Master of Science and Advanced Certificate Programs

Graduate Nursing Student Handbook

Student Handbook 2025-2026
Harriet Rothkopf Heilbrunn School of Nursing Long Island University, Brooklyn

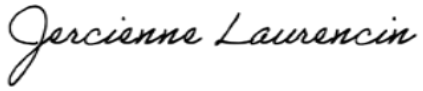
Revised 8/13/25

WELCOME FROM THE DEPARTMENT CHAIR

Dear Nursing Students,

The faculty and staff of Long Island University (LIU) would like to welcome you as you begin your commitment to life- long learning in the field of Nursing.
Obtaining your master's degree in nursing, as a Family Nurse Practitioner (FNP), will provide you with the opportunity to continue to provide quality, evidence-based care to your clients, as well as the autonomy to diagnose, support and treat your clients safely and effectively.
As working Registered Nurses, committing to a program as demanding as a graduate nursing program is quite a challenge and will require a work, life-study balance.
LIU offers learning in many innovative forms and incorporates scientific evidence of diagnosis, treatment, and preventive care into our program. While your studies will require dedication and commitment, I want you to know that you are not alone. Our faculty, staff, and academic community are here to support you every step of the way. Utilizing LIU's many resources, including our experienced faculty and staff, our state-of-the-art simulation center and our Anatomage table, will ensure your success in the FNP program.
Successful completion of the program will make you eligible to take and become certified as a Family Nurse Practitioner.
I hope you embrace all that your nursing education has to offer and take advantage of the many opportunities for learning and growth that will come your way. Congratulations on embarking on this exciting journey, and best of luck in your studies.

Sincerely



Jercienne Laurencin, DNP, MSN, ANP-BC
Chairperson, LIU Brooklyn School of Nursing

Please log onto Brightspace and locate the School of Nursing Graduate Student Handbook in the *Brooklyn Nursing Graduate Students Community* group. Please sign the attestation (p. 5-6, or Appendix H) stating you reviewed the handbook and will abide by the information contained within. Please upload the signed attestation to an assignment link in each course page on Brightspace.

These policies are in effect for all students enrolled in the Bachelor of Science Program at the Harriet Rothkopf Heilbrunn School of Nursing. School policy does not supersede Long Island University policy but is supplemental to it. It is the responsibility of the student to become familiar with the policies outlined in this manual and the LIU Graduate Bulletin. ***If any student has any issue regarding these policies that relate to a disability, they should contact the Office of Student Support Services.***

The Deans, faculty, and staff of the Harriet Rothkopf Heilbrunn School of Nursing work hard to provide relevant, comprehensive programs, but still need to hear from students about their experiences. Your feedback is important, and we will ask for your input using various formal and informal evaluation methods. Surveys to assess courses, faculty, and clinical sites are conducted each semester.

Note to Students: The Harriet Rothkopf Heilbrunn School or Nursing reserves the right to modify the information in this handbook without notice. Students are expected to have knowledge of the information presented in this handbook and other official publications of the university.

TABLE OF CONTENTS

Attestation of School of Nursing Honor Code	5
School of Nursing directory	7
Administration	7
Full-time faculty	10
School of Nursing overview	12
History	12
Mission	12
Goals	12
Program outcomes	19
Accreditation	18
Faculty/staff-student agreement	20
School of Nursing Honor Code	5
Infractions of Honor Code	5
Penalties	5
Academic integrity	22
Grading policies and procedures	23
Grading	23
Academic probation	24
Dismissal	24
Withdrawal	24
Readmission into the School of Nursing	26
Graduating Students	27
Graduation	27
School of Nursing academic progression and retention	27
Student success plan	28
Student communications	29
Attendance policy	30
General exam policies	33
Respondus testing policy	34
Lab/clinical requirements in the School of Nursing	38
Lab/Clinical dress code	38
Required equipment	38
Additional dress code regulations	38
Clinical clearance requirements	39
Incidents/accidents at clinical sites	41
Drug screening and background check policies	41
Rights of the student	43
Academic grievance	43
Grievance procedure	43
Admissions, Retention, and Progression (ARP) Committee	44
University safety procedures	45

School safety	45
LIU student identification card	45
Fire procedures	45
LIU sexual misconduct policy	45
Student support services	46
Advisement office	46
Students with disabilities	46
The Center for Learning	46
The Writing Center	46
Brooklyn Psychological Services	47
Library services	48
Academic records	48
Academic programs and course of study	49
Course of study for FNP, MS Fall Admit	49
Course of study for FNP, MS Spring Admit	50
Core Requirements FNP, MS	51
Specialization Requirements FNP, MS	52
Course of study for FNP, Adv Cert Fall Admit	53
Course of study for FNP, Adv Cert Spring Admit	53
Core Requirements FNP, Adv Cert	54
Specialization Requirements FNP, Adv Cert	54
Course of study for AGCNP, MS	55
Core Requirements AGCNP, MS	55
Specialization Requirements AGCNP, MS	56
Course of study for AGCNP, Adv Cert	56
Core Requirements AGCNP, MS	57
Specialization Requirements AGCNP, MS	57
References	58
Appendices	61
Appendix A – Withdrawal for health reasons agreement	62
Appendix B – Health clearance documents & clinical requirements	63
Appendix C – Graduate clinical requirements checklist	64
Appendix D – Influenza declination	65
Appendix E – Incident report	66
6– Grievance checklist	67
Appendix G – ARP Committee appeal checklist	68
Appendix H – Attestation of School of Nursing Code of Honor	69
Appendix I – Student health form	71
Appendix J – Health release form	73

ATTESTATION OF SCHOOL OF NURSING CODE OF HONOR

SCHOOL OF NURSING CODE OF HONOR

It is expected that all nursing students read and abide by the School of Nursing Code of Honor, as well as the LIU University Code of Honor. Students are also required to sign, scan, and upload this document attesting that the student has reviewed the student handbook and specifically the nursing code of honor. The student must submit this signed document as an assignment in all their graduate classes on Brightspace.

A. School of Nursing Code of Honor

1. I will respect my patients, colleagues, classmates, faculty, and staff at all times.
2. I will actively pursue behaviors that are consistent with professional conduct. I will keep professional communications confidential, discussing them only in private, professional settings.
3. I will practice in a safe manner at all times and report unsafe conditions or practices appropriately.
4. I will not represent any other person's work as my own. I will not knowingly give or receive information about the content of any quizzes or examinations.
5. I acknowledge that if I violate the School of Nursing Code of Honor or participate in any act of academic dishonesty, and/or otherwise violate professional standards of practice and conduct, this may result in disciplinary action up to and including dismissal from the School of Nursing or expulsion from the University.
   Refer to ANA Code of Ethics

B. Infractions of the Code of Honor

The following are examples of conduct that constitutes violations of the Code of Honor:

1. Misrepresentation of patient care activities
2. Acts of forgery
3. Verbal or physical abuse of any individual
4. Intentional destruction or harm of property
5. Cheating on examinations
6. Acts of plagiarism
7. Misappropriation of the property of others, including school or University property
8. Failure to disclose information that impairs ability to practice safely
9. Disrespectful conduct in the classroom or clinical area
10. Negative statements or conduct directed toward any group or individual based on race, ethnicity, nationality, gender, religion, sexual orientation, gender identity, age, disability or any other characteristic

C. Penalties for infractions of the code of honor

Failure to follow the School of Nursing Code of Honor is unacceptable and, if proven, may result in any of the following:

1. **Warning** – Notice to the student, orally or in writing, that their conduct constitutes a violation of the Code of Honor, and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.
2. **Censure** – Written reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary action.
3. **Failure** – A grade of "F" for a course may be assigned to students who have engaged in acts of academic dishonesty in class or in clinical experiences.
4. **Suspension –** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
5. **Dismissal –** Termination of student status in the school for an indefinite period. Notice of dismissal may include conditions under which a student may apply for readmission after a specified period of time.

6. **Expulsion –** Termination of LIU student status.

By signing this document and submitting it as a course assignment, I am agreeing that I have reviewed the handbook and the School of Nursing Code of Honor and that I will abide by the information contained within.

Signature of Student:

Printed Name of Student: Date:

SCHOOL OF NURSING DIRECTORY

ADMINISTRATION

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SCHOOL OF NURSING OVERVIEW

HISTORY

The nursing program at the Brooklyn Campus of Long Island University began in 1955. The curriculum was designed for graduates of diploma schools of nursing to earn a Bachelor of Science degree in nursing. At that time, nursing was a department in the School of Liberal Arts and Sciences (now Connolly College). The original program for registered nurses was gradually phased out when a generic baccalaureate program preparing students for the professional practice of nursing was inaugurated in 1963. Nursing continued as a department in Connolly College until 1983 when it became a division in the newly established School of Health Professions. The present School of Nursing was created in 1990. In 2006, the School received a generous gift from Harriet Rothkopf Heilbrunn, a 1932 LIU alumna, and a strong supporter of nursing to establish new programs and services. In 2014, after Mrs. Heilbrunn had passed away, her family, in honor of her long commitment to nursing, made another large gift to the School. The School was renamed the Harriet Rothkopf Heilbrunn School of Nursing in her memory.

Today, in addition to a generic baccalaureate in nursing and an accelerated second-degree program the School offers Master of Science in nursing programs preparing adult and family nurse practitioners as well as post- master's advanced certificate programs in both specialties.

MISSION

Long Island University's mission is to provide excellence and access in private higher education to those who seek to expand their knowledge and prepare themselves for meaningful, educated lives and for service to their communities and the world.

The mission of the School of Nursing is to share and embrace the rich diversity, wisdom, and multiple perspectives of an inner city, urban student body that will practice in an unpredictable, ever-changing world. Our mission is to provide a learning environment that stimulates critical thinking and intellectual flexibility to enable graduates to provide quality nursing care. Furthermore, this learning environment engages and excites students to be committed to social advocacy and reform in a diverse global society that they reflect.

The faculty of the Harriet Rothkopf Heilbrunn School of Nursing at Long Island University Brooklyn, in developing its mission, philosophy, and outcomes, has been guided by the general mission and philosophy of Long Island University, the American Nurses Association's *Nursing: Scope and Standards of Practice, Code of Ethics for Nurses* and *Nursing's Social Policy Statement*, and by the American Association of Colleges of Nursing's *The Essentials: Core Competencies for Professional Nursing Education.*

Master of Science with a Major in Nursing Student learning outcomes are designed to meet program outcomes. The curriculum is aligned with The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021) and guided by The National Organization of Nurse Practitioner Faculties Nurse Practitioner Core (2022), National Task Force (2023), Interprofessional Education Collaborative, (2023) and the Advanced Practice for Registered Nurses Consensus Model (2008).

GOALS/Student Outcomes

The goals of the Harriet Rothkopf Heilbrunn School of Nursing Graduate Program are to prepare professional nurses who:

1. Establish safe advanced practice nursing protocols and procedures for quality care
2. Assume leadership roles within the context of the interprofessional team to improve healthcare outcomes for diverse populations.
3. Lead initiatives that promote safety and improve quality outcomes.
4. Translate evidence into advanced nursing practices.
5. Effectively use technology in the care environment.
6. Advocate for policy that addresses health disparities, promotes health equity, improves population health, and the nursing profession.
7. Design and implement advanced nursing practices that consider the needs of diverse populations
8. Commit to lifelong learning to improve care decisions
9. Prepare for doctoral study.

American Association of Colleges of Nursing (AACN) *Essentials* 10 Domains for Nursing (AACN, 2021):

1. *Knowledge for Nursing Practice*- disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural social sciences.
2. *Patient-Centered Care*- focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidenced-based, and developmentally appropriate.
3. *Population Health*- spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.
4. *Scholarship for Nursing Practice*- is the generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
5. *Quality and Safety*- quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. *Interprofessional Partnerships*- intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
7. *Systems-Based Practice*- responding to and leading with complex systems of health care.
8. *Information and Healthcare Technologies*- information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision-making, and support professionals as they expand knowledge and wisdom for practice.
9. *Professionalism*- formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.
10. *Personal, Professional, and Leadership Development*- participation in activities and self- reflection that foster personal health, resilience, and well-being, life-long learning, and support the acquisition of nursing expertise and assertion of leadership.

The program identifies the professional nursing standards and guidelines it uses. CCNE requires the following components of The Essentials: Core Competencies for Professional Nursing Education (Essentials) (AACN, 2021): THE ESSENTIALS: CORE COMPETENCIES FOR PROFESSIONAL NURSING EDUCATION (link below)

https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

LIU Brooklyn/AACN Featured Concepts for Nursing Practice (AACN, 2021):

- Clinical Judgement
- Communication
- Compassionate Care
- Diversity, Equity, and Inclusion
- Ethics
- Evidence-Based Practice
- Health Policy
- Social Determinants of Health

Professional Development:

Commitment to continuing education and lifelong learning that supports professional development and supports safe and competent advance practice nursing.

Expected Program Outcomes:

The program tracks, analyzes, and sets goals on key metrics of aggregate program outcomes: Program Completion; student, alumni and employer satisfaction; Certification Exam Pass Rate, Faculty Outcomes and Nurse Practitioner or Specialty Employment rate.

Program Completion reflects numbers of students entering, length of time to complete the program, and numbers of students graduated.

Faculty Outcomes demonstrates achievement of expected faculty outcomes.

Program Satisfaction reflects the level of satisfaction with the program by students, alumni and employers.

Specialty Certification Pass Rates tracks the percentage of students who achieve a first- time pass of the certification exam as well as overall cohort pass rates.

Employment Rate tracks the number of graduates employed as Nurse practitioners or within their specialty practice setting.

Expected Graduate Student Outcomes, LIU-Brooklyn School of Nursing Graduate Student Outcomes, Nursing Core Concepts and the Ten Nursing Essentials of Graduate Education (AACN, 2021)

EXPECTED STUDENT OUTCOMES	CORE CONCEPTS FOR NURSING PRACTICE	THE TEN NURSING ESSENTIALS (AACN, 2021)	National Task Force for Quality Nurse Practitioner Education (NTF, 2022)	NONPF Competency Domains
1. Establish safe advanced practice nursing protocols and procedures for quality care 2. Assume leadership roles within the context of the interprofessional team to improve healthcare outcomes for diverse populations. 3. Lead initiatives that promote safter and improve quality outcomes. 4. Translate evidence into advanced nursing practices. 5. Effectively use technology in the care environment. 6. Advocate for policy that addresses health disparities, promotes health equity, improves population health, and the nursing profession. 7. Design and implement advance nursing practices that consider the needs of diverse populations. 8. Commit to lifelong learning to improve care decisions. 9. Prepare for doctoral study.	1. Clinical Judgment 2. Communication 3. Compassionate Care 4. Diversity, Equity, and Inclusion 5. Ethics 6. Evidenced- Based Practice 7. Health Policy 8. Social Determinants of Health	1. Knowledge for Nursing Practice 2. Patient-Centered Care 3. Population Health 4. Scholarship for Nursing Practice 5. Quality and Safety 6. Interprofessional Partnerships 7. Systems- Based Practice 8. Information and Healthcare Technologies 9. Professionalism 10. Personal, Professional, and Leadership Development	Criterion I Mission and Governance Standard: FNP program's mission does aligns with the institution and nursing unit, with faculty actively involved in curriculum oversight and program governance. Criterion II Standard: Institutional resources are sufficient for the NP program's matriculated students, and they reflect ongoing commitment to quality education leading to progression and graduation as competent nurse practitioners ready for population focused health care. Resources necessary to sustain a quality NP program are inclusive of fiscal, human, student support services, learning, and physical/technology resources, regardless of delivery modality. Criterion III Standard: The NP program curriculum contains all educational experiences that facilitate expected outcomes of NP graduates. The NP faculty designs, reviews, revises, and evaluates the curriculum to maintain current relevancy and meet national standards. The curriculum addresses competencies, as delineated by specialty nursing organizations, NP organizations, and nursing education organizations, to promote student achievement of learning and program outcomes. The curriculum establishes the depth and breadth of requisite knowledge and skills for student success in the NP program as demonstrated through NP student learning experiences, testing, and overall evaluation. Criterion IV Standard: The NP program has a formal comprehensive and systematic program evaluation plan that determines program quality and the ongoing quality improvement (QI) process. The QI process includes a plan for the overall assessment of the program, its policies and resources, including faculty and students, curriculum, and evaluation with indicated revisions.	Domain 1: Knowledge of Practice Domain 2: Person-Centered Care Domain 3: Population Health Domain 4: Practice Scholarship and Translational Science Domain 5: Quality and Safety Domain 6: Interprofessional Collaboration in Practice Domain 7: Health Systems Domain 8: Technology and Information Literacy Domain 9: Professional Acumen Domain 10: Personal and Professional Leadership

AACN 2021 Essentials
https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf
NONPF (2022)
https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/np_competencies_%26_ntf_standards/nonpf_np_role_core_competenc.pdf
NFT Guidelines (2022)
https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/ntfstandards/ntfs_final.pdf
IPEC (2023)
https://www.ipecollaborative.org/assets/core-competencies/IPEC_Core_Competencies_Version_3_2023.pdf
APRN Consensus (2008)
https://www.ncsbn.org/public-files/Consensus_Model_for_APRN_Regulation_July_2008.pdf

NTF Standards

NTF Standard	Implementation
Mission and Governance	Please see Mission and Vision statement of LIU. Mission and Vision | Long Island University
Resources	LIU provides multiple student support resources, including disability services, psychological support, and tutoring.
Curriculum	The NP curriculum provides the student broad-based, comprehensive graduate educational preparation for the role and at least one population focused area of study. The curriculum is consistent with and meets national standards/competencies for graduate-level nursing education, APRN education, NP specific role, and population focused education.
Evaluation	Students will be able to provide feedback about the course at the end of the semester via the IASystem Course Survey.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, the graduate will be prepared to:

I. Select relevant theoretical, scientific, and clinical knowledge to design, provide, and evaluate safe advanced nursing care to diverse clients in multiple settings.

II. Formulate leadership behaviors that promote interprofessional collaboration and communication, fiscal accountability, system change, advocacy for the elimination of health disparities, and the provision of quality care.

III. Monitor and assess outcomes to create quality improvement and safety initiatives that promote a just culture of safety and excellence in organizational systems.

IV. Build and lead collaborative interprofessional teams to evaluate and translate evidence into practice to enhance quality and improve healthcare outcomes.

V. Evaluate and manage the appropriate use of technology to evaluate outcome data, promote safe practice environments and effective communication, and educate patients and members of the healthcare team to improve healthcare outcomes.

VI. Advocate, shape, and integrate policy that influences social determinants of health, equitable access to care, reduces health care disparities, and promotes the advancement of the nursing profession.

VII. Demonstrate effective assessment, planning, implementation, design and evaluation strategies in caring for individuals and groups regardless of race, sex, sexual orientation, gender identity, age, socioeconomic status, culture, health care beliefs, and religion while working with and understanding the roles of all members of the interprofessional team.

VIII. Design, implement, and evaluate evidence-based patient centered culturally appropriate clinical prevention strategies to promote health and health education, prevent disease and reduce risk among individuals and populations at the local, national, and global levels.

IX. Value life-long learning and continuing professional development that prepares graduate nurses to influence the delivery of safe quality care to diverse populations in a variety of settings and in a variety of roles.

ACCREDITATIONS

Long Island University, Brooklyn is fully accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 267-284-5000. Documentation may be viewed upon request at https://www.msche.org/institutions_view.asp?idinstitution=293

The University is accredited by the Board of Regents of the University of the State of New York to award bachelor's degrees and master's degrees as described in the University's current undergraduate and graduate bulletins. Long Island University programs are registered by the New York State Education Department, 89 Washington Ave, Albany, New York 12234, 518-474-3852.

The baccalaureate degree program in nursing and the master's degree program in nursing at the Harriet Rothkopf Heilbrunn School of Nursing, Long Island University are accredited by the Commission on Collegiate Nursing Education, (http://www.ccneaccreditation.org).

FACULTY/STAFF – STUDENT AGREEMENT

FACULTY/STAFF RESPONSIBILITIES TO STUDENTS:

As instructors, we will:

- Respect the unique qualities and knowledge base of each student
- Be prepared to teach
- Begin classes promptly
- Be open-minded
- Use teaching strategies aimed at appropriate learning level and style
- Answer questions to reinforce learning
- Grade assignments/tests within a timely manner (approximately, two weeks)
- Return e-mails/calls within 2-3 business days

STUDENT RESPONSIBILITIES TO FACULTY:

The student will:

- Interact with classmates, faculty, and staff in a respectful manner
- Come to class on time
- Be prepared for class and eager to learn
- Complete all course assignments prior to class
- Submit assignments by the due date
- Act and dress in a professional manner
- Not engage in any activity that disrupts the class, including personal communication or leaving class at times other than assigned breaks and lunch
- Uphold honest and ethical standards, including not attempting to pass another person's work as their own
- Be responsible for participating in all aspects of the course.

SCHOOL OF NURSING CODE OF HONOR

It is expected that all nursing students read and abide by the School of Nursing Code of Honor, as well as the LIU University Code of Honor. Students are also required to sign, scan, and upload the attestation ***(Appendix H)*** and submit it as an assignment in all classes.

A. School of Nursing Code of Honor

1. I will respect my patients, colleagues, classmates, faculty, and staff at all times.
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3. I will practice in a safe manner at all times and report unsafe conditions or practices appropriately.
4. I will not represent any other person's work as my own. I will not knowingly give or receive information about the content of any quizzes or examinations.
5. I acknowledge that if I violate the School of Nursing Code of Honor or participate in any act of academic dishonesty, and/or otherwise violate professional standards of practice and conduct, this may result in disciplinary action up to and including dismissal from the School of Nursing or expulsion from the University - Refer to ANA Code of Ethics

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5. Cheating on examinations
6. Acts of plagiarism
7. Misappropriation of the property of others, including school or university property
8. Failure to disclose information that impairs ability to practice safely
9. Disrespectful conduct in the classroom or clinical area
10. Negative statements or conduct directed toward any group or individual based on race, ethnicity, nationality, sex, religion, sexual orientation, gender identity, age, disability or any other characteristic

C. Penalties for infractions of the code of honor

Failure to follow the School of Nursing Code of Honor is unacceptable and, if proven, may result in any of the following:

1. **Warning** – Notice to the student, orally or in writing, that their conduct constitutes a violation of the Code of Honor, and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.
2. **Censure** – Written reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary action.
3. **Failure** – A grade of "F" for a course may be assigned to students who have engaged in acts of academic dishonesty in class or in clinical experiences.
4. **Suspension –** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
5. **Dismissal –** Termination of student status in the School for an indefinite period. Notice of dismissal may include conditions under which a student may apply for readmission after a specified period of time.
6. **Expulsion –** Termination of LIU student status.

ACADEMIC INTEGRITY

Students have a responsibility to maintain Academic Integrity:
Academic integrity is the practice of honesty and openness in scholarly, creative, and communal endeavors. Academic integrity includes the avoidance of **plagiarism, cheating,** and other forms of professional and personal misrepresentation and dishonesty.

Plagiarism and cheating are serious violations of academic integrity that have consequences for the student.

Plagiarism:
Plagiarism is the use or presentation of ideas, words, or work that is not one's own and that is not common knowledge, without granting credit to the originator.

Cheating:
Cheating is the act of falsification of statements or data. Cheating includes but is not limited to:

- listing of sources that have not actually been used
- purchasing or having someone (other than the student) write a paper for the purpose of the student submitting it as their own
- using written, verbal or electronic devices to aid during an exam
- looking at someone else's exam
- falsifying a document or certificate.

Cheating and plagiarism are contrary to the purpose of any educational institution and will be dealt with severely:

1) An instructor who determines that a student has cheated on a test or assignment will, at a minimum, give a zero for that item and may give a failing grade for the course. Normally, the matter is handled between the instructor and the student, but the department chairperson and other school officials may be consulted by either party to ensure fairness.
2) Plagiarism, which is the appropriation of words or ideas of another without recognition of the source, is another form of cheating. An instructor who determines that a student has plagiarized will give a zero for the paper or project and may give a failing grade for the course. Both cheating and plagiarism are grounds for dismissal from the College. The Harriet Rothkopf Heilbrunn School of Nursing uses an anti-plagiarism software through our Learning Management System (LMS; Brightspace) to check for plagiarism. Students who have been found guilty of plagiarism will be reported to the appropriate academic unit head and the School of Nursing Dean.

See the LIU Use of Artificial Intelligence Statement

Students acting in violation of the Code of Academic Integrity will be subject to discipline as stated in the above section (Penalties for infractions of the Code of Honor/Ethics/Academic Integrity- page 5).

GRADING POLICY & PROCEDURES

Numeric Grade	Letter Grade	GPA
93-100	A	4.0
90-92	A-	3.67
86-89	B+	3.33
83-85	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
65-69	D	1.0
Below 65	F	0.0

In order to progress in the nursing program, students must achieve

- a grade of B or better in all Nursing (NUR) courses (83 or better)
- overall GPA of 3.0 or higher

Other Grades

Letter Grade	Grade	Description
P	Pass	Satisfactory completion of course work
F	Fail	
INC	Incomplete	May be assigned by the instructor (in conjunction with nursing leadership) if a student has not completed coursework. Incomplete grades require submission of a signed incomplete contract, detailing missing coursework and time frame for completion. Must be complete within two semesters or will result in no credit. Course must be repeated.
W	Withdrawal	Student discontinues enrollment after the drop period
NC	No Credit Earned	This grade is assigned when a student never initiated proper withdrawal procedure and either stopped attending a class before the withdrawal deadline or didn't attend the class at all.

ACADEMIC PROBATION

Academic probation is a formal warning that a student is not making adequate progress toward fulfilling requirements of the program. A student may be placed on probation for any one of the following reasons:

1. Students have failed a graduate nursing course (82.4% or below is a failure).
2. GPA falls below a B (3.0) average.
3. Withdraws twice from the same required courses.

**Note: When a failed course is satisfactorily repeated, both the failing and passing grades are recorded on the student's transcript, but only the passing grade is calculated into the student's grade point average.*

In all cases the student must rectify deficits during the next enrolled semester. A student who is placed on probation for one of the above reasons may only remain on probation for one semester. Failure to meet probation requirements will result in dismissal from the School of Nursing.

DISMISSAL

A student will be dismissed from the School of Nursing for academic or disciplinary reasons. Reasons for dismissal include the following. The student:

1. did not meet the probationary requirements.
2. received a grade below 83% in required courses and has not been rectified by the following semester.
3. received a substandard clinical performance report.
4. violated the School of Nursing Code of Honor and/or School of Nursing General Policies.
5. failed to meet the minimum GPA (Cumulative GPA or Nursing GPA) of 3.0 in the nursing program.

WITHDRAWAL

Students may withdraw from one or all courses provided they notify the faculty of their intention. Withdrawals must be filed before the last day for withdrawal as listed in the Academic Calendar. If a student wishes to withdraw after the withdrawal period, they must first get approval from the lecture instructor and then the Dean. ***To withdraw, a student must give a valid reason and obtain an application to withdraw from the Office of Registrar or Enrollment Services.***

The symbol "W" will be entered on the transcript if the student withdraws within the times specified in the Academic Calendar. Students who are on probation and have withdrawn from all courses are not eligible for readmission without the approval of the Dean.

Withdrawal for Health Reasons:
Students who must withdraw from all nursing courses for health reasons are expected to complete the document in Appendix A before the withdrawal deadline and submit it to nursing leadership. It is important to submit this document for the purposes of providing medical clearance from your health care provider.

Each case will be considered individually, and the final decision rests with the Dean.
Students who must withdraw from any or all nursing courses after week four (4) for health reasons and who are doing unsatisfactory work at that time or are past the deadline for withdrawal must submit a request for a health withdrawal to the Dean. To be granted a health withdrawal without penalty the student must sign a contract agreeing to comply with all related conditions. These conditions include:

- Verification of conditions interfering with academic progression by a health care provider.
- Evidence of continuing, ongoing participation in a treatment plan.
- Certification of fitness for return to school from a health care provider.

Tuition insurance may provide reimbursement when a student is unable to complete an academic term due to a reason that is covered by the insurance policy. LIU enrollment services has provided information to assist students who are considering purchasing tuition insurance: https://gradguard.com/tuition/liu

READMISSION INTO THE SCHOOL OF NURSING

- Students who were on probation when they withdrew from the program or took an approved leave of absence may apply for readmission to the School of Nursing.
- Students may take up to 6-month leave of absence without penalty.
- The decision on what courses must be repeated will be made by the Program Director in consultation with the appropriate graduate advisor and the Dean of the School of Nursing.
- Leave of absence form (contact your assigned advisor)
- Incomplete grades- a student who received an incomplete grade has one year to complete the requirements for the course. If those requirements are not satisfied within the year, the course will need to be repeated.

Refer to Students Rights regarding the grievance and appeal process

- Applications for readmission will be evaluated individually.
  - Students seeking readmission and beyond 5 years from their program admission date must reapply to the program with supporting documentation explaining their time lapse.
  - The conditions for readmission will be evaluated by the Admission, Retention, and Progression Committee (ARP), the program Director in consultation with the appropriate graduate faculty, and the Dean of the School of Nursing.

SCHOOL OF NURSING ACADEMIC PROGRESSION AND RETENTION

PROGRESSION / RETENTION

In order to progress and remain in the program, a student must meet the following criteria.

- All students must be in good academic and disciplinary standing.
- All students must complete all nursing courses with a minimum grade of B and maintain a nursing GPA and overall GPA of 3.0 or higher.
- In the event a B is not achieved in a graduate nursing course the course must be repeated. If a B or better is not achieved in the repeated course after the succeeding semester, the student will be dismissed from the program.
- Students may have one course failure in the Graduate Nursing program.
- In the event there is a second course failure the student will be dismissed from the program.

GRADUATING STUDENTS

Upon entering the last semester of the Nursing Program, students are encouraged to do the following**:**

1. apply for the degree according to University requirements and deadlines.
2. schedule an appointment with an academic advisor to do a "Graduation Check."

GRADUATION

Requirements and procedures for graduation are the same for students of the nursing program as for other students at LIU Brooklyn. Students must complete all required courses. In addition, all courses in the Graduate Program must be completed with a passing grade of B or better, and students maintain an overall GPA of 3.0.

CERTIFICATION AND LICENSING

Certification Exam

Upon successful completion of the master's degree in nursing or advanced certificate program, students will meet educational eligibility requirements to apply and take the following American Nurses Credentialing Center (ANCC) and American Academy of Nurse Practitioners Certification Board (AANP) national certification exams:

Adult Gerontology Primary Care Nurse Practitioner Program

- ANCC: Adult Gerontology Primary Care Nurse Practitioner examination.
- AANP: Adult-Gerontology Primary Care NP examination.

Family Nurse Practitioner Program

- ANCC: Family Nurse Practitioner examination.
- AANP: Family NP examination.

New York State Nurse Practitioner License/Certificate and Registration

Upon successful completion of the master's degree in nursing or advanced certificate program, students will meet educational eligibility requirements to apply to New York State Education Department for the Nurse Practitioner Certificate.

STUDENT SUCCESS PLAN

The graduate nursing program has partnered with several different technological programs to provide comprehensive academic support.

1. Students have access to a variety of technological programs, including: Anatomage, Fitzgerald Amplify Plus, Shadow Health, Board Vitals, Aquifer, and Fitzgerald Review.
2. HESI Predictor Exam is utilized to assess Board Readiness in the Core Courses.
3. All graduating students receive access to a national certification review course.

Advisement

All graduate nursing students are assigned to an academic success advisor. Students should make an appointment to meet with the advisor at least once per semester and attend mandatory orientation sessions**.** Students are encouraged to register with the support of their academic success advisor every semester.

STUDENT COMMUNICATIONS

Email

1. Students will utilize the Long Island University email addresses for communication with the School of Nursing (Jane.Smith@my.liu.edu)
2. **Any email communications from students to LIU faculty or staff, or to staff of clinical agencies, must be from the student's LIU email address.**
3. Students will ensure their current addresses and telephone numbers are kept updated with the Registrar's office and the School of Nursing.
4. Please use **professional email etiquette** for all communication with LIU faculty and staff, including office staff and academic coaches. State who you are addressing in all emails. Avoid simply stating: "Hi" or "Hey."
   Salutation Examples:
   "Good morning Professor LastName" (insert last name)
   "Good afternoon Dr. LastName" (insert last name)
   "Good afternoon Dean LastName" (insert name)
5. **Email Content**: Please provide clarity in your request for information for assistance. Provide adequate information so that your needs are transparent. If you are referring to a course, the subject line should include course Name, Course ID # (e.g. NUR 644), Section #, and course professor. Please allow **2-3 business days** for a response to your email. Any emails that you send during weekends and holidays will be responded to within the next 2-3 business days.
6. **Email Signature Line:** Include your full name and cohort. Please add your signature line on all emails you send. If you need assistance with setting this up, then please contact IT https://it.liu.edu/
   In your LIU email, please create a signature using the following template:
   First Name Last Name, RN
   [FNP or AGPCNP] Student
   Student ID # XXXXXXXXX (9 Digits)
   LIU Brooklyn School of Nursing Anticipated
   Graduation [Month and Year]
   Example:
   Jane Doe, RN
   FNP Student
   Student ID # 111222333
   LIU Brooklyn School of Nursing
   Anticipated graduation: May 2026

Brightspace

Brightspace is the Learning Management System (LMS) for Long Island University.
Course access other departmental resources are available at:
LIU IT Brightspace Technical Support: https://it.liu.edu/lms/
LIU Brightspace Login: https://lms.liu.edu/d2l/login

Brightspace Student Community Group:

Students must register for the *Brooklyn Graduate Student Community* on Brightspace learning management system**.** This is the official communications tool for all School of Nursing students on Brightspace. Students are responsible for checking the site every day for important announcements. Students should visit the LIU IT website for assistance using Brightspace: https://it.liu.edu/lms/

ATTENDANCE POLICY

Lecture Absence/Tardiness

Consistent with SON Graduate Program class attendance policy, to progress successfully nursing students should attend classes regularly. The attendance policy for the Graduate Program is as follows:

- Students should attend classes (lecture, seminar, lab, etc.) and participate in activities to progress successfully in the program. Unexcused absences from the class will affect the final course grade.
- Students are responsible for course content missed due to absence.
- Students who know that they have obligations that conflict with scheduled course requirements must inform course faculty prior to the absence to discuss arrangements for fulfilling course requirements.
- In the case of an emergency, students must contact their professor prior to class.
- Practicum attendance is mandatory, NO ABSENCES ALLOWED.
- Students who arrive 15-30 minutes after the stated start time of lecture will be considered tardy.

The attendance policy will be stated clearly in each course syllabus. During the first class session, instructors will inform students of the attendance policy. Students are encouraged to participate in each class as participation supports student success. If students are going to be absent, they must email the instructor informing them of this prior to the beginning of class.

Lab/Clinical Absence

Students are expected to attend every lab/clinical session. In the event of an absence, the student must notify the lab/clinical faculty at least 2 hours prior to the start time of lab/clinical session. Lab/clinical absences include:

- Absence due to illness. The absence will require that the student provides a medical note to the lab/clinical faculty at the following session.
- Two incidents of tardiness (Lateness of more than 15 minutes; equals one absence).
- Lateness of 15 minutes or greater, the student will be sent home (equals one absence).
- Students who are deemed unsafe or impaired either by a representative of the clinical facility or at the instructor's discretion (will be considered absent, as they will be sent home).
- **Students who have not been cleared by the due date for CastleBranch (see section on Clinical Clearance Requirements) will not be allowed to attend clinical and will be removed from the entire course by the clinical director.**

Lab or Practicum Seminar Make-ups

There are no make-up sessions for lab sessions. Students are entitled to use the lab space to practice skills outside of scheduled lecture time. Please contact your professor to make these arrangements and reserve the lab space. Please contact your practicum seminar professor regarding makeup.

