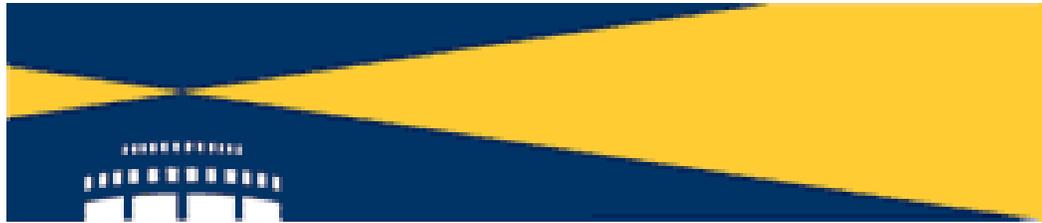


KINGSBOROUGH



COMMUNITY COLLEGE

Nursing Program

*Adjunct
Handbook*

2015 - 2016

Table of Contents

NURSING PROGRAM INFORMATION	4
Mission Statement.....	4
Nursing Program Outcomes.....	4
Program Student Learning Outcomes	4
Role Specific Graduate Competencies	5
Organizational Framework	5
The QSEN Competencies:.....	6
The NCLEX Test Plan Categories of Patient Care Needs.....	6
Role of the Associate Degree Nurse (ADN).....	7
GENERAL INFORMATION.....	8
Contact List/Campus Directory.....	8
ID Cards/Faculty IDs	8
Campus Map.....	8
Parking Information.....	9
GETTING STARTED	9
Campus email.....	9
CUNYfirst.....	9
Blackboard	9
Keys.....	10
Book Orders	10
DEPARTMENT POLICY RELATED TO EMPLOYMENT AND COMPENSATION	11
Job Description	11
Qualifications*	11
Faculty Health, CPR, License and Malpractice Requirements	11
<i>Clinical Agency</i>	11
<i>Office of Academic Affairs</i>	11
Report of Absence.....	11
Office Hours.....	12
DEPARTMENT POLICIES RELATED TO CLASSROOM / ONLINE COURSES	12
Accessing Class Roster	12
Test Policies	12
Administering Unit Exams.....	12
Responsibilities of Course Coordinator	13
Communication with Course Coordinator	15
Student Advisement.....	16
Distance Learning.....	16
DEPARTMENT POLICIES RELATED TO CLINICAL PRACTICE	16
Faculty Responsibilities in the Clinical Area	16
Student Responsibilities in the Clinical Area	17
Student Evaluation	17
<i>Pre-Conference</i>	20

<i>Post-Conference</i>	20
<i>Unfolding Care Plan</i>	20
<i>Clinical Evaluation Tool</i>	21
<i>Clinical Competencies Guidelines</i>	21
<i>Balance of Clinical Experiences with the Use of the Checklist</i>	22
<i>Dress Requirements</i>	22
DEPARTMENT POLICIES RELATED TO ATTENDANCE AND GRADES	24
Student Documentation.....	24
Attendance and Grade Record (Gray and White form):.....	24
Attendance Policy.....	25
VOA Roster:	26
Grading Policy	27
Gradebook.....	27
To Move Your Course to the Next Semester.....	28
Grade Worksheet.....	28
E-grading (Bubble).....	28
End of Semester Submission.....	28
Grade Appeal/Change of Grade Form.....	29
Grade Roster/Entering Final Grades.....	29
Retention Criteria	30
DEPARTMENT POLICIES RELATED TO RESOURCES	31
Coordinator of Nursing Learning Resources (CNLR).....	31
College Laboratory Technician (CLT)	31
The Administrative Staff.....	31
Nursing Lab.....	31
Computer Lab.....	32
Accessing Library Resources.....	32
Student Disability Services.....	32
DEPARTMENT OFFICE/MISCELLANEOUS.....	32
Print Shop/Xerox	32
KCC POLICIES.....	33
Affirmative Action	33
Security/Emergency/CUNY Alert.....	33
Emergency Notification System.....	34
Sexual Harassment.....	34
Students with Disabilities	35
Student Complaints.....	35
Plagiarism.....	35
DOCUMENT SAMPLE FORMS.....	36
Failing Grade Notice	36
Referral for Laboratory Review and Practice.....	36
Student/Faculty Conference Form.....	36
Unsafe/Unsatisfactory Clinical Performance.....	36
Exam Shredding Form.....	37

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:

- Achieve the national mean pass rate percentage for first time test takers on the NCLEX-RN examination.
- 70% of graduates will have completed the Clinical Component of the program within three years of beginning Clinical Nursing courses.
- Secure program satisfaction by graduates at a level of 80%.
- Secure program satisfaction by employers at a level of 80%.
- Realize a graduate job placement rate of 70%.

Program Student Learning Outcomes

Upon completion of the Kingsborough Community College Nursing Program, utilizing the Nursing Process, the student:

- Provides safe, caring, patient centered, evidence based nursing care to a diverse population of patients.
- Employs critical thinking/clinical reasoning strategies when providing nursing care and implementing quality improvement related to patient care.
- Engages in teamwork and collaboration with members of the interprofessional team.
- Employs informatics principles, techniques, and systems when providing nursing care.

- Demonstrates leadership/management in a variety of healthcare settings for the purpose of providing and improving patient care.
- Applies professional, ethical, and legal principles relevant to the practice of a registered nurse.

Role Specific Graduate Competencies

Upon completion of the Kingsborough Community College Nursing Program the graduate will demonstrate competency in the following areas:

1. Safe, Evidence-Based Care.
2. Critical Thinking.
3. Communication.
4. Technology.
5. Leadership/Management.
6. Legal/Ethical/Advocacy.

Organizational Framework

To realize the Nursing Program's Mission, Program Outcomes, Student Learning Outcomes, and Role Specific Graduate Competencies the curriculum is grounded in recognized contemporary professional standards, guidelines and competencies which include [ACEN 2013 Standards and Criteria for Associate Degree Nursing](#), [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](#), [The Joint Commission \(TJC\) National Patient Safety Goals \(2015\)](#), 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. Course Outcomes are subsequently derived from the Student Learning Outcomes and reflect specific course content advancing from simple to complex. The following table demonstrates correlation of the Student Learning Outcomes and Role Specific Graduate Competencies with the major unifying professional standards and guidelines used in the development of the Nursing curriculum.

The QSEN Competencies:

- **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.
- **Evidence Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.
- **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.
- **Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Safety:** Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error and support decision making.

The NCLEX Test Plan Categories of Patient Care 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 wellbeing 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.

The QSEN Competencies and NCLEX Categories of Patient Care Needs are addressed each semester and build upon one another. They are incorporated into Nursing courses and are used in classroom, laboratory and clinical settings throughout the Nursing courses.

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.

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 bachelors, masters and doctoral degrees in preparation for advanced levels of practice.

GENERAL INFORMATION

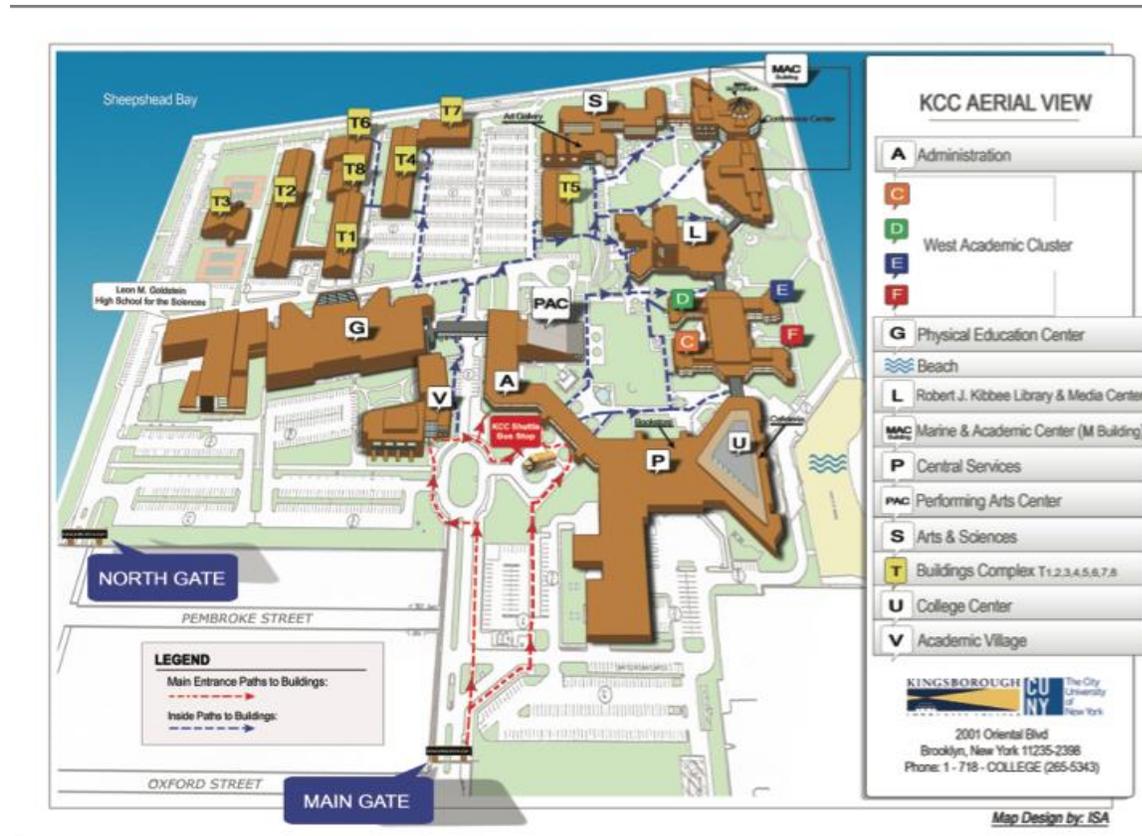
Contact List/Campus Directory

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

Campus Map



Parking Information

Annual parking passes may be obtained from the Bursar's office for the required fee. A validated identification badges is required. Once the faculty member has paid the required fee, the parking pass will be issued. Faculty members are responsible to display the pass at all times in order to park on campus. All faculty members are required to abide by all rules for parking on the campus.

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

Email is the recommended vehicle 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 CUNY first 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 Help Desk) Ext. 4840

Blackboard

Blackboard is a course management system that allows faculty to conduct enriched face-to-face courses, hybrid and online courses. Faculty can post materials; deliver assignments and surveys hold online discussion and many other course-related

functions. All currently enrolled students and faculty can access the Blackboard system that is available 24/7 from anywhere on the Internet. All Nursing courses are expected to 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.
- From the KCC home page, using the Quick Links drop-down menu clicks on Blackboard.
- Click on CUNY Portal (<http://www.cuny.edu>)
- Click on Login and then click on Blackboard
- Enter user name 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 P-220 (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 staff or new faculty.

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 15th and April 15th. The Nursing office will submit the compiled list for the department.

DEPARTMENT POLICY RELATED TO EMPLOYMENT AND COMPENSATION

Job Description

Adjunct Lecturers, Adjunct Assistant Professors, Adjunct Associate Professors and Adjunct Professors

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, CPR, License and Malpractice Requirements

Clinical Agency

Faculty must submit health clearance to the clinical agencies for their clinical assignments. The form for faculty clearance is found on the KCC Nursing Department webpage and should be filed with the **Office of Health Services** on campus. This will ensure annual physical examination and immunizations are complete and the faculty can safely perform their responsibilities in the clinical setting.

Current CPR and Malpractice insurance information must also be submitted to the clinical agencies.

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.

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,

faculty must notify the Department Chairperson. **Class may only be cancelled by the Chairperson. In the event of a clinical absence, the students, agency and unit assigned should be notified of cancellations by the clinical faculty.** Faculty should obtain students' phone numbers on the first day of class. Upon return to the College, faculty should complete and sign the Notice of Absence Form. One copy will be held in the departmental absence file to be submitted to the Office of Academic Affairs.

Office Hours

Adjunct Faculties are to schedule 1 hour per week of office hours and **must attend the first and last course meeting each semester.** All faculty members should be available to students on an as need basis.

DEPARTMENT POLICIES RELATED TO CLASSROOM / ONLINE COURSES

Accessing Class Roster

- Log into CUNYfirst
- Click on Campus Solutions
- Click on Curriculum Management
- Click on Class Roster
- Click on Class Roster again
- Enter Academic Institution (Kingsborough Community College)
- Term (1129 – 1 is a constant; 12 is the year; 9 is the semester)
- Enter NUR or ST
- Search
- Select course and section

Test Policies

The Course Coordinator will submit a copy of each exam with the correct answer bolded to the Test Coordinator for review. The Test Coordinator returns the exams with recommendations to the Course Coordinator and after corrections are made by the course Faculty, the Course Coordinator submits the finalized copy to the Chairperson prior to the beginning of the corresponding semester. The exams are uploaded to the Moodle server by the Department's IT Manager.

Administering Unit Exams

All exams in Clinical Nursing courses are computerized.

1. All personal items (backpacks, purses, etc.) must be placed in front of the classroom before the exam begins.
2. The Nursing Program will provide each student with a calculator and #2 pencil during exams.
3. There are to be NO personal items in use (pens, highlighters, pencils, electronic devices, etc.) during an exam.
4. Food and drink is strictly prohibited during the examination period.
5. Students will be asked to remove all hats, scarfs and jewelry prior to the beginning of exams. (The only exceptions are head coverings and jewelry worn for religious purposes).
6. All exams must include the computerized Department Test Policy Cover Sheet.
7. The proctor assigns seats to students during the exam.
8. During the test there is to be no talking or communication between students.
9. No questions are to be asked by students during the exam.
10. Each exam is timed and the students are advised of the start time and end time.
11. If a student is suspected of cheating during an exam, the proctor will change the student's seat immediately and notify the Course Coordinator and Department Chairperson of the event. (See Nursing Student Handbook)
12. Computerized grading is done electronically.
13. Course Faculty will complete an item analysis for each exam on every item that twenty-five percent of the students answered incorrectly.
14. Item analyses of each exam will be discussed at course meetings.
15. Problematic questions must be brought to the Test Item Committee for review.
16. Exam grades are transcribed to grade rosters and posted on Blackboard.
17. In the event that a student misses a scheduled unit exam, the student will take a make- up exam. The Course Coordinator will determine the date with input from the lecture Faculty member.
18. Final grades are to be submitted within 72-hours of the final examination.

Responsibilities of Course Coordinator

1. Prepare clinical placement schedule for each semester including dates, times and sections and submit to Deputy for Clinical Affiliations.
2. Evaluate clinical placement sites each semester with course Faculty.
3. Locate and assess potential new clinical sites.
4. 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. This will necessitate collaboration with all other Nursing Course Coordinators. Ensure that all course labs are consistent with the objectives and required content.
5. 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.

6. 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. Each semester provide a weekly schedule to course teachers, students and office assistants.
7. Submit a course letter for each semester to the Nursing Office 1/21 and 7/21.
8. Ensure the development of course specific exams each semester.
9. Submit all semester exams to Chairperson electronically with correct answers designated.
10. 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.
11. Ensure that each clinical Faculty member provides a weekly electronic report. This should include student names, progress and issues.
12. Annually discuss course textbooks. Arrange for review of new textbooks. Order required course texts each semester in October and April.
13. 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 three 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.
14. 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.
15. Each semester, discuss with the Coordinator of Student Learning Resources the facilitation of student evaluations/program opinion surveys.
16. Skills checklists are required for each course. Review the process with all Faculty members. Ensure that the skills check lists are signed weekly; completed by the end of the semester; copied and passed on to the next Course Coordinator prior to the new semester.
17. Oversee clinical evaluation of students at mid and final points in the semester.
18. Oversee student evaluation of teachers as per college policy.
19. Coordinate the submission of course grades (e-Grading and e-Roster) and Official Attendance and Grade Records (gray and white forms) 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.
20. 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 in person.
21. Assure minutes of course meetings are maintained in the Departmental file.

22. 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 clinical 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 Course Clinical Report Sheet, 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 are 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

There is only one required course in the Nursing Program (NUR 2400) that is offered in an online format. Many of the Nursing electives are offered in hybrid format. All courses regardless of format adhere to the same standard of rigor.

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, CPR certification, verification of professional liability insurance and CV. Copies of these documents may also be required by the clinical agency.
2. Faculty are required to have a physical examination, proof of influenza immunization and PPD test every year. The completed form is returned to the office of Health Services, A-108, (Ext. 5684).
3. Complete and submit the Faculty Professional Assessment form to the Deputy Chairperson 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 a student becomes ill, or injured during clinical, follow the procedure specified by the agency. The instructor should notify the Course Coordinator and Chairperson

- on the day of the occurrence. If a student refuses emergency treatment at the agency, he or she must receive medical clearance from the Office of Health Services before returning to the clinical area. Copies of any forms filed at the agencies should be obtained. When appropriate, mandated follow-up at the college office of Health Services (A108) must be completed by the student and instructor.
12. 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.

Student Responsibilities in the Clinical Area

1. PLEASE NOTE: Students may be required to attend a mandatory clinical orientation at the clinical site prior to the beginning of the semester. Students who fail to attend this mandatory orientation may be required to defer from the course for the semester.
2. Students are expected to come prepared to the clinical area. 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.
3. Students are to report to pre-conference in full uniform.
4. *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 stay and an absence is recorded.*
5. 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.
6. Students are to attend post-conference promptly and in uniform.
7. Students who receive a "Failing Grade Notice" for the clinical day and a "Return To Lab Form" will need to attend the Practice Skills Laboratory, which is open 5 days per week. The Hours of Operation are posted so as not to interfere with scheduled lab sessions.

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.

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) 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 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 Referral for Lab Review and Practice 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.

Clinical Faculty Responsibilities

- All Faculty (full and part-time) must submit and maintain their personnel file (A-218) including documentation of current RN registration, CPR certification, verification of professional liability insurance and CV. Copies of these documents may also be required by the clinical agency.
- Faculty are required to have a physical examination, proof of influenza immunization and PPD test every year. The completed form is returned to the office of Health Services, A-108, (Ext. 5684).
- Complete and submit the Faculty Professional Assessment form to the Deputy Chair for Clinical Affiliations.
- 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.
- Be knowledgeable of and follow policies and procedures of the agency, college

and department.

- Assume full responsibility for clinical instruction and assignments.
- Be present with students at all times during the clinical experience.
- Co-sign student documentation unless the agency has a policy that differs from this.
- Dress appropriately and wear a lab coat and proper photo identification badge.
- Communicate concerns or information regarding students to Course Coordinator.
- If a student becomes ill or injured during clinical, follow the procedure specified by the agency. The instructor should notify the Course Coordinator and Chairperson on the day of the occurrence. If a student refuses emergency treatment at the agency, he or she must receive medical clearance from the Office of Health Services before returning to the clinical area. Copies of any forms filed at the agencies should be obtained. When appropriate, mandated follow-up at the college office of Health Services (A-108) must be completed by the student and instructor.
- 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.

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 are 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 is 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 Course 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.
- At mid-term, it is reasonable that students will have some (NI) needs improvement and (NO) not observed behaviors.
- A student may have an (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 Nursing 21 and has met the Course SLOs
- The faculty member and the student must sign the 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 Clinical 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: are to be 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.

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 training 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

KBCC Clinical Faculty

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

KBCC Nursing Students

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

- All students are expected to observe good personal hygiene. Only non-perfumed products are to be used.
- Students are required to be dressed professionally at all times. Short skirts, low cut tops, or tight seductive clothing will not be permitted.
- No attire/tinted glasses which cover the students eyes and/or face is permitted.
- 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.
- 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.
- 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.
- No jewelry other than a plain wedding ring and/or small stud earring may be worn. No visible body piercing jewelry is permitted.
- A KCC picture ID badge, watch with second hand and stethoscope is required.
- Students must also wear the KCC picture identification badge at all off-campus clinical agency experiences.
- Students will wear a lab coat over street clothes when participating in on-campus simulations.
- The dress code for NUR 2000 requires professional, business attire. Sneakers, tee shirts, jeans, sweat shirts or sweat pants are not permitted. Students may not carry cigarettes on the unit.

Students who come to the clinical setting improperly attired or 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 faculties are responsible to complete and share with particular students their progress in the clinical setting for each nursing course. 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 is 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. Faculty must adhere to the requirements posted by the system in regard to completion of the COA rosters and final grade posting.

Faculty is required to be available to students, as well as other faculty, should a question should arise in regards to student progress.

Attendance and Grade Record (Gray and White form):

All Faculty are required by the College to maintain attendance records for each student enrolled in the course. The departmental office distributes these forms during the first week of classes. The names of all students officially registered in each course are listed alphabetically therein. Each course and clinical group is listed separately. Attendance and all grades are entered on the record, which is an official record and legal document. These forms are the property of the College and must be returned to the department Chairperson's office at the end of the semester. The Course

Coordinator is responsible for ensuring they are complete and submitted to the Administrative Coordinator (aHEO). 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.

The columns to the right of the last Date of Attendance are for recording grades. In the space above each column record what the grade represents, i.e. (Exam #1). Space is provided to record individual raw exam scores; the percentage assigned to the composite exam grades; the percentage assigned to the final exam grade and the composite ATI score 10%. If additional columns are needed, the Faculty are instructed to create them as necessary. The final course grade is recorded as the actual numerical value obtained; i.e. 74.53, and the corresponding letter grade, in this case "C". Do not round numerical values to even numbers. The final grades should be extended to two decimal points.

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. Attendance policies for the Nursing Department are consistent with the KCC policies.
2. Students are expected to attend all classes and are required to attend all laboratory and clinical classes. Attendance is taken at the beginning of each class and serves as a record of the students' commitment to the course.
3. Absences of more than 15% of course hours will result in a grade of WU.

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 is not tolerated and the student will be asked to leave the classroom or lab.

All pagers, wireless phones, electronic games, radios, tape or CD players or other devices that generate sound must be turned off when any member of the academic community enters a classroom. Cellular devices are allowed to be on in the classroom only if the owner is using the caller ID, voice messages or a vibrating battery or universal clip mechanism. **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 can certainly impair a health care worker's ability to provide safe, professional nursing care. Thus, KCC's Nursing Department states "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."

Involuntary Program Withdrawal Process: A student can involuntarily withdrawn from the nursing program following the determination of a "direct threat." A direct threat means that there is a significant risk to the health or safety of the student or patient that cannot be eliminated by reasonable accommodation. A direct threat consists of a high probability of substantial harm.

The student is entitled to the following due process:

1. A written notice describing the direct threat and that he/she is under consideration for involuntary withdrawal will be sent to the student by the Nursing Department Admission, Progression and Retention (APR) committee chairperson.
2. The student will be provided with an opportunity to present evidence (written/ and/or request a meeting to present evidence) to the APR committee on his/her behalf.
3. A written notice of the determination of the APR committee will be sent to the student within 5 days of determination of the direct threat.
4. If the APR committee upholds the involuntary withdrawal, the student may then appeal in writing to the Nursing Department Chairperson. This appeal must be submitted before the beginning of the next semester.
5. It is the responsibility of the adjunct clinical professor to report all student clinical absences to the lecturer!

VOA Roster:

The Verification of Attendance (VOA) is submitted to track student attendance. Help with student attendance/roster (A-101) Ext 4971, 5420, 4957, 4955

VERIFICATION OF ATTENDANCE ROSTER**CONFIRMING ROSTERS**

At the 20% point of completion of the semester (approximately after the end of the third week of classes), you are required to submit your attendance information on the *CUNYfirst VOA Rosters* feature each semester. Students listed on the rosters who have not attended "at least once" by the end of the 20% point in the term will need to be reported through this process. The exact deadline to submit VOA roster will be emailed to your KBCC email account each semester.

- 1 Login to your CUNYfirst account, and navigate yourself to: **HR/Campus Solutions --> Self Service --> Faculty Center --> Verification of Attendance**
- 2 Make sure that the term displayed is correct. If not click on **change term** button to switch the term/school.

If the roster availability have either passed or are in the future, then this message displays: "Verification rosters are not available."
- 3 Click on the VOA roster icon to the left of each course listed to start verifying students.

**The roster contains only the students who are enrolled for the class. No dropped/Withdrawn students will be listed on the roster.*
- 4 Select the **No, never attended** radio button for any student that has never attended the class up to the 20% point in the term/session.
- 5 When you are done verifying the attendance of students on the roster, click on **save** button to save the changes you've made.
- 6 Lastly, click on submit button when you are ready to **submit** the roster to Registrar's Office.

You will not be able to make changes to your VOA roster after the submission. Please report to the Registrar's Office if you have made mistake on your VOA roster submission.

2012 Spring Term | Kingsborough Community College change term **2**

2012 Spring Term - Verification of Attendance Rosters					
Class Code	Class Date	Class Name	Enrolled	Institution	Submitted
EDC2000	12345.67	Foundations of Education	24	Kingsborough C.C.	No
EDC3100	23456.78	Social Science in Education	21	Kingsborough C.C.	No

3 **4**

Verification of Attendance Roster			Find	First	1 of 24
12345678	Doe, John	Has student attended class at least once? <input checked="" type="radio"/> Yes <input type="radio"/> No			
23456789	Johnson, Sarah	Has student attended class at least once? <input checked="" type="radio"/> Yes <input type="radio"/> No			
34567890	Patel, Mohammed	Has student attended class at least once? <input checked="" type="radio"/> Yes <input type="radio"/> No			
45678901	Rodriguez, Jose	Has student attended class at least once? <input checked="" type="radio"/> Yes <input type="radio"/> No			
56789012	Rodney, Jennifer	Has student attended class at least once? <input type="radio"/> Yes <input checked="" type="radio"/> No			
67890123	Singh, Michelle	Has student attended class at least once? <input checked="" type="radio"/> Yes <input type="radio"/> No			

return save **5**

submit **6**

CF

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. Faculty will be available to review exams at a specified time. No tape recording of exam review is permitted at any time. Final exam review may be scheduled by faculty up until one month into the next semester.

For clinical the student is to receive either (S) satisfactory or (U) unsatisfactory.

Gradebook

Course Gradebooks should be set up for each semester's exams weighted appropriately so that as each is entered, the program calculates the numerical grade. This allows the students access to their grade as soon as the Faculty posts them.

Steps to setting up Course Grade Book 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.

E-grading (Bubble)

Attendance is mandatory at Kingsborough. Maintenance of course rosters are the responsibility of the faculty member assigned to the course.

End of Semester Submission

- Grades **MUST** be reviewed by the Course Coordinator.
- Attendance and Grade Record is submitted to the departmental secretaries for reduction in size (8 1/2 x 11).
- The reduced copy is returned to the instructor.
- A copy of the Grade work sheet is submitted to the departmental secretaries. The instructor retains a copy.
- A copy of the E-grading roster is also submitted.

Grade Appeal/Change of Grade Form

If necessary, the form is completed, specifying the reason for the grade change and signed by the instructor and the Chair. When completed, the form is returned to the administrative staff in the Nursing Office with any additional documentation for copying prior to being forwarded to the Office of Academic Scheduling.

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 ROSTER

ENTERING FINAL GRADES

Final grades must be submitted on CUNYfirst at the end of each semester. You will receive an email notification at your KBCC email address informing you of the availability of the *Grade Roster* system and deadline dates. The grade roster may contain some grades already assigned by the Registrar, such as official withdrawal (W). Please follow the steps below to submit your students' grades.

- 1 Login to your CUNYfirst account, and navigate yourself to **HR/Campus Solutions ---> Self Service ---> Faculty Center ---> My Schedule**.
- 2 Make sure that the term displayed is correct. If not click on **change term** button to switch the term and/or school.
- 3 Your **My Schedule** page should list all of your current classes. Click on the Grade Roster icon next to the class for which you are entering grades.
- 4 In order to start entering the grades, *Grade Roster Type* should be set to **Final Grade** and *Roster Action* *Approval Status needs to be set to **Not Reviewed**. If the *Approval Status* is changed to **Ready for Review** you will not be able to modify the grades before submission. Please change it back to **Not Reviewed** and continue adding the grades.
- 5 Click on **View All** to see the entire roster. For each student on the roster select the grade from *Roster Grade* drop down.
- 6 When you are done entering grades, click on the **save** button.
**You may save a roster as many times as you wish. It is recommended that you save early and often.*
- 7 To submit grades to the Registrar, change the *Approval Status from **Not Reviewed** to **Approved** in the Grade Roster. Click on the **save** button.
**Please review the grades at this point. Once the grades are posted they cannot be changed. It will be necessary to submit a grade change form to your department.*
- 8 Lastly, scroll down to the bottom of the page, and click on **Post**.
**A Grade Roster cannot be approved unless a grade has been assigned to every student on the roster.*

2012 Spring Term | Kingsborough Community College change term

My Teaching Schedule > 2012 Spring Term > Kingsborough CC

Class	Class Title	Enrolled	Room	Class Dates
EDC 2000	12345.67 Foundations of Education	24	V128	-
EDC 3100	23456.78 Social Science in Education	21	V218	-

3

4

Display Options:
*Grade Roster Type: **Final Grade**
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: **Not Reviewed** save

<input type="checkbox"/>	1	12345678	Doe, John	<input type="text"/>	GRD	Undergraduate - Education Junior
<input type="checkbox"/>	2	23456789	Full, Elizabeth	<input type="text"/>	GRD	Undergraduate - Education Freshman
<input type="checkbox"/>	3	34567890	Rodriguez, Paula	<input type="text"/>	GRD	Undergraduate - Education Freshman
<input type="checkbox"/>	4	45678901	Wood, Denis	<input type="text"/>	GRD	Undergraduate - Education Junior

View All | Download | Rows 1 - 4 of 4

5

6 save

7

Display Options:
*Grade Roster Type: **Final Grade**
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: **Approve** save

8 Post

CF

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 with the exception of Nursing 1700.
2. 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.**
3. **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.

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.

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, Sociology 3100.

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 Assistants to the Higher Education Officer (aHEOs) and one part-time CUNY office 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 available to the student and faculty. The Media Center is L-118. Tutoring is available on a first come, first serve basis. Tutorial Services can be contacted in L-605 at extension 5118. In addition, there is tutoring on a walk-in basis for all math courses in the Math Workshop, Room F -206

Library databases are available to faculty via the Internet. Faculty need to activate the bar code on their KBCC I.D. in order to gain access. This can be done at the circulation desk located in the library. It is required that this is done in person and with a valid I.D. card. Once activation is complete access can be gained by going to the Library webpage. Clicking on access databases and type in Library bar code from your KBCC I.D. card (front bottom right).

Student Disability Services

See Campus Policy pg. 36

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.

In order to submit print request online, these are the steps required.

1. Go to the KCC website- www.kbcc.cuny.edu/
2. Click on the ACADEMICS; click on Faculty Resources, click on Resources & Services
3. Click on Information Technology Services
4. Click on Office Services.
5. Click on Print Shop Job Request
6. Fill out the request information
7. When the form is completed, save it to your desktop.
8. Send an email to J. Tammany and Meryl Rothenburg with the form from the desktop as an attachment

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. In addition each desk has a secure alarm button under the desktop. 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.
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

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 Access-Ability Center (extension 5175). 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 Access-Ability Center at KCC. 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 Access-Ability Center for planning purposes.

Student Complaints

Refer to Faculty Handbook.

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 you 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.

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.

Exam Shredding Form

As per policy, all exams must be shredded in a specific fashion. The exam shredding form (see attached) must be completed with the name of the course prior to shredding. State the type of contents that are placed in the box with a check mark next to the corresponding name. This form must be taped to the box that the exams are placed in. Please **do not** place more than one (1) semester of exams in the same box.

**Kingsborough Community College
Department of Nursing/Nursing Program**

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:

Effective Fall 2012

Criteria for retention in the Nursing Program mandates that students:

5. Earn a minimum of a "C" grade in every required Nursing and co-requisite course.
6. **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.
7. Students who enter Nursing 17 and Nursing 18 **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.

(1993, revised 2003, revised 2008, revised 2009, revised Fall 2010, 8/2011)

Instructor _____

Course Coordinator _____

Student _____

**Kingsborough Community College
of
The City University of New York**

Department of Nursing/Nursing Program

REFERRAL FOR LAB REVIEW AND PRACTICE

STUDENT NAME: _____ DATE: _____

Course: _____

—

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

Rx: _____ Filmstrip or videotape viewing

_____ Independent practice with equipment

_____ Be prepared to perform skill(s) safely and effectively in the clinical area

By: _____

Student at lab on: _____

signed _____

Date

Lab technician/faculty

Instructor's Copy

Rev. 2001

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
of
The City University of New York
Department of Nursing**

DESCRIPTION OF UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

DATE _____

NAME _____

EMPLID # _____

SEMESTER/COURSE _____ **INSTRUCTOR** _____

COMMENTS:

nv/2013