

Department of Nursing
Undergraduate Nursing Handbook



School of Health Professions
and Nursing

Table of Contents

A Message from the Department Chair	1
Introduction	Error! Bookmark not defined.
The Undergraduate Nursing Handbook (UGNH) Attestation	2
School of Health Professions and Nursing Mission Statement	3
LIU Post Vision Statement	3
Department of Nursing Philosophy	4
Registered Professional Nurse Licensure/NCLEX™ Exam	4
Program Outcomes	5
PLANS OF STUDY – BS PROGRAMS	6
B.S. IN NURSING (NUR) (120 credits) RN Completion Program	6
B.S. NURSING – Pre Licensure (NRS) (121 Credits)	8
Program Progression	10
Assessment Technology Institute (ATI)	10
Academic Standards Process	11
Grading Guidelines	12
Academic Probation	13
Academic Probation Process	13
Pinning Ceremony	14
Campus Policies	14
LIU Post Academic Conduct Policy	14
Plagiarism	14
Ways to Prevent Violating the Academic Conduct Policy	14
Avoiding Plagiarizing the Work of Others	15
Academic Policy/Plagiarism	15
Social Media Policies	15
Avoiding Other Violations of the Academic Conduct Policy	16
Clinical Education	17
Student Responsibilities:	18
Clinical Practice Attire	19
General Hospital Attire	19
Public and Mental Health	20
Nursing Equipment	20
Clinical Practice Remediation	21
Clinical Failure	21

Failure for the Clinical Day	21
Clinical Withdrawal Policy	22
Clinical Evaluations.....	22
Students are expected to demonstrate:.....	23
Below Expected Level Rating.	23
Clinical Evaluations/Below Level	23
Use of Cell Phones	23
LIU Post Substance Abuse Policy	24
Medical Health Clearances and Criminal Background Checks and Drug Screenings	24
Liability Insurance.....	25
Certifications	25
NYS Infection Control Mandated Training.....	25
Completion of NYS Required Training.....	26
Student Information	26
Attendance Policy.....	25
Professional ePortfolio	27
Membership in the Nursing Students' Association of New York (NSANYS).....	29
LIU Student Nursing Club.....	29
Email Communication.....	29
BlackBoard™ and Center for Student Information (CSI)	29
Disability Support Services (DSS)	30
Change of address, telephone, and name.....	30
Anti-harassment Policy	31
Recommendation Letters.....	31
APA Referencing and Citation Website:.....	31

A Message from the Department Chair

As Chairman of the Department of Nursing, I would like to welcome you to the profession of Nursing. The policies on the following pages will assist you as you transition from a novice nursing student to competent Professional Registered Nurse.

I urge you to take time to familiarize yourself with these policies and refer to this handbook as you need to throughout your nursing program at LIU Post.

Dr. Mary Infantino, PhD, RN, ANP-BC

Introduction
The Undergraduate Nursing Handbook (UGNH) Attestation

Acknowledgment of Receipt of the Undergraduate Nursing Handbook

School of Health Professions and Nursing

I _____, have reviewed the electronic version of the Long Island University Post: School of Health Professions and Nursing Undergraduate Nursing Handbook (UGNH). I understand I am responsible for reading this handbook and that I am accountable for adherence to the policies and guidelines herein. I also agree to uphold the University's Campus Policies as well as the American Nurses Association Code of Ethics <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses> and the student responsibilities as outlined in the Undergraduate Nursing Handbook. The Undergraduate Nursing Handbook (UGNH) is designed to provide undergraduate nursing students with the Department of Nursing mission, philosophy, goals, and policies as well as essential information to assist nursing students to achieve academic success throughout the program. Nursing students are advised to familiarize themselves with the LIU Post Undergraduate Bulletin located at: [LIU Post Undergraduate Bulletin](#). Additional policies, procedures and other important information are located within the website. Nursing students are strongly advised to familiarize themselves with the information contained in the UGNH. Familiarization with these policies and procedures will facilitate academic success in the BSN nursing program. It is each student's responsibility to review, understand, and abide by LIU Post University's regulations, procedures, requirements, and deadlines as described in official publications, including the University's undergraduate bulletin, LIU Post websites, and official university email communications. In addition, all students are required to positively affirm their knowledge of, and adherence to, LIU Post's Student Conduct Rules, University Standards and Administrative Regulations prior to their first semester at LIU Post. Declaring a lack of knowledge of university regulations will not be accepted as a basis for an exception to these regulations. I am aware that the UGNH is subject to change and I am responsible for reviewing the electronic version of the handbook on an ongoing basis for any updates, revisions, and changes made by the School of Health Professions and Nursing.

Please print, sign and date this Acknowledgment. By signing this document, the student is acknowledging receipt of the electronic version of the Undergraduate Nursing Handbook as well as accepting responsibility for its contents.

Student's name (printed) _____

Student's signature _____

Date: _____

School of Health Professions and Nursing Mission Statement

The School of Health Professions and Nursing (SHPN) is dedicated to educating students from diverse backgrounds to address the health and social needs of individuals, families, communities and society, as well as to develop skills for best practice, based on humanistic values, interprofessional skills, scientific knowledge and evidence.

LIU Post Vision Statement

The School of Health Professions and Nursing (SHPN) at LIU Post will be one of foremost institutions in the nation providing health professions education, which will empower students to address the evolving health and social needs for the new millennium. As graduates of accredited programs that demand the highest performance and ethical standards, our students will become leaders in their area of practice, top administrators in health and social service organizations, cutting edge researchers, collaborative members of interprofessional teams and providers of relationship centered care. Program development will include an analysis of evolving health care systems, with focusing on the needs of the community, organizations and individuals. Particular consideration will be given to developing programs that meet the Nation's health and social care needs based on national workforce analyses.

Technology and experiential learning will be the cornerstone of all programs. Mastering these essential concepts will provide students with the ability to become competent professionals, ready to engage as skilled, successful members of the health care workforce.

Faculty of the SHPN will be considered experts in clinical practice, social wellness, teaching, and research, thereby producing scholarship that is valuable to all areas of health professions education. Ongoing development activities will allow faculty to enhance their skills in attainment of funding, research, and excellence in teaching for the students at LIU Post and the community we serve.

The SHPN will establish an advisory board that represents the varied constituents of the health professions. Such persons include but are not limited to:

- Patients, clients, patient's families/caretakers
- Professionals who address quality assurance programs, planning and evaluation, interpersonal communication, values and ethics, teams and teamwork, cultural awareness and competency.
- Community contacts necessary for building and expanding relationships that will subsequently provide opportunities for our students and faculty (i.e., clinical placement, research opportunities, mentorship)
- Experts who will provide consultation and feedback for developing and enhancing programs that address the needs of the current health care environment, workforce, and community.
- Strategic partners who will provide funding opportunities to help construct and maintain facilities, support student scholarships, and sponsor faculty research.
- Alumni of LIU Post who have made significant contributions in the area of health care and will provide motivation for further advancement.

Department of Nursing Philosophy

The faculty is dedicated to preparing the student for life-long learning in order to meet the increasing demands of the expanding environment of nursing practice. The graduates of the Department of Nursing (DON) will have developed the values and competencies which include: critical thinking; culturally competent care; autonomy; communication; and decision making within a framework of professional and ethical principles that are central to the delivery of nursing care in a global environment.

<http://liu.edu/CWPost/Academics/School-of-Health-Professions-and-Nursing/Academic-Programs/Nursing>

Registered Professional Nurse Licensure/NCLEX™ Exam

Upon successful completion of the academic course work in the BSN program, students will become eligible to sit for the National Council Licensing Examination – RN (NCLEX) in all states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands. In addition to successful completion of the LIU Post undergraduate nursing program students must meet eligibility requirements for licensure as determined by the New York State Education Department. Applications can be accessed at the following: www.OP.nysed.gov and www.ncsbn.org/nclex.htm. During the final course of the program, details, explanations, and other requirements will be discussed.

Students are responsible to: (a) file the application with appropriate fees, (b) make an appointment to take the exam, and (c) provide required identification information prior to taking the exam.