Tardiness in the Lab or Practicum Session

- Students who arrive 15-30 minutes after the stated start time of lab will be considered tardy. Students will only be allowed to stay and participate in the lab at the instructor's discretion. If the instructor determines that the student cannot stay and participate, the student will be sent home and considered absent. **Two incidents of tardiness equal one absence.**
- *Students who arrive later than 30 minutes after the stated start time of lab, will be considered absent and sent home. The students will be required to make up the missed lab on their own time.*

Virtual Etiquette

- *Practicum seminar:* Appropriate attire is required while participating virtually. Engage in virtual platform as if present in class. No pajamas, no driving/commuting, not working, or engaging in other activities.
- When utilizing a virtual format, students are required to have the camera on to receive credit for class. The student will be marked absent if camera is not on.

Patient Safety

In order to maintain patient safety, the faculty may dismiss any student from the clinical area with instructions to remediate the problem if the student is not prepared for the clinical experience. Such a dismissal will be documented as an absence, and a make-up will be required.

Excused Absences (Excused absences are required to be made up in all clinical courses)

Examples of excused absences include:

- Student illness
- Death/critical illness of a family member or a significant other
- Critical life emergency
- Healthcare needs related to pregnancy, childbirth, and postpartum/childcare*
- Religious observance**

***Title IX** requires a school to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's healthcare provider deems the absences to be medically necessary. When the student returns to school, the student must be reinstated to the status held when the leave began, which should include giving the opportunity to make up any work missed. A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work. If clinical students in nursing require a break in the program, institutions must work with the student to find a path to completion. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

****Religious Observance**
The School respects students' religious beliefs and, in compliance with New York State law, students who are absent because of religious beliefs will be given the opportunity to make up any academic requirements missed because of such absence. Students will not be penalized for absences related to religious beliefs because alternative means will be sought to satisfy the academic requirements. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
https://www.liu.edu/Brooklyn/Enrollment-Services/Registration/Academic-Calendar

Notice of anticipated absence due to religious observances should be submitted to the instructor during the first week of class.

If a suitable arrangement cannot be worked out between the student and the instructor involved, students and instructors should consult the chairperson. If an additional appeal is needed, the matter may be brought to the Dean.

Unexcused Absences
Examples of unexcused or non-emergency absences include but are not limited to, medical/dental appointments, weddings, job interviews, internships/externships (including orientations and interviews), vacations, graduation of family/friends, family reunions, child-care responsibilities, care of parents, grandparents, taking a day off to study, attending work- or work-related activities.
Other unexcused absences include the following situations:

- failure to notify the lab/clinical instructor of an absence prior to the scheduled lab/clinical experience
- failure to attend lab/clinical because of a non-emergency absence
- failure to obtain required health clearance (CastleBranch) prior to lab/clinical

GENERAL EXAM POLICIES

Students are expected to take examinations when they are scheduled. All exams will be in person. The faculty may require students to sit in assigned seats during any examination and require that students place all papers, books, mobile phones and devices, smart watches, and bags in a designated area. Late students may not begin an exam after any other student has already left the exam room. No additional time will be given to students who are late for an examination. Seating for late comers will be assigned by faculty.

Students may be required to remain seated until the examination is over.

All electronic equipment must be turned OFF during the examination and left in a secure location at the discretion of the instructor.

Deception/cheating of any sort during examinations is unacceptable and may result in failure in the course and other penalties including dismissal from the School of Nursing. At the end of the exam, students are expected to follow directions given by faculty regarding submission of the exam.

During the review, which is an integral part of the testing process, the student's test may be returned to review. Students are not allowed to write notes of any type or use any type of recording devices during the review. All electronic equipment must be turned OFF and left in a secure location at the discretion of the instructor during the review.

Students who for valid reasons (supported by documentation), do not appear for the final examination must apply in writing within 10 days to the Dean of the School of Nursing for permission to take deferred final examinations, provided they received a grade of INC. If the absence was due to illness or injury, the application must be accompanied by medical certification stating the dates of incapacity. If the absence was due to a death in the immediate family, the student must inform the Dean of the date of death and the relationship. Deferred finals will be given on the date reassigned by the faculty.

RESPONDUS LOCKDOWN BROWSER TESTING POLICY

RESPONDUS TESTING POLICY

All exams are in person using Respondus through Brightspace.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into your instructor's course in Respondus which will then bring you to a Brightspace screen for the course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- Exit the Help Center and locate the practice quiz named posted by your instructor.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Select a location where you will not be interrupted.
- Before starting the test, take the practice quiz to ensure your computer and webcam function properly.
- Know how much time is available for the exam, and that you have allotted sufficient time to complete it.
- Turn off all mobile devices and phones; remove earpieces and smart watches. None of these devices are to be within reach.
- Clear your area of all external materials including books, papers, other computers, or devices.
- Students must log in to Brightspace through LIU Respondus Lockdown Browser and all other windows and programs must be closed during testing.
- Students may not leave the testing window during an exam and may not leave their seat/webcam view during the exam.
- The student's full face must always remain visible in the webcam's window.
- Students must also have a fast, stable, and secure Internet connection – using a cable or DSL connection is recommended, and not Wi-Fi.
- All proctored testing sessions are recorded (both video and audio) and a thorough video check of the testing space is required before the exam begins.
- LockDown Browser will prevent you from accessing other websites or applications.
- You will be unable to exit the test until all questions are completed and submitted.
- If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.
- **Failing to follow the instructions for the Respondus proctoring (such as adequately and thoroughly recording the testing area or leaving the webcam view during the exam) will result in a penalty for that exam and may result in a zero for that exam.**

If your screen goes blank, freezes, or your internet fails, you must stay in Respondus Lockdown Monitor; you must inform your instructor and wait for a response. Do not log out or leave the screen unless your instructor tells you to.Instructions for Exams

Please read the following set of instructions that will be included in every test you take in the School of Nursing:

- The Exam will have a designated time for completion. **Failure to log on to the exam within the designated timeframe will prevent you from having access to the exam.**

- Students must complete the exam within the time frame allotted.
- Students must not stop the exam session or attempt to return to it.
- Be sure to use a secure and reliable Internet connection. The use of unsecure, public Wi-Fi or hotspots are not recommended.
- Show ID with photograph. Your FULL face must remain visible in the Webcam window as required by Respondus
- No back tracking permitted, once you submit the answer you will not be able to change it.
- Use of a portable calculator is prohibited. Students should only use the calculator that is provided in the exam.
- Exams are closed book/no resources. This means that textbooks, course notes, digital devices, other persons, or any other outside resources are not permitted during the exam.
- If the instructor permits use of, and provides a blank piece of paper, that blank paper must be held up to the camera (both sides must be shown) before you begin the exam and before you exit the exam.
- The student is not allowed to read questions and responses aloud (talking to oneself is not permitted).
- Use the Respondus Monitor to perform an environmental scan prior to beginning the exam. When the environmental scan is performed you must show the following:
    - the desktop
    - your lap
    - the floor area near your feet
    - the area surrounding the computer (360-degree view of your testing area).
- The environment scan video recording must include **clear demonstration of the absence of any and all study aids not permitted as well as prohibited devices** such as:
    - cellular telephones
    - tablets
    - Bluetooth earpieces or any recording/communication devices or electronic accessories
    - watches
    - headsets
    - proxy software (software intended to disable or deceive security measures and remote proctoring): if detected, students will be held accountable.

ALL OF THE ABOVE DEVICES ARE PROHIBITED

- **Students who use aids that are not permitted may be reported for suspected deceptive conduct during an examination (cheating), which may result in disciplinary measures in accordance with the School of Nursing's procedures.**
- **Please note: Academic Integrity rules will be upheld according to the Student Handbook for all online proctored exams and will be addressed accordingly. By submitting an exam, you are agreeing to all above.**

CLINCAL REQUIREMENTS IN THE SCHOOL OF NURSING

CLINICAL PRACTICUM DRESS CODE

Full Lab coats
LIU Student ID
No open-toe shoes
Business Casual
ADDITIONAL DRESS CODE REGULATIONS

- The clothes should be in good condition, clean, pressed, complete, and correctly worn. ID must be worn above the waist and visible at all times.
- Jewelry and hair ornaments are not to be worn while on clinical site Exceptions include a plain wedding band and one pair of small post-type earrings and a watch with a secondhand.
- Hair should be confined above the collar and away from the face.
- Fingernails must be clean and short. If worn, nail polish should be clear and intact. No silk or acrylic wraps, no extensions to natural nails.
- Makeup may be used only in moderation.
- Perfumes, colognes, or other scented products may not be worn.
- Religious dress will be honored. Tattoos should be covered.
- Cell phones should not be used on clinical units unless specified otherwise by the clinical agency.

REQUIRED EQUIPMENT FOR LAB/CLINICAL EXPERIENCE

Wristwatch with a second hand
or digital watch
Stethoscope
Black ink pen
Pen light or mini flashlight
Pocket-sized notebook

Transportation

Transportation to all off-campus programs, including clinical placements, is the responsibility of the student. Students are responsible for all parking fees.

CLINICAL CLEARANCE REQUIREMENTS

The following items constitute complete clinical clearance. For further information, please contact the Clinical Placement Coordinators for the School of Nursing.

Malpractice Insurance

All students are required to have malpractice insurance of $1,000,000 per occurrence and 6,000,000 aggregate. The policy must be specific to Nurse Practitioner student. No RN malpractice insurance accepted.

CastleBranch

All students enrolled in the Harriet Rothkopf Heilbrunn School of Nursing are required to enroll in CastleBranch and actively maintain full compliance. The CastleBranch program is used to monitor compliance with clinical clearances and mandatory skills and certifications. Documents must be updated annually, including the background check, drug screen, HIPAA, OSHA, TB tests, and flu vaccines (with careful respect to deadlines). Please see the instructions located on the School of Nursing webpages (clinical information) and Brightspace for more information. Appendices B and C in the handbook also contain additional information.

Health Insurance

Students are required to have a valid form of medical insurance when taking clinical courses. All LIU students are automatically enrolled in an insurance plan through the university. However, students may waive participation online at https://jcbins.com/ if they have comparable coverage under a family or employer plan or other policy. If you choose to waive coverage, you must receive confirmation of waived coverage by the waiver deadline specified by the University.

Background Checks and Drug Screening

The School of Nursing requires all students to obtain general and criminal background checks and forensic drug screening which is completed through CastleBranch. More information can be found in the policy below.

HIPAA (Privacy) and OSHA (Safety) Training

All students in the nursing program must complete mandated courses in HIPAA and OSHA annually before being permitted to participate in clinical experiences. The mandated courses are completed through CastleBranch.

LIU Mandatory Immunizations & School of Nursing Mandatory Health Clearance

The New York State Legislature requires certain immunizations for college students. In order to attend classes, all students must meet these State requirements.

The School of Nursing requires all students to have a complete and current physical examination as a part of their health clearance. The documents are available on the School of Nursing webpages and Brightspace. In certain instances, clinical agencies may require additional laboratory procedures as a precondition of the clinical experience at their institution.

The cost of the physical examination and related laboratory tests are the responsibility of the student.

Influenza Immunization

Students who are in the nursing program must receive an annual influenza vaccine unless medically contraindicated. Although some clinical agencies permit employees to wear a mask in lieu of receiving the vaccination, many agencies do not provide this option for students. Flu vaccine documentation should be obtained from the site in which the vaccine was received. **See Appendix D for Declination Form.**

Cardiopulmonary Resuscitation (CPR) Basic Life Support (BLS)

Students are required to have training in CPR/BLS for the Healthcare Provider. The certification must be through the American Heart Association. Certification must be BLS for the Health Care Provider. Certification is valid for 2 years.

