

**KINGSBOROUGH**  
COMMUNITY COLLEGE

— ★ DREAMS BEGIN HERE ★ —

*Department of Nursing*  
*Adjunct Handbook*

**2022 - 2023**

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## KINGSBOROUGH COMMUNITY COLLEGE

### NURSING PROGRAM INFORMATION

#### ***Mission Statement***

The mission of the Nursing Program at Kingsborough Community College is to develop competent Professional Nurses who are eligible for licensure. An appropriate balance between general education and Nursing courses prepares students with the competencies to provide safe, caring, patient-centered, evidenced-based Nursing care to culturally diverse populations. Graduates are prepared for entry into practice, articulation with institutions of higher learning, and engagement in life-long learning. The administration and Faculty are committed to offering a superior education to Nursing students that will prepare them to practice as Professional Nurses in accordance with national standards.

#### ***Nursing Program Outcomes***

At a minimum, the Kingsborough Community College Nursing Program will achieve the following outcomes:

1. NCLEX pass rate for all first time test takers in the same calendar year will be at least 80% .
2.
  - A. At least 65% of graduates will have completed the Clinical Component of the program within 6 semesters (3 years) of beginning Clinical Nursing courses.
  - B. At least 65% of advanced placement (LPNs) graduates will have completed the clinical component of the program within 5 semesters (2.5 years) of enrollment in the first nursing course
3.
  - A.  $\geq 85\%$  of graduates will be employed in a position requiring an RN license within six-twelve months after completing the Program.
  - B.  $\geq 85\%$  of graduates enter a BSN program within six-twelve months after completing the Program.

#### **End of Program Student Learning Outcomes (EPSLOs):**

Upon completion of the KCC Nursing Program, using the Nursing Process in a variety of health care settings to diverse populations, the student will:

- Organize nursing care to provide a safe patient environment.
- Prioritize nursing interventions when providing nursing care.
- Integrate evidence-based nursing practice into nursing care.

- Integrate critical thinking/clinical reasoning strategies when providing nursing care.
- Support principles of teamwork and collaboration when working with members of the interprofessional team.
- Develop appropriate leadership/management strategies when providing nursing care.
- Incorporate the utilization of informatics principles and technology systems while providing nursing care.
- Support ethical and legal principles relevant to the practice of a registered nurse.

### ***Organizational Framework***

To realize the Nursing Program's Mission, Program Outcomes and End of Program Student Learning Outcomes the curriculum is grounded in recognized contemporary professional standards, guidelines and competencies which include [ACEN 2017 Standards and Criteria for Associate Degree Nursing](#) , [NLN Associate Degree Competencies](#), [ANA Standards of Nursing Practice](#), [New York State Nurse Practice Act](#), [National Council of State Boards for Nursing's \(NCSBN\) NCLEX-RN Test Plan Categories of Client Needs](#), [Hospital: 2020 National Patient Safety Goals](#), and [Quality and Safety for Nurses \(QSEN\) Competencies](#).

The QSEN Competencies together with the NCLEX-RN Categories of Client Needs provide the major unifying themes for application of the Nursing Process and for content and student learning throughout the curriculum. These are introduced in the first semester of the Nursing Program's Clinical Component and are applied at increasingly complex levels in successive semesters in the classroom, laboratory, and clinical settings. The Student Learning Outcomes organize the curriculum, guide the delivery of instruction and learning activities and are used to evaluate student progress. The Nursing curriculum and Student Learning Outcomes advance from simple to complex utilizing Bloom's revised Taxonomy of Learning Objectives, which culminate in End of Program Student Learning Outcomes.

The Nursing faculty integrates Knowles Theory of Adult Education in applying educational theory appropriate for student learning. This theory promotes the development of critical thinking, clinical judgment, and the delivery of excellence in patient-centered care to adult students who make up the major demographic in the Nursing Program.

#### ***The QSEN Competencies:***

- A. **Patient Centered Care:** Recognize the patient or designee as the course of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs.

- B. **Evidence Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.
- C. **Team Work and Collaboration:** Function effectively within Nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care.
- D. **Safety:** Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- E. **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error and support decision making.

### ***NCLEX TEST PLAN: CATEGORIES OF CLIENT NEEDS***

- **Safe and Effective Care Environment:** Promote achievement of patient outcomes by providing and directing Nursing care that enhances the care delivery setting in order to protect patients and health care personnel.
  - **Management of Care:** Provide and direct Nursing care that enhances the care delivery setting in order to protect patients and health care personnel.
  - **Safety and Infection Control:** Protect patients and health care personnel from health and environmental hazards.
- **Health Promotion and Maintenance:** Provide and direct Nursing care of the patient that incorporates the knowledge of expected growth and development principles, prevention and/or early detection of health problems, and strategies to achieve optimum health.
- **Psychosocial Integrity:** Provide and direct Nursing care that promotes and supports the emotional, mental and social well-being of the patient experiencing stressful events, as well as patients with acute or chronic mental illness.
- **Physiological Integrity:** Promote physical health and wellness by providing care and comfort, reducing patient risk potential and managing health alterations.
  - **Basic Care and Comfort:** Provide comfort and assistance in the performance of activities of daily living.
  - **Pharmacological and Parenteral Therapies:** Provide care related to the administration of medications and parenteral therapies.
  - **Reduction of Risk Potential:** Reduce the likelihood that patients will develop complications related to existing conditions, treatments or procedures.
  - **Physiological Adaptation:** Manage and provide care for patients with acute, chronic or life-threatening conditions.

### ***Role of the Associate Degree Nurse (ADN)***

Nursing practice takes place at differentiated levels. The Associate Degree Nurse is an entry-level practitioner and is competent to practice as a direct caregiver in a variety of health care settings, which include diverse patient populations. The ADN practices in

the roles of provider of care, manager of care, and member within the discipline of Nursing. The ADN graduate is prepared to provide care for groups of individuals with multiple problems and with a high level of acuity in multiple settings using current standards of care and research findings to inform and guide his/her Nursing practice. The ADN graduate is also equipped with the ability to perform proficiently in an increasingly technological healthcare arena. The practice of the ADN is consistent with the guidelines of the Nurse Practice Act and the American Nurses Association Code of Ethics.

The ADN uses effective communication skills and collaborates with patients and other health team members to coordinate care. The ADN prioritizes and delegates the delivery of nursing care and evaluates outcomes. The ADN graduates are employed in a health care delivery system that continues to grow and change. As a result, ADN graduates are encouraged to pursue Bachelor, Master and Doctoral degrees in preparation for advanced levels of practice.

### ***Retention Criteria***

Criteria for retention in the Nursing Program mandates that students:

1. Earn a minimum of a “C” grade in every required Nursing and co-requisite course inclusive of BIO 1200, BIO 5100, ENG 2400, and PSY 3200.
2. **Students who achieve a “C-” grade in a required clinical nursing course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The minimum grade for clinical courses that are repeated is a “B.”** The ***Intent to Return to Nursing Course Form*** can be found on the KCC Website Nursing Department page under Nursing Program ***Forms***. The student must complete the form and include a plan of success that demonstrates significant changes in how they will approach the course when repeated. Only one required nursing course may be repeated. A grade of less than a “C” in a second nursing course will cause the student to be dismissed from the program.
3. Students must achieve a grade of “B” in order to pass NUR 1700. Students in NUR 1700 who achieve a failing grade of no less than “C-” may repeat the course one time only after submitting an ***Intent to Return Form***.
4. Students who enter Nursing 1700 and Nursing 1800 **MUST** complete the Nursing Program within four years from the date of entry into these courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in the required nursing courses previously successfully completed. Qualifying examinations may be repeated only once.
5. Students who are in the clinical component can only appeal the retention criteria one time.
6. Students who are in the clinical component can only withdraw once and must be passing to do so.