Students who plan on taking the NCLEX exam in another state other than New York should contact the National Council of State Boards of Nursing (NCSBN) at <https://www.ncsbn.org/nclex.htm> or call: (312) 525-3600 to obtain applications from the respective State Board of Nurse Examiners

Program Outcomes

The program of study at the Department of Nursing at LIU Post seeks to prepare professional nurses to provide patient and family centered care within an inter-professional framework. The nursing graduate will be able to:

1. Implement critical thinking skills to provide evidence-based health promotion and disease prevention with individuals, families, groups and communities.
2. Exhibit inter-professional communication skills within a framework of professional and ethical principles.
3. Collaborate with other healthcare professionals while making the transition to the professional practice role.
4. Provide culturally competent care in the delivery of healthcare.

PLANS OF STUDY – BS PROGRAMS

B.S. IN NURSING (NUR) (120 credits) RN Completion Program

Up to 28 credits of A.S. in Nursing may transfer in as NUR NE

College Core Curriculum – 38 credits			
AREA			
LANGUAGE /LITERATURE	6 credits required in one subject area	LANG 1,2,3,4,11,12 ENG 3,7,8,10,13...	
HISTORY/PHILOSOPHY	6 credits required	HIS 1,2,3,4,7,12 ANY except PHI 81	PHI 19 is recommended
POLITICAL SCIENCE/ECONOMICS	6 credits required in one subject area	ECO 11,12; POL 1,2	
SOCIAL SCIENCES	6 credits required	PSY 1, PSY 25 (Psychology)	Fulfills department requirement
LABORATORY SCIENCE	8 credits required	BIO 7,8 (Human Anatomy & Physiology 1 & 2)	Fulfills department requirement
FINE ARTS	3 credits required	ART 1, 101; CIN 11; THA 1,42; MUS 1,2	
MATH	3 credits required	MTH 19 or 41 Statistics	
COMPETENCIES – 6 credits minimum			
WRITING	6 credits required	ENG 1, 1F, 1P, 1S ENG 2, 2F, 2P	
COMPUTER/ ORAL/ LIBRARY			
CO-RELATED COURSES – 14 credits minimum			
MICROBIOLOGY	4 credits	BMS 90	
CHEMISTRY	4 credits	CHM 6	
GENETICS	3 credits	BIO 121 or HSC 221	
Social Science Elective	3 credits		
NURSING REQUIREMENTS – 28 credits			
NUR 79 Leadership and Professional Practice	3 credits		
NUR 81 Issues in Professional Nursing	3 credits		
NUR 86/86L/86S Family Health	4 credits		
NUR 90 Nursing Management	3 credits		

NUR 91 Communication Skills for the Health Care Setting	3 credits		
NUR 160/160C Health Assessment	5 credits		
NUR 230/230C Public Health	4 credits		
NUR 400 Nursing Research and Evidence Based Practice WAC course	3 credits		
NURSING ELECTIVES – a minimum of 9 credits			
NUR 84 Health and the Human Life Cycle – WAC course	3 credits		
NUR 99 Pathophysiology	3 credits		
NRS 110 Informatics	3 credits		
NUR 140 Nursing Nutrition	3 credits		
NUR 150 Pharmacotherapeutics	3 credits		

As part of the BS in Nursing degree, students are obligated to complete a minimum of 60 credits of liberal arts courses; please consult the degree audit and with your Enrollment Services Counselor/Promise Counselor to verify that you satisfy this requirement.

B.S. NURSING – Pre Licensure (NRS) (121 Credits)

College Core Curriculum – 39 credits			
AREA (for more information please refer to the LIU Post Undergraduate Bulletin)			
LANGUAGE /LITERATURE	6 credits required in one subject area	LANG 1,2,3,4,11,12 ENG 3,7,8,10,13...	
HISTORY/PHILOSOPHY	6 credits required	HIS 1,2,3,4,7,12 ANY except PHI 81	PHI 19 is recommended
POLITICAL SCIENCE/ECONOMICS	6 credits required in one subject area	ECO 11,12; POL 1,2,	
SOCIAL SCIENCES	6 credits required	PSY 1 and PSY25	Fulfills department requirement
LABORATORY SCIENCE	8 credits required	BIO 7,8	Fulfills department requirement
FINE ARTS	3 credits required	ART 1, 101; CIN 11; THA 1,42; MUS 1,2	
MATH	3 credits required	MTH 19 or 41 Statistics	Fulfills department requirement
POST FOUNDATIONS	1 credit	POST 101 (Freshman Only)	
COMPETENCIES – 6 credits minimum			
WRITING	6 credits required	ENG 1, 1F, 1P, 1S ENG 2, 2F, 2P	
COMPUTER/ ORAL/ LIBRARY			
CO-RELATED COURSES – 15 credits minimum			
BMS 90 Microbiology	4 credits		
CHM 6 Chemistry of Life	4 credits		
BMS 211 Pathophysiology or NUR 99	3 credits		
BIO 121 Human Genetics in Health & Disease or HSC 221 Topics in Human Genetics	3 credits		
Liberal Arts (i.e., Math)	1 credit		
NURSING REQUIREMENTS – 61 credits			
NRS 100 Introduction to Professional Nursing	3 credits		
NRS 110 Nursing Informatics	3 credits		
NRS 130/130C Fundamentals in Nursing	5 credits		
NRS 140 Nutrition in Nursing	3 credits		
NRS 150 Pharmacotherapeutics	3 credits		
NRS 160/160C Health Assessment	5 credits		

NRS 200/200C Adult & Gerontological Nursing I	7 credits		
NRS 210/210C Psychiatric-Mental Health Nursing	4 credits		
NRS 220/220C Adult & Gerontological Nursing II	7 credits		
NRS 230/230C Public Health Nursing	4 credits		
NRS 240/240C Obstetrical & Pediatric Nursing	7 credits		
NRS 400 Nursing Research & Evidence Based Practice	3 credits		
NRS 410/410C Nursing Transition into Professional Practice	7 credits		

As part of the BS in Nursing degree, students are obligated to complete a minimum of 60 credits of liberal arts courses; please consult the degree audit and with your Enrollment Services Counselor/Promise Counselor to verify that you satisfy this requirement.

Program Progression

Progression through the nursing program requires the following:

- A cumulative 3.0 GPA index.
 - Students who do not maintain an overall GPA of at least 3.0 will be placed on probation for one semester.
 - Students who do not raise their overall GPA to a 3.0, after one semester on probation, will be dismissed from the undergraduate BS in Nursing program
- An earned C+ or better in nursing and all co-related sciences and mathematics
 - Nursing courses and pre- and co-requisite courses (i.e., Anatomy & Physiology, microbiology, genetics, chemistry, pathophysiology, psychology) in which students earn a grade of C, C-, D, F, W or WU must be repeated prior to the student's progression to the next semester in the nursing sequence.
 - Nursing courses must be repeated in the next spring or fall semester that the course is offered.
 - Students who repeat a nursing course or a required pre- or co-requisite non-nursing course and earn a grade of C, C-, D, F, W or WU will be dismissed from the School of Nursing.
 - Any general education course that is not a pre- or co-requisite of nursing courses and in which a grade less than C has been earned must be repeated for a grade of C or better if the course is to be counted toward graduation requirements.
- A Pass grade on all clinical courses
- The nursing courses that have a clinical component require that the student pass both the didactic and the clinical component.
- May repeat only one nursing or pre/ co requisite course throughout the curriculum.
 - Students who do not achieve a grade of C+ on a single nursing course or pre/ co requisite course are permitted to repeat that course only once. A second failure in that course or a first failure in any subsequent pre/ co requisite course will result in dismissal from the nursing program.
- Students in the pre-licensure BS in Nursing program are required to achieve a grade of 100% on the Medication Calculation exam. Students may repeat this exam once after remediation. Failure to achieve 100% on the second attempt will result in dismissal from the nursing program.

Failure to meet Progression Criteria

Once students are identified, they will be referred to department ASC to make a recommendation and then to Campus ASC for a final determination. The department will base all decisions on the program progression criteria (see undergraduate progression criteria). If students fail to meet the criteria in one area they will be placed on academic probation. Probation consists of formal warning and is placed on their record. Students are expected to meet with their advisor as well as faculty where indicated to achieve success in the semester. If a student fails to meet the criteria of probation (complying with progression policy) or if they are deficient in 2 areas in one semester they will be dismissed from the Nursing Program. Should they wish to appeal, they will need a letter of support from the Chairperson.

Assessment Technology Institute (ATI)

The purpose of ATI Nursing Education examination is to assist nursing students to master core curriculum, develop into a practice-ready nurse, and achieve a passing score on the NCLEX®.

Online tutorials, practice exams, targeted exams, proctored, content specific exams are assigned in each course to augment classroom, nursing skills, and clinical learning.

Each nursing course syllabus will identify the required course specific assignments and deadline for completing each assignment. The individual course syllabus will detail the specific required assignments, including the due date for each assignment.

Please note that there are NO make-up for the ATI exams. If a student must miss a scheduled exam due to religious observances, it is the student's responsibility to notify the ATI coordinator, Dr. Jennifer Darcy (Jennifer.darcy@liu.edu) two weeks before the exam.

Academic Standing Process

1. Issues brought forth to Department of Nursing (DON) Academic Standing Committee (ASC) by either the faculty, administration, or the student themselves include:
 - Failure to adhere to the standards of performance, and/or
 - Failure to achieve the minimum requirements that will result in probation or dismissal from the Nursing Program

Department of Nursing Grade Appeal Process:

Final Grade Appeal: Only final course grade(s) may be appealed to the appropriate Programmatic Department Chair if the student believes there is demonstrable evidence that prejudice, or arbitrary/capricious action on the part of the instructor has influenced the grade. The student must provide evidence to support their claim.

- Students must first seek redress the final grade in writing within 10 business days of the issue to their professor.
 - If there is no resolution through discussions with their professor, the student may appeal to the department chairperson or program director within 10 days with evidence of their communication with their professor.
 - The department chair or program director will schedule a meeting with the student within 5 business days of being contacted. The department chair or program director will advise the student in writing of their findings within 10 business days of the meeting with the student.
 - Appeal of the chair/director can only be made to the Department of Nursing Academic Standing Committee within 10 business days in writing if there remains no resolution to the issue. The findings of the Department of Nursing Academic Standing Committee are solely in regards to the nursing programs and are final. No further grade appeal process may be utilized if students exhaust the Department of Nursing Grade Appeal Process.
2. The Department of Nursing Academic Standing Committee reviews all issues brought to the committee and makes a decision based upon the policies of the School of the Health Profession and Nursing and the Department of Nursing. The committee also reviews all

evidence presented by of the students; and all written appeal letters. Following a thorough review and discussion of each case presented, the committee votes either to accept or reject the student's appeal. The Department of Nursing Academic Standing Committee may request the presence of anyone relevant to the review in order to ensure student's rights as well as the academic standards and professional integrity of the nursing program. Students are then notified of the committee's decision via letter from the Chair of the DON ACS.

3. Department of Nursing Program Dismissal Appeal Process:

Nursing students who wish to appeal a dismissal from nursing program in the School of the Health Professions and Nursing must write a letter, addressed to the Chair of the Academic Standing Committee in the Department of Nursing, stating grounds for the appeal. The letter must be received within 10 business days of the receipt of the notification of dismissal. The committee will then review the appeal according to the process explained above (see item 3.). Dismissal of students from the nursing program does not imply dismissal from the University. A student whose dismissal from the nursing program is upheld, will be counseled towards majors that may better suit the student.

All students are required to read the LIU Post Pride Student Handbook, where you will find the Academic Conduct Policy regarding A.) Academic Respect for the Work of Others, B.) Academic Self-Respect, C.) Academic Honesty, D.) Academic Originality and E.) Academic Fairness. The LIU Post Pride Student Handbook can be found at url: www.liu.edu/post/communitystandards. Failure to be aware of these policies does not excuse students in adhering to the academic ethos.

While only final grades may be appealed through the Academic Standing Process outlined above, if a student believes that a grade on a particular assignment, evaluation, exam, or quiz (not a final course grade) received is incorrect, the student shall:

1. Discuss the grade with the faculty who assigned it.
2. If the grade is deemed to be correct (no miscalculation of grade occurred) then the grade stands as issued. The faculty who assigned the grade shall notify the student of the decision in writing within five (5) business days.
3. If the grade issued was in error (miscalculation of grade occurred) then the faculty corrects the grade and shall notify the student of the grade change within five (5) business days.

Grading Guidelines

LIU Post must legally maintain confidentiality regarding student performance. To guarantee confidentiality, grades will only be provided in one of the following ways. Release of student grades will NOT take place by ANY OTHER MEANS.

- Confidential posting of grades via the student's MY.LIU.EDU
- Mailed confirmation of grades from the University Registrar
- Direct face to face receipt of grades from the course instructor
- Mailing of student supplied, stamped, self-addressed envelope to student
- Or a response from a student initiated email request for a grade

DEPARTMENT OF NURSING GRADING SCORES		
Letter Grade	Percentage	Grade Point Average (GPA)
A	93-100	4.000
A-	90-92.9	3.667
B+	87-89.9	3.333
B	83-86.9	3.000
B-	80-82.9	2.667
C+	75-79.9	2.333
C	70-74.9	2.000
C-	65-69.9	1.667
D	60-64.9	1.000
F	Below 60	0.000

Academic Probation

Academic probation is a warning that the student's performance falls below the institution's requirement for good academic standing.

You may be placed on academic probation when:

1. Receipt of a nursing grade below C+
2. GPA below 3.0

Academic Probation Process

1. The student will receive an Academic Warning via the LIU Post Digital Early Warning System (DEWS)
2. The student's academic advisor will be notified via the LIU Post DEWS
3. A copy of the Academic Warning will be placed in the student's academic record
4. The student will meet with the Chair of the DON or the Director of the BSN program to help develop an individualized student centered remediation plan in order to assist the student to return to good academic standing.

5. In the semester following academic probation, the student will not be permitted to exceed the total number of credits that enrolled when placed on academic probation.
6. The student may not progress in the programmatic courses until they have completed any prerequisite coursework with the minimum C+ or better. This limitation may cause the student to repeat a year in order to realign with the department course offerings.
7. The student may not take an incomplete grade (INC), an unofficial withdrawal grade (UW) or a withdrawal grade (W) from the repeated course.
8. The student may not take any pass/fail courses for the upcoming semester.

Pinning Ceremony

The pinning ceremony is a symbolic welcoming of new nurse graduates into the nursing profession. Qualified nursing students will participate in the pinning ceremony and be presented with pins by the faculty of the Department of Nursing. Pinning ceremonies are held prior to graduation.

Campus Policies

LIU Post Academic Conduct Policy

The Academic Conduct Policy of the LIU Post Campus promotes an academic community characterized by respect, honesty, originality, and fairness. Academic misconduct such as plagiarism, cheating, fabrication, sabotage or assisting someone in the committing of any of the acts, is a violation of this Policy. Any student found engaging in academic misconduct is subject to disciplinary action. Failure of the student to be aware of the policy does not exclude the individual from its application to their situation.

The Academic Conduct Policy can be accessed at the following link:

<http://www.liu.edu/CWPost/Campus-Life/Academic-Career-Planning/Academic-Policies/Academic-Conduct-Policies-Standards>

LIU Post Academic Conduct Policy Appeals Process

Please refer to 2016-2017 LIU Post Bulletin for details on the appeals process.

<http://liu.edu/~media/RedesignFiles/LIUPost/Academics/Bulletins/Post-UG-Bulletin.ashx?la=en>

Plagiarism

Ways to Prevent Violating the Academic Conduct Policy

<http://www.liu.edu/CWPost/Campus-Life/Academic-Career-Planning/Academic-Policies/~link.aspx?id=A539853E351B43DF8FF9F58BBF771911&z=z>

The B. Davis Schwartz Memorial Library at the LIU Post of has created some resources and web pages to help you to avoid the pitfalls of plagiarism and other unethical practices such as cheating.

Avoiding Plagiarizing the Work of Others

What is [Plagiarism?](#)

Recommendations:

- Organize your thoughts and sources when you begin a research project. Be sure to read and understand all instructions provided to you by your instructor.
- Always identify and document the sources used, so that when you prepare a bibliography or works cited page you will have all the information required. Never cite references that you did not use in your work.
- While doing your reading and research, take clear notes and include citation information.
- For quotations, indicate the page numbers of the source. When paraphrasing others' ideas in your own words, remember that you still must cite the source.
- Always give credit to other authors and their work. This demonstrates that you are knowledgeable about the research on your topic and have put forth the effort to learn and investigate the subject matter.
- Above all else, when in doubt, ask for help from your instructor or a librarian.

For specifics on citing your sources, use the **American Psychological Association (APA 6th Edition)** style manual in print or online, refer to the Library's [Citation Style](#) page or ask for help at the Reference Desk in the Library. Be sure to ask your instructor which style manual is acceptable. The [LIU Post Writing Center](#), located in Humanities Hall Room 202, offers writing assistance to students by appointment. Check the Web site for additional information.

Academic Policy/Plagiarism

Please refer to the links below detailing the Academic Policy for LIU Post:
<http://www.liu.edu/cwpost/academicconduct>

Social Media Policies

Patient privacy is paramount. It is fundamentally ethical and a legal obligation of nurses including student nurses to ensure patient privacy. Patient privacy and confidentiality is to be protected at all times and in all environments; this includes the clinical arena, Interprofessional Simulation Center (ISC), the classroom and off campus. This includes digital/internet/email and all other forms of communication. Nurses are ethically required to practice with compassion and respect for the inherent dignity and worth of the patient, the patient's family, peers, colleagues and members of the interdisciplinary team. Students that violate patient privacy through direct, indirect, or technological communication **will be dismissed from the program.**

This is especially true in the advent of technology where video, texting, photography and social media are used on daily basis. Students must also abide by the requirements on the use of social media, photography and texting when in clinical institutions. Students are required to read, understand and follow the American Nurses Association (ANA) Principles for Social Networking. In addition, students are to sign the Social Media form found as Appendix A.

- Six Tips for Nursing Using Social Media
<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Tip-Card-for-Nurses-Using-Social-Media.pdf>

- Navigating the World of Social Media
<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Tip-Card-for-Nurses-Using-Social-Media.pdf>

Students are also required to abide by The Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this federal law of 1996, protected “individually identifiable information” includes health information that identifies the individual or can reasonably be used to identify the individual, in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.

- Summary of the HIPAA Privacy Rule
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

Please note: All students MUST comply with the mandates of clinical institutions and the Health Information Portability and Accountability Act (HIPAA) when using mobile devices. While in the clinical area, students’ mobile devices must be placed on Airplane Mode and must NEVER be used to access or transmit personal information, including photographs, about any patient. Students may not use their cell phones while on clinical units.

Avoiding Other Violations of the Academic Conduct Policy

Recommendations:

- Do not work with another student on any assignment unless explicitly approved by your instructor. Be sure to understand the instructor’s expectations for individual and group work.
- An assignment you completed for a course should never be resubmitted for credit in another course. Resubmitted work is considered plagiarized.
- Do not lend your work to other students.
- Never take an exam for someone else.
- Keep copies of all work submitted during a course (including rough drafts and notes) until your final grade is received. If necessary, this can provide evidence of original work. This also holds for electronic assignments – save previous versions under different names.
- If you submit an assignment electronically to an instructor, be sure to request confirmation of receipt. Although discouraged, if you do not submit the assignment directly to your instructor (i.e., slid under door, left in mailbox, etc.), be sure to follow-up by phone or by email with the instructor the next day to be sure it was received.

Clinical Education

The clinical and simulation experiences in the Interprofessional Simulation Center (ISC) are integral parts of the nursing curriculum. These experiences provide an opportunity for nursing students to master psychomotor, cognitive and affective skills necessary for entry-level registered professional nurses. Nursing students will practice hands-on skills and explore the multi-faceted specialties of nursing practice in today's ever changing healthcare arena.

Through clinical experiences, nursing students are able to apply theoretical knowledge using the nursing process in order to assess, diagnose, implement/intervene and evaluate patients and their families using a patient-centric approach. Students will develop skills in self-assessment and reflection in order to demonstrate basic nursing competency skills.

Clinical practice dates are prearranged by the Department of Nursing. In addition, each clinical site may have additional rules and regulations in order to participate in clinical experiences. These may include but are not limited to: extra day of clinical for orientation to clinical site, finger-printing, a clinical fee, special parking rules etc. Students must be cognizant that they are representing LIU Post, The School of Health Professions and Nursing, and the Department of Nursing at any placement site and should act accordingly.

Adherence to the planned clinical rotations are mandatory. It is the student's responsibility to check for any religious observances that may overlap with clinical rotation dates and make proper arrangements PRIOR to the religious observances. It is important to note that clinical times, dates and sites will vary semester to semester.

Students are expected to attend every clinical rotation day as scheduled. In the event of significant illness faculty must be notified prior to the start time of clinical. A clinical absence may result in failure of the clinical day. All clinical absences must be made up.

Tardiness constitutes a serious professionalism concern. If you must be late, you must make a confirmed contact with both your assigned clinical instructor and the clinical site.

Students who are unable to fulfill clinical rotation requirements during the pre-arranged curricular sequence will be expected to retake the entire course (lecture and lab).

All nursing students are required to sign the Clinical Professional Behaviors form every semester and submit it to their clinical instructor. The form is located under Appendix E at the end of this handbook.

Student Responsibilities:

- Must abide by all hospital and other healthcare institutions policies and procedures
- Are required to attend all clinical sites and simulation laboratory orientation.
- Must be in full uniform with appropriate ID badge when clinical institutions and in the ISC.
- Maintain working patient confidentiality standards according to HIPAA regulations.
- Must hold current certification in American Heart Association Basic Cardiac Life Support (BLS/CPR) AED.
- Must have current health records with appropriate proof of immunizations and/or titers for both the clinical site and Interprofessional Simulation Center participation.
- Must report off to the RN in charge of the patient when leaving the unit for any reason, and at the end of the clinical day.
- Must introduce self to patient as a nursing student from LIU Post with the RN staff to provide care.
- Will participate and perform direct patient care of patients under the supervision of an RN and the clinical faculty while in clinical sites.
- Must notify the clinical instructor and charge nurse immediately when a medication error or other adverse incident occurs.
- Adverse occurrences must be documented on the clinical sites' incident report as well as reported to the director of the undergraduate program. The occurrence will be reviewed by the DON for an appropriate course of action
- Must notify the RN and clinical instructor immediately when there is a change in the patient's condition, or if any problem occurs with the patient, family, equipment or if a problem occurs with any of the equipment in the Interprofessional Simulation Center.
- Will be prepared to discuss patient care assignments and articulate basic, pertinent, theoretical knowledge prior to participating in direct patient care.
- Maintain and update the student skills check list and complete all required ISC case studies.
- Students who are not prepared for clinical or the ISC experience, as specified by course requirements will not be allowed to practice that clinical day or participate in simulation experiences.
- Students may document in the computer and/or written medical record. Such documentation must include the student's name (first and last name clearly written) and the designation: Student Nurse (SN) LIU Post. All student documentation must be co-signed by the clinical instructor.
- Medication administration: students may administer medication by intramuscular (IM), intravenous (IV), subcutaneous (SQ), orally (PO) or sublingual (SL), rectally and/or topical routes as appropriate to the level of the student skills as approved by faculty and the course objectives as taught by the DON.

All medication administration MUST be performed under the direct and visual supervision of the clinical instructor.

- Students may perform competencies approved by clinical instructors in the ISC under the direction and supervision of the clinical instructor.
- These skills include:
 - Administration of routine intravenous (IV) fluids
 - Administration of continuous medication infusions
 - Administer piggyback medications

- **MONITOR** patient during administration of blood or blood products
- Administer narcotics under the direct supervision of the clinical instructor
- Blood glucose testing (dependent on institutional policy)
- Wound care
- NG tube care
- Small bore feeding tube care (not insertion)
- Students **may not perform** the following activities:
 - Administer IV push medications of any kind, including Protonic
 - Administer high risk medications: potassium drips, magnesium drips, heparin drips
 - Arterial blood gas puncture
 - Draw blood from a central line
 - Accept verbal or telephone orders from any healthcare provider
 - Participate in narcotic counts
 - Access to narcotics or medication Pyxis
 - Administer chemotherapeutic agents
 - Administer blood or blood products, including checking patient identification, blood type and co-signing
 - Remove central lines
 - Administer conscious sedation medications
 - Administer intrathecal medications
 - Witness legal documents
- Prior to medication administration, each nursing student must have passed their medication calculation exam with a score of no less than 100%
- Any occurrence in the clinical area that necessitates the filing of an incident report will be placed into the student's file and be signed by both student and faculty.

Clinical Practice Attire

LIU Post nursing students are required to wear the LIU Post nursing uniform. Hospital attire may vary according to the facility and/or clinical setting. Students will be appraised of the required clinical attire prior to the clinical experience.

General Hospital Attire

- Green scrub top
- White scrub bottom
- Green lab coat
- School ID badge
- White undergarments
- White socks or stockings
- White professional nursing shoes (no sneakers are allowed, nor are open back shoes)
- Long sleeve white shirt may be worn underneath scrub top
- Nails: short, clean, natural nails, no nail polish
- No ornate jewelry, plain wedding band is acceptable
- No dangling earrings, no dangling necklaces
- Hair must be off the shoulders and face

- No visible tattoos are allowed
- Make-up is to be kept to a minimum
- Fragrance is to be kept to a minimum

Public and Mental Health

- Attire should be professional clothes

Female Students:

- School ID badge
- White lab coat
- Skirt should cover knees when sitting
- Pants or slacks are acceptable
- Heels higher than three inches are not acceptable
- Nails: short, clean, natural nails, no nail polish
- No ornate jewelry, plain wedding band is acceptable
- No dangling earrings or other visible piercings
- No dangling necklaces
- Hair must be off the shoulders and face
- No visible tattoos are allowed
- Make-up is to be kept to a minimum
- Fragrance is to be kept to a minimum

Male Students:

- School ID badge
- White lab coat
- Collared shirt
- Dress slacks
- Nails: short, clean
- No ornate jewelry, plain wedding band is acceptable
- No dangling earrings or other visible piercings
- No dangling necklaces
- Hair must be off the shoulders
- Beard, mustache must be clean and neatly trimmed
- Face must be cleanly shaven
- No visible tattoos are allowed
- Fragrance is to be kept to a minimum

Nursing Equipment

Students are required to purchase all equipment that is necessary in order to participate in simulation case scenarios, participate in nursing skills experiences provided in the Interprofessional Simulation Center (ISC) as well as provide patient care in the clinical arena. It is the student's responsibility to ensure their equipment is clean and functioning. Failure to bring their equipment to the ISC simulation experience, nursing skills ISC experience or in the clinical arena can result in the student receiving an absence for that experience.

- Stethoscope
- Watch with sweeping second hand
- Bandage scissors
- Black and red pen
- Yellow highlighter
- Nursing diagnosis handbook
- Any required textbook needed for clinical scenarios
- 1 pair of protective eyewear
- Small notebook that fits in uniform pocket
- Nursing kits are required for courses

Clinical Practice Remediation

A formal Remediation Plan will be developed by the clinical faculty. It will provide the student with an exact plan of skills remediation. The student must contact the ISC staff in order to arrange an appointment to practice the necessary skills within the specific time noted on the remediation plan. An ISC staff or faculty member will sign off on the Remediation Plan once the student has achieved a proficient level. If the student fails to be competent in the remediated skill upon return to clinical, another Academic Warning will be issued. The Clinical Practice Remediation form can be found as Appendix C.

Clinical Failure

All nursing students must pass both the clinical/ ISC experiences and theoretical component in order to progress in the nursing program. Students must achieve a passing grade in both the clinical and ISC experiences in order to maintain matriculation in the program. Thus, failure in either the clinical arena or the ISC experiences will necessitate the student repeating both the clinical component as well as ISC experiences.

Failure for the Clinical Day

Failure for the student to demonstrate minimal safe patient care competencies during a clinical experience will result in the student receiving an academic warning. The Academic Warning will be forwarded to the Department of Nursing Academic Standing Committee. The rationale as to why the student did not demonstrate minimal safe patient care competency will be discussed with the student and the student's clinical faculty.

A remediation plan will be defined by the clinical faculty for the student. If the student does not adhere to the remediation plan and fails to demonstrate minimal safe patient care competencies in subsequent clinical experiences, the student will receive a failing grade for that clinical experience. Receipt of two failing grades during a clinical experience will result in failure of both the didactic and clinical component of the course.

A student will receive a clinical failure for the day if the following occur:

- Failure to demonstrate skill competency appropriate to their present level in the program.

- Student does not demonstrate accountability and responsibility in the role of the professional nurse.
- Fails to demonstrate proper judgment appropriate to their present level in the program.

A student will receive a clinical failure for the course if the following occur. Students will be immediately dismissed from the clinical site and receive an Academic Warning. A copy of the Academic Warning will be forwarded to the Undergraduate Academic Standing Committee. Students will be expected to meet with the clinical course instructor, the Director of the Undergraduate program and the Chair of the Department of Nursing.

- Unsafe behaviors that have caused harm to a patient.
- Unprofessional or unethical behaviors in the clinical arena or with colleagues, peers, nurses or faculty
- If there is suspicion that a student is under the influence of mind altering substances.
- Misses three days of clinical experiences without a valid and approved excuse from the clinical instructor and the Director of the Undergraduate program.

Clinical Withdrawal Policy

Withdrawal from full semester clinical courses also follows the LIU Post academic policy pertaining to withdrawal.

Students will be permitted to withdraw after this point with a grade of “W” or “WF” as determined by the instructor and based on the student’s work up to that time. The “WF” grade will be equivalent to “F” and computed in the student’s index Academic Review Process

Clinical Evaluations

According to Yanhua & Watson (2011), a review, analysis and evaluation of clinical competencies provide a learning opportunity for nursing students. Evaluation is crucial to the learning process. The process allows students to assess their clinical growth, enhance their strength, identify and strengthen their challenges and reflect on their learning abilities.

Additionally, the process of student evaluation faculty provides crucial information to enhance teaching effectiveness. There are two specific tools utilized in the evaluation and assessment of clinical competency. The Clinical Evaluation tool and the Clinical Skills Competency list. Both tools are available on Blackboard™.

Students are required to achieve selected clinical skills which are listed on the Clinical Skills Competency list. During each clinical and IPSC experience, students are to bring the list and check off each selected clinical skills as it is completed. Clinical faculty or course faculty will sign off the selected achieved clinical skill. This is a course objective.

A Clinical Evaluation tool is a formal evaluation process. Students will receive a formal evaluation twice during a clinical experience. Clinical faculty will provide a formative assessment at mid-point of the semester and a summative assessment at the end of the semester for each nursing student. Students will be provided with the opportunity to read and review all clinical evaluations and

provide additional comments. A copy of the signed Clinical Evaluation tool will be placed in the student's permanent academic record.

Additionally, students will be expected to participate in faculty guided self-assessments.

Several methods will be utilized to permit students to engage in self-assessment.

- Pre and post clinical conferences: Pre and post conferences provide an opportunity for students to formally reflect on the learning that has taken place before and immediately after the clinical experience.
- e-Portfolio: please see section on e-Portfolio

Students are expected to demonstrate:

- Demonstrate competencies outlined in the Clinical Evaluation tool
- Complete the clinical nursing skills outlined in the Clinical Skills Competency list
- Judgment – ability to use pertinent and necessary data to make informed decisions
- Professionalism – ability to conduct oneself as a professional nursing student representing LIU Post in a positive manner

Students will be held accountable in the clinical setting for all previously learned knowledge and skills. This includes, but is not limited to such areas as, pathophysiology, therapeutic communication, medical & surgical asepsis and the skills acquired in all nursing courses. Refer to the Clinical Evaluation Tool at the end of this handbook for expected level performance criteria.

Below Expected Level Rating.

Students may receive a rating of below expected when:

- Late submission of clinical work
- Late arrival to the clinical site
- Unprepared for the clinical experience: examples include failure to bring clinical tools, medication calculation card or does not complete pre-learning required clinical activity
- Fails to meet the minimal clinical performance criteria as defined on the Clinical Evaluation tool

Clinical Evaluations/Below Level

Clinical performance must meet the minimum standard for each performance dimension as defined on the Clinical Evaluation tool. If a nursing student is found deficient in a clinical skill, an individualized student remediation plan with appropriate referrals will be made in conjunction with the student. Clinical instructors will provide a Remediation Form to the student. A copy will be placed in the student's permanent academics record. It is the nursing student's responsibility to become familiar with the clinical course objectives and the criteria for successful completion of clinical practice of each course. Please refer to section on Remediation Plan above. Clinical Evaluations tools are distributed to students with each clinical course.

Use of Cell Phones

Cell phones **MUST BE TURNED OFF** not placed on vibrating mode, during all class sessions. If a student has an emergent situation that necessitates keeping the cell phone on, the student **MUST** get permission from the instructor prior to the lecture or laboratory session. Students using laptops and

tablets etc. during class are expected to be using those devices for class work. During class sessions, it is forbidden for students to take any photos, videos or record lectures without the explicit consent of the faculty member. Nor may photos, videos or recordings be posted on any social media forum. Please refer to the section in this handbook on Social Media.

LIU Post - Substance Abuse Policy

Suspected substance abuse: Students who are suspected of abusing alcohol, drugs or other illegal substances will be immediately subject to removal from the clinical site. Substance abuse by students will prohibit them from attaining professional licensure and impede them from securing appropriate placements for program completion. Students that utilize illicit drugs or abuse prescriptions will be dismissed from the nursing program. LIU Post policies related to substance abuse will be enforced.

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Undergraduate/Policies>

Medical Health Clearances and Criminal Background Checks and Drug Screenings

The following is the School of the Health Professions and Nursing Health Clearance Policy and Background Check rules:

1. Each academic year, all nursing students must complete and submit an annual physical exam.
2. Each academic year, all nursing students must submit negative Tuberculosis Testing (PPD). This can be met with a skin test or a Quantiferon Gold serum result. Results must be negative. For students with a new positive reactivity: a chest x-ray and medical clearance is necessary and must be filed before the start of the academic year. For students with a history of positive reactivity: a chest x-ray, no older than two years is acceptable. The nursing student is responsible for assuring that the x-ray remains within the two year span each academic year. Please note: BCG vaccination is not an acceptable proof of immunity.
3. Vaccinations:
 - a. Tetanus/Diphtheria – proof of vaccination within 10 years.
 - b. Measles/Mumps/Rubella/Varicella – proof of immunity is documented titers. If the nursing student cannot demonstrate immunity, vaccinations are required and **MUST** be completed 8 weeks before the start of clinical experiences. At that point, documentation of titers is required before the start of clinical.
 - c. Influenza annual vaccination – Nursing students and faculty are required to be vaccinated with the current flu vaccine each year. Proof of this vaccination may be required by the healthcare institution and will be required by the DON as part of the healthcare clearance guideline. Nursing students who decline the flu vaccine or it has contraindicated they may attend clinical wearing a mask and or must adhere to the institutions policies.
 - d. Hepatitis B vaccination – proof of immunity is a documented titer. For students who have or will be refusing the Hepatitis B vaccination, a declination of vaccination form must be signed and filed with the DON
 - e. Other vaccinations: The New York State Department of Health (DOH) may require from time to time additional vaccinations. Nursing students are expected to comply to these regulations.

4. Nursing students may be subject to background checks by the healthcare institution they are attending to complete their clinical experiences. Students will be notified with as much advance notice as possible if this requirement is needed.
5. Nursing students may be subject to fingerprinting by the healthcare institution they are attending to complete their clinical experiences. Students will be notified with as much advance notice as possible if this requirement is needed.
6. Nursing students may be subject to drug screening by the healthcare institution they are attending to complete their clinical experiences. Students will be notified with as much advance notice as possible if this requirement is needed.
7. Nursing students may be required to attend healthcare institution orientation. It is the responsibility of each student to make arrangements and attend these orientations as needed/requested.
8. CPR with AED certification is required and must be renewed every two years. Students will require their first CPR with AED certification by the start of their second academic year.
9. BSN nursing students are required to purchase and maintain nursing student malpractice insurance. Documentation of coverage is required to be filed no later than the first week of the second year (prior to the commencement of NURS 130/130C). Failure to provide documentation will prevent the nursing student from attending clinical experiences. Please review the attendance policy in clinical located in this UGHB.
10. Medical Clearance forms are found at end of this handbook under Appendix B.

Several important links have been placed below. Please note the inclusion does not infer LIU Post endorses or is affiliated with any of these entities.

Liability Insurance

Nursing students must carry nursing student malpractice insurance. Please note the inclusion does not infer LIU Post endorses or is affiliated with any of these entities:

NSO <http://www.nso.com/>

<http://www.nso.com/Individuals/Professional-liability/student-nurse-malpractice-insurance>

<http://www.proliability.com/professional-liability-insurance/students>

<http://www.hpsoc.com/individuals/professional-liability/nursing-malpractice-insurance>

Certifications

Students are required to maintain a current and valid CPR-AED certification. At the start of the second year of the nursing program students are to acquire and maintain a valid certification renewing it as appropriate while in the nursing program.

NYS Infection Control Mandated Training

Students are required to take the New York State mandated training module in order to meet requirements of a Registered Professional Nurse license in the State of New York.

Website: <http://www.elearnonline.net/>

Completion of NYS Required Training

New York State Child Abuse: New York Mandated Reporter Training

<https://nyrequirements.com/register/plan/child-abuse-mandated-reporter-course?gclid=CNTYlrqoutACFZZMDQodHyoONA>

Students are to print and download their certificates. One copy of the certificates will be filed in the student's file within the Department of Nursing. The second copy will become part of the student's e-Portfolio.

Student Information

Attendance Policy: Undergraduate Program

Students are expected to attend all classes regularly and punctually. Students that miss a class are responsible for obtaining assignments (whether listed in the course syllabus, or given during a class or otherwise), and completing all assigned work. More than two "unexcused" absences may result in a grade drop (Example A to A-). In order to be considered for an "excused absence" students must submit supportive documents as proof. Faculty will monitor student attendance and will complete roster verification. Faculty may not allow a student in the class who is not listed on their class roster. Only one lab/clinical absence will be permitted and will require a make-up. Faculty can create an alternate assignment for the make-up which equates to the missed clinical experience.

Pregnancy Policy: LIU Post SHPN

Consistent with LIU's Title IX policy, LIU SHNP does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodation may contact the **Learning Support Center** at 516-299-3057 or email Post-LearningSupport@liu.edu.

SHNP Students are expected to meet program and attendance requirements. For example, SHNP students are required to attend every clinical rotation day as scheduled. In the event of significant illness or other excused absence, faculty must be notified prior to the start time of clinical. A clinical absence may result in failure of the clinical day. All clinical absences must be made up.

The LIU Post **Center for Healthy Living** staff can assist you with your specific questions as they relate to leaves of absence and/or excused absences. Excused absences due to pregnancy or related conditions require medical documentation. These documented absences will be excused for as long as deemed medically necessary and educationally practicable. Students will be permitted to make up missed course work where feasible under course requirements.

Due to SHPN's sequential didactic and clinical program requirements (e.g., supervised site clinical rotations), a student requesting multiple or extended absences should work with the faculty/clinical director/dean to determine whether making up the missed clinical hours is achievable or if a leave of absence would be a more appropriate where supervised clinical absences cannot be made up at the site until the next academic year.