All health clearance requirements must be submitted to the School of Nursing by:

- **August 1st for the Fall semester**
- **November 15th for the Spring semester**
- **April 1st for the Summer semester**

If students fail to complete these requirements by the established dates, they will be dropped from their clinical courses for the semester.

Students must provide titers for the Hepatitis B virus. Students who are not immune are strongly advised to be vaccinated against the Hepatitis B virus.

Following any changes in health status, the student must submit a letter to the Clinical Practicum Placement Coordinators from the primary health care provider allowing the student to be in a clinical area.

Students who have been exposed to any infectious disease in the clinical setting will follow the protocol of the agency in which the exposure took place. The facility will provide testing where deemed appropriate. This exposure must be communicated immediately to the Clinical Placement Coordinators.

Practicum Site Requirements

Clinical sites may have additional requirements to those listed above. It is the responsibility of the student to be in compliance with all school and site requirements. These additional requirements may include additional drug screens, attendance at orientations, or other requirements. Failure to adhere to all deadlines as instructed will result in clinical course removal. Orientations for hospitals may not fall during the regular academic period. The school will provide as much notice as possible, but attendance is required. Failure to attend the orientation will prevent a student from participating in clinical practicum.

INCIDENTS/ACCIDENTS AT CLINICAL SITES

Any accident or injury at a clinical site must be immediately reported to the student's Clinical Instructor and to the Clinical Placement Coordinators as soon as possible. Most sites will have a policy regarding incident reports that students must follow. If you are injured at a clinical site, you may have the opportunity to be treated at that site, but neither the clinical site nor the Harriet Rothkopf Heilbrunn School of Nursing Program is under any obligation to treat you. (This is why students must have health insurance coverage). Contact with some bodily fluids, needle sticks, and penetrating injuries pose the risk of infection by bloodborne pathogens. Students should clean the wound with soap and water and report any such injury immediately to the clinical instructor and to the Harriet Rothkopf Heilbrunn School of Nursing Graduate Practicum Placement Coordinator or Director of Graduate Programs.

A medical evaluation should occur shortly after the incident. In some cases, treatment or prophylaxis for HIV infection may be indicated. If prophylaxis against HIV is indicated, it should ideally be started within two (2) hours of the exposure, although some begin prophylaxis as long as 48 hours after exposure. Faculty will help direct you to the nearest Emergency Department if there is no ability to evaluate the incident at the site where it occurred. Furthermore, if a significant event occurs, a **Harriet Rothkopf Heilbrunn School of Nursing Incident Report Form (Appendix E)** must be completed and submitted to the school within 48 hours of the occurrence. You will be required to submit a written account of the incident to the Graduate Practicum Placement Coordinator.

DRUG SCREENING POLICY

Health care facilities affiliated with the School of Nursing require that students have a negative drug screen prior to beginning the students' clinical experiences in their facility. (Some agencies require an additional drug screening administered by their facility). **Passing a drug screen prior to engaging in a clinical course is a progression requirement for all students in the School of Nursing.**

If the clinical site declines to place the student based on the outcome of a drug screen, the School of Nursing will not provide placement at an alternate clinical site. The consequences of a positive drug screen include removal from clinical placements and failure from the respective clinical course(s). Students who are unable to complete clinical requirements may be subject to probation and/or dismissal.

Policy:

Students who test positive for a controlled substance:

- will be subject to further review by the Castlebranch MRO.
- will not be permitted to continue to attend a clinical placement if not cleared by CastleBranch.
- will immediately withdraw or take an incomplete from their practicum courses.
- will be subject to the LIU withdrawal and/or incomplete policies, students will retake the course the following semester pending a negative drug screen. The student will not be permitted to begin subsequent courses until the requirements are completed for the previous course(s).
- who have a repeat positive screening at any subsequent testing will be subject to sanctions up to and including dismissal from the program.
- will be referred to Student Support Services for support and recommendations related to treatment.

CRIMINAL BACKGROUND CHECK POLICY

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing. If the clinical site declines to place the student based on the outcome of a background check, the School of Nursing will not provide placement at an alternate clinical site.

The Harriet Rothkopf Heilbrunn School of Nursing requires a criminal background check for all nursing students prior to clinical placement. The School of Nursing educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and many of these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. When a student's background check is not cleared, the SON will forward the finding to the practicum site and the decision will be made by the practicum site whether or not the student can attend.

Please note that if the results of a criminal background check determines that you may not take part in the clinical site, you will not be able to complete your course requirements. Therefore, the student will not be able to continue in the nursing program. It is the student's responsibility to clear the case with the courts in order to be re-admitted back into the program. It is important for students to consider this before enrolling in the nursing program. Long Island University has no obligation to refund tuition or fees or to otherwise accommodate students in the event they are ineligible to complete course requirements based on the results of a criminal background check or are denied a license to practice nursing.

Rights of the Student

ACADEMIC GRIEVANCE

- The School of Nursing provides an avenue for the student to contest alleged violations of the School's rules, regulations and the School of Nursing Honor Code as well as to contest final grades.

- The process can be initiated by a student for the purpose of grieving the following issues:
  - final grade/exam questions
  - practicum evaluation
  - adherence to the Honor Code
  - professional behaviors
  - violations of School of Nursing policies
  - penalties imposed for infractions by the student

GRIEVANCE PROCEDURE

- The Pre-Grievance Checklist can be found in the Student Handbook (Appendix F). The appropriate date and signatures are required before submitting a letter of grievance to the School of Nursing Grievance Committee. Grievances should be submitted via email to the secretary in the School of Nursing, as well as to LIU Brooklyn Nursing at: bkln-nursing@liu.edu
- In the event of a concern or discrepancy between a student and faculty/staff member:
  A. The student must request a meeting with the faculty member.
  B. If this issue is not resolved at step A, the involved student and the Graduate Program Director confer by appointment.
  C. If the issue is not resolved at step B above, the student should file a formal grievance no later than 3 weeks from the end of the semester in which the event being grieved occurs (Fall, Spring, and Summer).
  D. The Pre-Grievance Checklist must be completed and attached to the grievance letter, otherwise the grievance will not be reviewed and will be returned to the student.
  E. The student's Pre-Grievance Checklist must be submitted in writing to the Committee via the SON secretary at the front desk (who will date stamp and give a receipt). The grievance checklist must be clearly written and include the current mailing address, phone number, LIU ID number, and LIU email of the student and be duly signed by the student. The grievance can also be sent to the SON secretary via email. The grievance must include all supporting documents for the Committee to consider the grievance.
  F. The Committee will acknowledge receipt of the grievance via LIU e-mail within one week of receipt. The Committee will review all information received, and obtain any supplementary information from necessary parties, by written request, as deemed appropriate.
  G. The Committee will forward a recommendation to the Dean of the School of Nursing within 2 weeks and notify the student, in writing, via registered mail to the address of record or to the student's LIU email address that a recommendation has been forwarded to the Dean. The faculty involved will also be notified via email that a recommendation has been forwarded to the Dean. Both parties are instructed to contact the Dean for the final decision.
  H. The Committee will notify the student, in writing, via university e-mail with confirmation from the recipient, within two weeks. Notification will include the date, time, and location of the meeting. The faculty involved and the Dean of the School of Nursing will be notified, in writing, of the Committee's recommendation to convene a face-to-face meeting.
  I. Then the committee will forward its recommendation to the Dean of the School of Nursing who will render a decision. The student can usually expect a decision within a two-week period after

the meeting. The student will be informed via email that a recommendation has been sent to the Dean and that future inquiries related to the matter be forwarded to the Dean's office.

J. The student will be informed via email that a recommendation has been sent to the Dean and that future inquiries related to the matter be forwarded to the Dean's office.

ADMISSIONS, RETENTION, AND PROGRESSION (ARP) COMMITTEE

- Students have a right to appeal decisions regarding admissions and progression into and throughout the nursing program. Student wishing to submit an appeal to the Admission, Retention, and Progression (ARP) Committee must send their request via their official LIU email account to the secretary in the School of Nursing, as well as to LIU Brooklyn Nursing at: bkln-nursing@liu.edu. The appeal must include the following: student's full name, LIU ID number, current mailing address, phone number, LIU email address and student's signature. The appeal must clearly state the basis for the appeal and include all relevant supporting documentation, such as official and unofficial transcripts, medical or legal documentation (if applicable).
- The appeal must include all supporting documents for the Committee to consider the appeal.
- In order for the ARP committee to have complete information when considering appeal letters, be sure to include the following:
  ARP Appeal Checklist (Appendix G) Letter of appeal clearly stating:
  a. ARP Appeal Checklist (Student Handbook Appendices)
  b. Transcripts from all schools
  c. Letter of appeal clearly stating
     - Relevant issues regarding the appeal
     - The student's specific request
     - Plan of action if allowed to return to the School of Nursing (if readmission)
- The student must submit any relevant documentation to support their appeal. Incomplete submittal of necessary documentation delays the appeals process.
- The ARP Committee meets once per semester to review all submitted appeals. All appeals must be submitted within two (2) weeks after the end of the semester in order to be considered during that semester's ARP Committee meeting. Appeals submitted after the two-week deadline will be deferred to the next semester's review cycle. Recommendations are sent to the Dean who will notify the student in writing of the decision.

UNIVERSITY SAFETY PROCEDURES

SCHOOL SAFETY

In case of an emergency, or situation considered to be a possible threat to safety, LIU Public Safety office should be contacted immediately at 718.488.1078 or you can use the yellow alarm boxes marked "EMERGENCY" located on each floor of every building.

LIU STUDENT IDENTIFICATION CARD

Each student is provided with an official University ID. You must carry your University ID at all times while on the LIU Brooklyn Campus and IDs should be available upon request of any University/Security personnel. Clinical agencies may also require their own identification, which must be worn when at the clinical agency. Name pins and university ID must be worn at all times when in clinical and Lab areas.

FIRE PROCEDURES

Fire prevention is the responsibility of each individual. LIU is a smoke-free environment. At the sound of the fire alarm, everyone must proceed with a prompt and orderly evacuation of the building. DO NOT USE THE ELEVATORS.

LIU SEXUAL MISCONDUCT POLICY

Long Island University is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. The broad term "sexual misconduct" includes, but is not limited to, acts of sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such behaviors are illegal, against University policy, and strictly prohibited. This policy is incorporated into the Student Code of Conduct.

This policy covers all members of the University community – students, faculty and staff – as well as those who interact with members of the University community such as vendors or visitors. The University encourages everyone to report all incidents of discrimination or harassment, regardless of who the offender may be.

Title IX and Article 129B Policy Statement:

It is the policy of the University to comply with Title IX of the Education Amendments of 1972, and Article 129B of the New York Educational Law, both of which prohibit discrimination on the basis of sex (including sexual harassment and sexual violence) in the University's educational programs and activities and prohibit 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." Please see LIU policies at: https://www.liu.edu/about/liu-policy/policy-by-category-listing

STUDENT SUPPORT SERVICES

Advisement Offices of the School of Nursing are located in Center for Student Success and Coaching: Please contact your assigned Academic Advisor/Success Coach for availability. Appointments are taken via zoom, over the phone, or via email.

STUDENTS WITH DISABILITIES

Maria Vogelstein, M.S. Biology (She/Her/Hers)
Director, Learning Center
Long Island University-Brooklyn Campus
Schedule a Meeting!

Office: Learning Center 4th Floor (Room LLC 405) Phone: (718) 488-1008
Email: Maria.Vogelstein@LIU.edu
Learning Center Phone: 718-488-1095
Learning Center Website: https://liu.edu/student-success/learning-center
Learning Center Hours of Operation:
Monday – Friday 9 a.m. to 5 p.m.
Late-night hours available

Disability Support Services (formerly Student Support Services) is the office responsible for providing reasonable accommodations and support to students with disabilities. We strive to ensure equal access to all of Long Island University Brooklyn Campus programs, services and facilities for students with a documented need. In order to receive accommodations under the Americans with Disabilities Act (ADA) a current or incoming student must:

- have a physical or mental impairment, which substantially limits any major life activity
- have a record of such an impairment
- be regarded as having such an impairment

Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified person due to disability may be denied the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Disability Support Services provides accommodations for students presenting with disabilities under the following categories: Psychiatric/Psychological Conditions, Neurological Conditions, Physical Disabilities/Mobility Impairments, Sensory Impairments, Chronic Medical Conditions, Learning Disabilities, and Other Non-specific Disabling Conditions.