Required Nursing courses: NUR 1700, 1800, 1900, 2000, 2100, 2200, 2300, and 2400.

Required Clinical Nursing courses: NUR 1800, 1900, 2000, 2100, 2200 and 2300.

Co-requisite courses BIO 1200, BIO 5100, ENG 2400, PSY 3200, SOC 3100.

## ***GENERAL INFORMATION***

### **Contact List/Campus Directory**

Administrative staff will distribute a current list at the beginning of each semester via your KCC email address.

### **ID Cards/Faculty IDs**

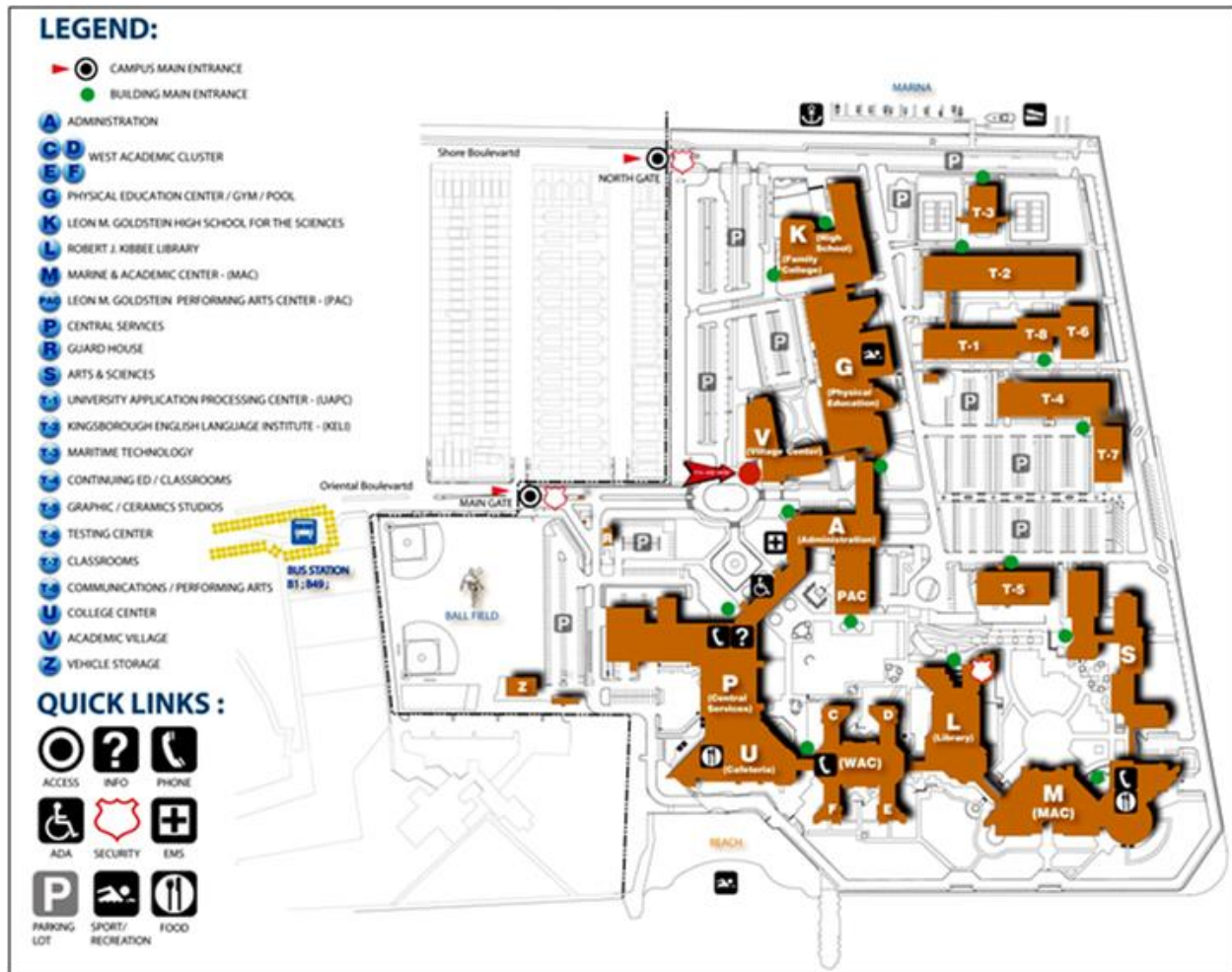
All full time and part time faculty must have a current KCC ID card. Information regarding how to obtain an ID card can be obtained in the Security Office located in L-202 Ext.5069

## ***PARKING INFORMATION***

An annual parking pass may be obtained from the Bursar's office for the pro-rated adjunct fee. A validated KCC identification card is required. Faculty members must display the pass in their car at all times while on campus in order to park. All faculty members are required to abide by all rules for parking on the campus.



## CAMPUS MAP



## SECURITY/CUNY ALERT

See KCC Policy on pg. 34

## GETTING STARTED

### Campus Email

All faculty members are assigned an e-mail address. It may be accessed as follows:

1. Go to the KCC website.
2. Go to Quick Links in the top right corner of the screen.
3. Click on Web Mail
4. Click on Employee e-mail Web Logon.
5. Type in User ID
6. Type in Password

Your KCC email is the required method for communication with both students and other faculty. It is important to note the college policies regarding online communications and netiquette.

### ***CUNYfirst***

All faculty members must claim their CUNYfirst account. This will enable them to maintain their personal information, payroll data, and access to courses and grades.

#### To obtain a CUNYfirst account:

- Go to KCC homepage.
- Using the Quick Links drop-down menu, click on CUNYfirst.
- Click on First-Time Users and follow the directions.

Login/Password Help (IT HelpDesk) Ext. 4840 or 4800

### ***Blackboard***

Blackboard is a course management system that allows Faculty to conduct synchronous or asynchronous online, hybrid, and face-to-face courses. In this course management system faculty can post materials, deliver assignments and surveys, hold online discussions and many other course-related functions. All currently enrolled students and faculty can access the Blackboard system that is available 24/7 from the internet. All Nursing courses must utilize Blackboard to communicate course materials and important program information. All students are required to attend a mandatory orientation session for Blackboard during/prior to NUR 1800.

*Accessing Blackboard:* In order to log into Blackboard you must have a CUNYFirst account.

Once you have established a CUNYFirst account, you can access Blackboard from the KCC website or CUNY.edu.

From the KCC home page, using the Quick Links drop-down menu click on Blackboard.

Click on CUNY Portal (<http://www.cuny.edu>).

Click on Blackboard.

Enter username and password. This will bring you to Blackboard home page.

You should see the courses that you are teaching in this semester.

*Assistance with Blackboard use can be accessed through KCTL – Kingsborough Center for Teaching and Learning, M-391, Ext 5252.*

### ***Keys***

Keys may be obtained for Faculty use upon Chairperson's approval. Once approved, the Faculty member can obtain keys from Buildings and Grounds at P220 (Ext 5124).

The faculty member with their KCC ID must pick up keys in person. If, over time, it is necessary to change offices, **keys must be returned in person to Buildings and Grounds**. They are NOT to be given to office personnel or other faculty members.

### ***Book Orders***

Bookstore: U-101 Ext. 5500

Required texts must be requested for nursing courses through the Department of Nursing administrative staff using the Book Information Request. Books for the following semester must be submitted by October 15<sup>th</sup> and April 15<sup>th</sup>. The Nursing office will submit the compiled list for the department. The course coordinator will add all adjunct faculty to access the CoursePoint and PrepU assignments as needed.

All nursing courses use Assessment Technologies Institute (ATI) as a resource which provides nursing education tutorials, testing, and remediation each semester. ATI grading allocation is located in each course syllabus.

## **DEPARTMENT POLICY RELATED TO EMPLOYMENT AND COMPENSATION**

### ***Job Description***

#### **Adjunct Lecturers, Adjunct Assistant Professors, Adjunct Associate Professors and Adjunct Professors**

A person employed in this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

#### **Qualifications:**

For appointment a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer (full-time), assistant professor, associate professor and professor appointed through the regular channels of the colleges or university.

\*According to CUNY Bylaws

#### ***Faculty Health Clearance, BLS, License/Registration, Faculty Professional Assessment Form, Criminal Background Check, Drug Screen and Professional Liability Insurance***

#### **Clinical Agency:**

Faculty must submit their current NYS RN license/registration, current malpractice insurance documentation, BLS certificate, Clinical Competency Form and health clearance, including proof of influenza immunization to the Deputy Chair of Clinical Affiliations prior to the start of the clinical assignment. The form can be found on the KCC Nursing Department webpage under Nursing Program Faculty Information and

should be uploaded on to CastleBranch. This will ensure annual physical examination and immunizations are complete and the faculty can safely perform their responsibilities in the clinical setting.

A Criminal Background Check and a 10-point urine drug screen is completed through CastleBranch, a screening company utilized by the Nursing Department. Free access to CastleBranch is given by the Nursing Department.

### **Office of Academic Affairs**

Each Faculty member must submit a current license re-registration to his or her official personnel file. In addition, documentation of any continuing education activities, academic writing and presentations should also be submitted at least once a year.

### **Report of Absence**

In the event of illness/absence, the faculty member should notify the Course Coordinator at the earliest possible time. If the Course Coordinator cannot be reached, the faculty member must notify the Department Chairperson. **Classes may only be cancelled by the Chairperson. In the event of a clinical instructor's absence, the students and agency should be notified by the faculty.** Faculty should obtain students' phone numbers on the first day of class. The faculty are required to notify the Nursing Office of the absence and then the "Report of Absence Form" is submitted by the administrative staff.

### **Office Hours**

Adjunct Faculties are to schedule 1 hour per week of office hours. Faculty may schedule additional office hours as necessary. **Adjunct faculty must attend the first and last course meeting each semester.**

## **DEPARTMENT POLICIES RELATED TO CLASSROOM/ONLINE COURSES**

### ***Accessing Class Roster***

- Log into CUNYFirst
- Click on Faculty Center
- You will see My Teaching Schedule
- Click on Class Roster

### ***Test Policies***

All exams given in the Nursing Program are computerized. All student's personal items (backpacks, purses, etc.) are placed in front of the classroom before the exam begins. There are to be NO personal items in use (pens, highlighters, pencils, electronic devices, etc.) during an exam. Food and drink are strictly prohibited during the examination period. Students will be asked to remove all hats, scarves and jewelry prior

to the beginning of exams. (The only exceptions are head coverings and jewelry worn for religious purposes).

### ***Responsibilities of Course Coordinator***

The Course Coordinator is the first person to be contacted in the event of any issue in the clinical area. Ex. Site issues, student issues, absences, etc.

1. Evaluate clinical placement sites each semester with course Faculty.
2. Locate and assess potential new clinical sites.
3. Communicate with Coordinator of Nursing Learning Resources the needs of course re: Lab space including dates and times, equipment, and course materials, i.e. Clinical Evaluation Tools, Lab Handouts, Lab Referral Form. Ensure that all course labs are consistent with student learning outcome and required course content.
4. Facilitate the orientation for new full and part time faculty to the course and clinical site. Provide faculty with all required course documents; i.e. syllabus and discuss use of clinical tools.
5. Coordinate the review and prepare course syllabi, media schedule and requests, handouts and weekly class schedule. Submit weekly class schedule electronically to the Department Chairperson. Provide a week-to-week schedule to course faculty, students and office personnel each semester.
6. Submit a course letter prior to the start of each semester to the Nursing Chairperson.
7. Ensure the development of course specific exams each semester.
8. Submit all semester exams to Chairperson electronically with correct answers designated.
9. Assure that item analysis is done on every exam. This must be done on every item that twenty-five percent of the students answered incorrectly.
- 10. Ensure that each clinical instructor completes and emails a “Weekly Clinical Report” before the next assigned clinical day. This should include student names, progress and issues.**
11. Annually discuss course textbooks. Arrange for review of new textbooks. Order required course texts each semester in October and April.
12. Coordinate regular course meetings:
  - Schedule course meetings and communicate with full and part time Faculty. Faculty should be notified no less than 48 hours in advance of time for such meetings.
  - There should be a minimum of two meetings per semester. (It is an expectation that discussion at these meetings will include course syllabi, student learning outcomes, course objectives, content, exams, learning experiences and evaluation of clinical agencies).
  - Discuss concerns/issues related to student performance in course, clinical and theory.
13. Direct clinical Faculty to prepare mid-semester “Notice of Failing Grade Forms” and review and submit to the Nursing Office for filing in the students’ records.

14. Discuss with the Coordinator of Student Learning Resources the facilitation of student evaluations/program opinion surveys each semester.
15. Oversee clinical evaluation of students at mid and final points in the semester.
16. Oversee student evaluation of teachers as per college policy.
17. Coordinate the submission of course grades (e-Grading and e-Roster) according to college guidelines. Maintain information regarding failures, and intent to return applications. Provide a ranked listing of all failures, withdrawals and deletions to the Chairperson at the end of each semester.
18. Obtain Student Clinical Evaluations from all clinical Faculty. They should be reviewed for completeness and submitted in a timely fashion. A list of student names and clinical evaluation forms **MUST** be submitted with the evaluations. Evaluations must be submitted to Office Assistants.
19. Assure minutes of course meetings are maintained in the Departmental file.
20. Facilitate Faculty professional development through active participation in department, campus and university educational offerings.

### ***Communication with Course Coordinator***

- It is the responsibility of the adjunct faculty to communicate to the Chairperson of the department and the Course Coordinator their availability for each semester.
- Attendance at scheduled meetings at the beginning and end of the semester with the Course Coordinator and full-time faculty is a requirement. If there is a conflict, the Course Coordinator must be notified immediately so that an alternative plan can be developed.
- If an adjunct clinical faculty cannot attend the clinical rotation for the day due to illness or an emergency, the Course Coordinator must be notified immediately so that an alternate plan may be made to fulfill clinical hour requirements. This may include finding a replacement clinical faculty person or having the students report to the college laboratory for an alternate clinical laboratory experience.
- Any prior arrangements to have another clinical faculty, who is properly oriented to the facility, substitute on a day they must miss, has be approved by the Course Coordinator and the Chairperson in advance.
- Each adjunct clinical faculty **must** communicate weekly, via email utilizing the Weekly Clinical Report, with the Course Coordinator regarding student progress as well as any absences in the clinical area. Communication must be specific for each student and include the type of clinical experience for the day and any problems encountered.
- Student evaluations are done mid-semester followed by a final evaluation at the end of the semester. Students must fill out self-evaluations, (same form that instructors use) and bring them to clinical when they are being evaluated. The purpose of having the students evaluate themselves is to compare their evaluation with the faculty's evaluation and have a discussion. This evaluation is an important opportunity to communicate with each student and identify strengths and areas for improvement. If a student is not meeting expectations and is considered to be at risk of failing, the faculty member must notify the Course

Coordinator. Problem areas should be addressed as the semester progresses and not presented to the student only at the end of the semester. Documentation of failing progress must be done throughout the semester via “Failing Grade for the Day”, “Referral to the Lab” and “Conference” forms.

- Adjunct clinical faculty must discuss the Final Evaluation of any student who is not going to pass the clinical component of the course with the Course Coordinator and provide documentation related to the failure. The Course Coordinator may sit in on the final evaluation of any student who is not progressing to the next clinical course.
- It is important for adjunct clinical faculty to have effective communication with the clinical site staff members. Establishing clear lines of communication with unit staff prevents miscommunication and ensures a positive clinical experience. If issues do arise, the Course Coordinator must be notified immediately.

### ***Student Advisement***

Students are advised regarding program progression by the Course Coordinator or assigned lecturer. Please direct student queries regarding advisement to the Course Coordinator to which you have been assigned.

### ***Distance Learning***

Specific courses in the Nursing Program may be offered in an online format. Many of the Nursing electives are offered in a hybrid format. All courses, regardless of format, adhere to the same standard of rigor. Students who enroll in online and hybrid courses must have access to Microsoft programs: Word and PowerPoint. These programs can be accessed at home, in the library and/or in MAC 224 computer labs. These programs are available for student download free of charge through [CUNY eMALL](#).

### ***Skills Review***

Since students will be required to demonstrate competency in previously learned clinical skills, all nursing students are strongly advised to return to the lab prior to the beginning of each semester to practice clinical skills in the open lab hours. Failure to show clinical skill proficiency in the clinical area will result in a failing grade for the day. The student is then required to return to the lab to practice the skill with a faculty member and demonstrate proficiency prior to the next clinical day.

## **DEPARTMENT POLICIES RELATED TO CLINICAL PRACTICE**

### **Faculty Responsibilities in the Clinical Area**

1. All Faculty (full and part-time) must submit and maintain their personnel file (A-218) including documentation of current RN registration, Basic Life Support certification, verification of professional liability insurance and CV. Copies of these documents are required by the clinical agency.
2. Faculty are required to have a physical examination, proof of influenza immunization and TB testing every year. The completed forms must be uploaded on to CastleBranch. A Criminal Background Check and a 10-point urine drug screen is completed through CastleBranch, a screening company utilized by the Nursing Department. Free access to CastleBranch is given by the Nursing Department.



3. Complete and submit the Faculty Competency form to the Deputy Chair for Clinical Affiliations.
4. **It is the responsibility of the clinical Faculty to contact the assigned clinical agency prior to the first clinical experience.** The agency will give a brief orientation and provide the instructor with a brief tour of the facility.
5. Be knowledgeable of and follow policies and procedures of the agency, college, program and department.
6. Assume full responsibility for clinical instruction and assignments.
7. Be present with students at all times during the clinical experience.
8. Co-sign student documentation unless the agency has a policy that differs from this.
9. Dress appropriately and wear a lab coat and proper photo identification badge.
10. Communicate concerns or information regarding students to Course Coordinator.
11. If there is a behavioral issue while on the clinical unit, the student should be dismissed for the day. The department Chairperson and Course Coordinator should be notified immediately of such an incident. The student will need to meet with Faculty member as soon as possible, preferably the same day, and a written notation made. Students who demonstrate inappropriate behavior or are unable to perform appropriately because of suspected substance abuse should be sent to the College Office of Health Services

### **Accidents/Injury/Incidents During Clinical Experiences**

A student who is injured during a clinical agency experience must be examined and treated in the emergency department and/or by a private physician. Health clearance must be obtained from the Office of Health Services before the student can return to the clinical agency. Relevant incident reports for the agency and Kingsborough, must be completed by the faculty and student.

**Students who have any change in their health status during the semester (due to injury, illness, pregnancy/childbirth) are required to submit documentation to the Office of Health Services. Students must receive clearance from this Office prior to returning to clinical agency experiences.**

### **Standard Precautions**

Standard Precautions are expected to be implemented by all students in the clinical setting.

- Exudative lesions, weeping dermatitis, or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care.
- Appropriate barrier precautions should be implemented to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- Exposure to blood or body fluids must be reported to the clinical instructor, in a timely manner.

## **Confidentiality**

- Confidentiality of all information and records related to patient care is a patient right in New York State and mandated by the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Students who fail to maintain the patient's right to confidentiality will receive a course grade of F and will not be permitted to return to the clinical site or the program.
- Smart technology devices may be used if the clinical facility permits to access medical references. At no time may a student photograph a patient and/or patient information.
- Students are forbidden to post any patient information/pictures on social media sites.

## ***Student Responsibilities in the Clinical Area***

1. Students are expected to come prepared to the clinical area. This includes completing all assigned readings, practicing all required skills in the lab and reviewing all materials related to medication administration. They are expected to bring the appropriate course specific paperwork with them, i.e. self-reflection. Students must bring a blank copy of their unfolding nursing care plan each week. If students are unprepared they can be dismissed for the day. This is considered an absence.
2. Students are to report to pre-conference in full uniform.
3. Students are expected to be on time. If they arrive on the clinical unit either 30 minutes late or after pre-conference is over, whichever comes first, they may not be permitted to remain and an absence is recorded.
4. Students are not to leave the clinical unit without first notifying the faculty member. Possible reasons for leaving would include accompanying the assigned patient to a test or other activity.
5. Students are to attend post-conference promptly and in uniform.

The faculty and students are ethically accountable for upholding the ANA's Code of Ethics and the Patient's Bill of Rights. Clinical experiences are planned to provide opportunities for students to meet their required Course Student Learning Outcomes (SLOs) and apply theory to practice. Therefore, it is imperative for students to be prepared for these experiences.

## **Drug Calculation Review**

Throughout the program, drug calculation, knowledge and skills will be integrated and tested in every nursing course except NUR 1800. Each semester students will be required to take a dosage calculation proficiency exam during the first week of the semester and achieve a grade of 80%. If a student is unsuccessful, they are required to attend remediation workshops followed by retesting until successful. Students will not

be permitted to administer medications in the clinical area until they have passed the exam. Failure to administer medications may result in a failing grade for the course.

### **Student Employment**

**Students may be employed as health care providers, performing functions for which they have been trained by the hiring institution and for which the hiring institution has a clearly discernible policy in writing defining the scope of these functions. Any individual not licensed in the State of New York to practice professional nursing and who engages in such practice is doing so illegally and may be prosecuted accordingly. Supervision by a professional, licensed nurse does not provide protection to the student or make the students actions legal.**

**Students who are employed by health institutions with titles such as Nurse Assistant, Nursing Care Technician; Student Nurse Intern or Extern, etc. should be aware of the following:**

- Kingsborough Community College and the Department of Nursing assumes no responsibility or authority for their activities as an agency employee.
- The student is personally responsible and liable for an action performed or actively participated in as an agency employee.
- CUNY's malpractice insurance coverage applies *ONLY* to student performance during regularly schedules clinical class which is taught by nursing faculty member. The student is advised to obtain outside malpractice insurance when employed by an agency.
- Individuals who practice illegally may jeopardize their future. Person who are convicted or violate the *New York Nurse Practice Act* may not be eligible for licensure in New York State.
- While on duty as an agency employee, students shall not be identified as a Kingsborough Community College nursing student. The Kingsborough Community College patch and identification badge are not to be worn while acting as an agency employee.
- Students are discouraged from working hours that will interfere with clinical and scholastic performance.
- Students employed in health care agencies are required to complete the Health Care Employment Status form. Students may not complete their clinical experiences in the agency in which they work.