If SHPN is unable to schedule make-up session(s) with the site during the term, the student will be required to withdraw or take a leave of absence until such time that the clinical course is next offered. If a Leave of Absence is necessitated, the student will be reinstated at the same status held previous to the leave.

Students seeking a leave of absence are directed to the following policy/form:

<http://liu.edu/CWPost/Enrollment-Services/Registration/~media/855B9EAE08084BD3B51DED9D70C69E47.ashx>

LIU Withdrawal Policies are found at: <http://liu.edu/CWPost/About/Offices/Registrar/Withdrawal-Policies#withdrawal>

Professional ePortfolio

An ePortfolio is a collection of work organized in a professional manner that follows the path from nursing student to graduate nurse to working as a registered professional nurse. According to Benner (1978) and her concepts of "from novice to expert" nurses move through a professional path on a life long journey of learning. This e-Portfolio will follow that trajectory illustrating the skills, background and expertise of the nurse.

The ePortfolio will serve as a reflective document which will promote self-directed learning. It will serve to facilitate accountability in knowledge acquisition and autonomy by encouraging students to take responsibility over their learning needs in terms of progress and the quality of their learning process.

According to Kolb (1984), the student will become an active learner as they take their professional experiences and translate them through the process of reflection into meaningful concepts which will guide them when faced with new experiences. Through the reflective process of the ePortfolio, students will be able to build a bridge that connects theory to clinical practice. Students will be able to reflect on action and reflect in action. When reflecting in action, the nursing student will be able to begin thinking about an experience as it is occurring. When reflection on action occurs, students will reflect on the experiences after the fact (Green, Wyllie, & Jackson, 2013).

Nursing students are expected to begin and maintain an e-Portfolio during their nursing academic education at LIU Post. ePortfolio's are created during the first semester using WordPress https://wordpress.com/create/?utm_source=bing&utm_campaign=WordPress-Generic-Exact-US-GP&utm_medium=cpc&keyword=wordpress%2B&creative=9925335441&campaignid=128065278&adgroupid=3099786266&matchtype=e&device=c&network=o

The e-Portfolio is a visual resource for the presentation of a professional self in an engaging and accessible way. It allows students to define and highlight their own learning outcomes in ways that

are meaningful to them and that are consistent with learner-centered education and demonstrate achievement of the Department of Nursing at LIU Post. An e-portfolio is a collection of work developed and organized in a professional manner over time.

Membership in the Nursing Students' Association of New York (NSANYS)

www.nsanys.org

The DON strongly values membership in professional associations. We believe, that, as professionals, it is our individual and collective responsibility to support professional associations and to participate in professional activities and networking. As such, undergraduate nursing students are highly recommended to become members of the NSANYS upon entering the undergraduate nursing program and maintain membership for the duration of the program.

LIU Student Nursing Club

Students in the BS program are members of the Student Nursing Club. The Student Nursing Club participates in community focused activities. A Department of Nursing faculty advisor will facilitate communication and oversee the Student Club.

Email Communication

All email communication with faculty, staff and administrators at LIU Post **must be carried out in a professional manner utilizing the LIU email system**. All students are provided with an LIU email account for all program related communication and will be held responsible for checking their emails on a daily basis. The following email format is required:

1. The subject line must include a clear description of content being address in the body of the email.
2. If the subject matter relates to a particular course, the subject heading must include the course name and title.
3. The body of the email must include a greeting and must end with your full name.
4. If attaching a document, this document must contain your name and the course number and title (when applicable).

Emails received by faculty, staff and administrators at the SHPN or the DON will be replied to with a confirmation of receipt of the student's LIU email. If a student does not receive a confirmation of receipt within three business days, he/she must resend that email or contact the faculty, staff or administrator by other means.

Blackboard™ and Center for Student Information (CSI)

Blackboard™ is the digital learning platform used at LIU Post.

CSI staff are service representatives who are responsible for providing students with information and assistance to address questions or concerns. The objective of the CSI office is to provide accurate and timely information to students for the majority of student questions and, when necessary, to refer students to other offices in the Campus Community for resolution of more complex issues.

CSI provides technological assistance to students as they navigate through their degree programs. They support student portals for financial services, registration, grades and general electronic communications. CSI also assists with campus employment placement for students.

Below is the contact information for LIU-Post Help Desk for questions on how to navigate

Blackboard™

<https://blackboard.liu.edu/> or
<http://it.liu.edu/CSI>

Information Technology
(718) 488-3300
(516) 299-3300
IT@liu.edu

Orientation and access to campus networks/Wi-Fi:

<http://it.liu.edu/Networks>

Hardware recommendation:

<http://it.liu.edu/Hardwaresoftware>

LIU Post Online Protocols

<http://it.liu.edu/IT-Policies/Onlineprotocols>

Disability Support Services (DSS)

The Office of Disability Support Services at LIU Post collaborates with students with disabilities to ensure equal access to all programs, services and facilities on the LIU Post Campus as well as LIU's regional campuses. Please refer to the following website for detailed information.

<http://www.liu.edu/CWPost/StudentLife/Services/LSC/DSS.aspx>

Title IX It is the policy the School of Health Professions and Nursing to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex (including sexual harassment and sexual violence) in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The University's Policy on Title IX can be found at: <http://www.liu.edu/Human-Resources/Human-Resources-Policies/Anti-HarassmentDiscrimination>

<http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Standards.aspx>

Change of address, telephone, and name

Should any personal identification or contact information, be changed, it is the student's responsibility for notifying the DON administrative assistant, the faculty member, and the University Registrar of such changes immediately. Both the University and the DON maintain student records and use this information for contacting students and for mailing important information. Neither the DON, nor the University, can assume responsibility for mail sent to a student that is not received by the student.

Anti-harassment Policy

Long Island University is committed to enforcing anti-harassment and discrimination policies. Please refer to the following website for detailed information.

<http://www.liu.edu/Human-Resources/Human-Resources-Policies/Anti-Harrassment-Discrimination-Policy>

Recommendation Letters

Students who would like to request a recommendation letter from a member of the DON for any reason must follow the following protocol:

1. Make the request in writing to the DON member at least two (2) weeks in advanced of the needed documentation.
2. Be sure to include specific information in the request, such as:
 - a. To whom and where should the letter be mailed. Please be sure to include the title of the person with full credentials and position.
 - b. The needed content of the letter.
 - c. Background information (accomplishments, professional memberships, professional activities, etc.) on the individual requesting the letter and why he/she is worthy of this award/recommendation.
 - d. The date the letter is due.
 - e. A copy of the student resume attached to the request.

APA Referencing and Citation Website:

Students are encouraged to log into the APA website listed below and review the tutorial on APA referencing and citations as a reminder of proper use of references in their scholarly work.

www.lib.usm.edu/legacy/tutorials/apatutorial/tutorialindex.html

There are also numerous tutoring services available on campus, including the Peer Tutoring Program. Content tutoring services are available through the College of Liberal Arts and Sciences, the College of Management, the School of Health Professions and Nursing. Visit the [Tutoring Services](#) Web site for more information.

Appendix A

LIU Post Social Media Form

Instructions: Read over the policy and visit the sites provided below.
Sign the bottom of this form and upload it to your e-Portfolio and give a copy to your instructor.

Policy on Social Media

The School of the Health Professions and Nursing (SHPN) and the Department of Nursing (DON) supports the University and professional nursing organization guidelines related to the use of social media. Information posted on social media (for examples, but not limited to: Facebook, Google+, Twitter, YouTube, LinkedIn, Pinterest and other forms of social media) may potentially become disclosed to the public at any time, regardless of the privacy settings intended by the user.

Consequently, students should not post content that is disrespectful of others, or any patient or course related information that is confidential, private, or proprietary.