THE LEARNING CENTER

LIU Brooklyn offers free tutoring in math, sciences and other subject areas as well as reading/writing. For information about how to register for tutoring, contact:
Math and Sciences. For other subjects, contact CLAS
Location: Library Learning Center, 4th Floor (LLC 405)
Email:bk-learningcenter@liu.edu
Phone: 718.488.1095 for reading/writing tutors; 718-488-1040 for subject tutors
Location: The Learning Center, Library 4th Floor (LLC 405)

THE WRITING CENTER

The Writing Center at Brooklyn provides free writing assistance to all students. Writing assistants can work with you at any point in your writing process from helping to clarify an assignment or prompt, through brainstorming, organizing and developing your ideas, citing your sources, and polishing your writing.
Email: Bk-learningcenter@liu.edu Phone: 718-488-1095
Location: LLC 405
Follow the Writing Center on Instagram for information and updates: @brooklynwc
If you have any questions, or to schedule an appointment, please stop into the Writing Center (4th floor of the library in the Learning Center) or call us at 718-488-1095.

BROOKLYN PSYCHOLOGICAL SERVICES

The Psychological Services Center provides free and confidential counseling to all currently enrolled Brooklyn students. Counseling sessions are conducted by appointment only and can be requested via email. Students have the option to call or walk in to make an advanced appointment for an initial screening.

Psychological Services Center Website: liupsc.com

Location: Pratt Building 5th Floor, Room 510

Psychological Services Center

Website: https://liupsc.com/

Hours: Mondays 10am-4pm
Wednesdays 1pm-4pm
Thursdays 10am-4pm

Location: Pratt Building 510

Phone: 718-488-1266

Email: bkln-psychservices@liu.edu

BROOKLYN HEALTHY LIVING

Long Island University students have access to on-campus mental health counseling services, religious and spiritual counseling, health and wellness programs, and telehealth and local in-person health care. LIU Healthy Living is a collaboration of on-campus resources and relationships with local health organizations and professionals, including Northwell Health College Behavioral Health Program, the LIU Brooklyn Psychological Services Center, and Northwell Health – GoHealth.

Website: www.liu.edu/brooklyn/healthyliving

EMERGENCY/CRISIS INFORMATION IN THE COMMUNITY

1-800-LifeNet (1-800-543-3638)
New York City Well (1-888-692-9355)
Safe Horizon 800-621-Hope (1-800-621-4673)
Safe Horizon Rape/Incest (212-227-3000)
New York City Alliance Against Sexual Assault (212-227-3000)

VETERAN AFFAIRS

The Office of Veteran Affairs handles VA education benefits for all LIU campuses. For an appointment with the LIU veteran liaison, either in-person or via Zoom, contact:

Office of Veteran Affairs
Veteran Affairs Liaison
Long Island University
516-299-2256
E-mail: veteran@liu.edu

Simulation Service

Simulations offer unfolding scenarios and opportunities to perform clinical decision-making and analysis.

The simulations lab is located on HS 5th floor.

Anatomage

The *Anatomage Table* offers users the ability to explore human anatomy in a virtual format. Users are able to choose from 4 different photorealistic cadavers that were recreated from actual human cadavers by serially sectioning the bodies at 0.2 mm intervals and then imaging the sections. The end-product is a wonderfully detailed human body recreation, the likes of which have never been seen before. See below for more information on the virtual cadaver creation process.

In addition to anatomy, *Table* has life-like physiological recreations that teach users how the individual body systems function, something that can't be recreated on a real cadaver. View how the heart contracts to pump blood throughout the body. View how muscles contract and relax during running. Another feature of the *Anatomage Table* is a case library with 1000+ MRI and CT scans of every system of the body and every medical specialty. View MRI and CT scans of an individual who has had a lower leg amputation. View

images of an ectopic pregnancy where you can see the baby growing outside of the mother's uterus. These features, and many more, make the *Anatomage Table 8* a comprehensive anatomy and physiology.

IPE (Interprofessional Education)

IPE learning experiences prepare graduate students to work together with the common goal of providing safer and better patient-centered care alongside other disciplines.

LIBRARY SERVICES

Information about the LIU library may be accessed at http://liu.edu/University-Libraries Included is a description and access to electronic resources including the library catalog, online databases and full-text journals. The Circulation Department is located on the fifth floor of the Library Learning Center and includes the circulating book collection as well as course reserves. The Circulation Department registers ID cards for library use, and handles the checkout, return, and renewal of circulation books. Please note that the Circulation, Periodicals, Reference, Media Center and Library Cyber Lab close fifteen (15) minutes prior to published closing times. Reference librarians are available until the published closing times.

ACADEMIC RECORDS

The Registrar is responsible for maintaining all permanent academic records (transcripts) and for making those records available to students. A copy of student transcripts can be obtained or sent to a third party by submitting a written request and paying a fee.

Students have until the time of their graduation to have changes made on their academic records. Once a student has graduated, the academic record is frozen and cannot be changed.

Students failing to fulfill all non-academic requirements (tuition, fees, library obligations, etc.) will be denied subsequent services, including but not limited to withholding diplomas, transcripts, letters of recommendation, or licensure eligibility until these requirements are met.

LIU and the School of Nursing comply with the Family Educational Rights and Privacy Act of l974. This act, also known as the Buckley Amendment, protects the privacy of students' records, establishes students' rights to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data.

ACADEMIC PROGRAMS AND COURSE OF STUDY

Course of Study for Family Nurse Practitioner (FNP), MS in Nursing
Program Sequence (Fall Admit)

Program Sequence

Year 1	Semester I NUR 620 Theoretical Basis- 3cr NUR 630 Advanced Practice Role- 3cr	Semester II NUR 612 Pathophysiology 3cr NUR 610 Research – 3cr	Semester OFF
Year 2	Semester III NUR 644 Pharmacology 4cr NUR 670 Healthcare Policy 2cr	Semester IV NUR 634 Physical Assessment –3cr NUR 614 Primary Health Care of the Family - 3cr	Semester V NUR 690 D/M Family I – 4cr NUR 691 Practicum Family I - 2cr
Year 3	Semester V NUR 692 D/M Family II – 4cr NUR 693 Practicum Family II - 2cr	Semester VII NUR 694 D/M Family III-4cr NUR 695 Practicum Family III (Level 3) - 4cr	

Course of Study for Family Nurse Practitioner (FNP), MS in Nursing
Program Sequence (Spring Admit)

Program Sequence

Year 1	Semester I NUR 620 Theoretical Basis- 3cr NUR 630 Advanced Practice Role- 3cr	Semester OFF	Semester II NUR 612 Pathophysiology 3cr NUR610 Research – 3cr
Year 2	Semester III NUR 644 Pharmacology 4cr NUR 670 Healthcare Policy 2cr	Semester IV NUR 634 Physical Assessment –3cr NUR 614 Primary Health Care of the Family - 3cr	Semester V NUR 690 D/M Family I – 4cr NUR 691 Practicum Family I - 4cr
Year 3	Semester V NUR 692 D/M Family II – 4cr NUR 693 Practicum Family II - 4cr	Semester VII NUR 694 D/M Family III-4cr NUR 695 Practicum Family III (Level 3) - 4cr	

Master of Science Nursing Family Nurse Practitioner Core Requirements:

Curriculum

I. **Core**	**Credits**	**Required for Program**	**Prerequisites/Corequisites**
NUR 610 Nursing Research	3	FNP or AGNP	NUR 620 & 630
NUR 612 Pathophysiology of the Adult for Advanced Practice Nursing	3	FNP or AGNP	NUR 620 & 630
NUR 614 Primary Health Care of the Adult	3	FNP or AGNP	NUR 620,630,610,612,644,670
NUR 620 The Theoretical Basis of Advanced Practice Nursing	3	FNP or AGNP	None
NUR 630 The Advanced Practice Role	3	FNP or AGNP	None
NUR 634 Advanced Physical Assessment	3	FNP or AGNP	NUR 620, 630, 610, 612, 644, 670
NUR 644 Pharmacology	4	FNP or AGNP	NUR 620, 630, 610, 612
NUR 670 Healthcare Issue Policies and Ethics	2	FNP or AGNP	NUR 620,630,610,612

Master of Science Nursing Family Nurse Practitioner Specialization Requirements

II. Specialization	Credits	Direct Care Practicum Hours	Required for Program	Prerequisites
NUR 690 Diagnosis and Management of Illness and Physical Conditions of Family I	4	0	FNP	NUR 620,630,610,612,644,670,614,634
NUR 691 Precepted Practicum in Primary Care of the Family I	4	Total 208	FNP	NUR 620,630,610,612,644,670,614,634
NUR 692 Diagnosis and Management of Illness and Physical Conditions of Family II	4	0	FNP	NUR 620,630,610,612,644,670,614,634,690,691
NUR 693 Precepted Practicum in Primary Care of the Family II	4	Total 208 (Optional: Specialty maximum: 112)	FNP	NUR 620,630,610,612,644,670,614,634,690,691
NUR 694 Diagnosis and Management of Illness and Physical Conditions of Family III	4	0	FNP	NUR 620, 630, 610, 612, 644, 670, 614, 634,690,691,692,693
NUR 695 Precepted Practicum in Primary Care of the Family III	4	Total 208	FNP	NUR 620, 630, 610, 612, 644, 670, 614, 634, 690, 691, 692, 693
TOTAL	**48**	**624**		

Course of Study for Family Nurse Practitioner (FNP), Advanced Certificate
Program Sequence (Fall Admit)

Year 1	**Semester 1** NUR 612 Pathophysiology- 3cr NUR 630 APRN Role 3cr	**Semester 2** NUR 614 Primary Care- 2cr NUR 644 Pharmacology 4cr	**Semester 3** NUR 634 Physical Assessment 3cr
Year 2	**Semester 4** NUR 690 D/M Family I – 4cr NUR 691 Practicum Family I – 4 cr	**Semester 5** NUR 692 D/M Family II 4cr NUR 693 Practicum Family II – 4 cr	**Semester 6** NUR 694 D/M Family III 4cr NUR 695 Practicum Family III –4 cr

Course of Study for Family Nurse Practitioner (FNP), Advanced Certificate
Program Sequence (Spring Admit)

Year 1	**Semester 1** NUR 612 Pathophysiology- 3cr NUR 630 APRN Role 3cr	**Semester 2** OFF	**Semester 3** NUR 614 Primary Care- 2cr NUR 644 Pharmacology 4cr
Year 2	**Semester 4** NUR 634 Physical Assessment 3cr	**Semester 5** NUR 690 D/M Family I – 4cr NUR 691 Practicum Family I – 4 cr	**Semester 6** NUR 692 D/M Family II 4cr NUR 693 Practicum Family II – 4 cr
	Semester 7 NUR 694 D/M Family III 4cr NUR 695 Practicum Family III –4 cr		

Advanced Certificate Nursing Family Nurse Practitioner Core Requirements include:

Core

I.**Core**	**Credits**	**Required for Program**	**Prerequisites/Corequisites**
NUR 612 Pathophysiology of the Adult for Advanced Practice Nursing	3	FNP or AGNP	NUR 620 & 630
NUR 614 Primary Health Care of the Adult	3	FNP or AGNP	NUR 620,630,610,612,644,670
NUR 630 The Advanced Practice Role	3	FNP or AGNP	None
NUR 634 Advanced Physical Assessment	3	FNP or AGNP	NUR 620, 630, 610, 612, 644, 670
NUR 644 Pharmacology	4	FNP or AGNP	NUR 620, 630, 610, 612

Advanced Certificate Nursing Family Nurse Practitioner Specialization Requirements:

II. Specialization	**Credits**	**Direct Care Practicum Hours**	**Required for Program**	**Prerequisites**
NUR 690 Diagnosis and Management of Illness and Physical Conditions of Family I	4	0	FNP	NUR 612, 614, 630, 634, 644
NUR 691 Precepted Practicum in Primary Care of the Family I	4	Total 208	FNP	NUR 690 (co-req)

NUR 692 Diagnosis and Management of Illness and Physical Conditions of Family II	4	0	FNP	NUR 612, 614, 630, 634, 644, 690, & 691
NUR 693 Precepted Practicum in Primary Care of the Family II	4	Total 208 (Optional: Specialty maximum: 112)	FNP	NUR 692 (co-req)
NUR 694 Diagnosis and Management of Illness and Physical Conditions of Family III	4	0	FNP	NUR 612, 614, 630, 634, 644, 690, 691, 692, & 693
NUR 695 Precepted Practicum in Primary Care of the Family III	4	Total 208	FNP	NUR 694 (co-req)
TOTAL:	**38**	**624**		

Course of Study for Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP), MS in Nursing Program Sequence (Fall Admit) (no new admissions at this time)

Program Sequence

Year 1	NUR 620 Theoretical Basis NUR 612 Pathophysiology	NUR 610 Research NUR 670 Healthcare Policies
Year 2	NUR 644 Pharmacology NUR 630 APRN Role	NUR 634 Advanced Physical Assessment NUR 614 B Primary Care of the ADULT NUR 615 Foundations for Adult/Geriatric Primary Care Practice
Year 3	NUR 650 D/M Adult I NUR 654 Practicum Adult I	NUR 660 D/M Adult II NUR 664 Practicum Adult II

Master of Science Nursing Adult Gerontology Primary Care Nurse Practitioner Core Requirements include:

Core

I. Core	Credits	Required for Program	Prerequisites
NUR 610 Nursing Research	3	FNP or AGNP	NUR 620
NUR 612 Pathophysiology of the Adult for Advanced Practice Nursing	3	FNP or AGNP	None
NUR 614B Primary Health Care of the Adult	3	FNP or AGNP	NUR 610 & 612
NUR 620 The Theoretical Basis of Advanced Practice Nursing	3	FNP or AGNP	None
NUR 630 The Advanced Practice Role	3	FNP or AGNP	NUR 610 & 612
NUR 634 Advanced Physical Assessment	3	FNP or AGNP	NUR 610, 612, 644, & 670
NUR 644 Pharmacology	4	FNP or AGNP	NUR 610 & 612
NUR 670 Healthcare Issue Policies and Ethics	2	FNP or AGNP	None

Master of Science Nursing Adult Gerontology Primary Care Nurse Practitioner Specialization Requirements include:

II. Specialization Credits	Credits	Hours Required For Practicum		Prerequisites
NUR 615 Foundations for Adult/Geriatric Primary Care Practice	2	20	AGNP	NUR 614 & 630
NUR 650 Diagnosis and Management of illnesses and Physical Conditions of the Adult I	4	0	AGNP	NUR 612, 614,630,634,644
NUR 654Precepte Practicum in Primary and Acute Care of the Acute Care of the Adult I	4	Total 250	AGNP	NUR 650 (co-req)
NUR 660 Diagnosis and Management of Illnesses and Physical Conditions of the Adult II	4	0	AGNP	NUR 612, 614B, 630, 634, 644, 650, & 654
NUR 664 Precepted Practicum in Adult Primary and Acute Care II	4	Total 250	AGNP	NUR 644, 650 & 654
TOTAL:	40	500		

Course of Study for Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP), Advanced Certificate
Program Sequence (Fall Admit) (no new admissions at this time)

Program Sequence

Year 1	NUR 612 Pathophysiology NUR 630 APRN Role	NUR 614B Primary Care of the ADULT NUR 644 Pharmacology
Year 2	NUR 634 Advanced Physical Assessment NUR 615 Foundations for Adult/Geriatric Primary Care Practice	NUR 650 D/M Adult I NUR 654 Practicum Adult I
Year 3	NUR 660 D/M Adult II NUR 664 Practicum Adult II	

Adult Gerontology Primary Care Nurse Practitioner, Advanced Certificate Core Requirements include:
Curriculum

I. Core	Credits	Required for Program	Prerequisites
NUR 612 Pathophysiology of the Adult for Advanced Practice Nursing	3	FNP or AGNP	None

NUR 614B Primary Health Care of the Adult	2	FNP or AGNP	NUR 610 & 612
NUR 630 The Advanced Practice Role	3	FNP or AGNP	NUR 610 & 612
NUR 634 Advanced Physical Assessment	3	FNP or AGNP	NUR 610, 612, 644, & 670
NUR 644 Pharmacology	4	FNP or AGNP	NUR 610 & 612

Adult Gerontology Primary Care NP, Advanced Certificate Specialization Requirements

II. Specialization	Credits	Direct Care Practicum Hours	Required for Program	Prerequisites
NUR 615 Foundations for Adult/Geriatric Primary Care Practice	2	20	AGNP	NUR 614B & 630
NUR 650 Diagnosis and Management of Illnesses and Physical Conditions of the Adult I	4	0	AGNP	NUR 612, 614B, 630
NUR 654 Precepted Practicum in Primary and Acute Care of the Adult I	4	Total 250	AGNP	NUR 650 (co-req)
NUR 660 Diagnosis and Management of Illnesses and Physical Conditions of the Adult II	4	0	AGNP	NUR 612, 614B, 630, 634,644, 650, & 654
NUR 664 Precepted Practicum in Adult Primary and Acute Care II	4	Total 250	AGNP	NUR 660 (co-req)
TOTAL:	32	500		

References

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice.* Washington, DC: Author.

American Association of Colleges of Nursing. (2021). *The essentials of baccalaureate education for professional nursing practice.* https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

American Association of Colleges of Nursing. (2011). *The essentials of master's education in nursing.* Washington, DC: Author.

American Nurses Association. (2015). *Nursing: Scope and standards of practice* (3rd ed.). Silver Spring, MD: Author.

Fowler, M.D.M. (2015). *Guide to nursing's social policy statement: Understanding the profession from social contract to social covenant*. Silver Spring, MD: Author.

Fowler, M.D.M. (2015). *Guide to the code of ethics for nurses with interpretive statements: Development, interpretation, and application (2nd ed.).* Silver Spring, MD: Author.

APPENDICES

APPENDIX A - WITHDRAWAL FOR HEALTH/PERSONAL REASONS AGREEMENT

I, _____, agree to comply with all requirements related to the health withdrawal policy. These include:

1. I agree to submit a statement from a health care provider that I have a health condition that requires my withdrawal from nursing courses and it has contributed to my inability to progress academically. I understand that I do not have to reveal the specific condition.
2. I agree to submit periodic statements from my health care provider that I am undergoing continuous, ongoing treatment for my condition. I understand I do not have to reveal the specific nature of treatment and that my privacy will be protected.
3. I agree to submit a written statement of fitness to return to school from my health care provider before requesting to resume my coursework.

I will be able to repeat those courses once medical clearance has been received. Upon agreement to and compliance with the above, I will be permitted to withdraw from my nursing classes, and I will receive a "W" grade in those courses. I will be able to repeat those courses without penalty.

_____ _____

Student's signature Date

_____ _____

Dean's signature Date

APPENDIX B – HEALTH CLEARANCE DOCUMENTS AND CLINICAL REQUIREMENTS

Harriet Rothkopf Heilbrunn School of Nursing
Long Island University
Clinical Clearance Instructions

Graduate Nursing Program Requirements

Welcome to the Harriet Rothkopf Heilbrunn School of Nursing at Long Island University. We are providing the following information to help prepare you for the start of the semester. **The following requirements must be completed by August 1st for Fall Semester, December 1st for Spring Semester, and May 1st for Summer Semester.**

- **CastleBranch Clearance**
  - https://portal.CastleBranch.com/lk25
  - Follow the link to place an order:
    - **New students** – **ON21**: New Students (This package includes a Background Check, Drug Test, Compliance Tracker, HIPAA and OSHA certifications).
    - **Continuing students** – **ON21R**: Recheck – (This package is for students who already have a document tracker but need to update their background check, drug screens, HIPAA and/or OSHA).
  - Follow the instructions and upload all forms
    - Health forms – titers, health clearance, vaccines – must see your provider to complete and must be on the LIU form
    - Background check – completed once registered
    - Drug screen – register and go to an approved laboratory site
    - HIPAA and OSHA completion certificates – completed through CastleBranch
    - American Heart Association Basic Life Support (BLS) for Healthcare Provider Certification
    - Confidentiality Agreement – signed
    - Health Information Release Form – signed
    - Professional Liability Insurance – Nurse Practitioner Student
    - Valid New York State Professional Registered Nurse License and Registration
    - Health clearance forms, TB tests, background checks, drugs screens, HIPAA and OSHA, professional liability insurance, NYS professional registered nurse license, and influenza vaccine must be completed annually (every year)
- **Other important documents can be found online at: http://liu.edu/Brooklyn/Academics/Harriet-Rothkopf-Heilbrunn-School-of-Nursing/Clinical-Information**

APPENDIX C - GRADUATE CLINICAL REQUIREMENT CHECKLIST

- ☐ Completed Health Clearance Form (including physical exam, annually) – must be on LIU form
- ☐ Measles vaccine (2) or proof of positive titer (lab print out required)
- ☐ Mumps vaccine (2) or proof of positive titer (lab print out required)
- ☐ Rubella vaccine (2) or proof of positive titer (lab print out required)
- ☐ Varicella vaccine (2) or proof of positive titer (lab print out required)
- ☐ Hep B vaccine (3) or proof of positive titer (lab print out required) or proof that you are in the process of receiving the series
- ☐ Tetanus, Diptheria, and Pertussis (Tdap) within 10 years
- ☐ Two step TB skin test OR annual results from previous 2 years OR Quantiferon Gold (annually). If there is a history of receiving the BCG vaccine or a history of a positive PPD a copy of a recent chest x-ray or quantiferon gold blood test or t-spot blood test **AND** a completed TB screening form is necessary (screening will expire one year from the date received)
- ☐ CPR card (signed or e-card) from the American Heart Association (AHA BLS for the Healthcare Provider)
- ☐ Background Check (annually)*
- ☐ Drug Screen (annually)*
- ☐ Health Insurance - name must be on card (annually)
- ☐ Confidentiality statement signed and dated
- ☐ HIPAA and OSHA training (annually)*
- ☐ Student health information release (signed)
- ☐ Flu vaccine (annually)
- ☐ Valid New York State Professional Registered Nurse License
- ☐ Professional Liability Insurance – Nurse Practitioner Student

* Completed through CastleBranch once logged in.

APPENDIX D – INFLUENZA DECLINATION

Declination of Influenza Vaccination

Student's Name: _____

Student ID#: _____

I have been advised that I should receive the influenza vaccine to protect myself and the patients I serve. I have read the Centers for Disease Control and Prevention's (CDC) Vaccine Information Statement explaining the vaccine and the disease it prevents. I have had the opportunity to discuss the statement and have my questions answered by a healthcare provider. I am aware of the following facts:

- Influenza is a serious respiratory disease that kills thousands in the United States each year.
- Influenza vaccination is recommended for me and all other healthcare personnel to protect this facility's patients from influenza, its complications, and death.
- If I contract influenza, I can shed the virus for 24 hours before influenza symptoms appear. My shedding the virus can spread influenza to patients in this facility.
- If I become infected with influenza, I can spread severe illness to others even when my symptoms are mild or non-existent.
- I understand that the strains of virus that cause influenza infection change almost every year and, even if they don't, my immunity declines over time. This is why vaccination against influenza is recommended each year.
- I understand that I cannot get influenza from the influenza vaccine.
- The consequences of my refusing to be vaccinated could have life-threatening consequences to my health and the health of those with whom I have contact, including all patients in this healthcare facility, coworkers, my family and my community.
- Because I have refused vaccination against influenza, I will be required to wear surgical or procedure masks in areas where patients or residents may be present during the influenza season in facilities that allow nursing students to do so.
- Because I have refused vaccination against influenza, I may be prevented from attending clinical rotations. If clinical sites refuse participation, I understand that this may delay progression in the nursing program.