## **Student Evaluation**

1. Unfolding Care Plans: Unfolding nursing care plans are integral to the learning process and assist students in the development of critical thinking skills. They are completed each week in the clinical area. Each clinical course must follow the requirements for the unfolding care plan. They must be worked on throughout the clinical day and discussed in detail at post conference. The only part that is done at home and brought back for discussion is the self-reflective portion.
2. Formal evaluation of each student is scheduled with the assigned clinical instructor on campus by appointment at mid-semester (Week 7 for 12-week courses), (Week 4 for 6-week courses) and again at semester's end. Formal evaluation is accomplished using the Clinical Evaluation Tool, which is completed by the Clinical Faculty. The student is to complete a self-evaluation reflection weekly on the Unfolding Care Plan.
3. Students who are encountering difficulty in meeting the Course SLOs should be counseled weekly both verbally and in writing. They may receive an Unsafe/Unsatisfactory Clinical performance form and/or a Lab Review Referral form if the unsatisfactory skill is appropriate for lab practice. In addition, a formal meeting may be called between the student, Course Coordinator, Clinical Instructor and Course lecturer, if appropriate.
4. All statements in student evaluations should be objective and reflect identified behaviors. Recommendations for successful course completion should be clearly stated.
5. Students who are not meeting the Course SLOs are to receive a written notice. (Failing Grade Notice) at mid-semester from the lecturer/Course Coordinator. This may apply to either theory or clinical practice. Students who are failing may not withdraw from the course.
6. The Clinical Evaluation Tool must be completely filled out with a written progress statement. The student and the instructor must sign the instructor's evaluation of the student.
7. All evaluations are to be completed and submitted to the Course Coordinator after the final examination.

## ***Pre and Post Conference Expectations***

### **Pre-Conference:**

The objective of pre-conference is to review patient assignments for the day, preferably choosing patients with diagnoses that correlate with lecture topics. A case study of a patient that is on the assigned unit (or one that mirrors the patient population that the students will be responsible for providing care to) might be prepared by the instructor for group discussion: students should be encouraged to use the nursing process and to identify priority patient problems, short-term goal statements, interventions, and an expected outcome for this patient. Students will then be given their assignment for the day; the instructor should identify what their expectation is in terms of their assignment and their unfolding care plan and each student should be given the opportunity to

express their concerns, etc. as they may relate to their specific assignment. Any assignments that may be due are to be submitted to the instructor at this time. Pre-conference should be limited to 30 minutes.

- Attendance is taken
- Collect student assignments
- Case study may be distributed for review and discussion
- Students receive their assignment for the day
- Instructor and students verbalize expectations/concerns

### **Post-Conference:**

The objective of post-conference is to summarize the events of the clinical day. All students are to be given the opportunity to report on the patient they cared for that day and go through the unfolding care plan as it pertains to their patient. Each student should address at least one thing they felt was their strong point for the day and what they might have done differently. Exceptional experiences that may have occurred during the clinical day (ex: a patient who codes, etc.) are to be shared with the group. The instructor might end post-conference with a summation of the day's events and remind students of upcoming assignments that may be due. Post-conference should be limited to 60 minutes.

- Students report on their clinical day
- Instructor summarizes the clinical day

### **Unfolding Care Plan**

Every student must bring a blank copy of the unfolding care plan to every clinical. The student will work on it throughout the day. The clinical instructor will periodically check on the students work and make sure they are progressing in their day as it pertains to their patient. Students will then share all pertinent information from the unfolding care plan in post conference.

### **Clinical Evaluation Tool**

- The clinical evaluation tool for each nursing course consists of clinical objectives and expected behaviors derived from student learning outcomes.
- The clinical faculty should review the tool with students at the start of the clinical rotation. Students must demonstrate the expected behaviors before the end of the course.
- The keys for grading are contained on the tool. Students must understand what they mean.
- A (S) for satisfactory behavior must be attained in all behaviors in order to pass the course.
- Students are evaluated at mid-term and at the end of the course by the clinical faculty.
- Students complete a self-evaluation and midterm and at the end of the course using the Clinical Evaluation Tool.

- At mid-term, it is reasonable that students will have some (NI) needs improvement and (NO) not observed behaviors.
- A student may have a (U) unsatisfactory behavior at mid-term.
- The faculty member must provide documentation of the unsatisfactory behavior or the behavior needing improvement.
- The faculty member and the student must develop a plan for improvement and document that plan.
- The faculty member must notify the Course Coordinator if a student has an (U) unsatisfactory performance at mid-term.
- Continued communication with the Course Coordinator is essential. The Course Coordinator should know if the student is making an improvement or not.
- Comments on (S) satisfactory clinical evaluations must be course outcome directed and not overly effusive. For example: Mr. Jones has demonstrated the behaviors expected for NUR 2100 and has met the clinical objectives of the course.
- The faculty member and the student must sign the evaluation and the student self-evaluation at both mid-term and at the end of the course. Students are encouraged to make a comment. Students can disagree with the evaluation. Their signature indicates that they have read the evaluation.

### **Clinical Competencies Guidelines**

**Purpose:** Clinical competencies for each course have been determined by the course faculty as a necessary element to determine minimal clinical competency of each student. Clinical competency evaluation will occur during weeks two (2) through six (6) of the semester for the minis and weeks six (6) through twelve (12) for all other core nursing courses. Students will have one opportunity to repeat if graded unsatisfactory. Documented lab practice is required prior to repeat evaluation.

### **Grading Criteria:**

Students must demonstrate satisfactory performance in **ALL** clinical course criteria to obtain a satisfactory clinical competency grade. Each criterion is evaluated as satisfactory/unsatisfactory. If there is unsatisfactory performance of any criteria at semester's end, it will result in a failing (unsatisfactory) grade for clinical. Failure of clinical will result in a grade of *F* for the course.

#### **Satisfactory behaviors (S):**

Demonstrates expected skills, synthesis learning and application of nursing principles at expected level.

Demonstrates all of the following (S):

- Exhibits all of the expected behaviors identified
- Performs nursing activities safely
- Seeks appropriate assistance independently

### **Unsatisfactory behaviors (U):**

Demonstrates lack of skill, unsafe nursing practices, inadequate depth of knowledge or application of nursing principles. Functions below expectations of students at this level. Demonstrates one or more of the following (U):

- Fails to exhibit expected behaviors identified in the evaluation tool
- Performs nursing activities unsafely
- Does not identify areas of need and needs direct supervision

**End of the semester clinical evaluation** is done after the last clinical experience. This includes a student-teacher conference involving a discussion of clinical performance, clinical competencies and completion of the semester clinical evaluation tool by the faculty and the student.

### **Balance of Clinical Experiences with the Use of the Checklist**

Each clinical nursing course has developed a unique skills checklist that is specific to the particular course's content. Students must successfully complete the designated skills on the checklist in order to achieve a satisfactory grade in the clinical component of the course. Skills may not be evaluated in the clinical area unless they have been previously taught to the student in lecture and/or the nursing skills laboratory. Students should be provided as many opportunities as possible to observe and perform the designated skills during their clinical experience. If the student demonstrates lack of knowledge or repeated difficulty in performing a skill, faculty must complete a "Referral to Lab for Review and Practice" form and the student must return to the lab and perform the additional practice prior to returning to the clinical area. At the final clinical evaluation, clinical instructors must validate the skills checklist for each student. A completed checklist signifies that the clinical instructor has observed the student to competently perform each of the skills specific to that clinical course.

### **Dress Requirements**

**KCC Clinical Faculty:** All faculty are required to wear the KCC picture ID or ID issued by the clinical agency when in the clinical area. Faculty dress is business casual or uniform with a lab coat.

### **KCC Nursing Students:**

Nursing students are representatives of Kingsborough Community College and must present themselves as professional role models.

- A. All students are expected to observe good personal hygiene. Only non-perfumed products are to be used.
- B. Students are required to be dressed professionally at all times. Short skirts, low cut tops, or tight seductive clothing will not be permitted.
- C. No attire/tinted glasses which cover the students eyes and/or face is permitted.
- D. The dress code for clinical courses (except NUR 2000) requires a white uniform (no scrubs) with the Nursing Department patch sewn to the left upper

sleeve of the uniform, 2 inches below the shoulder seam. Students must wear white shoes (no sneakers). Uniforms are to be neat, clean, fit appropriately and be in a good state of repair. Head wear for religious reasons should conform with the uniform colors (white). Students in NUR 1900 may be required to purchase scrubs as required by the clinical agencies.

- E. Hair is to be clean, neat off the face and above the collar line. Men are to be clean shaven or have a neatly trimmed beard and/or mustache. Decorative and pointed hair ornaments/coverage and unusual hair coloring are not permitted.
- F. Nails should not extend beyond the fingertips and should be rounded and clean. Only non-chipped nail polish is permitted. Artificial nails of any type are not permitted.
- G. No jewelry other than a plain wedding ring and/or small stud earrings may be worn. No visible body piercing jewelry is permitted.
- H. A KCC picture ID badge, watch with second hand and stethoscope are required.
- I. Students must also wear the KCC picture identification badge at all off-campus clinical agency experiences.
- J. Students will wear a lab coat over street clothes when participating in on-campus simulations.
- K. The dress code for NUR 2000 requires professional, business attire. Sneakers, tee shirts, jeans, sweatshirts or sweatpants are not permitted. Students may not carry nicotine delivery devices on the unit.

Students who come to the clinical setting who do not adhere to the dress code or are unprepared for their assignment will be dismissed by their clinical instructor and counted absent.

## **DEPARTMENT POLICIES RELATED TO ATTENDANCE AND GRADES**

### ***Student Documentation.***

Documentation of student progress is essential to the student's progression through the nursing curriculum. Record keeping involves attendance rosters, clinical evaluation tools and grade management on blackboard. Communication with the individual student and Course Coordinator are essential to such documentation.

Management of attendance rosters is required by both the CUNY system, while the Nursing Department has specific attendance and grading requirements in order to successfully complete each nursing course. Each faculty member is responsible to orient assigned students to requirements of a specific course, as well as those of the Nursing Department, while keeping accurate records of each student's attendance at class and clinical. Clinical instructors are responsible for completing clinical evaluation tools and then meet with students to discuss their progress in the clinical setting. Faculty must alert the Course Coordinator if a pattern of absence or unsatisfactory performance in a clinical is identified for any student.



Management of grades on Blackboard is vital for communication between the faculty member and the student. When a student either takes an examination or completes an assignment that is specific to any course, grading for this activity may be noted on Blackboard. Students will be oriented to this availability and will have access in the noted time period for each course. Faculty is responsible to alert adjunct faculty to their assigned students' grades. Faculty is responsible to notify the Course Coordinator of any pattern of unsatisfactory performance for a student.

Documentation of student progress is required by the CUNY system. Full-time Faculty must adhere to the requirements posted by the system in regard to completion of the VOE rosters and final grade posting.

### ***Attendance Policy:***

One goal of the Nursing Program is to prepare the student to practice competently and professionally in the health care work environment. Among the many desirable qualities of the nurse are courtesy to others, punctuality for obligations, and completion of responsibilities. These qualities also are expected while the student is learning to become a nurse.

1. Students are expected to attend all classes and are required to attend all laboratory and clinical experiences. Attendance is taken at the beginning of each class and serves as a record of the students' commitment to the course and is required by the NYSED.
2. Absences of more than 15% of course hours will result in a grade of WU.
3. Attendance for Clinical courses that have both lecture and lab sessions in the same day must demonstrate the student's attendance for EACH session. For those students who did not complete the course, record the last date a student attended. This information is required to comply with mandatory Federal regulations.

**Clinical absence in excess of one full clinical day in a twelve-week semester and one-half clinical day in a six-week semester will result in a course failure.**

### **Classroom Behavior**

Complete participation in class is possible only when the students are able to focus attention on the class; therefore, entering class after it has begun is disrespectful to Faculty and classmates. Talking out of turn or exhibiting other disruptive behaviors are not tolerated and the student will be asked to leave the classroom or lab.

All electronic devices must be muted while in lecture, simulation lab, and clinical setting. **NO TEXTING IS ALLOWED AT ANY TIME DURING CLASS AND/OR LABS.** Members of the academic community must exit the classroom to make or receive calls.

## **Fatigue**

Fatigue can impair a health care worker's ability to provide safe, professional nursing care. It is the policy of the Nursing Department that all students need to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences and own work schedules. This assessment should carefully consider the potential impact of excessive employment on his/her ability to provide safe, professional nursing care. Each student has an ethical responsibility to ensure that fatigue does not negatively impact on student nurse's responsibilities.

## **Grading Policy**

Grading policies are included on each syllabus.

A grade of C is the minimum passing grade for the lecture portion of a nursing course. For clinical the student is to receive either (S) satisfactory or (U) unsatisfactory.

## **Grade Center on Blackboard**

The course grade center should be set up for each semester's exams weighted appropriately so that as each is entered, Blackboard calculates the numerical grade. This allows the students access to their grade as soon as they are posted by the Faculty.

### Steps to setting up Course Grade Center in Blackboard:

1. Log into Blackboard
2. Go to Control Panel
3. Click on Grade Center
4. Click on Full Grade Center
5. Click on Create Column
6. Enter Column Name i.e. Exam 1
7. Enter Points Possible i.e. 50
8. Under Options, Click on yes to first two questions and no to the third.
9. Click on Submit.
10. Click on the Weighted Total column and from the drop down list click on the Edit Column Information option.
11. Move each item from the left-hand box to the right hand box to include in the grade calculation. Then attach a weight to each of them and click Submit.

## **TO MOVE YOUR COURSE TO THE NEXT SEMESTER:**

From the Control Panel of the Old Course:

- Click on "Course Copy" and select the course materials you want to move.
- DO NOT MOVE THE GRADEBOOK OR ENROLLMENT.
- Submit

### ***Grade Worksheet***

Grades are maintained by the assigned Faculty member for each course. Records are maintained according to Kingsborough's policy. Raw scores are entered for each quiz administered. Final grades are calculated by dividing the total raw score by the total number of questions administered for the semester. Course Coordinators are responsible to submit the course worksheets to the Department office (preferably via e-mail). There is provision in Blackboard for the Gradebook to be maintained.

### ***End of Semester Submission***

- Grades **MUST** be reviewed by the Course Coordinator.
- Attendance and Blackboard Grade Center Record is submitted to the departmental administrative staff
- The faculty retains a copy.
- A copy of the Grade Roster on CUNYfirst is also submitted.

### ***Grade Roster/Entering Final Grades***

- Log into CUNYfirst
- Click on Campus Solutions
- Click on Self Service
- Click onto Faculty Center
- Click onto My Schedule
- Click on the Grade Roster for the class you want to enter
- Grade type should be set to Final Grade: Roster action should be set to Not Reviewed.
- Click on View All to see the entire roster
- For each student on the roster select the grade from Roster Grade drop down.
- When you are done grading, click on the Save button
- To submit the grades to the Register, change the Approval Status from Not Reviewed to Approve in the Grade Roster and click the SAVE button
- A tutorial video is available on the Kingsborough site:  
<http://www.kbcc.cuny.edu/CUNYfirst/Pages/videotutorials.aspx>

### ***Grade Appeal/Change of Grade Form***

The form can be found on the KCC website Go to:

- Registrar
- Office of the Registrar forms
- Faculty forms
- Grade Change Request form

The grade change form must be completed and electronically signed by the faculty and Chairperson before being forwarded to the Registrar's Office for processing.

## **DEPARTMENT POLICIES RELATED TO RESOURCES**

### ***Coordinator of Nursing Learning Resources (CNLR):***

The CNLR is a staff position, which involves collaboration with faculty and lab resource personnel to create simulation–learning experiences. The CNLR reports to the chairperson of the nursing department.

### ***College Laboratory Technician (CLT):***

The CLT is a staff position, which involves collaboration with faculty teaching courses and involves assisting with basic skills labs, simulation labs, and student practice sessions. The CLT is responsible to the coordinator of learning resources.

### ***The Administrative Staff:***

The department has two Administrative Coordinators and one part-time CUNY college assistant.

### ***Nursing Lab:***

The Practice Skills Lab is open 5 days per week. The Hours of Operation are posted so as not to interfere with scheduled lab sessions.

### ***Computer Lab***

CUNY's computer resources are dedicated to the support of the university's mission of education, research, and public service. CUNY further commits to the principles of academic freedom and this freedom of expression includes electronic information. Like any of the university provided resources, the use of electronic communication is subject to standards of legal and ethical behavior.

The definition of "CUNY Computer Resources" and the rules governing the use of the same is located on the CUNY website. They include:

1. Computer resources may not be used for any purpose that violates CUNY policy or civil laws.
2. Computers must only be used with legally obtained software.
3. Computers must not be used to mask the identity of the user.
4. Computers must not be used to damage computer resources, i.e. viruses.
5. CUNY may monitor the activity of individual users of computer resources.

## ***Accessing Library Resources***

These services are currently available to the student and faculty. The library is currently facilitating a 2 hour, weekly virtual study hall for KCC students. These study halls are meant for students to come together and work while listening to some curated thinking music. The idea is to create a communal space for individual work to get done, while also having a librarian there for any individual assistance needed.

This [link](https://kbcc.cuny.libguides.com/c.php?q=1101417) (<https://kbcc.cuny.libguides.com/c.php?q=1101417>)

will detail how students can register and the code of conduct for the study hall.

Library databases are available to faculty via the KCC website. To gain access to the library, your KCC I.D. needs to be activated by KCC library staff.

## **Tutor.com**

There is a KCC Tutor.com button in the tools section of every Blackboard Shell. If you would like to have your students to have access to Tutor.com, please contact your Department Chair who will notify Michael Weisenfeld with the course, section number and faculty member. Michael enrolls the students and also caps their allotment to 8 hrs. per month (please note that most students do not use this much time).

## **DEPARTMENT OFFICE / MISCELLANEOUS**

### ***Print Shop / Xerox***

**Office Services** – Xeroxing: P-101 Ext 5096

Duplicating services are available for Faculty members. Multiple print jobs may be submitted on a single request.

The Print Shop is currently operating on an as-needed basis. When needed, the Print Shop team is on campus Mondays and Wednesday.

To submit print jobs, login to Inside KCC on the KCC homepage.

Turnaround times on print jobs depend on the type of request submitted. The Print Shop team will coordinate with the requestor to ensure that the request is completed in a timely fashion. The Mailroom is open on Tuesdays and Thursdays and is able to retrieve a job.

To ensure Social Distancing due to COVID-19, the 2 copiers outside the Print Shop are not available for use at this time.

To access the “Printing and duplicating request form” via Inside KCC.

Step 1: Navigate to [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

Step 2: Click on Inside KCC on the top of the KCC homepage.

Step 3: Sign in using your KCC credentials to login to your desktop

Step 4: Click on “Printing and Duplicating request form”

Step 5: Complete all the sections of the form in the circled area below.

## **KCC POLICIES**

### ***Affirmative Action***

KCC adheres to a policy of non-discrimination and of providing educational opportunities for the disadvantaged as a means of facilitating access to a broader range of education and employment opportunities and to an affirmative action program aimed at ensuring women and protected minority group members full opportunity for employment and advancement. The college provides a yearly Affirmative Action Plan and adheres to the University’s protocols for recruitment, hiring, retention and development of its workforce. The College recruits, employs, retains and promotes employees without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic disposition or carrier status, alienage or citizenship, veteran or marital status. The College policies are in compliance with the Americans with Disabilities Act. Pluralism and diversity provide benefits to the educational goals of KCC. There is an Affirmative Action/Equal Employment Opportunity Officer found in Room A-216.

### ***Security / Emergency / CUNY Alert***

This office is responsible for all campus security and safety as well as guard services, parking, traffic, lost and found, and personal I.D. cards. To summon immediate security response in the event of any emergency, except for fire, use the yellow emergency assistance boxes in corridors and stairwell. The red fire alarm boxes are to be used to report fire emergencies.

### ***Emergency Notification System:***

The college has an emergency notification system in place. It is able to reach all students and staff quickly via text message and through the college email. Registration with the system is required so that contact information and telephone numbers are accurate.

1. Before using the system for the first time, you must call the Help Desk (4840) to activate it.
2. To submit your information, go to the college website, [www.kingsborough.edu](http://www.kingsborough.edu).
3. Click on the Emergency Notification System at the top of the page.
4. Log in using your User ID and Password as instructed by the Help Desk.
5. You will be brought to an information submission screen for you to complete.

## **Sexual Harassment**

It is the policy of CUNY to promote a cooperative work and academic environment where there exists mutual respect for all University students, faculty and staff.

Harassment based on gender is illegal and contrary to the University's policies.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or written communications or physical conduct of a sexual nature under certain conditions.
2. It is a violation of policy for any member of the college community to engage in sexual harassment or to retaliate against any member of the College community for raising an allegation of sexual harassment, for filing a complaint or for participating in any proceeding to determine if sexual harassment has occurred.
3. Each Chairperson is required to report any complaint of sexual harassment made to him/her and any other incidents of sexual harassment of which he/she becomes aware or reasonably believes to exist. Supervisors shall arrange for posting the University policy in their areas for information regarding reporting.
4. All members of the college community are required to cooperate in any investigation of a sexual harassment complaint. Students, faculty or staffs who are found to have violated this policy are subject to penalties including termination of employment.
5. Any member of the College community may report allegations of sexual harassment to any member of the Sexual Harassment Panel.
6. Members of the college community who believe themselves to be aggrieved under the Policy are encouraged to report allegations as promptly as possible. This will facilitate investigation of the complaint.
7. Members of the College community who become aware of allegations should encourage the aggrieved individual to report sexual harassment to a member of the Panel.
8. The privacy of the individuals who allege a complaint of sexual harassment, who are accused of harassment or are otherwise involved in the complaint process should be respected.