All students in the DON are required to review the content in the links below for important information about the acceptable use of social media:

Principles for Social Networking, and 6 Tips to Avoid Problems” (PDF):
<http://bit.ly/anasocialmedia>

National Council of State Boards of Nursing “A Nurse’s Guide to the Use of Social Media”
(download PDF): <https://www.ncsbn.org/3739.htm>

National Council of State Boards of Nursing video: Social Media Guidelines for Nurses
<https://www.ncsbn.org/videos.htm>

I, _____, have visited the websites provided above, read the material regarding appropriate uses of social media, and understand the possible consequences of inappropriate use of social media.

Date: _____

Signature: _____

SECTION V: IMMUNOLOGICAL INFORMATION:

(TO BE COMPLETED BY A LICENSED PHYSICIAN, NURSE PRACTITIONER, OR PHYSICIAN ASSISTANT)

★ IMPORTANT NOTE: *ORIGINAL LABORATORY REPORTS MUST BE SUBMITTED ATTACHED TO THIS FORM!**

DATES	TESTS	RESULTS	COMMENTS:
Date placed: / /20__	P.P.D. (Tuberculosis) Skin Test: • Only P.P.D. results within past 6 months will be acceptable. • Only Mantoux is acceptable <small>As per current CDC and JACHO guidelines, this test MUST be repeated every six (6) months for practicing healthcare workers.</small> • If QuantiFERON-TB Gold test or T-SPOT tests are used please indicate results as <input type="checkbox"/> Positive or <input type="checkbox"/> Negative <small>Only results within past 1 year will be acceptable.</small>	<input type="checkbox"/> Erythema _____ mm <input type="checkbox"/> Induration _____ mm	PPD/Quantiferon/Chest X-Ray Comments:
Date Read: / /20__			
	Chest X-ray: (Only required if PPD is positive) *** Copy of a Radiology Report within one (1) year MUST be submitted with this form ***	See Report	
Date of Test: / /20__	Rubeola (Measles) Titer: Expected Result: IMMUNE *** Lab report must be submitted ***	<input type="checkbox"/> Immune <input type="checkbox"/> Not Immune	MMR Lab Results Comments: <input type="checkbox"/> Negative or low titer levels on any part of the MMR lab results warranted the administration of the MMR vaccine on ____/____/____ by _____
Date of Test: / /20__	Rubella (German Measles) Antibody Titer: Expected Result: IMMUNE *** Lab report must be submitted ***	<input type="checkbox"/> Immune <input type="checkbox"/> Not Immune	
Date of Test: / /20__	Mumps Titer: Expected Result: IMMUNE *** Lab report must be submitted ***	<input type="checkbox"/> Immune <input type="checkbox"/> Not Immune	
Date of Test: / /20__	Varicella (Chicken Pox) Titer: Expected Result: IMMUNE *** Lab report must be submitted ***	<input type="checkbox"/> Immune <input type="checkbox"/> Not Immune	Varicella Lab Results Comments: <input type="checkbox"/> Negative or low Varicella titer level warranted the administration of the Varicella vaccine on ____/____/____ by _____
Date of Test: / /20__	Hepatitis B Surface Antibody Titer: Expected Result: IMMUNE *** Lab report must be submitted ***	<input type="checkbox"/> Immune <input type="checkbox"/> Not Immune	Hepatitis B Surface Antibody Lab Results Comments: <input type="checkbox"/> Negative or low Hepatitis B Surface Antibody titer level warranted the 1 st administration of the Hepatitis B vaccine on ____/____/____ by _____ Hep B #2 is due: ____/____/____ Hep B #3 is due: ____/____/____
Date of Test: / /20__	RPR (Syphilis) Titer: Expected Result: NEGATIVE *** Lab report must be submitted ***	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	RPR (Syphilis) Lab Results Comments:
Date Administered: / /20__	Tdap Tetanus-Diphtheria-Pertussis Toxoid Booster (Recommended if last injection >5 years)	<input type="checkbox"/> Needed <input type="checkbox"/> Not Needed	Tdap Comments: <input type="checkbox"/> Tdap Booster administered by: _____

SECTION VI: HEALTH CARE PRACTITIONER SIGNATURE/INFORMATION:

(TO BE COMPLETED BY A LICENSED PHYSICIAN, NURSE PRACTITIONER, OR PHYSICIAN ASSISTANT)

Is this individual medically cleared for fit testing and use of air-purifying respirators?

Yes

No Please specify reason(s):

I have reviewed the physical and mental capacity of the above named individual. A physical examination and his/her mental history has been recorded within the past year. In my judgment, the applicant is free from any physical or mental health impairment which is a potential risk to the patient or personnel, or which might interfere with the performance of duties, including the habituation or addition to depressants, stimulants, narcotics, alcohol or other substances which may alter the individual's behavior or which may impair his/her ability to discharge his/her responsibility for patient care.

<input type="checkbox"/> Physician <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Physician Assistant	Signature and/or Stamp:
Name (Print name): _____	
Address: _____	
Telephone: (____) _____	
Date of Examination: _____	

Appendix C

**LIU Post
Remediation Form**

Clinical _____ **Theory** _____

Student Name: _____

Faculty/Course/Location: _____

Date: _____

Process: Students are to email the Interdisciplinary Learning Institute lab manager to arrange for an appointment to remediate. Faculty should send an email to the lab manager to follow up on remediation. Lab manager must send a completed remediation form to the referring faculty and to the administrative assistant of the DON for filing.

Description of faculty concern:

Remediation action recommended:

Skills needing remediation:

Learning objective:

Date skill(s) completed:

Comments:

Faculty Signature: _____

Appendix D

**LIU Post – Department of Nursing
Corrective Plan of Action Form**

Student Name: _____
 Date: _____ Faculty: _____

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Objective of Corrective Plan of Action: To assist the student in identifying and addressing behavioral criteria that need to be demonstrated appropriately in the BS nursing program.

The Corrective Plan of Action consists of: problem list, SMART learning objectives (specific, measurable, achievable, results oriented, time bounded), specific activities to achieve the objectives, outcome measurement.

Problem	Specific Activities (The student will fill in this section. Add activities that will facilitate achievement of the outcome)	Outcome Measurement (What student and faculty will see, hear or feel to verify accomplishment)

A “SMART” Objective:

1. Specific
2. Measurable
3. Achievable
4. Results centered
5. Time bounded

(Adopted from Facilitation Development of Professional Behaviors in Physical Therapy Education: May, Straker, Foord 1997)

At completion of the time frame:

Date: _____

Student Signature: _____

Faculty Signature: _____

Cc: Student file
Student copy
Advisor file

Appendix E
LIU – Post
Clinical Guidelines
Clinical Professional Behaviors

Clinical course/Semester: _____

Healthcare Institution/Facility/Unit: _____

Clinical Instructor: _____

The Clinical Professional Behaviors document details the expected behaviors of LIU – Post Nursing students. Nursing students will require a review and signature of this document for each clinical course during their education at LIU – Post. This will serve as a reminder of the expectations required to practice in clinical situations and in the simulation lab.

Students will:

1. Have read and understand the School of Health Professions and Nursing and the Department of Nursing – Nursing Student Handbook regarding professional behaviors.
2. Are aware of the American Nurses Association (ANA) Code of Ethics for Nurses (2015) <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html> and agree to abide by them.
3. Are aware of the ANA Principles on Social Media - Guidelines for using electronic and social media: The regulatory perspective. <http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol-17-2012/No3-Sept-2012/Guidelines-for-Electronic-and-Social-Media.html> -
4. Adhere to the healthcare institution/facility/unit policy on the use of digital devices to include mobile phones and social media

Please refer to the Nursing Student Handbook for additional information not included here.

Not adhering to the guidelines stated above and within the Nursing Student Handbook constitutes unprofessional behaviors and will result in removal from the clinical area and not being to complete your course(s) during the semester the infraction occurs.

By signing below, you have read, understood, reviewed and are well versed with the expected behaviors of the nursing student at LIU – Post.

Student Signature/Date:

References:

Bell, L. (2015). Code of Ethics for Nurses with Interpretive Statements. *Critical Care Nurse*, 35(4), 84-84.

Spector, N., Kappel, D. (2012). Guidelines for using electronic and social media: The regulatory perspective. *OJIN: The Online Journal of Issues in Nursing*, 17(3).