



Department of Nursing

A djunct Handbook

2023 - 2024

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KINGSBOROUGH COMMUNITY COLLEGE

Mission Statement

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

Nursing Program Outcomes

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

1. NCLEX pass rate for all first time test takers in the same calendar year will be at least 80% .
2.
 - A. At least 65% of graduates will have completed the Clinical Component of the program within 6 semesters (

Integrate critical thinking/clinical reasoning strategies when providing nursing care.

Support principles of teamwork and collaboration when working with members of the interprofessional team.

Develop appropriate leadership/management strategies when providing nursing care.

Incorporate the utilization of informatics principles and technology systems while providing nursing care.

Support ethical and legal principles relevant to the practice of a registered nurse.

Organizational Framework

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

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

Retention Criteria

Criteria for retention in the Nursing Program mandates that students:

1. -requisite course
inclusive of BIO 1200, -ef72f B[req]5(tin)-3(u)6(e)-3(s t)609-3(s 0 g08ag0c0 g0 W*-44>6000300

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

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

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

GENERAL INFORMATION

Contact List/Campus Directory

Administrative staff will distribute a

CAMPUS MAP



SECURITY/CUNY ALERT

See KCC Policy on pg. 34

GETTING STARTED

Campus Email

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

1. Go to the KCC website.
- 2.

14. Discuss with the Coordinator of Student Learning Resources the facilitation of student evaluations/program opinion surveys each semester.
- 15.

Student Advisement

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

Distance Learning

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

Skills Review

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

DEPARTMENT POLICIES RELATED TO CLINICAL PRACTICE

Faculty Responsibilities in the Clinical Area

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

3. Complete and submit the Faculty Competency form to the Deputy Chair for Clinical Affiliations.
- 4.

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

Student Employment

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

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

Kingsborough Community College and the Department of Nursing assumes no responsibility or authority for their activities as an agency employee.

The student is personally responsible and liable for an action performed or actively participated in as an agency employee.

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.

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

- Attendance is taken

- Collect student assignments

- Case study may be distributed for review and discussion

- Students receive their assignment for the day

- Instructor and students verbalize expectations/concerns

Post-Conference:

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

The instructor might end post-

remind students of upcoming assignments that may be due. Post-conference should be limited to 60 minutes.

- Students report on their clinical day

- Instructor summarizes the clinical day

Unfolding Care Plan

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

Clinical Evaluation Tool

The clinical evaluation tool for each nursing course consists of clinical objectives and expected behaviors derived from student learning outcomes. The clinical faculty should review the tool with students at the start of the clinical rotation. Students must demonstrate the expected behaviors before the end of the course.

The keys for grading are contained on the tool. Students must understand what they mean.

A (S) for satisfactory behavior must be attained in all behaviors in order to pass the course.

Students are evaluated at mid-term and at the end of the course by the clinical faculty.

Students complete a self-evaluation and midterm and at the end of the course using the Clinical Evaluation Tool.

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

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

Attendance Policy:

One goal of the Nursing Program is to prepare the student to practice competently and professionally in the health care work environment. Among the many desirable qualities

Fatigue

to provide safe, professional nursing care to the community of the Nursing Department

Grade Worksheet

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

End of Semester Submission

Grades **MUST** be reviewed by the Course Coordinator.

Attendance and Blackboard Grade Center Record is submitted to the departmental administrative staff

The faculty retains a copy.

A copy of the Grade

The grade change form must be completed and electronically signed by the faculty and

DEPARTMENT POLICIES RELATED TO RESOURCES

Coordinator of Nursing Learning Resources (CNLR):

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

College Laboratory Technician (CLT):

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

The Administrative Staff:

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

Nursing Lab:

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

Computer Lab

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

the same is located on the CUNY website. They include:

1. Computer resources may not be used for any purpose that violates CUNY policy or civil laws.
- 2.

Accessing Library Resources

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

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

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

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

Tutor.com

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

PRINTING OFFICE / MISCELLANEOUS

Print Shop / Office Services
Office Services (Ext. 96)
Duplicating service for faculty members. Multiple print jobs may be submitted on a single order.

The Print Shop is open on a as needed basis. When needed, the Printon

Step 4: Click on

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

KCC POLICIES

Affirmative Action

KCC adheres to a policy of non-discrimination and of providing educational opportunities for the disadvantaged as a means of facilitating access to a broader range of education and employment opportunities and to an affirmative action program aimed at ensuring women and protected minority group members full opportunity for employment and advancement. The colleg

stud

be received from the AAS. Students requiring accommodations for exams are identified. Faculty must submit the dates of scheduled exams at the beginning of the semester so that schedule can be communicated with the AAS for planning purposes.

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

Netiquette

Be mindful that electronic communication does not convey facial expression or tone of voice. It is important to consider that what is written could be misinterpreted.

Typing messages all in caps is regarded by most Internet users as shouting; so unless you mean to yell at someone, type your message in standard format.

It is appropriate to share your point of view as well as indicate disagreements with - however, it is not appropriate to make negative personal posts.

Since many people read their email on small screen devices, when appropriate, be brief.

Clearly indicate the nature of your email message in the title of the communication.

If you send an email from a personal email account, sign the message. Often the n 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, vobfBT/F7 12ion basebat and n n.000o 0 612 000912 ton(cia

Student / Faculty Conference Form

Kingsborough Community College
Department of Nursing

FAILING GRADE NOTICE

NAME _____
COURSE _____ **SEMESTER** _____

Area of failure:
Theory _____

Clinical _____

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

Please review the Nursing Department Retention criteria:

Criteria for retention in the Nursing Program mandates that students:

- 1.

Kingsborough Community College

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

DESCRIPTION OF UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

DATE _____

NAME _____

SEMESTER/COURSE _____ INSTRUCTOR _____

COMMENTS: