practitioner for evaluation.

Document observation discussion between faculty and student, and that student was referred to a health care practitioner. Be sure to review this documentation with student and have the student sign that it has been read. The original signed document should be filed in the student's departmental file.

An assessment by an appropriate health care practitioner is required for the purpose of determining whether the student is impaired and to recommend a therapeutic plan, if indicated. When the student has received appropriate clearance from the practitioner, the student may return to the nursing classroom and clinical experience.

If it is determined that there is no impairment and no treatment is indicated, the student may return to the classroom and clinical activities. If the clearance letter from the practitioner states no impairment and no treatment, the letter is filed in the student's record in the nursing office.

If impairment is diagnosed and treatment recommended, the letter is filed in a confidential student record file accessed only by one faculty member designated by the faculty to do so. The student may require a leave of absence.

Referrals: There are many facilities available for treatment of substance use. The Bronx Directory of Substance Abuse Services is available "on reserve" in the library and also may be checked out for home use. It is a resource guide to drug and alcohol treatment programs in the Bronx. Many of these programs
have sliding scale fees. There is also a computer in the nursing department that has a directory listing alcohol treatment programs in all five New York City boroughs.

**Some Characteristics of Alcohol and Other Substance Abuse**

**Assessment:** The following signs and symptoms have been identified as some of the characteristics of alcohol use or use of other drugs.

**Background** indicators include:

- Family history of alcoholism or drug abuse.
- History of frequent change of work site, in the same or different institutions
- Prior medical history requiring pain control
- Prior reputation as conscientious and responsible employee

**Behavioral** signs include:

- Increasing isolation from colleagues, friends, and family
- Frequent complaints of marital and family problems
- Frequent reports of illness, minor accidents, and emergencies
- Absenteeism
- Complaints from others about the person's alcohol/drug use and/or poor academic/clinical performance
- Evidence of blackouts
- Mood swings, irritability, depression, or suicide threats and/or attempts (which may be caused by accidental overdose)
- Use of long-sleeved clothing continuously, even in warm weather
- Strong interest in patients' pain control, the narcotics cabinet, and use of pain control medications. Frequent trips to the bathroom or other unexplained, brief absences
- Elaborate or inadequate excuses for tardiness or absence, including long lunch hours and calling in sick for clinical days
- Difficulty meeting schedules and deadlines
- Illogical or sloppy writing

**Physical** signs include:

- Smell of alcohol on breath
- Shakiness, tremors of hands
- Slurred speech
- Watery eyes, dilated or constricted pupils
- Diaphoresis Unsteady gait
- Runny nose
- Sleeping, nodding, in clinical conferences and in class
- Nausea, vomiting, diarrhea
- Weight loss or gain
- Increasing carelessness about personal appearance
Appendix E: STUDENT HEALTH CENTER

Eligibility & Cost:

The Student Health Center is a primary healthcare facility available to all Lehman College students with a valid ID. Most of the services are free of charge due to the student activity fee. Other services are available for a small fee.

Primary Care:

The team of providers is experienced in treating common medical problems. They offer initial diagnosis and treatment for a broad spectrum of illnesses and injuries with appropriate follow-up care.

Confidentiality:

Medical records are strictly confidential. Information will not be released without written authorization, except by court order.

The Student Health Center is located in Building **T-3, Room 118**.
Appendix F: STUDENT COMPLAINT FORM

Student: ________________________________ SSN or ID #: xxx-xx ____________

Date: _______________ Course #: ____________ Instructor: ______________________

Nature of Complaint (describe) (attach additional sheet of paper if needed)

What steps were taken to resolve the issue (describe):

Student signature: ________________________________ Date ________________________

Date received by Director of Program ___________________ Undergraduate ( ) Graduate ( )

Date Program Director met with student: ______________________

Referred to: ________________________________

______________________________
Director Signature

Undergraduate ( ) Graduate ( )
ACKNOWLEDGEMENT FORM

After reviewing the Graduate Nursing Program Student Handbook, students admitted to the Nursing Program are required to print this page, sign it and return this form to the Department of Nursing office, T-3-201.

I have read and understand the policies and procedures and other information contained in the Graduate Nursing Program Student Handbook. I agree to adhere to all policies contained therein.

____________________________________
Name (Print)

____________________________________
Signature

____________________________________
Date