



THE STABLER DEPARTMENT OF NURSING

2018-2019

Baccalaureate Student Handbook

The Stabler
Department of Nursing
Diehl Hall Room 126
717.815.1243
Fax 717.849.1651
nursing@ycp.edu

Dr. Cheryl Thompson
Interim Department Chair

FORWARD

This Handbook is prepared for and distributed to all baccalaureate nursing students at York College of Pennsylvania. It is intended to serve as a guide to established policies and practices of The Stabler Department of Nursing and should be used in conjunction with the College Catalog and the College Student Handbook.

All courses, policies, and procedures listed in this Handbook are administered under the academic policies of York College, described in the York College of Pennsylvania Undergraduate Catalog. The Catalog contains the college statements of policy and procedure, and every student, part-time as well as full-time, matriculated as well as non-matriculated, should be familiar with it. The Catalog may be read online by visiting the York College of Pennsylvania website.

www.ycp.edu/offices-and-services/registrar/catalogs/

August 2018

WELCOME

August 2018

Welcome to The Stabler Department of Nursing!

The nursing student handbook is prepared for all baccalaureate nursing students at York College of Pennsylvania. It is intended to serve as a guide to established policies and practices of The Stabler Department of Nursing and should be used in conjunction with the Undergraduate Catalog.

All courses, policies, and procedures listed in the handbook are administered under the academic policies of York College, which are fully described in the Undergraduate Catalog of York College of Pennsylvania. The Catalog contains the official college-level statements of policy and procedure, and every student, part-time as well as full-time, matriculated, as well as non-matriculated, should be familiar with it. The general catalog may be read online by visiting the York College of Pennsylvania website.

Both the Catalog and this Handbook are prepared on the basis of the best information available at the time of publication. Changes or updates to the college Catalog will be posted on the York College website. Changes or updates to the Handbook will be announced by way of email to all nursing students.

Students are responsible for understanding and adhering to all current policies of The Stabler Department of Nursing and York College of Pennsylvania.

The latest edition of The Stabler Department of Nursing Baccalaureate Student Handbook (2017-2018) is now available on the York College of Pennsylvania website.

<https://www.ycp.edu/academics/school-of-nursing-and-health-professions/programs/nursing-major/>

Please review this Handbook, sign the attached Baccalaureate Nursing Student Acknowledgement Form, and return to The Stabler Department of Nursing Office (DHL 126), no later than September 14, 2018. You will need to return the acknowledgment form by the due date to continue your clinical rotation for the Fall 2018 semester.

Best wishes for success this year!



Cheryl Thompson, DNP, RN

Interim Chairperson, The Stabler Department of Nursing



THE STABLER DEPARTMENT OF NURSING

Baccalaureate Nursing Student

Acknowledgement Form

2018 - 2019

Name **(please print)**:

(last name)

(first name)

(middle initial)

RECEIPT

I attest that I have been made aware of the online location of the York College of Pennsylvania, The Stabler Department of Nursing, Baccalaureate Student Handbook, and accept responsibility for the information contained therein as well as that found within the York College of Pennsylvania College Catalog.

Signature and Date

TABLE OF CONTENTS

Introduction to The Stabler Department of Nursing	1
History of The Stabler Department of Nursing	
Baccalaureate Degree Program	
Program Outcomes	
Admissions and Progression in the Nursing Major	3
Performance for Admission and Progression	
Core Performance Standards	
Probation Statement	
Departmental Dismissal Policy	
Grievance Procedure	
Academic Advising	
Evaluations by Students	
Student Policies	9
Academic Integrity	
Integrated Testing and NCLEX Readiness	
Clinical Requirements	
Simulation	
Health Insurance	
Accidents/Exposure to Infectious Material and Standard Precautions	
Transportation	
Uniform Policy	
Center for Teaching and Learning	
Miscellaneous	
Nursing Organizations, Awards, and Convocation	13
Student Nurses Association of Pennsylvania York College Chapter	
Sigma Theta Tau International Honor Society of Nursing Eta Eta Chapter York College	
Nursing Scholarships and Awards	
Departmental Recognition	
Nursing Convocation	
Curriculum Sequences	16

INTRODUCTION TO THE STABLER DEPARTMENT OF NURSING

HISTORY OF THE STABLER DEPARTMENT OF NURSING

The first written communication in the Academic Dean's file giving consideration to offering a baccalaureate program in nursing was in October of 1969. During the early 1970's, discussions were held between York Hospital and York College concerning the closing of the York Hospital School of Nursing and the opening of a baccalaureate program in nursing at York College. In 1971, a joint committee was appointed for further discussion with representatives of York Hospital and York College. Miss Charmaine Bentz was appointed as the first chairperson of the department in the spring of 1975.

Initial approval status for the baccalaureate program in nursing was granted by the State Board of Nurse Examiners of Pennsylvania in May of 1976. The first class of student nurses entered the program in the fall of 1977 and completed the program in June 1981. Initial accreditation of the program was granted by the National League for Nursing in the spring of 1982. Reaccreditation for an eight year period occurred in the spring of 1998.

Through the years, the nursing program at York College has developed and grown into a widely recognized, high caliber program. An experienced, highly qualified faculty has kept program content current by engaging in a multiplexity of educational experiences themselves and making necessary curriculum changes to reflect current practice. York College graduates have been employed in diverse positions and have assumed leadership roles. Many have returned to school to pursue graduate degrees.

From a small beginning, the program has grown to a major with over 600 students. A separate track was developed in the early 1980's for the RN returning for a baccalaureate (BS) degree. A master's degree program began in the fall of 2001, a nurse anesthetist program in the fall of 2006, and a doctor of nursing practice program in 2011. The department became officially recognized as The Stabler Department of Nursing in honor of generous contributions from The Stabler Foundation in fall 2012. York College gratefully acknowledges the generous gifts of The Donald B. and Dorothy L. Stabler Foundation by naming The Donald B. and Dorothy L. Stabler Nursing Program.

Throughout their lives the Stablers believed in hard work and charitable engagement. In 1940, Donald B. Stabler used \$1300 in savings to start a business in road construction. Over the next five decades, his companies (Stabler Companies, Inc) would become a \$200+ million enterprise engaged in three basic businesses: the aggregates, hot mix asphalt, materials and construction groups, the traffic safety group, and, land development. Philanthropy was a hallmark of the Stablers' lives. For more than fifty years, the Stabler Foundation and Donald and Dorothy Stabler were committed benefactors to many charities. Upon Donald and Dorothy's passing, most of the couple's assets were transferred to the Stabler Foundation, and the Foundation continues their legacy of charitable support by investing in educational institutions, parochial or church related schools not operated or controlled by the government; non-profit hospitals or medical facilities and medical research facilities and programs not operated or controlled by the government; private organizations and institutions that provide services and/or assistance to persons who are mentally, physically, or developmentally impaired or disabled, persons suffering from drug or alcohol abuse; the aged and the poor, as well as to religious institutions and social service organizations that seek to preserve and instill traditional moral and ethical values, respect for family, concern for others, self-reliance and a productive life.

York College appreciates the contributions of the Donald B. and Dorothy L. Stabler Foundation. The Foundation's support underlines the important role that nurses and nursing education play in the healthcare of our region. The Foundation has provided grants to the College to underwrite new nursing

and biology laboratories and special scholarships for nursing students. These donations have helped the College maintain a standard of excellence in nursing education, and York College is honored to have the Stabler name affiliated with our institution and this fine department.

BACCALAUREATE DEGREE PROGRAM

The Stabler Department of Nursing offers a baccalaureate degree program which leads to a Bachelor of Science with a major in nursing. Students are eligible to sit for the registered nurse licensing exam (NCLEX) in all states upon completion of the program. Nursing students at York College participate in a rigorous and relevant program in the sciences and nursing as well as general education courses in the arts, humanities, foreign culture, and the behavioral and social sciences. Special programs are available for registered nurses.

The baccalaureate program in nursing is approved by the Pennsylvania State Board of Nursing and accredited by the Commission on Collegiate Nursing Education. The nursing major is a highly structured and academically intensive program. It requires motivation, investment of time, and a strong commitment to learning. Desirable professional qualities include aptitude, creativity, self-direction, self-discipline, discretion, integrity, tolerance, flexibility, optimistic outlook, and evidence of good physical and mental health.

The Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Washington, DC, 20001, (202) 463-6930, is a resource for information regarding tuition, fees and length of program. This information is provided annually to CCNE by The Stabler Department of Nursing.

Students should be aware that it is a policy of the Pennsylvania State Board of Nursing not to issue a license to an applicant who has been convicted of a felonious act. Persons who have been found guilty of felonious acts as listed in the Prohibitive Offenses contained in Act 13 of 1996 will not be admitted to the program.

PROGRAM MISSION

We are committed to providing high quality baccalaureate and graduate programs that build on a foundation of general education. The general education is used to facilitate the development of a broadly educated citizen, to support the nursing major and is integrated throughout the program.

We are committed to a teaching-learning environment characterized by individual attention to students and their learning needs. Classroom and clinical experiences are provided to assist students to utilize critical thinking and communication skills in the application of theory to their professional and personal endeavors. Resources are selected to provide a variety of modes for the student to pursue both guided and independent learning. These include, but are not limited to, group and individual practice in the skills lab, access to audio visual materials, activities in the simulations labs, and supervised practice with patients in selected clinical sites.

We are committed to providing educational opportunities for traditional aged, adult, full-time and part-time students.

We are supportive of the college's commitment to acquiring a diverse student body and provide learning experiences which promote cultural awareness.

We are attentive to community expressed needs by preparing practitioners who are equipped to practice in a changing health care scene.

We are committed to providing an environment that promotes academic honesty, personal integrity, and the ability to engage in ethical decision making.

We strive to create a climate that puts emphasis on learning as a lifelong endeavor.

PROGRAM OUTCOMES

Individuals who have majored in nursing and who are candidates for the Bachelor of Science degree from York College of Pennsylvania will demonstrate the ability to do the following:

1. Use knowledge from the arts, sciences, humanities, and the discipline of nursing in nursing practice to assist individuals and groups from diverse populations to adapt to changing health sates throughout the life span.
2. Provide safe and holistic nursing interventions to individuals and groups in a therapeutic manner which acknowledges and accommodates diversity.
3. Facilitate learning for individuals and groups about health and activities that support a healthy environment.
4. Use leadership skills and ethical principles to foster and advocate for the provision of high quality nursing services to individuals and groups.
5. Utilize critical thinking skills to implement the nursing process in a caring and professional manner.
6. Incorporate research and evidence based findings to advance clinical excellence in nursing practice.
7. Communicate clearly and concisely both verbally and in writing.
8. Demonstrate use of technology and nursing informatics.
9. Utilize resources and strategies which support lifelong learning and professional growth.

ADMISSIONS AND PROGRESSION IN THE NURSING MAJOR

Admission to York College of Pennsylvania does not automatically ensure progression to a nursing course with a clinical component which begins the second semester of the Sophomore Year (Spring Clinical; Track 1), or the first semester of the Junior year (Fall Clinical; Track 2). Effective for students entering the nursing major Fall 2016 and later, an overall cumulative GPA of 3.0 or greater is required for entry and progression through clinical courses. Additionally, a cumulative science GPA of 2.8 is required for entry to clinical coursework. *Students admitted as nursing majors prior to Fall 2016 are required to maintain cumulative and science GPA's in effect at time of acceptance.

Progression into the first nursing clinical courses, NUR210/211 and NUR304/305, requires students to have completed the following courses with a minimum grade of 2.0:

Students entering program fall 2014 and earlier:

General Psychology (PSY100), Introduction to Sociology (SOC100), Beg. Princ. Gen./Org. Chem. (CHM122/123), Biology I (BIO150/ 151), Human Anatomy and Physiology I and II (BIO220/221 and BIO222/223), Microbiology (BIO230/231), Human Development (NUR201), Nutrition (NUR202), and the

College Common Core Requirements, which include Analytical Reading and Writing (WRT102), Academic Writing (WRT202), Human Communication (CM104), and Critical Thinking/Problem Solving in Math (MAT111). Anatomy and Physiology and Microbiology must be satisfactorily completed (grade 2.0 or higher) no more than five years prior to NUR210/211.

Students entering program fall 2015 and later:

General Psychology (PSY100), Introduction to Sociology (SOC100), Beg. Princ. Gen./Org. Chem. (CHM122/123), Biology I (BIO150/ 151), Human Anatomy and Physiology I and II (BIO220/221 and BIO222/223), Microbiology (BIO230/231), Human Development (NUR201), Nutrition (NUR202), as well as First Year Seminar course (FYSXXX), Rhetorical Communication (FCO105), and Technical & Scientific Comm. (FCO215). Anatomy and Physiology and Microbiology must be satisfactorily completed (grade 2.0 or higher) no more than five years prior to NUR210/211.

To remain in and progress through the Nursing major, a grade of 2.0 or higher must be obtained in each required support and nursing course, and the student must maintain a cumulative GPA of 3.0 or better. To pass all nursing courses with a clinical component, students must achieve a satisfactory grade of 2.0 or higher in the combined classroom and clinical components of the course.

Students may repeat required support courses, only once. Students who withdraw from, or achieve a grade of less than 2.0 in any Nursing course, will be permitted to repeat the course only once. Students may repeat only one nursing course with a clinical component. A second failure or withdrawal in any nursing course with a clinical component will result in dismissal from the program.

All nursing courses with a clinical component must be completed within 12 semesters (6 years from the time the student started the first nursing course with a clinical component – NUR210).

Students are expected to exhibit personal and professional attributes which are consistent with effective nursing practice. To provide safe and effective nursing care during clinical experiences, students must demonstrate preparation for the experiences as outlined in course syllabi, and must be able to make sound nursing judgments. Students who do not make sound judgments and who do not provide safe and effective nursing care will be placed on probation which may result in failure of the nursing course.

Disruption in the suggested progression of courses for the nursing major for any reason may result in delay in placement in nursing courses with clinical components.

Procedural guidelines for implementation of this Admission and Progression Policy are developed by The Stabler Department of Nursing. Recommendations concerning academic progression and retention are made to The Stabler Department of Nursing Chairperson by the departmental Scholastic Standards Committee. Students who do not meet the requirements for progression and retention are placed on departmental probation or are required to withdraw and repeat the course in the future. All students who interrupt the suggested progression of courses for any reason must submit a letter of intent to the Chairperson of The Stabler Department of Nursing before they will be eligible to register for any course in the nursing major at a later time.

After each semester, The Stabler Department of Nursing Scholastic Standards Committee examines students' academic records to determine eligibility for progression in the nursing program. Students who do not meet the stated criteria are denied progression by the Scholastic Standards Committee.

If there is a delay in the completion of required course sequences, there is no guarantee that degree requirements will remain constant (i.e. if there is a curriculum change, course requirements may change).

PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

Applicants and students enrolled in The Stabler Department of Nursing must possess the necessary intellectual, physical, emotional, social and communication skills to provide nursing care that is safe for the client, themselves, and other health care providers. Students must be able to provide safe nursing care in a wide variety of settings with diverse clientele. Students must meet these standards to qualify for and remain in the program. Students requesting accommodations under section 504 of the Rehabilitative Act of 1973 and the Americans with Disabilities Act must provide the college Disability Support Services Coordinator with the required documentation and notify individual program faculty of accommodations needed in a timely fashion. Where possible, accommodations will be provided to those individuals with disabilities to enable them to meet standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this nursing program.

The core performance standards for this program are identified on the following pages, along with examples of these standards. These examples are not inclusive of all expected abilities and should be used only for simple comparative purposes by applicants to and students currently enrolled in this program.

CORE PERFORMANCE STANDARDS

SKILLS	STANDARD	EXAMPLES OF NURSING ACTIVITIES (NOT INCLUSIVE)
Clinical Reasoning	Clinical reasoning sufficient for sound clinical judgement	<ul style="list-style-type: none"> • Competent assessment of clients in a timely manner • Correct interpretation of assessment data • Design of appropriate nursing care plans • Identification of necessary nursing interventions • Evaluation of the effectiveness of interventions • Revision of planned interventions
Interpersonal	Interpersonal ability sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual, and intellectual backgrounds	<ul style="list-style-type: none"> • Follow verbal and written instructions • Clearly communicate with other health care providers by appropriately documenting the nursing interventions provided and the clients' responses • Provide effective client teaching. Consult with other health care providers in a professional manner
Mobility	Physical ability sufficient to move oneself from room to room, along hallways, and in small or confined spaces; The physical stamina sufficient to	<ul style="list-style-type: none"> • Lifting, moving, carrying, pushing, pulling, and supporting clients, equipment and other objects independently

SKILLS	STANDARD	EXAMPLES OF NURSING ACTIVITIES (NOT INCLUSIVE)
	perform all care activities for entire length of work shift	<ul style="list-style-type: none"> • Standing, bending, walking, and sitting while working directly with clients and coworkers, and documenting care
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> • Perform vital signs, CPR, physical assessment, use equipment, hanging IVs and tube feedings, drawing up and giving injections • Writing or typing to document nursing interventions and patient care
Visual	Visual ability sufficient for accurate observation, assessment, and performance of nursing care	<ul style="list-style-type: none"> • Reading charts, flow sheets, monitors, thermometers • Assessment of patient skin color, pupils, wound healing • Drawing up and administering medications
Hearing	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> • Auscultation of blood pressure, breath sounds, heart sounds, bowel sounds • Hearing alarms, call bells, cries for help by clients and staff • Converse with clients, families and co workers • Understanding mechanically reproduced voices such as an audiotape
Smell	Olfactory ability sufficient to detect significant environmental and client odors	<ul style="list-style-type: none"> • Detect odors from client e.g., foul smelling drainage, alcohol breath, etc. • Detect smoke • Detect gases or noxious smells
Emotional Stability	Emotional stability sufficient to assume responsibility and accountability for actions	<ul style="list-style-type: none"> • Focus attention on task and client • Monitor own emotions • Establish therapeutic boundaries • Provide client with emotional support • Adapt to changing environment • Deal with the unexpected • Perform multiple responsibilities concurrently • Handle strong emotions, e.g., grief
Personal Behaviors	Maintains personal behaviors consistent with the American	<ul style="list-style-type: none"> • Demonstrates integrity • Demonstrates respect for clients and their rights

SKILLS	STANDARD	EXAMPLES OF NURSING ACTIVITIES (NOT INCLUSIVE)
	Nurses' Association Code of Ethics for Nurses	<ul style="list-style-type: none"> • Demonstrates caring behavior toward patients (individual, family, group, or community) • Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, engaging in or supporting criminal behavior

PROBATION STATEMENT

Clinical Probation is for a specific period of time during which the clinical faculty evaluates a student's ability to meet specific clinical requirements for nursing practice during a clinical course. The length of and clinical objectives for the probationary period will be determined by the clinical faculty and will be dependent upon the extent of remediation needed by the student. During the probationary period, students must demonstrate ability to meet the objectives of their remediation.

Course faculty will review each situation on an individual basis. Remediation will be based on the seriousness of the precipitating incident. Disciplinary action may include any or all of the following:

1. Verbal Warning
2. Written Warning
3. Clinical Probation

Incidents leading to "Clinical Probation" may include, but are not limited to, any of the following:

1. The student is not adequately prepared to provide nursing care for the specific type of patient within the assigned clinical rotation;
2. The student does not complete the scheduled practice time in the clinical nursing laboratory and/or classroom identified in the course syllabus and/or schedule;
3. The student does not attend ALL clinical experiences, including simulated laboratory experiences, agency clinical experiences, and clinical post-conference.
4. The student does not consistently exhibit professional behavior during this course.
5. The student does not complete and/or submit assignments for each clinical rotation in a timely manner.
6. The student violates confidentiality requirements.

Students who are placed on "Clinical Probation" will earn a failure for the course if unable to meet the identified objectives of the probationary period. Students may not withdraw from a course in which a clinical failure is issued prior to the end of the semester.

Departmental Academic Probation occurs when a student does not meet the identified academic requirements for progression in the nursing major. Any such student will be evaluated by the departmental Scholastic Standards Committee and will be immediately placed on departmental academic probation. The student will be notified of this decision in writing by the Chairperson of the departmental Scholastic Standards Committee who will speak for the committee. The student will be required to

eliminate the identified deficiencies through a repetition of the course before obtaining permission for progression in the nursing program.

DEPARTMENTAL DISMISSAL POLICY

Occasionally, students are dismissed from The Stabler Department of Nursing. Continuation in classes or clinical within the department is not guaranteed based solely on payment of tuition and fees. Students must satisfactorily meet all of the requirements for each class (with or without a clinical component) to remain in good standing in the program. Dismissal may occur for a number of reasons, which may include, but are not limited to the following: 1) a student receives less than a 2.0 in a second nursing course with a clinical component; 2) a student receives less than a 2.0 in any nursing or science course upon a second attempt; 3) a student fails to fully remediate during academic or clinical probation in any course; or

4) a student acts in an egregious manner (lacking professional comportment) in The Stabler Department of Nursing (including classrooms, clinical settings, simulation labs, faculty offices, etc). Students will be notified in writing of dismissal from the program. Students have the right to appeal the dismissal to the Chairperson of The Stabler Department of Nursing. Students who have been dismissed from the nursing major for academic reasons are not eligible for readmission to the nursing program at any time in the future.

GRIEVANCE PROCEDURE

The Stabler Department of Nursing follows the student grievance procedure as outlined in the College Catalog.

ACADEMIC ADVISING

All students are assigned a nursing faculty advisor at the time of matriculation into the nursing major. The academic advisor plays a very important role in assisting students in planning their academic programs. Students should consult with advisors on a regular basis to discuss academic activities and performance. Each student must assume responsibility for locating the office of his/her advisor and for scheduling an appointment each semester, prior to the time for scheduling classes for the following semester. Freshmen students must meet with their academic advisor to obtain permission to register. The faculty advisor monitors the student's progress and provides advice. Per the college Catalog it is ultimately the responsibility of the student to be aware of and to meet all academic requirements for graduation.

EVALUATIONS BY STUDENTS

Each semester, students will be asked to evaluate YCP courses, instructors and clinical sites. In addition, each graduating student will be asked to complete an overall program evaluation at the completion of all coursework and prior to graduation. This student evaluation information is incorporated into course and program quality improvement.

STUDENT POLICIES

ACADEMIC INTEGRITY

The goals of York College include providing an educational environment that fosters intellectual pursuits, develops socially responsible individuals, ensures academic freedom and protects individual rights. In order to assist students to achieve these goals, the College has developed standards for both academic and non-academic matters (please refer to York College Student Handbook). All students are expected to act in a manner consistent with these standards, and maintain professional comportment at all times. In addition, students are expected to adhere to the American Nurses Association code of Ethics for Nurses and the appropriate Standards of Practice. Cheating, plagiarism, forgery, or other forms of academic misconduct are not tolerated at this institution. It is the responsibility of each individual to ensure that his/her study and participation in the academic process is so conducted that there can be no question concerning his/her integrity. As a student matriculated in a professional nursing program, it is the responsibility of each student to also report the unethical behavior of a fellow student or colleague to the faculty member in order to protect the safety of the public and ensure the integrity of the program and profession.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY RULE

York College of Pennsylvania (YCP) Stabler Department of Nursing (SDON) Privacy and Confidentiality Statement

Maintaining patient confidentiality is an essential part of the professional nurse's role. Students are expected to conduct themselves in a professional manner in all learning environments. All faculty and students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Students are expected to follow all elements outlined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule:

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Once students begin clinical rotations, HIPAA must be strictly followed to ensure safe, confidential patient care. Faculty and students obtain information about patients prior to and during clinical experiences. Information obtained about any assigned patients may be shared confidentially only with faculty members and other students when appropriate in the learning environment. Accessing the records of patients for whom the student has no direct care role is strictly prohibited.

The violation of HIPAA is a federal offense. Nursing faculty and students are required to comply with standards of documentation and confidentiality. They are mandated by state and federal regulatory agencies and accrediting bodies including applicable requirements of HIPAA and guidelines established and approved by the clinical agencies. Breach of the YCP SDON Privacy and Confidentiality Statement is strictly prohibited, even in personal communications. The violation of this policy by any YCP nursing student will be grounds for disciplinary action up to and may include dismissal from the nursing program. The SDON cannot be held responsible for any repercussions that may arise from the inappropriate use or release of confidential patient information by any YCP student.

Clinical Evaluation Tool Confidentiality Statement

Upholds ethical standards related to data, security, regulatory requirements, confidentiality and clients' rights to privacy according to the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the agency at which the student is a guest.

INTEGRATED TESTING AND NCLEX READINESS

The Stabler Department of Nursing utilizes Kaplan integrated testing throughout the nursing curriculum. Students will begin working with supplemental integrated testing materials in the first nursing clinical courses; NUR 210/211 and NUR 304/305. In these and each subsequent course, students will complete assignments and take secure, proctored examinations that are nationally normed. The nursing program curriculum will align with the American Academy of Colleges of Nursing (AACN) Essentials of Baccalaureate Education and will prepare students to be safe and competent beginning nurses. Maintaining competence for NCLEX readiness will be supported throughout the curriculum, however it is ultimately your responsibility as a student to monitor your Kaplan performance, self-evaluation, and remediation plans. End of program requirements for NCLEX Readiness are articulated in the NUR450 course syllabus.

CLINICAL REQUIREMENTS

All nursing majors are expected to adhere to written Stabler Department of Nursing health policies. These are required by the Pennsylvania State Board of Nursing and the contractual agencies for clinical experiences.

Before the first nursing course with a clinical component, students are required to have physical examinations, dental examinations, and immunizations (or provide adequate immunity history).

Tuberculin testing should be by two-step mantoux, with second PPD administered 7 to 21 days after the reading of the first PPD. Annual screening thereafter is required. Students must be certified in CPR at the professional level. Lay rescuer CPR courses will not be accepted; this certification must be valid for the entire academic year.

In addition, students must submit and pass criminal record clearance and background checks. All students are required to complete a urine drug screening at the lab selected by The Stabler Department of Nursing.

All clinical requirements are due on July 1 for students who will enter clinical in the fall semester and December 30 for students who will enter clinical in the spring semester. Information regarding these requirements will be provided to students approximately three (3) months prior to the due dates. Students are cautioned to be sure to allow adequate time for the requirements to be completed and submitted. All required documentation will be submitted by the student through Certified Background. Students who do not submit the necessary reports to Certified Background by the due date will be withdrawn from the nursing course with a clinical component. Admission to a nursing course with a clinical component the following semester will depend on availability of space.

Students in all nursing courses with clinical components must have current tuberculin screening, professional level CPR, criminal background checks, and child abuse clearance updated annually that will not expire during the semester. All clinical requirements are due on July 1 for the fall semester and December 30 for the spring semester.

SIMULATION

1. Simulation is a clinical experience for students. For each simulation clinical experience students will:
 - a. Participate fully in a professional manner.
 - b. Treat simulation as a realistic patient care experience.

- c. Preserve realism by handling the patient with respect, avoiding laughter, and limiting side conversations.
 - d. Adhere to the uniform policy as stated in this handbook.
 - e. Bring necessary personal equipment, i.e., stethoscope, watch.
 - f. Stow belongings in lockers; backpacks and purses may not be brought into the simulation rooms.
 - g. Leave food and beverages in lockers, they are not permitted in simulation or control rooms.
 - h. Arrive punctually for the scheduled simulation time.
 - i. Perform safety procedures (hand hygiene, universal precautions, sharps disposal) as in the hospital setting.
 - j. Use manikins responsibly, avoid excessive pressure or rough treatment.
 - k. Use pencil (not pen or marker) in the simulation rooms.
 - l. Hold in confidence all information about the content of simulation scenarios and the performance of other students during simulation.
2. Students may be photographed or video recorded during simulation.
- a. These photographs and video recordings may be used for debriefing, educational, or marketing purposes on the York College campus and in York College printed and electronic publications and presentations. Students will have the opportunity to approve the use of their photograph or video recordings for other purposes.
 - b. Students may view their videos in Diehl Hall. They may not upload videos to social media such as YouTube or Facebook, or make videos outside of Diehl Hall in any other way.
 - c. The videos will be recorded on a password protected laptop located in a control room. The videos will remain on that laptop through the end of that semester and then be deleted. Occasionally examples could also be selected and moved to a faculty member's H (home) drive for educational purposes. Access to those video recordings from faculty offices and classrooms is password protected and is possible only when the control room laptop is powered on.

HEALTH INSURANCE

All students taking clinical courses are required to have health insurance with coverage comparable to or exceeding that which can be purchased through York College of Pennsylvania. Proof of insurance (e.g. copy of insurance card) is required annually.

ACCIDENTS/EXPOSURE TO INFECTIOUS MATERIAL AND STANDARD PRECAUTIONS

Should an accident that leads to student injury occur in clinical, the student will inform the faculty who will facilitate compliance with the clinical agency policy. If a student is exposed to blood or body fluids the student will inform the faculty. The clinical agency policy will be followed regarding determination of significance of exposure, patient/client follow up with serologic testing, as well as serologic testing for the

student. The student must assume responsibility for payment for tests and treatments related to any accident or exposure unless the agency is willing to do so.

In the event that a student is accidentally injured during a practice session in the Nursing Skills Laboratory, the student should seek assistance from the faculty or the laboratory assistant. The faculty or lab assistant will administer first aid for the injury or refer the student to the YCP Health Center. The student must assume financial responsibility for tests and treatments.

Documentation of any incident described above is to be recorded by the faculty or lab assistant and placed in the student's file.

The use of Universal Precautions is studied in the first clinical nursing course, and is reinforced in subsequent clinical nursing courses.

TRANSPORTATION

Students must provide their own transportation to nursing clinical facilities. Students must abide by agency parking regulations. For certain clinical experiences at York Hospital students are required to take the YCP shuttle to clinical rather than using York Hospital parking.

UNIFORM POLICY

1. Uniforms must be purchased through the York College Bookstore. Students may not wear scrubs, uniforms, polo shirts, or lab coats other than those purchased through the bookstore. The following general guidelines apply to all clinical settings, whether in the Simulation Lab, Nursing Skills Lab, or patient unit (clinical site).
 - a. Hair is to be neat and conservative, off the collar, and away from eyes. Mustaches and beards must be clean, neat, and closely trimmed. All hair must be natural in color, not necessarily a student's own natural color, but must be considered a natural color (i.e. blonde, brown, etc). Approval rests with the supervising faculty in the clinical setting.
 - b. Visible tattoos must be covered.
 - c. Piercings must be removed with the exception of one small pair of post earrings in the earlobe.
 - d. Other jewelry is limited to watch and wedding band.
 - e. Nails are to be manicured, clean, and short. Artificial nails are not acceptable. Only clear nail polish is acceptable.
 - f. York College photo identification badge is to be worn at all times.
2. Prior to the start of clinical in the NUR210/211, students will purchase the following:
 - a. Two white scrub tops
 - b. Two navy blue scrub pants
 - c. Navy blue undergraduate nursing warmup jacket
 - d. Polo shirt
3. Prior to the start of the NUR350/352 Women's Health/Child Acute Health course, students will purchase a pair of tailored khaki pants.

4. In patient care clinical settings, students will wear the YCP nursing scrub top and pants with white, clean, comfortable walking shoes and white socks or nylon hosiery. The only sneaker type shoes that are acceptable are those manufactured by nursing shoe manufacturing companies.
5. Students are to be prepared with basic learning tools as appropriate for the clinical learning experience such as a notebook, pen, bandage scissors, watch with second hand, and stethoscope.
6. When students are on clinical sites for non-patient care activities (gathering information from client's chart, interviewing a client, observing, etc) the approved lab coat is to be worn over professional attire. Students may not wear jeans, sneakers, flip flops, short skirts, provocative tops or fad styles under the lab coat. Students may wear the YCP nursing polo shirt with professional pants (no jeans) in lieu of the lab coat for these activities as directed by the clinical faculty.
8. Students in clinical sites designated by course faculty as "community clinical" sites, are required to wear YCP nursing polo shirt purchased from the approved uniform supplier and khaki or navy tailored pants. Comfortable brown or black walking shoes (no sneakers, clogs, sandals) with hosiery are to be worn. The clinical instructor has the option of adapting uniform style to conform to the uniform policy of the clinical agency.

ACADEMIC SUPPORT CENTER

Students who need tutorial assistance should contact their course instructor or academic advisor. In some situations, the course instructor will help students arrange tutoring by a peer. Students can be referred to the Academic Support Center for help with study skills and time management. The campus provides excellent help and information for students encountering academic problems through individual and/or small group tutorial assistance. The Center's knowledgeable staff will assist in such areas as writing, math tutoring, study skills, and other special academic needs.

MISCELLANEOUS

Additional costs for nursing students may include fees for name pin, medical insurance, uniforms, clinical requirements, immunizations, the graduate pin, meals at clinical experience facilities, parking at clinical experience sites, textbooks, reference books, integrated testing, and the application for the National Council Licensure Examination – RN (NCLEX-RN).

NURSING ORGANIZATIONS, AWARDS, AND CONVOCATION

STUDENT NURSES ASSOCIATION OF PENNSYLVANIA, YORK COLLEGE OF PENNSYLVANIA CHAPTER

Student Nurses Association of Pennsylvania (SNAP) is the pre-professional association for nursing majors. There are local chapters at most schools of nursing in the Commonwealth. York College of Pennsylvania Student Nurses Association (YCP-SNA) is a local chapter of SNAP and the National Student Nurses Association (NSNA).

Membership in the organization encourages:

1. development of professional leadership skills;
2. awareness of professional and legislative issues;
3. exploration of career alternatives;

4. pursuit of academic excellence;
5. peer support; and
6. volunteering in the community.

Students learn to network on campus as well as among student peers at state and national conventions annually. The annual membership fee is nominal. Membership campaigns are initiated in Fall and Spring semesters. Meetings are scheduled for early evenings at the convenience of majority of students.

SIGMA THETA TAU, INTERNATIONAL HONOR SOCIETY OF NURSING, ETA ETA CHAPTER YORK COLLEGE OF PENNSYLVANIA

The Society exists to: recognize superior achievement and scholarship; recognize the development of leadership qualities; foster high professional standards; encourage creative work; and to strengthen commitment to the ideals and purposes of the profession.

Each year during the Spring semester, the Eligibility Committee of Eta Eta Chapter invites junior and senior students who meet the required criteria to apply for membership in Sigma Theta Tau. The eligibility criteria applied in review of undergraduate students include the following:

1. Exhibit academic integrity
 - a. Students must have completed one-half of the required nursing curriculum by the end of the spring semester.
 - b. Students who are licensed RNs must have completed at least one 400 level clinical nursing course by the end of the spring semester.
2. Upper 35% of their class
3. Submission of application by announced deadline, usually late April

Application packets may be obtained from the Eta Eta Chapter website. Students' application materials and transcripts are reviewed by members of the Eligibility Committee. Those that meet required criteria are recommended for induction into the society. An induction ceremony is held annually in the fall.

CLASS ORGANIZATION

The chairperson of the SDON Faculty Affairs Committee will solicit junior and senior students to attend meetings of the Nursing Faculty Organization and selected SDON committees.

NURSING SCHOLARSHIPS AND AWARDS

The following awards and scholarships are presented each year to eligible students in the nursing major. Please note that each of the awards and scholarships are not available for application. Recipients are selected by the Nursing Student Affairs Committee through faculty nominations and in conjunction with the Financial Aid Office.

1. Anna M. Sanderson Award*. To the senior student who attained the highest clinical proficiency in long-term care nursing during the junior year.
2. Mary E. Yagle Award*. To the graduating senior adjudged to have had the greatest amount of integrity during student nursing career.

3. Pam Abel Scholarship. To a full-time junior nursing student who has shown the greatest courage and perseverance in overcoming personal obstacles in the pursuit of the nursing degree.
4. Avillo Family Scholarship. To a rising senior who has demonstrated academic excellence (3.0 or above) as well as service to the college community.
5. Glenn and Dora Swartz Award*. To the rising final semester senior nursing student with the highest overall GPA.
6. Lori Clegg Memorial Nursing Scholarship. To a student with demonstrated financial need. Students must have a 3.0 minimum GPA.
7. SNAP Senior Recognition Awards. Awarded to graduating seniors who have been active members of the Student Nurses Association of Pennsylvania, York College Chapter, throughout their academic career. The NSNA Graduation cord is awarded to the graduating seniors who demonstrate leadership as a member of SNAP York.

*Monetary award

Additional scholarships may be available through the College Financial Aid Office. Other awards and scholarships may also be available non-nursing York College organizations.

DEPARTMENTAL RECOGNITION

Prior to the May and December graduation ceremonies, ten percent of the graduates from each major are selected by the faculty from each college department to receive departmental recognition. To be eligible for this honor, the student must have passed ninety or more credit hours and have a minimum grade point average of 2.8. Selection of recipients is based upon contributions to the department. This may include service on a departmental committee, task force, SNAP, or other significant contribution. Certificates of recognition are usually presented at the Nursing Convocation.

NURSING CONVOCATION

Nursing Convocation is an SDON ceremony to honor each graduating class and is held the evening prior to YCP Commencement. The Convocation is planned by the SDON Student Affairs Committee. Departmental and other awards are presented during this ceremony. In addition, York College of Pennsylvania nursing pins (available for purchase early in the final semester) are presented.

York College of Pennsylvania

Nursing Spring Clinical Nursing Major Bachelor of Science Degree

Effective students entering
Fall 2018 or later

<u>Fall Semester Freshman Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Freshman Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>
Disciplinary Perspectives (Arts)	3	3	0	*Rhetorical Communication FCO105	3	3	0
American Citizenship	3	3	0	*A & P I BIO220, 221	4	3	3
*Gen Psych PSY100	3	3	0	*Sociology SOC100	3	3	0
*Biology BIO150,151	4	3	3	*Beg.Prin.Gen./Org.Chm CHM122	4	3	3
*First Year Seminar	<u>3</u>	3	0		14		
	16						
<u>Fall Semester Sophomore Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Sophomore Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>
*A & P II BIO222 ,223	4	3	3	Global Citizenship	3	3	0
*Microbiology BIO230, 231	4	3	3	Constellation Course (1)	3	3	0
*Human Develop NUR201	3	3	0	Health Assessment NUR 304/305	3	2	3
*Technical & Scientific Comm. FCO215	3	3	0	Basic Principles NUR210, 211	5	3	6
*Nutrition NUR202	<u>3</u>	3	0	Disciplinary Perspectives (Humanities)	<u>3</u>	3	0
	17				17		
<u>Fall Semester Junior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Junior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>
Pharmacology for Nurses NUR300	3	3	0	Nursing Concepts and Practice: Women's Health NUR350, 351	3	1	6
Nursing Concepts and Practice: Adults with Chronic Health Problems NUR340, 341	6	3	9	Nursing Concepts and Practice: Children with Acute Health Problems NUR352, 353	3	1	6
Statistics BEH260	3	3	0	Constellation Course (3)	3	3	0
Constellation Course (2)	<u>3</u>	3	0	Elective	3	3	0
	15			Research NUR314	<u>3</u>	3	0
					15		
<u>Fall Semester Senior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Senior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>
Nursing Concepts and Practice: Community Health NUR400 ,401	7	4	9	Nursing Concepts and Practice Adults with Acute Health Problems NUR440 ,441	7	4	9
Nursing Concepts and Practice: Psychiatric/Mental Health Nursing NUR422, 423	5	3	6	Leadership in Professional Nursing NUR460	3	3	0
Constellation Course (4)	<u>3</u>	3	0	Nursing Practicum NUR450, 451	<u>3</u>	1	6
	15				13		

*=Required before NUR 210

<u>Credit Allotment:</u>	Gen Ed Requirements	15
	Disciplinary Perspectives	6
	Constellation Courses	12
	Required Supportive	29
	Nursing Major	57
	Elective	<u>3</u>
TOTAL PROGRAM	Credits	122

York College of Pennsylvania

Effective students entering
Fall 2018 or later

Nursing Fall Clinical Nursing Major

Bachelor of Science Degree

<u>Fall Semester Freshman Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Freshman Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>																						
*First Year Seminar	3	3	0	*Rhetorical Communication FCO105	3	3	0																						
Global Citizenship	3	3	0	*Gen Psych PSY100	3	3	0																						
*Sociology SOC100	3	3	0	*Biology BIO150,151	4	3	3																						
*Beg.Prin.Gen./Org.Chm CHM122	<u>4</u>	3	3	Disciplinary Perspectives (Human.)	<u>3</u>	3	0																						
	13				13																								
<u>Fall Semester Sophomore Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Sophomore Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>																						
*A & P I BIO220,221	4	3	3	*A & P II BIO222,223	4	3	3																						
Disciplinary Perspectives (Arts)	3	3	0	*Microbiology BIO230,231	4	3	3																						
Constellation Course (1)	3	3	0	*Human Develop NUR201	3	3	0																						
*Technical & Scientific Comm. FCO215	3	3	0	*Nutrition NUR202	<u>3</u>	3	0																						
American Citizenship	<u>3</u>	3	0		14																								
	16																												
<u>Fall Semester Junior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Junior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>																						
Basic Principles NUR210/211	5	3	6	Pharmacology for Nurses NUR300	3	3	0																						
Health Assessment NUR304/305	3	2	3	Nursing Concepts and Practice: Adults with Chronic Health Problems NUR340,341	6	3	9																						
Constellation Course (2)	3	3	0	Statistics BEH260	<u>3</u>	3	0																						
Elective	<u>3</u>				12																								
	14																												
<u>Fall Semester Senior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<u>Spring Semester Senior Year</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>																						
Nursing Concepts and Practice: Women's Health NUR350,351	3	1	6	Nursing Concepts and Practice: Community Health NUR400,401	7	4	9																						
Nursing Concepts and Practice: Children with Acute Health Problems NUR352,353	3	1	6	Nursing Concepts and Practice: Psychiatric/Mental Health Nursing NUR422,423	5	3	6																						
Research NUR314	3	3	0	Constellation Course (4)	<u>3</u>	3	0																						
Constellation Course (3)	<u>3</u>	3	0		15																								
	12																												
<u>Fall Semester Before Graduation</u>	<u>Credits</u>	<u>Lec</u>	<u>Lab</u>	<table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black;"><u>Credit Allotment:</u></td> <td>Gen Ed Requirements</td> <td style="text-align: right;">15</td> </tr> <tr> <td></td> <td>Disciplinary Perspectives</td> <td style="text-align: right;">6</td> </tr> <tr> <td></td> <td>Constellation Courses</td> <td style="text-align: right;">12</td> </tr> <tr> <td></td> <td>Required Supportive</td> <td style="text-align: right;">29</td> </tr> <tr> <td></td> <td>Nursing Major</td> <td style="text-align: right;">57</td> </tr> <tr> <td></td> <td>Elective</td> <td style="text-align: right;"><u>3</u></td> </tr> <tr> <td>TOTAL PROGRAM</td> <td>Credits</td> <td colspan="2" style="text-align: right;">122</td> </tr> </table>				<u>Credit Allotment:</u>	Gen Ed Requirements	15		Disciplinary Perspectives	6		Constellation Courses	12		Required Supportive	29		Nursing Major	57		Elective	<u>3</u>	TOTAL PROGRAM	Credits	122	
<u>Credit Allotment:</u>	Gen Ed Requirements	15																											
	Disciplinary Perspectives	6																											
	Constellation Courses	12																											
	Required Supportive	29																											
	Nursing Major	57																											
	Elective	<u>3</u>																											
TOTAL PROGRAM	Credits	122																											
Nursing Concepts and Practice: Adults with Acute Health Problems NUR440,441	7	4	9																										
Leadership in Professional Nursing NUR460	3	3	0																										
Nursing Practicum NUR450,451	<u>3</u>	1	6																										
	13																												

- ADVANTAGES TO THIS PLAN:**
- 1) More manageable course load for students every semester.
 - 2) Opportunity to complete a minor.
 - 3) Only 1 semester with 2 lab science courses.

*=Required before NUR210



THE STABLER DEPARTMENT OF NURSING

York College of Pennsylvania
441 Country Club Road
York, PA 17403

717-815-1243
nursing@ycp.edu
www.ycp.edu