## **Students with Disabilities**

Access-Ability Services (AAS) serves as a liaison and resource to the KCC community regarding disability issues, promotes equal access to all KCC programs and activities, and makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities. Students with disabilities are required to self identify according to the Americans with Disabilities Act. They should present documentation and a request to receive related accommodations. This is done through the AAS (extension 5175, RM D205). Prior to receiving services, all students with disabilities present documentation, engage, in an extensive interview, and are asked to sign the *disability status form*. This form is presented to the faculty. It includes the

student's accommodations as well as the counselor's name. Additional information can be received from the AAS. Students requiring accommodations for exams are identified. Faculty must submit the dates of scheduled exams at the beginning of the semester so that schedule can be communicated with the AAS for planning purposes.

The faculty will facilitate the accommodations the student requires once the student provides documentation from the Access-Ability office (D-205). Please contact AAS for assistance. All documents for accommodations must be submitted to the course faculty and Nursing office three business days prior to the next exam.

### **Netiquette**

- Be mindful that electronic communication does not convey facial expression or tone of voice. It is important to consider that what is written could be misinterpreted.
- Typing messages all in caps is regarded by most Internet users as shouting; so unless you mean to yell at someone, type your message in standard format.
- It is appropriate to share your point of view as well as indicate disagreements with another's posts- however, it is not appropriate to make negative personal statements about another's posts.
- Since many people read their email on small screen devices, when appropriate, be brief.
- Clearly indicate the nature of your email message in the title of the communication.
- If you send an email from a personal email account, sign the message. Often the names of personal email accounts are different from a person's given name. Use the KCC email whenever possible.

### **Civility**

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom. Courteous behavior and responses are expected. Therefore, in any classroom, acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability will not be tolerated. All persons have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### **Faculty and Student Communication**

Clear and accurate communication is a key component to the education process and quality health care. Students should communicate problems/concerns initially with the course lecturer/clinical faculty member. If the problem is not resolved the next step is to



discuss the issue with the Course Coordinator. After this, then the Deputy Chairperson and finally Department Chairperson may be consulted.

### **Plagiarism**

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are examples of plagiarism but is by no means an exhaustive list.

1. Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
2. Presenting another person's ideas or theories in your own words without acknowledging the source.
3. Using information that is not common knowledge without acknowledging the source.
4. Failing to acknowledge collaborators on homework and laboratory assignments.

### **Use of Mind-Altering Substances**

Possession, use or distribution of illicit drugs or alcohol while in class or on campus is prohibited. Refer to the [KCC Student Handbook](#) for the Rules on Campus Conduct. The affiliating clinical agencies have strict policies regarding substance use and abuse. When assigned to an agency for your clinical experiences, the student is expected to comply with the clinical agency's requirements.

## ***DOCUMENT SAMPLE FORMS***

### **Failing Grade Notice**

All students who are failing at mid-semester must sign a failing grade notice (see attached). The adjunct faculty member must print the student's name, course, semester, and area of failure (theory and/or clinical). The adjunct faculty member and the student must sign the failing grade form. The adjunct faculty member must then contact the Course Coordinator. The Course Coordinator will schedule a meeting with the student and adjunct faculty member to discuss a plan of action for successful completion of the course.

### **Referral for Laboratory Review and Practice**

The Referral for Lab Review form (see attached) must be completed whenever a faculty member deems that a student needs additional practice in a clinical skill(s). This form must be completed by the end of the clinical day. The student will take the form to the lab and complete the practice of the designated skill(s). After the practice is effectively completed, the lab faculty will sign the form and the student will return the form to the instructor. By the end of the semester, the adjunct faculty member must return the completed form to the Course Coordinator for inclusion in the student's record.

### **Student / Faculty Conference Form**

The student/faculty conference form (see attached) must be completed each time a faculty member has a scheduled or non-scheduled meeting with the student. The form must include the reason for the meeting, comments, and recommendations that are given to the student. The student and faculty member must both sign and the form given to the Course Coordinator for inclusion in the student's record.

### **Unsafe / Unsatisfactory Clinical Performance**

The Unsafe/Unsatisfactory Clinical Performance form (see attached) must be completed if a student's clinical competence is deemed unsafe/unsatisfactory. This form must be filled out before the end of the clinical day. The adjunct faculty member must print the date, student and adjunct instructor's name, Emplid #, and semester/course followed by a description of the student's unsafe/unsatisfactory performance. This form must be given to the Course Coordinator for inclusion in the student's record.

**Kingsborough Community College**  
Department of Nursing

**FAILING GRADE NOTICE**

**NAME** \_\_\_\_\_  
**COURSE** \_\_\_\_\_ **SEMESTER** \_\_\_\_\_

**Area of failure:**  
**Theory** \_\_\_\_\_

**Clinical** \_\_\_\_\_

**This notice is to advise you that this is your grade at the mid-point of this semester. Please meet with your lecturer, clinical instructor, and Course Coordinator to discuss your options.**

**Please review the Nursing Department Retention criteria:**

Criteria for retention in the Nursing Program mandates that students:

1. Earn a minimum of a "C" grade in every required Nursing and co-requisite course inclusive of BIO 1200, BIO 5100, ENG 2400, and PSY 3200.
2. **Students who achieve a "C-" grade in required clinical nursing course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The minimum grade for clinical courses that are repeated is a "B."** The "Intent to Return to Nursing Course" form can be found on the KCC Website Nursing Department page under "Forms". This must be completed and include a plan of success that demonstrates significant changes in how they will approach the course when repeated. Only one required nursing course may be repeated. A grade of less than a "C" in a second nursing course will cause the student to be dismissed from the program.
3. Students must achieve a grade of "B" in order to pass NUR 1700. Students in NUR 1700 who achieve a failing grade of no less than "C-" may repeat the course one time only after submitting an "Intent to Return Form."
4. Students who enter Nursing 1700 and Nursing 1800 **MUST** complete the Nursing Program within four years from the date of entry into this course. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in the required nursing courses previously successfully completed. Qualifying examinations may be repeated only once.
5. Students in the clinical component can only appeal the retention criteria one time.
6. Students in the clinical component can only withdraw once and must be passing to do so.

**Instructor** \_\_\_\_\_

**Course Coordinator** \_\_\_\_\_

**Student** \_\_\_\_\_

Kingsborough Community College  
Of  
The University of New York  
Department of Nursing

REFERRAL FOR LAB REVIEW AND PRACTICE

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Diagnosis: Deficiency in the following content and/or skill(s) area (s):

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Rx: \_\_\_\_\_ Filmstrip or videotape viewing

\_\_\_\_\_ Independent practice with equipment

\_\_\_\_\_ Be prepared to perform skill(s) safely and effectively in the clinical area by \_\_\_\_\_  
date

Faculty signature \_\_\_\_\_ Student signature \_\_\_\_\_

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Student at lab on \_\_\_\_\_ signed \_\_\_\_\_  
Date Lab staff signature

\_\_\_\_\_  
Faculty signature

Revised 1/28/2020

**KINGSBOROUGH COMMUNITY COLLEGE**

**DEPARTMENT OF NURSING**

**STUDENT/FACULTY CONFERENCE FORM**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Reason for Meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Kingsborough Community College  
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Department of Nursing

DESCRIPTION OF UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

DATE \_\_\_\_\_

NAME \_\_\_\_\_

SEMESTER/COURSE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COMMENTS: