KINGSBOROUGH

BROOKLYN'S COMMUNITY COLLEGE

CUNY

Department of Nursing

Nursing Student Handbook

2026-2027

Welcome to the Department of Nursing

On behalf of the Department of Nursing faculty and staff, we welcome you to the Nursing Program. We hope that you will have a gratifying, scholarly journey as a nursing student here at Kingsborough Community College.

This handbook contains valuable information to facilitate your achievement of academic and professional excellence as a nursing student**. Please keep it as a reference throughout your nursing education. It is a supplement to the College Catalog and College Student Handbook**. ***All information contained in this handbook is subject to change. Changes will be published as they occur.***

The Handbook is on the department website.

Joan Zaloom MA, RN-CNE
Chairperson

Courtney Stathis DNP, FNP-BC, RN
Deputy Chairperson

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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.

TABLE OF ORGANIZATION OF THE NURSING DEPARTMENT

Chairperson
Deputy Chairperson
Deputy Chair for Clinical Affiliation
Full-time Faculty
Adjunct Faculty
Coordinator of Nursing Learning Resources
College Laboratory Technician
Non-Teaching Adjunct
Administrative Staff

NURSING PROGRAM OUTCOMES

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

1. NCLEX pass rates for all first-time test takers in the same calendar year will be at least 80%.

2. A. At least 50% of graduates will have completed the Clinical Component of the program within 4 semesters (2 years) of beginning Clinical Nursing courses.

   B. At least 50% of LPN-RN Bridge graduates will have completed the clinical component of the program within 3 semesters (1.5 years) of enrollment in the first nursing course.

3. A. >85% of graduates will be employed in a position requiring an RN license within six-twelve months after completing the Program.

   B. > 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 Kingsborough Community College Nursing Program, utilizing the Nursing Process in a variety of health care settings to a diverse population of patients, the student will:

1. Organize nursing care to provide a safe patient environment.
2. Prioritize nursing interventions when providing nursing care.
3. Integrate evidence-based nursing practice into nursing care.
4. Integrate critical thinking/clinical reasoning strategies when providing nursing care.
5. Support principles of teamwork and collaboration when working with members of the interprofessional team.
6. Develop appropriate leadership/management strategies when providing nursing care.
7. Incorporate the utilization of informatics principles and technology systems while providing nursing care.
8. Support ethical and legal principles relevant to the practice of 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 2023 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: 2025 National Patient Safety Goals
- 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 QSEN Competencies and NCLEX Categories of Patient Care 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.

THE QSEN COMPETENCIES APPLIED AT KBCC:

- **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.
- **Teamwork and Collaboration**: Function effectively within Nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care.
- **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.

2026 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 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.

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.

PROGRAM INFORMATION

Kingsborough Community College is accredited by the Middle States Commission on Higher Education and offers a Nursing Program that is approved by the New York State Education Department. This nursing education program is accredited by the Accreditation Commission for Education in Nursing; 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, http://www.acenursing.org/. The graduate receives an Associate in Applied Science Degree and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Nursing Program at Kingsborough Community College meets the state education requirements for a Registered Professional Nursing license in the state of New York. Kingsborough Community College has not determined if the nursing program at Kingsborough Community College meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.

INFORMATION FOR APPLICANTS AND PRE-CLINICAL STUDENTS

ESSENTIAL PERFORMANCE STANDARDS FOR CLINICAL NURSING STUDENTS

Nursing is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Patient safety is dependent on the nursing student's ability to meet the following Essential Performance Standards. These standards are a part of each nursing course. It is required that every Clinical student meets these standards to be able to engage in learning activities that will not endanger students, faculty or patients. Determination is made on an individual basis as to whether or not necessary accommodations or modifications can be made reasonably while assuring patient safety.

Issue	Standard	Some Examples of Necessary Activities (Not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations. Develop unfolding nursing care plans. Demonstrate ability to calculate, measure & analyze within allotted time frame. Employ Analytical thinking. • Transfer knowledge from one situation to another. • Process information. • Evaluate outcomes. • Problem solves. • Prioritize tasks. • Use short and long-term memory. • Utilize critical reasoning. • Identify cause-effect relationships. • Plan activities for others. • Synthesize knowledge and skills. • Sequence information.
Communication	Communication abilities sufficient for accurate, timely and efficient perception, interpretation and communication of information	• Explain treatment procedures. • Initiate health teaching. • Respond to and interpret health care provider orders. • Direct assistive staff.

Issue	Standard	Some Examples of Necessary Activities (Not all inclusive)
	in English, including verbal, written and non-verbal when interacting with others.	• Write legibly and correctly. • Document and interpret nursing care actions and patient outcomes. • Use computerized documentation skills.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, religious and intellectual backgrounds.	• Establish rapport with patients, family, staff, teachers and peers. • Negotiate interpersonal conflict. • Respect differences in patients. • Maintain composure when subjected to high stress levels.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces and navigate stairwells.	• Lift (at least 30 pounds). • Bathe, position, transfer and transport patients. • Move around in patient's rooms, work-spaces and treatment areas. • Administer nursing procedures. • Move efficiently enough to meet the needs of several patients in a timely manner. • Perform patient care in emergency and non-emergency situations. • Possess full manual dexterity of the upper extremities, including the neck and shoulders. • Possess unrestricted movement of both lower extremities, back and hips. • Possess ability to touch the floor to remove environmental hazards. • Possess ability to sit, bend, reach, walk and stand for the entire length of the clinical experience. • Possess ability to sustain repetitive movements (e.g., CPR).

Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	• Calibrate and use equipment. • Administer injections. • Insert and/or maintain patient catheters/tubes. • Operate equipment and devices, such as thermometers, blood pressure cuffs, IV pumps, ventilators. • Position patients. • Operate equipment and devices in emergency situations.
Hearing	Auditory ability sufficient to	• Respond to all signals, alarms and

Issue	Standard	Some Examples of Necessary Activities (Not all inclusive)
	monitor and assess health needs.	other displays indicating immediate patient need. • Auscultate and hear cardiac, lung and abdominal sounds. • Hear patient and team member's communications and telephone communications.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	• Observe/assess pertinent body systems including inspection of respirations, temperature, blood pressure and color. • Observe/assess medical equipment, including calibrated scales, such as, monitors, syringes, manometers, oxygen.
Tactile	Tactile ability sufficient for physical assessment and therapeutic intervention.	• Perform palpation (feel for pulses, lumps), percussion (short quick blows by the fingers), usually to the chest or abdomen, to obtain a sound or the determination of density, size or position. • Detect variations in temperature.

NURSING PROGRAM ADMISSION AND ENTRANCE POLICIES AND REQUIREMENTS

NURSING PROGRAM COMPONENTS

Admission to Kingsborough Community College does not guarantee admission to the Clinical Nursing Program. To obtain specific information about college admission requirements visit the KCC college website at https://www.kbcc.cuny.edu/admission/index.html.

To enter the clinical component of the Nursing Program, students should work closely with their academic advisor to ensure they select the appropriate courses and meet the pre-clinical requirements (ENG 1200, PSY 1100, BIO 1100, and SCI 2500) while reviewing their progress and eligibility for the Clinical Nursing Program.

ENROLLMENT IN THE PRE-CLINICAL COMPONENT OF THE NURSING PROGRAM

After completing BIO 1100, Eng 1200 and PSY 1100 students must take SCI 2500. Students must apply and be approved for Pre-Clinical status to receive permission to take SCI 2500. The application for Pre-Clinical

Nursing is located on the Nursing webpage on the Kingsborough Community College website under "Pre-Clinical Application". https://www.kbcc.cuny.edu/academicdepartments/nursing/Pre-Clinical-instructions.html

ENROLLMENT IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM

The application for Clinical Nursing is located on the Nursing webpage of the Kingsborough Community College website located under "Instructions for Clinical Application". You are **ONLY** eligible to apply for Clinical Nursing if you have completed or will complete the **Pre-Clinical** course sequence (ENG 1200, PSY 1100, BIO 1100 and SCI 2500). https://www.kbcc.cuny.edu/academicdepartments/nursing/applying-clinical-nursing.html

A student who has not maintained appropriate academic progress, withdrew while failing or has been administratively dismissed from a nursing program at a previous institution is not eligible for admission to the KCC Nursing Program. If you have attended a previous clinical nursing program and left in good academic standing, you must submit the CERTIFICATION OF WITHDRAWAL FROM A NURSING PROGRAM IN GOOD ACADEMIC STANDING FORM.

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. Your instructor will make the accommodations you need once you provide 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.

TRANSFER STUDENTS

Students who wish to transfer into the nursing curriculum from other colleges must meet the criteria for admission into the nursing curriculum. Students must file an Application for Advanced Standing during the time period noted on the Academic Calendar. Official transcripts must be sent to the Registrar's Office and an evaluation of your previous course work will be done. As per college policy, no more than 30 credits may be transferred. All grades for Pre-Clinical courses will be used to calculate the Pre-Clinical grade point average.

NURSING ENTRANCE REQUIREMENTS

https://www.kbcc.cuny.edu/academic/documents/2026-2027-catalog/aas/Nursing_AAS.pdf

NOTICE TO STUDENTS ON CRIMINAL BACKGROUND CHECKS

- Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

- The Department of Nursing at Kingsborough Community College does not require a criminal background check for admittance, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training. Therefore, all clinical students will be required to have a criminal background check completed prior to the start of the initial clinical practice experience. The cost for this clinical requirement is the student's responsibility.

- A student may also have to complete more than one criminal background check during the course of the Nursing Program at Kingsborough Community College, depending on the number of sites where they are placed and the requirements of each site.

- If the student receives a negative incident finding from a criminal background check result, the student must resolve that issue before the start of the clinical practice experience. This may require that the student withdraw or not be permitted to register for the course for the semester until the issue is satisfactorily resolved. There are NO alternative clinical placements.

- Please note that if a student is not permitted to take part in a clinical practice experience required by the program based on the results of a criminal background check, **the student may be unable to complete the course requirements.** It is important for a student to consider this before enrolling in any course of the Nursing Program. Kingsborough Community College has no obligation to refund tuition or fees or to otherwise accommodate the student in the event they are ineligible to complete the course requirements based on the results of a criminal background check.

LICENSED PRACTICAL NURSES TO REGISTERED NURSE BRIDGE PROGRAM

https://www.kbcc.cuny.edu/academic/documents/2026-2027-catalog/aas/Nursing_AAS.pdf

RULES OF PROFESSIONAL CONDUCT FOR REGISTERED NURSES

In order to be licensed as a Registered Professional Nurse in New York State you must:

- Be of good moral character.
- Be at least eighteen years of age.
- Meet professional education and examination requirements.

All licensed professional registered nurses must adhere to rules of professional conduct. The New York State Education Law includes definitions of professional misconduct and the Board of Regents has rules defining unprofessional conduct. The New York State Education Department (SED), Office of the Professions investigates all applicants who have a prior criminal conviction(s) and/or pending criminal charges (felony or misdemeanor). Following its investigation, a determination will be made as to the applicant's eligibility for licensure.

The Board of Regents defines professional misconduct as the failure of a licensed professional to meet expected standards of practice. To ensure public protection, SED's Office of the Professions investigates and prosecutes professional misconduct in all professions (except medicine). Professional misconduct includes:

- Engaging in acts of gross incompetence or gross negligence on a single occasion, or negligence or incompetence on more than one occasion.
- Permitting or aiding an unlicensed person to perform activities requiring license.
- Refusing a patient or patient service because of race, creed, color, or national origin.
- Practicing beyond the scope of the profession.
- Releasing confidential information without authorization.
- Being convicted of a crime.
- Failing to return or provide copies of records on request.
- Being sexually or physically abusive.
- Abandoning or neglecting a patient in need of immediate care.
- Performing unnecessary work or unauthorized services.
- Practicing under the influence of alcohol or other drugs.

Graduates of the KCC Nursing Program who pass the NCLEX-RN examination and obtain New York Registered Nurse licensure can seek employment as a Registered Nurse in hospitals, long-term care facilities, schools, home care and other community-based locations. The license to practice enables you to obtain a position working in such areas as medicine, surgery, pediatrics, psychiatry and maternity. New York State law requires a Registered Professional Nurse (RN) who graduates from an ADN program must obtain a Bachelor of Science degree in Nursing within 10-years of licensure in order to maintain their status as a RN.

NURSING PROFESSION RESOURCES

Information about Nursing as a career as well as job opportunities and scholarship information can be obtained from the American Nurses Association. Other useful resources include: the National

Student Nurse Association**;** Discover Nursing**;** the Transcultural Nursing Society at**;** the National Black Nurses Association**,** and the National Hispanic Nurses Association.

The faculty and staff at Kingsborough Community College are ready to support your education and professional growth. Nursing courses are taught by Masters and Doctoral prepared Registered Nurses, who have many years of clinical practice experience. The Nursing Club is a campus organization that provides opportunities for support, assistance and collaboration for Pre-Clinical and Clinical Nursing students. The Nursing Club can be contacted at **718 368-5522.**

The Nursing profession calls for lifelong learning. To support your educational advancement, The KCC Nursing Program has articulation agreements with a number of colleges in the New York metropolitan area. These agreements allow you to easily transfer credits towards completing a Baccalaureate degree in nursing. Information regarding these agreements is available to the students in the Nursing Office at **718 368-5522.**

INFORMATION FOR CLINICAL STUDENTS

Current information will be available each semester on course Brightspace pages. Please check frequently for details about clinical requirements and deadlines.

CLINICAL COURSE REQUIREMENTS

Students who do not comply with all departmental policies may not continue in the Nursing course in which they are currently enrolled and will be required to withdraw or will receive a failing grade for the course.

PRIOR TO EVERY SEMESTER, students must submit the following:

HEALTH CLEARANCE: Students must be free from addiction to drugs, alcohol or other behavior altering substances; able to stand, walk, bend, push, grasp and lift without restriction; and have normal sight, hearing and speech (with correction).

MALPRACTICE INSURANCE: Individual Student Malpractice Insurance is not required. Students are protected under CUNY's Insurance coverage.

CPR CERTIFICATION: Students in clinical nursing courses must obtain American Heart Association CPR certification (BLS/AED) or BLS Healthcare Provider certification and upload this on to the DISA Healthcare Technologies site prior to registration.
Information on obtaining CPR certification is available in the Nursing Department Office, MAC 401.

***CRIMINAL BACKGROUND CHECK*:** To comply with the Department of Nursing requirements for student clinical experience placements, all students are required to complete a criminal

background check. The cost for this pre-clinical placement screen will be approximately $100 per student. Each student will be required to set-up an individual personal portal account with DISA Healthcare Technologies, which will provide the student with instructions on payment options and what to do to complete the screening process.

FEES AND EXPENSES

Students are required to purchase their own books. Clinical Nursing students incur the expense of purchasing the required uniform and equipment necessary for clinical practice in healthcare agencies.

Estimated Costs of Tuition for 2026-2027

Tuition	$ 2400/semester
Textbooks	$ 500
ATI	$ 400/semester
DISA Healthcare Technologies	$ 100/semester
Uniform/shoes	$ 150 one time
TOTAL (approximate):	$ 3550

CRITERIA FOR RETENTION IN THE NURSING PROGRAM

https://www.kbcc.cuny.edu/academic/documents/2026-2027-catalog/aas/Nursing_AAS.pdf

STUDENT INSTRUCTIONS FOR REPEATING A NURSING COURSE

If you receive less than a passing grade in a clinical nursing course, you will be eligible to repeat the course **only one time**. The procedure that will follow will vary depending on several outcomes such as:

- Final course grade.
- If you have taken the course before.
- If you have appealed a grade before.

1. If you have received a **C- in a clinical nursing course (NUR 1000, 1800, 2100, 1900,2000, 2200, 2300)** ***and it is the first time you have taken this course,*** then complete an **Intent to Return Form** and submit as per the directions on the form.

2. If you are in a non-clinical nursing course, such as **NUR 1700**, **and receive a grade of less than a B,** then complete an **Intent to Return Form** and submit as per the directions on the form.

Nursing 1700 grading only:

- Passing grade is B or above
- B- to C- the student is able to repeat Nursing 1700
- D+ or below – student is out of the program (OOP). Students can appeal their grade by initiating the Appeal Process . The Appeal form and directions can be found on the KCC Nursing website.

3. If you have received **less than a C-** in a nursing course and it is **the first time** you have taken this course, then you must submit an **Appeal of the Retention Criteria Form** and submit as per the directions on the form.

4. If you currently failed a clinical nursing course and you have already failed a prior clinical nursing course, **you will be dismissed from the nursing program.** You are eligible to submit the electronic **Appeal of the Retention Criteria Form** found on our website under forms.

   You are permitted to do this only if you have never appealed a grade before. You are only allowed one appeal while you are enrolled in KCC's Nursing Program. Incomplete forms will not be accepted.

5. If you are **repeating a nursing course and receive a grade of less than a B-, you will be dismissed from the nursing program.** If you have never appealed the retention criteria before, you are eligible to appeal your grade. Submit an electronic **Appeal of the Retention Criteria Form** found on our website under forms.

6. **You are only allowed one appeal while you are enrolled in KCC's Nursing Program.**

WITHDRAWAL INFORMATION

1. A student cannot withdraw from a course if they are failing the course.
2. A student is allowed to withdraw from any nursing course only one time while in the KCC Nursing Program, and only if they are passing the course and within the KCC withdrawal period posted on the KCC calendar.
3. Withdrawal requests have to be made prior to that semester's withdrawal deadline as posted on the KCC Academic Calendar.
4. All requests for withdrawal after the deadline or if a student is failing a course, have to be presented to the Department Chairperson.
5. Documentation to support this withdrawal request should be submitted to the Department Chairperson.

BRIGHTSPACE

Brightspace is a course management system that allows faculty to conduct fully on-line, hybrid, and in person classes. In this course management system faculty can post materials, deliver assignments and surveys, hold on-line discussions and many other course-related functions. All currently enrolled students and faculty can access the Brightspace system that is available 24/7 from anywhere on the internet. All Nursing courses utilize Brightspace to communicate course materials and important program information.

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 Technology Services page.

ASSESSMENT TECHNOLOGY INSTITUTE (ATI)

Kingsborough's Nursing Department uses ATI Nursing Education tutorials, testing and remediation each semester. Students are required to purchase ATI for their specific course(s) each semester. Active participation in ATI assignments and testing is a requirement of all courses and will account for a percentage portion of the course grade with the exception of NUR 1800 which is Pass/Fail. For all other courses failure to take the proctored exams as scheduled will result in a grade of incomplete and will prevent progression in the program. Additionally, at the end of the final semester, all graduating students are required to take an RN Comprehensive Predictor exam. Nursing faculty endorse the use of these tests as important tools for successful preparation for the NCLEX–RN exam. Student who completes all courses and are eligible to graduate must attend the ATI Live RN Live Review scheduled shortly after pinning but before the graduation date. Students are required to complete the ATI: Dosage Calculation exam at the beginning of each semester. A minimum grade of 80% is required.

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.

PREPARATION FOR THE CLINICAL EXPERIENCE

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 apply theory to practice. Therefore, it is imperative for students to be prepared for these experiences.

Prior to the clinical experience students are expected to:

- Complete all assigned readings.
- Practice all required skills in the campus laboratory – M421.
- Review materials related to medication administration.

Unfolding nursing care plans are integral to the learning process and assist students in the development of critical thinking skills. The unfolding care plans are completed each week in the clinical area.

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-reflective. Students must bring a blank copy of their unfolding nursing care plan or Concept Map 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.

STUDENT EVALUATION

1. Unfolding nursing care plans and Concept Maps 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 or Concept Map. They must be worked on throughout the clinical day and discussed in detail at post conference. The only part that is completed 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 6/7 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.
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.

GRADING CRITERIA IN CLINICAL

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

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.

DRESS REQUIREMENTS

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 student's eyes and/or face is permitted.
- The dress code for clinical courses (except Nursing 2000) requires the mandatory blue uniform with the Nursing Department logo embroidered on the front. Students must wear white nursing 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 (blue).
- 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. Unusual colored hair or decorative and pointed hair ornaments/coverage 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 Nursing 2000 requires professional, business attire. Sneakers, tee shirts, jeans, sweatshirts or sweatpants are not permitted. Students may not carry cigarettes or e-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.

STUDENT RIGHTS AND RESPONSIBILITIES

Education is a cooperative effort between the expertise of the Faculty and willingness of the student to learn. The Nursing Faculty endorses the fact that you, the student, have certain rights when you enroll in the Nursing Program as well as responsibilities.

The student has a right to:

- Accurate, organized, relevant, cohesive and quality nursing education and materials.
- Faculty who are knowledgeable, clinically experienced, up-to-date and able to communicate information effectively.
- Quality classroom instruction that is punctual, clearly communicated, stimulating, and presented in a positive learning environment that is free of bias and/or hazards.

- Quality clinical instruction that is safe, provides a variety of experiences, and guides you toward effective nursing practice.
- Fair, impartial, and prompt evaluation of your performance, both theory and clinical.
- Support services to facilitate your participation in the learning process.
- Regular availability of your faculty (scheduled as their office hours) for advice and assistance with academic or clinical matters.

The student has a responsibility to:

- Be in charge of your own learning (which includes adherence to KCC attendance policies). Commit yourself to learning nursing theory and practice through whatever means necessary for you. Be aware of your strengths as a learner and learn to live with or overcome your weaknesses. Be an active participant in all learning experiences.
- Learn from the expertise and knowledge of the faculty. Be prepared for all classes and clinical experiences, submit all assignments as scheduled.
- Attend class promptly and regularly. Be attentive to classroom activities, avoid talking out of turn, conversing with friends or sleeping during a classroom presentation.
- Follow accepted standards of behavior for nurses as well as the KCC codes and standards for behavior on and off the campus. Be prompt and reliable for all assignments and activities. Remember that you are a guest in the clinical agency and demonstrate appropriate social manners. Learn and abide by the agency's clinical policies and procedures. Remember that the primary responsibility of the staff nurses is patient care, not monitoring or instructing you.
- Allow sufficient time for the faculty to grade assignments with fairness and thoughtfulness. Make appointments with Faculty to discuss grades, issues and concerns.

POLICIES

ATTENDANCE POLICIES

The faculty of the Nursing Department are committed to preparing 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 you are learning to become a nurse.

- You are expected to attend all classes and required to attend all laboratory and clinical experiences. Attendance is taken at the beginning of each class and serves as a record of your commitment to the course.
- Absences of more than 15% of course hours will result in a grade of WU.

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

The academic requirements in the Nursing Curriculum are demanding and students are cautioned to plan their work schedules or extracurricular activities with this in mind.

CLASSROOM BEHAVIOR

Complete participation in class is possible only when you 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 you will be asked to leave the classroom or lab.

All cell phones, smart devices or other multimedia 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. NO TEXTING IS ALLOWED AT ANY TIME DURING LECTURE CLASS, LABS and CLINICALS. Members of the academic community must exit the classroom to make or receive calls.

EXAM POLICY

1. Students are required to arrive at least 15 minutes prior to scheduled exam time.
2. All students, including NUR 2000 students, are required to wear the KCC clinical uniform for all examinations, **including approved shoes. Unless granted permission from the nursing department**, no shirts may be worn under or over the uniform, and arms must be visible. Failure to comply with this requirement will result in the student being prohibited from sitting for the examination. A makeup exam will be scheduled on the next designated makeup exam date.
3. All students should have their hair tied back so that their ears are visible. Only medically prescribed hearing devices or devices required for an AAS accommodation are acceptable. Medical documentation needs to be provided at the beginning of the semester to the instructor.
4. The wearing of jewelry of any kind is strictly prohibited during the examination. This includes, but is not limited to earrings, necklaces, bracelets, smart rings, all types of watches and any other item or any other item the faculty proctors deem unacceptable. Failure to comply with this requirement will result in the student being prohibited from sitting for the examination. A makeup exam will be scheduled on the next makeup exam date.
5. All eyeglasses are subject to inspection.
6. Any student who arrives **15 minutes later than the posted exam time** will not be permitted to take the exam that day. A makeup exam will be scheduled on the next makeup exam date. There will be no exceptions to this policy. **Students will be allowed only one make up exam/semester.**
7. Students are required to line up outside of assigned classroom and will be seated at the discretion of the faculty.
8. All personal items (cell phones, smart watches, earbuds/pods, backpacks, purses, pens, highlighters, pencils, food and drinks etc.) must be placed in the classroom, at a location designated by the proctor before taking assigned seat.
9. Cell phones are to be turned off (not on vibrate) and placed with all personal items in the area designated by the proctor. At no time shall a student have their cell phone on their person once seated for the exam.

10. Students should remove all hats, scarves, sweatshirts, hoodies, prior to the beginning of the exam (The only exceptions are religious head coverings).
11. Prior to the start of the exam, students will be given a pencil and one sheet of paper, if required.
    a. Additional paper can be requested from the proctor as needed.
    b. Students must write their name on the paper.
    c. **No information may be written on the paper before the exam begins.**
    d. All paper will be collected by the proctor at the conclusion of the exam.
    e. Returned paper must be intact and may not have any torn portions.
    f. The paper will not be shared between students.
12. Students are prohibited from talking once the exam starts until the proctor states the exam is over and the students have exited the testing room.
13. Students are not permitted to discuss/record/write down the exam questions in any context on their own or with each other during or after the exam.
14. If the student has any questions once the exam begins, they are required to raise their hand and a proctor will come to them.
15. Questions related to medical terminology are not allowed.
16. Once the student completes the exam, they are to raise their hand after the green check mark is visible on their computer screen. A proctor will come over to them to confirm their exam is uploaded.
17. After exam upload confirmation has occurred, the student will sign out of ExamSoft.
18. Once signed out of ExamSoft, the computer will not be used by the student for any reason. (Assignments, internet searching, personal use etc.).
19. Students will remain silent while they are waiting for the examination to be over.
20. **If a student does not comply with the exam rules, they will be dismissed from the exam, receive a grade of zero for the exam, be reported to the Academic Dishonesty office and have their final course grade withheld until a final resolution of their situation has occurred.**

Grading Policies for Nursing Courses			
Definition	Grade	Definition	Grade
97 – 100	A+	80-82	B-
93 – 96	A	78-79	C+
90 – 92	A-	75-77	C
87-89	B+	70-74	C-
83-86	B	66-69	D+
60-65	D		
Lower than 60	F		

A grade of C is the minimum passing grade for Clinical Nursing Courses. All written assignments are pass/fail. Clinical and laboratory performance is evaluated as Satisfactory (S) or Unsatisfactory (U). Performance that has been designated as "U" at the end of the course will result in failure of the course (F) regardless of the theory grade. Grading for all subsequent course will be posted in course syllabi. Students must pass both the theory and clinical components of the courses in order to receive a passing grade for the course.

Individual and group exam reviews with faculty members are not permitted. After an exam, students are encouraged to meet with their faculty instructor who will conduct a concept review of the student's strengths and weakness on the exam. No specific exam questions will be discussed.

MED MATH POLICY

Students are required to take the ATI: Dosage Calculation RN Adult Medical Surgical Online Practice Assessment 3.2 and quiz at the beginning of each semester to validate drug calculation competency. Students can complete the learning portion to refresh their med math skills. Students must upload the 'Individual Performance Profile' to Brightspace Assignments. A minimum grade of 80% is required. The student will receive a satisfactory/unsatisfactory grade for Dosage Calculation, as it is not part of the numerical calculation for your Final Grade in a course.

ATI PROCTORED ASSESSMENTS WITH RESPONDUS LOCKDOWN BROWSER

See Appendix A: ATI PROCTORED ASSESSMENTS WITH RESPONDUS LOCKDOWN BROWSER

MAKEUP EXAM POLICY

It is the expectation that students be present for all scheduled examinations. If an unforeseen illness or emergency occurs, the student should contact the lecture professor and course coordinator. Unless there are extraordinary circumstances only one makeup examination is allowed, otherwise the student must withdraw and retake the course. All makeup examinations will be given at the direction of the Department Chair and the Course Coordinator

GRADE APPEALS

Students who wish to appeal a grade should follow the proceeding guidelines:

1. Speak with your instructor and discuss the grade.
2. If that is unproductive, speak with the Course Coordinator.
3. If that is unproductive, speak with the Deputy Chairperson.
4. If still dissatisfied, student may request an appointment with the Chairperson of the Department of Nursing.

It might help to first discuss the situation with your advisor.

Students who fail a clinical course with a grade of C- in a required clinical nursing course may apply to repeat the course one time only in the semester immediately following, subject to space

availability, after submitting an electronic "Intent to Return to Nursing Course Form." This form may be found on the KCC Nursing Department website under "Forms." This must be completed with a plan of success that demonstrates significant changes in how the course material will be mastered when repeated. Only one required nursing course may be repeated. The minimum grade for clinical courses that are repeated is a "B-".

The appeal process for students, who receive a grade of less than "C-" or "B"- in a repeated course, is to appeal the Nursing Department's Retention Criteria. An electronic Appeal form and any pertinent documents should be submitted. The student's appeal is then presented to the faculty at a Department Meeting. A vote is taken by all full-time faculty members after reviewing the appeals documentation, the student's course history and input from faculty members who taught the student in clinical, lecture and/or lab. The student will be notified about the outcome of the appeal by the Department.

The Appeal form and directions can be found on the KCC Nursing website.

FATIGUE

Fatigue can certainly 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 patient care and student nurse's responsibilities.

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 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.
- It 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.

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.

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- 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.

THE KCC CODE OF CONDUCT

The Department of Nursing enforces the KCC Code of Conduct. Therefore:

- If the student has a medical condition that may mimic signs of confusion, disorientation or other impaired mental functioning, the faculty must be notified. For example, hypoglycemia that occurs with diabetes can cause these signs.
- If the student is taking a mind-altering drug by prescription, this information must be reported to the faculty for consultation and guidance. Medications that may impair thinking and reasoning include antihistamines or narcotic analgesics, among others.
- If the student is suspected of using a mind-altering drug (legal or illegal) or alcohol while on campus, he/she is subject to the College policies.

- If the instructor, agency staff nurses, patients, or other students suspects that the student is under the influence of a mind-altering drug (legal or illegal) or alcohol while in a clinical agency, the student is subject to the policies of that agency as well as the College, which may include blood and urine drug screening at the student's cost . The student will be dismissed from the clinical area immediately and will not be permitted to return to the clinical area until test results are available.
- If the student tests positive for illegal drugs or alcohol, he/she is subject to immediate disciplinary action. Options include mandatory counseling, course failure, probation, or dismissal from the Program.
- If the student is a LPN and tests positive for illegal drugs or alcohol, the Nursing faculty are bound by professional ethics and licensure laws to report the student to The New York State Education Department (SED), Office of the Professions.

INTEGRITY

It is expected that students will be honest in **all** academic and clinical situations and perform independently on all tests, written assignments and turn in work that is their own. Any form of cheating or attempting to cheat will result in an F course grade. Students who knowingly collaborate in cheating by assisting others will also be held equally responsible. Learning assistance materials in the lab are for use by all nursing students and are to remain there. Removal of such items by individual students jeopardizes the learning of all other students and is considered a breach of integrity.

Students will demonstrate professional behavior on campus and in the clinical area, as evaluated by the professional nursing faculty. Unprofessional and unethical behaviors will also result in an F course grade. Examples, although not inclusive, are: belligerent behavior: verbal and non-verbal; lying; rudeness to patients, family members, staff, peers or faculty; threats of physical aggression or any act of violence; removing property (any item) from the clinical agencies or the college; illegal drug/alcohol use before or during class or clinical hours.

Deliberately entering incorrect or false information into a patient health record is another form of cheating that is illegal with potentially career-ending consequences.

See Appendix A: Student Attestation on Academic Integrity

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.

See Appendix A: Return to Clinical Health Clearance Form

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.

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/issues initially with the course lecturer/clinical/laboratory 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.

GOVERNANCE

STUDENT PARTICIPATION IN GOVERNANCE

There are ample department and college wide opportunities for students to participate in governance where students and faculty work together to make decisions in areas of governance and leadership training. Opportunities are available on the Nursing Student Club, College Council, the Kingsborough Community College Association, and many other college-wide committees.

CURRICULUM COMMITTEE

Students are encouraged to assume an active role in the curriculum development. Voluntary student representatives from each clinical nursing course are invited to each Curriculum Committee meeting. Meetings are held during non-class hours to allow for student involvement. The faculty utilizes their valuable input in making curriculum change decisions. A calendar of meeting dates is distributed to all students at the beginning of each semester.

NURSING STUDENT CLUB

Every nursing student is automatically a member of the Nursing Club. The Nursing Club is a campus organization that provides opportunities for support, assistance and collaboration for clinical nursing students. Club involvement can introduce a student to new cultural experiences and help develop valuable leadership and organizational skills required in all aspects of life.

NURSING STUDENT CLUB BYLAWS

Purpose and Function

1. To have direct input into standards of nursing education and to influence the educational process.
2. To influence health care, nursing education and practice through political education as appropriate.
3. To promote and encourage participation in community affairs and resolution of related social issues.
4. To actively participate in the political process in all matters affecting nursing as a profession.
5. To represent nursing students to the consumer, to institutions and other organizations.
6. To promote and encourage students' participation in interdisciplinary activities.

7. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, lifestyle, national origin, age, or economic status.

DUTIES OF THE OFFICERS

The duties as listed here are general duties of the four main officers.

THE PRESIDENT

1. Understand and follow the organization's bylaws.
2. Set an example for your organization by being fair, courteous and obeying the rules.
3. Represent your group or see that a person is appointed to represent your group, at all campus meetings where representation is requested.
4. Carry out the group's decisions and wishes even though you personally do not agree completely with the decision reached.
5. Know the school policies and regulations and see that they are followed at all meetings and activities of your organization.
6. Keep your advisor informed of all meetings, make certain that he/she is invited to all meetings and be certain that he/she is consulted before making plans for special meetings and events. (The college expects and requires that your advisor attend all organizational activities. Show him/her the courtesy of checking to make certain that he/she can attend before plans are started for any activity).
7. Know the duties of the other officers and help them in carrying them out.
8. Appoint committees to assist in getting things done, to help spread the burden of work among all club members, and to give others an opportunity to participate. He/she is responsible for seeing that they complete their assignments.

THE VICE PRESIDENT

1. Take over the president's responsibilities when the president is unable to carry out his/her duties for any reason. Because of this, the vice president must be familiar with all the duties of the president.
2. Be ready to assist the president in any way possible.
3. Assume and carry out all special duties that may be assigned to you by the president, executive committee or members.
4. Know and understand the organization's bylaws.

THE SECRETARY

Act as secretary for the organization as a whole and is responsible for all correspondence related to the organization.

THE TREASURER

1. The treasurer is responsible for all funds of the organization and signs all requisitions along with the advisor for the withdrawal of funds from the KCC Association Account. (The Director of Student Life must also sign Requisitions).
2. Make certain the organization expends money in keeping with the approved budget and within college policy and regulations.

SERVICES

CLINICAL ADVISEMENT

Consultation with the Nursing faculty is a crucial step when planning one's academic program. Formal advisement is available during the period scheduled by the college. Please refer to the KCC Academic Calendar. Appointments can be scheduled through the Nursing Department office staff. At other times, individual conferences may be scheduled with the Nursing Department faculty. To ensure that your advisor has adequate time to answer your concerns, make an appointment. When you "drop in" for advice, remember that your advisor may have other responsibilities or tasks planned for that hour.

Placement in Clinical course sections varies each semester based on agency availability and is subject to change. **Students who are employed in a health care agency cannot be assigned to that agency for clinical classes and must notify the department**.

TUTORING SERVICES

Tutoring can provide valuable assistance and often may be key to academic success. The Tutorial & Academic Support Center (L-605) provides well-trained tutors to help with most subjects. All tutoring is free. Hours are Monday-Thursday 9-6pm, Friday 9-3. Contact them at (718) 368-5118, as early in the semester as possible to ensure you get the services you need.
https://tour.kingsborough.edu/html/FAC_20191108386664.html

Nursing course tutors are scheduled each semester. Dates and times are posted on each course's Brightspace site.

FINANCIAL AID

Kingsborough's Financial Aid Office is located in Room U-201. You can reach them by phone at (718) 368-4644.

STUDENT WELLNESS SERVICES

Student Wellness Services (SWS) can help students achieve their goals during their journey at Kingsborough. The services consist of four separate programs to holistically provide for student needs. Each center offers unique and varied programming, safe spaces, services, support, and education relating to health, mental health, and general wellness. All services are FREE, CONFIDENTIAL, and VOLUNTARY for all registered students.

The Counseling Center is located in Room D102. Staff is available Monday-Friday, 9-5. (718) 368 - 5975 or 5057.

More information can be found on our website at:
https://www.kbcc.cuny.edu/sws/counseling-center.html

KCC SELECTED STUDENT RESOURCES

Career Development Center	C-102	368-5115
Child Development Center	V-105	368-5868
Health Services Center	A-108	368-5684
Student Wellness Center	A-108	368- 5300
Robert J. Kibbee Library	L-200	368-5632
Public Safety	L-202	368-5069
Access-Ability Services	D-205	368-5175
Women's Center	M-382	368-4700
Center for Academic Writing Success (CAWS)	L-219	368-5405
Access Resource Center (ARC)	E-115	368-5411

NURSING ACADEMIC COURSES

CLINICAL COURSES

NUR 1700 - CALCULATIONS FOR MEDICATION ADMINISTRATION

1 Credit(s) Hours: 2 hrs.

The course introduces beginning level students to acquire knowledge and develop proficiency for accurately computing medication dosages for various methods of administration to patients across the lifespan. Topics include systems of measurement, equivalents and conversions, selected abbreviations and computation of medication dosages. Content will be reinforced and tested in subsequent nursing courses. It is essential for students to engage in additional practice in order to develop proficiency. Provisions are available for additional time and tutorial assistance in the college laboratory. Classroom instruction will be held weekly throughout the semester.

Prerequisite(s): Passing score on the ACCUPLACER CUNY Assessment Test in Math or completion of developmental mathematics

Prerequisite(s)/Corequisite(s): NUR 1800 or the equivalent

NUR 1800 - FUNDAMENTALS OF NURSING

7 Credit(s) Hours: 13 hrs.

Beginning level clinical nursing students are introduced to basic nursing knowledge and skills including dependent, independent and interdependent functions of the nurse. This course is designed to introduce the beginning student to the following concepts: Quality and Safety for Nurses (QSEN) Initiative incorporating patient centered care, teamwork and collaboration, evidenced based practice, safety, quality improvement and informatics, the nursing process, and the Categories of Client Needs.
Classroom instruction and laboratory sessions, at the college and in selected health agencies, are held weekly throughout the semester. During the college laboratory, concepts and principles discussed in previous classes are used as the basis for performing therapeutic nursing interventions. The health agency/clinical simulation experiences are utilized to enhance learning. Each clinical experience is preceded and followed by a conference where the expected student learning outcomes are discussed and evaluated. Individual and group assignments are utilized for laboratory experiences. Class work for the typical week consists of: four (4) classroom instruction, two (2) hours college laboratory and seven (7) hours health agency/clinical simulation experiences. It is mandatory for students to engage in additional practice for the development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite(s): BIO 1100, PSY 1100, SCI 2500 and ENG 1200 or ENG 2400 if exempt from ENG 1200
Prerequisite(s)/Corequisite(s): NUR 1700 and BIO 1200

NUR 1000 - LPN TO RN BRIDGE PROGRAM

3 Credit(s) Hours: 5 hrs. (1 hr. lecture, 4 hrs. lab)

This course provides a bridge for Licensed Practical Nurses (LPNs) pursuing their RN licensure. Course content will include medical surgical nursing, pharmacology, and nutrition nursing concepts. The nursing process and informed decision-making are emphasized. Students will develop appropriate plans of care and emphasis will be placed on formulating expected outcomes.

Prerequisite(s): Acceptance into LRN Program (including LPN Licensure) and ENG 1200, PSY 1100, BIO 1100, and SCI 2500
Prerequisite(s)/Corequisite(s): BIO 1200

NUR 2100 - NURSING THE ILL ADULT I

9 Credit(s) Hours: 16 hrs.

Nursing the adult patient with common recurring health problems includes nursing interventions based on physiological and psychological needs of adult patients. This course introduces the students to the nursing care of the adult patient who has common recurring health problems. The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics, the nursing process, and the Categories of Client Needs.

Classroom instruction and laboratory sessions, at the college and in selected health agencies, are held weekly throughout the semester. Learning is enhanced through clinical skills development performed weekly in the college laboratory. Class work for typical week consists of: five (5) hours of classroom instruction, three (3) hours of college laboratory, and eight (8) hours of health agency/clinical simulation experiences. Laboratory sessions are on campus and in hospitals or other health agencies. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite(s): NUR 1700 and NUR 1800
Prerequisite(s)/Corequisite(s): BIO 5100 (Students cannot continue in NUR 2100 if they withdraw from BIO 5100)

Revised: 11/03/2026

NUR 2200 - NURSING THE ILL ADULT II

5 Credit(s) Hours: 17 hrs. One-half semester

Nursing of the adult patient with common recurring health alterations includes advanced nursing interventions based on physiological and psychological needs of adult patients. This course builds on concepts of commonly recurring health alterations presented in Nursing the Ill Adult I (NUR 21). The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics, the nursing process, and the Categories of Client Needs. The principles of priority setting, leadership and delegation are incorporated throughout the course.

Class work for typical week consists of: six (6) hours of classroom instruction, three (3) hours of college laboratory/simulation, and eight (8) hours of health agency experiences. Laboratory sessions are on campus and in hospitals or other health agencies. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite(s): NUR 2100
Prerequisite(s)/Corequisite(s): PSY 3200
Recommended: SOC 3100 and ENG 2400

NUR 2000 - NURSING THE EMOTIONALLY ILL

4 Credit(s) Hours: 14 hrs. One-half semester

This course focuses on Nursing care of emotionally ill patients who are experiencing difficulty meeting psychosocial needs. It also focuses on how emotional illness affects the needs of the individual and family in their efforts to adapt to stressors. The physiological and psychological needs of the patient are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, safety, quality improvement and informatics, the nursing process, and the Categories of Client Needs. Students are also introduced to the principles of management of patient groups. Class work for a typical week consists of: five (5) hours of classroom instruction, one (1) hour weekly college laboratory, and eight (8) hours of health agency/clinical simulation experiences. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite(s): NUR 2100
Prerequisite(s)/Corequisite(s): PSY 3200

Recommended: SOC 3100 and ENG 2400

NUR 1900 - FAMILY CENTERED MATERNITY NURSING

4 Credit(s) Hours: 14 hrs. One-half semester

This course presents facts, principles and concepts relevant to the care of individuals and families during the reproductive years of the life cycle and introduces the student to family-centered maternity nursing. Recognizing the impact of pregnancy on the individual and family, the student develops an awareness of the physiological and psychosocial needs of the patient that may occur during the childbearing years. This is addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence-based practice, safety, quality improvement and informatics, the nursing process, and the Categories of Client Needs.

Classroom instruction and laboratory sessions, at the college and in selected health agencies, are held weekly throughout the semester. Classwork for the typical week will consist of: five (5) hours of classroom instruction, one (1) hour college laboratory/simulation, and eight (8) hours health agency experience. It is essential for students to engage in additional practice for the maintenance of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite(s): NUR 2000 and NUR 2200
Prerequisite(s)/Corequisite(s): SOC 3100 and ENG 2400

NUR 2300 - NURSING OF CHILDREN

5 Credit(s) Hours: 17 hrs. One-half semester

This course introduces the students to nursing care of children, from infancy through adolescence, and their families. The students will develop an awareness of the physiological and psychosocial needs of children. The needs of the children are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics, the nursing process, and the Categories of Client Needs.

Learning experiences will include health care maintenance of children as well as concepts relevant to hospitalized children. Class work for typical week consists of: six (6) hours of classroom instruction, three (3) hours of college laboratory/simulation, and eight (8) hours of health agency experiences. Laboratory sessions are on campus and in hospitals or other health agencies. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite(s): NUR 2000 and NUR 2200
Prerequisite(s)/Corequisite(s): SOC 3100 and ENG 2400

NURSING ELECTIVE COURSES

Nursing students may choose to take nursing elective courses when they are offered to supplement their knowledge.

NUR 2700 -- PATHOPHYSIOLOGY (3 credits. 3 hours.)

Physiologic and pathophysiologic mechanisms that act singly or in direct concert to produce alterations on a cellular, tissue, organ, system level, as well as on the total human organism. Emphasis is placed on underlying concepts that create recurrent patterns of cellular dysfunction and in the progression to alterations in system function and interweaves development across the lifespan with disease processes.
Pre/Co-requisites: BIO 1200, Science 2500 or Department permission

NUR 2900 -- ALTERNATIVE HEALTH CARE MODALITIES (3 credits. 3 hours.)
Introduction to complementary and alternative health care treatments such as herbal remedies, massage, acupuncture and meditation and their use in both disease management and health promotion.

NUR 4200 -- PARENTING (3 credits. 3 hours.)
Theory and concepts related to the interaction between parents and children from infancy to early adulthood. Participants explore effective parenting skills to assist in personal growth.

NUR 4300 -- PERSPECTIVES ON DEATH AND DYING (3 credits. 3 hours.)
The dynamics of death and dying for the purpose of understanding one's own feelings and attitudes so that meaningful assistance may be given to the dying individual and family are examined. The ethical/moral and legal problems arising from such controversial issues as advanced medical treatment; strategies, abortion, suicide, and euthanasia are explored. Prerequisites: PSY1100, SOC 3100 or department permission. Open to all students.

NUR 4400 -- DIET IN HEALTH AND ILLNESS (2 credits. 2 hours.)
The nature of food and fluid intake in healthy and ill individuals. Cultural differences, the age variable and dietary modifications are examined.
Prerequisite: NUR 1800

NUR 4500 -- PHARMACOLOGY IN HEALTH AND DISEASE (3 credits. 3 hours.)

Intended for individuals of any background who desire information regarding safe use of prescription and non-prescription drugs. Emphasis will be placed on the impact of safe drug use on promoting and maintaining health. This course will also examine how drugs affect the body by changing many of its normal mechanisms and thereby contributing to health problems.
Prerequisites: NUR 1800

NUR 4600 -- TRANSCULTURAL PERSPECTIVES IN HEALTH CARE (3 credits. 3 hours.)
Introduction to the field of transcultural health care. Provides an anthropological approach to healing, health values, and practices of select groups. Explores the roles of health professionals in reconciling ethnocentric health care values with health practices of culturally diverse groups.
Prerequisite: NUR 1800

NUR 4700 – NURSING IN THE COMMUNITY (3 credits. 3 hours.)
Introduction to current home health care delivery systems; regulatory agencies; reimbursement mechanisms (insurance, private pay, Medicaid, Medicare); and roles and levels of health care providers. Proposed Federal, State, City, and private initiatives; planned changes in utilization and providers as well as accreditation and quality improvement programs will be explained. Options and skills to negotiate and obtain home care services for families and individuals will be discussed.
Prerequisites: NUR 1800

NUR 4800 -- INTRODUCTION TO BASIC HEALTH ASSESSMENT AND PHYSICAL EXAMINATION OF THE ADULT (3 credits. 4 hours.)
Introduction to the basic knowledge and skills required to perform a comprehensive health assessment of an adult. The compilation of a health history, interview techniques and a regional approach to the physical examination of the adult will be introduced and practiced. A synthesis of the physical, psychosocial, developmental and cultural assessments will prepare students to develop a holistic statement of the health status of an adult individual.
Prerequisite: NUR 1800

NUR 4900 -- EKG RHYTHM RECOGNITION (3 credits. 3 hours.)
An intermediate level course that builds on basic cardiac knowledge. The advanced knowledge and skill necessary to visually recognize, understand, and treat cardiac rhythm disturbances.
Prerequisite: NUR 1800 or Department permission

NUR 5100 – END OF LIFE ISSUES, HOSPICE AND PALLIATIVE CARE (3 credits 3 hours.) The role of the nurse, physician, other health care professional and caretakers in the provisions of care for the dying patient and family members. The students will gain knowledge of end of life issues, care, understanding the philosophy of hospice and palliative care, and identify appropriate interventions when working with the terminally ill patient and grieving family members.

Prerequisite: PSY 1100 and/or Department permission.

APPENDIX A: NURSING DEPARTMENT FORMS

ATI PROCTORED ASSESSMENTS WITH RESPONDUS LOCKDOWN BROWSER

The Respondus LockDown Browser will be utilized for **all** ATI *Proctored* Assessments given remotely or in person. It will prevent students from copying, printing, visiting another URL, or accessing other applications during a test. When you launch an ATI Proctored Assessment with Respondus through the ATI student portal, Respondus Lockdown browser will open **automatically when you begin a proctored assessment.**

Please read the information below carefully. Print out the last page, print your name and sign in the spaces provided. Your signature will represent your agreement and adherence to the requirements.

This form is to be submitted to your instructor during the first week of class, for each course you take that administers an ATI Proctored Exam (Nursing 2100, 2200, 2000, 1900, 2300).

If you fail to sign the form, you will not be able to take your ATI Proctored exam. If the exam is not rescheduled prior to the end of the semester, you will receive an Incomplete (INC) grade and will not be able to progress in the program.

The Respondus Monitor will record the student using video during the exam. The video record will only be reviewed by ATI if there is a reason to believe test protocol has been breached and the student may have committed an act of academic dishonesty. If a student is found or suspected of an act of academic dishonesty, they will be investigated by ATI and reported to KBCC's Office of Academic Integrity. ***If ATI Test Security has deemed a student has committed any act of academic dishonesty, ATI can permanently suspend the student's ATI account. Without an ATI account, a student will be unable to complete the KBCC Nursing program requirements and therefore be dismissed from the nursing program.***

- ATI Proctoring-Student Quick Guide (PDF)
- ATI Proctoring-Student Orientation (6 min)

I agree to the use of Respondus Lockdown Browser during my Proctored ATI Assessments.

I have completed the requirements as outlined above.

Print Your Name _____

Your Signature _____

Today's Date _____

Current Course_____

Instructor_____

Reviewed 2026

STUDENT ATTESTATION ON ACADEMIC INTEGRITY

I hereby acknowledge that I have read, understood, and agree to abide by the policies and standards regarding academic honesty and integrity as outlined by both the KCC Nursing Department and CUNY.

I understand that academic dishonesty be it with exams, coursework, patient care in the clinical site or clearance documents is strictly prohibited and includes, but is not limited to:

- Cheating in any form during examinations or assignments.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Using a third-party tester and or software or allowing use of another device or person when taking a remote/online exam, such as the ATI TEAS or proctored assessments given by ATI (Advance Technology International).
- Plagiarism, or representing someone else's ideas, research, or writings as my own.
- Unauthorized collaboration or use of materials, devices, or technology during academic work or exams.
- Assisting or facilitating others in acts of academic dishonesty.
- Fabrication or falsification of data, clinical site care, academic work, health records or clearance documents.
- Submitting work completed by others or using commercial writing services.
- Resubmitting the same work for multiple courses without prior instructor approval.

ATI: If I am suspected of academic dishonesty through ATI, the third-party testing platform used by the KCC Nursing Department, ATI Test Security will investigate. If any testing irregularity is discovered, ATI can temporarily or permanently suspend my ATI account. As a result , permanent ATI suspension will prohibit me from completing the requirements of the KCC Nursing Program and therefore I acknowledge that I can be dismissed from the KCC Nursing Program permanently.

DISA Healthcare Technologies: If I am found to have falsified health records, lab and or diagnostic results, or any other records submitted to CastleBranch, I may be subject to an investigation by CastleBranch which may result in suspension of my CastleBranch account and/or dismissal from the KCC Nursing Program.

I further acknowledge that engaging in any form of academic dishonesty will result in being reported to the Academic Dishonesty Officer at KCC and may lead to serious consequences, including failing grades, suspension, or expulsion.

By signing below, I affirm my commitment to uphold the principles of academic integrity as outlined above.

Student Name (Printed): _____ Student ID_____

Student Signature: _____ Date _____

Revised: 11/03/2026

Always use these links for our latest forms (Posted on our website)

NURSING DEPARTMENT WEBSITE

https://www.kbcc.cuny.edu/academicdepartments/nursing/

APPEALS FORM

https://kingsborough.qualtrics.com/jfe/form/SV_07EhPN6tfUxJ2rs

INTENT TO RETURN FORM

https://kingsborough.qualtrics.com/jfe/form/SV_8D4CsqfGsQ9mxIa

STUDENT INJURY / ILLNESS FORM

https://www.kbcc.cuny.edu/academicdepartments/nursing/documents/Student_Injury_Illness_Form.pdf

PREGNANCY REPORT FORM

https://www.kbcc.cuny.edu/academicdepartments/nursing/documents/PregnancyForm2023.pdf