I acknowledge that I have read this document in its entirety and fully understand it. Despite these facts, I have decided to decline the influenza vaccine by my signature below. I realize that I may re-address this issue at any time and accept vaccination in the future.

Signature:_____ Date: _____

APPENDIX E – INCIDENT REPORT

Student Incident Report

This form should be completed by both the student and faculty member within 24 hours after an incident occurs; and should be submitted to the Associate Dean or Clinical Coordinator.

Today's Date: Click or tap to enter a date.
Date & Time of Incident: Click or tap to enter a date.
Location of Incident (Clinical Site and Unit or Department): Click or tap here to enter text.
Student's Name: Click or tap here to enter text.
Faculty Member's Name: Click or tap here to enter text.

1. Briefly describe the incident (who was involved, who was present, who was notified, what happened, when, where).
Click or tap here to enter text.

2. Was the student or faculty member wearing gloves at the time of the incident? Yes D No D N/A D
3. Was the student or faculty member wearing goggles, a face shield, or a face shield mask at the time of the incident? Yes D No D N/A D
4. Did the incident involve a patient? Yes D No D
   If yes, was a patient harmed? Yes D No D
5. Did the incident involve a medication? Yes D No D
6. List the name, address and phone number of all witnesses. Click or tap here to enter text.
7. List any testing/treatment that was/has been provided. Click or tap here to enter text.
8. Identify any follow-up which is planned or which was recommended. Click or tap here to enter text.
9. How might this incident have been prevented? Click or tap here to enter text.

Student's signature: _____ Date _____

Faculty signature: _____ Date _____

	Date	Received by:
Received in Dean's Office:	/ /	_____
Faxed to Risk Management:	/ /	_____
Forwarded to Student Services	/ /	_____
Copy to Student File	/ /	_____

APPENDIX F - GRIEVANCE CHECKLIST

School of Nursing
Pre-Grievance Procedure Checklist

Student name: _____ Degree Program: _____

LIU ID #:_____ LIU Email: _____

Course/Section Number: _____Semester/Year Professor: _____

Grievance Issue: _____

	Process	Date Initiated	Outcome	Faculty/ Instructor Signature *	Student Signature
A	Scheduled meeting between student and Course Professor/Instructor.				
B	Appeal to The Grievance Committee **The request must state the grievable issue clearly in the first paragraph.**				

A completed copy of this form should be submitted to the Grievance committee with the grievance request. Grievance Committee meets once per semester to review all submitted appeals.

* if faculty is not available to sign, you may attach documentation (e.g., email) reflecting that discussion occurred

APPENDIX G – ARP COMMITTEE APPEAL CHECKLIST

ADMISSION, RETENTION & PROGRESSION COMMITTEE (ARP)

Appeal Checklist

To ensure that the ARP committee has all the documents necessary to review your appeal, please submit the documents below, along with this checklist.

ARP Committee meets once per semester to review all submitted appeals. All appeals must be submitted within two (2) weeks after the end of the semester in order to be considered during that semester's ARP Committee meeting. Appeals submitted after the two-week deadline will be deferred to the next semester's review cycle.

Name: _____ LIU ID #: _____

LIU Email: _____ Date: _____

Address: _____

Type of Appeal: ____Admission ____Retention____Progression

Documents to Submit:

_____ Completed Checklist
_____ Appeal letter
_____ LIU Transcripts (if already a student at LIU)
_____ Transcripts from other universities (needed for admission appeals)

APPENDIX H: ATTESTATION OF SCHOOL OF NURSING CODE OF HONOR

SCHOOL OF NURSING CODE OF HONOR

It is expected that all nursing students read and abide by the School of Nursing Code of Honor, as well as the LIU University Code of Honor. Students are also required to sign, scan, and upload this document attesting that the student has reviewed the student handbook and specifically the nursing code of honor. The student must submit this signed document as an assignment in all their classes on Brightspace.

A. School of Nursing Code of Honor

1. I will respect my patients, colleagues, classmates, faculty, and staff at all times.
2. I will actively pursue behaviors that are consistent with professional conduct. I will keep professional communications confidential, discussing them only in private, professional settings.
3. I will practice in a safe manner at all times and report unsafe conditions or practices appropriately.
4. I will not represent any other person's work as my own. I will not knowingly give or receive information about the content of any quizzes or examinations.
5. I acknowledge that if I violate the School of Nursing Code of Honor or participate in any act of academic dishonesty, and/or otherwise violate professional standards of practice and conduct, this may result in disciplinary action up to and including dismissal from the School of Nursing or expulsion from the University. Refer to ANA Code of Ethics

B. Infractions of the Code of Honor

The following are examples of conduct that constitutes violations of the Code of Honor:

1. Misrepresentation of patient care activities
2. Acts of forgery
3. Verbal or physical abuse of any individual
4. Intentional destruction or harm of property
5. Cheating on examinations
6. Acts of plagiarism
7. Misappropriation of the property of others, including school or university property
8. Failure to disclose information that impairs ability to practice safely
9. Disrespectful conduct in the classroom or clinical area
10. Negative statements or conduct directed toward any group or individual based on race, ethnicity, nationality, gender, religion, sexual orientation, gender identity, age, disability or any other characteristic

C. Penalties for infractions of the code of honor

Failure to follow the School of Nursing Code of Honor is unacceptable and, if proven, may result in any of the following:

1. **Warning** – Notice to the student, orally or in writing, that their conduct constitutes a violation of the Code of Honor, and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.
2. **Censure** – Written reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary action.
3. **Failure** – A grade of "F" for a course may be assigned to students who have engaged in acts of academic dishonesty in class or in clinical experiences.

4. **Suspension –** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
5. **Dismissal –** Termination of student status in the School for an indefinite period. Notice of dismissal may include conditions under which a student may apply for readmission after a specified period of time.
6. **Expulsion –** Termination of LIU student status.

By signing this document and submitting it as a course assignment, I am agreeing that I have reviewed the handbook and the School of Nursing Code of Honor and that I will abide by the information contained within.

Signature of Student: _____

Printed Name of Student: _____ **Date:** _____

Appendix I:

Harriet Rothkopf Heilbrunn School of Nursing

Clinical Affiliation & Physical Examination Form

Enrollment Type: Part Time__ Part Time Eve/Wk __ Full Time ___ Accel___

Classes Enrolled In: N220___ N321___ N410___ N420___ N430___ N440___ N450___ N640___

Grad___

STUDENT NAME (Last, First)	STUDENT ID#	DOB	SEX	EMAIL - LIU
HOME ADDRESS (Number & Street)	CITY or TOWN		STATE/COUNTRY	ZIP
HOME NO.	CELL NO.		EMERGENCY CONTACT	NO.

To be completed by STUDENT: PERSONAL HISTORY [Student: Please complete this page before going to your physician for examination]

HAVE YOU HAD:	**YES**	**NO**		**YES**	**NO**
Scarlet Fever			Cancer		
Measles			Cyst		
German Measles			Jaundice		
Mumps			Stomach Trouble		
Chicken Pox			Intestinal Trouble		
Malaria			Insomnia		
Gum Trouble			Frequent Anxiety		
Tooth Trouble			Frequent Depression		
Sinusitis			Worry or Nervousness		
Eye Trouble			Recurrent Headaches		
Ear Trouble			Recent Colds		
Nose Trouble			Head injury with Unconsciousness		
			Hay Fever		
Surgery			Asthma		
Appendectomy			Tuberculosis		
Tonsillectomy			Shortness of Breath		
Hernia Repair					
Other			**Allergy**		
Chest Pain			Penicillin		
Chest Pressure			Sulfonamides		
Chronic Cough			Serum		
Palpitations (Heart)			Foods (which)		
High Blood Pressure			Other		
Low Blood Pressure			Gallbladder Trouble		

Rheumatic Fever			Or Gallstones		
Heart Murmur			Recurrent Diarrhea		
Joint Problems:			Hernia		

Trick Knee			Recent Weight		
Should			☐ Gain ☐ Loss		
Back Problems			☐Dizziness ☐ Fainting		
Diabetes			☐Weakness ☐ Paralysis		

Hypoglycemia			☐ Epilepsy ☐ Convulsions		
Tumor			Smoking – Amount per day		

STUDENT AFFIDAVIT: I hereby certify that all information entered is complete and accurate.

Student Signature **Date**

Student Name:

To be completed by PROVIDER: **[Providers: Please fill-in all information, only attach requested items IMMUNIZATIONS and TESTS –** Please give complete dates (Month/Day/Year)

	Numeric Titer Result	Date *(BOOSTERS ONLY)*	Labs/Proof Attached
Rubeola (Measles)			LAB REPORT **MUST** BE ATTACHED
Mumps			LAB REPORT **MUST** BE ATTACHED
Rubella			LAB REPORT **MUST** BE ATTACHED
Varicella			LAB REPORT **MUST** BE ATTACHED
HEP B Surface AB Titer			LAB REPORT **MUST** BE ATTACHED
HEP C Titer			LAB REPORT **MUST** BE ATTACHED
Tdap			
Flu Vaccine (required)	**Date:**	**Exp:**	**LOT#**

I HAVE EXAMINED THE FOLLOWING: (Must be completed by Advanced Health Care Provider)

	FINDINGS:
1.Head, Eyes, Ears, Nose, & Throat	
2. Respiratory	
3. Cardiovascular	
4. Gastrointestinal	
5. Genitourinary	
6. Musculoskeletal	
7. Neuropsychiatric	

8. Skin	

TUBERCULOSIS SCREENINGS (must be one of the following):

Quantiferon Gold	ATTACH LAB REPORT
Tuberculin Skin Test (TST) **2 step PPD required** **OR** **Annual results from previous 2 years** **OR** **Quantiferon Gold**	**Step 1** Date Administered: _____ Date Read: _____ Results: _____mm TST Read by: ___ _____ **Step 2** Date Administered: _____ Date Read: ___ Results: _ mm TST Read by: _____

If TST/Mantoux is positive, subsequent chest x-ray is required and annual TB Questionnaire must be completed by student. CXR Date: _____Results: _____
Has medication been prescribed?_____
Medication: _____
Duration: _____

This section must be completed:

Height _____ Weight _____ Blood Pressure _____

Please check one of the following:

_____May participate in clinical experiences in healthcare agencies and organizations and is free from any health impairment which is of potential risk to patients or which might interfere with the performance of their duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

_____Must be restricted or adaptive program designed for their physical limitations.
Indicate specific limits:

_____Should not participate in clinical experiences

Providers Signature: _____ License #_____

Print Name: _____

Address: _____

_____

Stamp

Date: _____

APPENDIX J: HEALTH RELEASE FORM

Harriet Rothkopf Heilbrunn School of Nursing

The Harriet Rothkopf Heilbrunn School of Nursing is required to forward to all health care agencies in which you will have a clinical experience the specific health evaluation information that is required by them.

1. Verification of Fulfillment of Health Requirements Pursuant to NYS 405.3 Health Code.

Agencies have the right to require additional health information to what is listed below:

1. Measles vaccine/titers
2. Mumps vaccine/titers
3. Rubella vaccine/titers
4. Varicella vaccine/titers
5. Tetanus vaccine
6. HepB vaccine/titers
7. Meningitis vaccine/titers
8. Flu vaccine
9. Two-step TB skin test OR annual skin tests for the past two year OR Quantiferon Gold blood test or recent chest x-ray along with TB symptom questionnaire
10. Annual physical exam
11. Health insurance
12. BLS for the Healthcare Provider CPR certification from the American Heart Association
13. Confidentiality statement/HIPAA Certification
14. OSHA/Personal Protective Equipment Certification
15. Criminal background check
16. Child abuse clearance
17. RN license

RELEASE

I authorize the Clinical Site Coordinator in the Harriet Rothkopf Heilbrunn School of Nursing to forward my health evaluation information as described above to health care agencies in connection with my participation as faculty in clinical experiences in the undergraduate/graduate (circle) program. Additional information from my health file may be released as requested by a clinical agency.

Signature _____

Print Name _____ Date