2017-2018 Graduate Program Attestation

**It is the responsibility of every student to know and observe the guidelines, policies and procedures published in the Nursing Student Handbook available on the WSON website and the relevant college-wide policies available on the SJFC website and/or college catalog.**

Link to WSON Nursing Student Handbook is available on the WSON website:

https://www.sjfc.edu/schools/school-of-nursing/student-resources/documents-and-forms/

Course Planning

**Academic Advising** All WSON students are assigned a nursing faculty advisor. Academic advisors are assigned upon admission to the program.

- Students should set up an appointment to meet with their academic advisor within the first couple of months of admission to the WSON Master/Doctoral Nursing Program to complete a long-range plan (LRP) and then meet yearly after that.
- Students are required to fill out the attestation form annually, which informs the student of clinical requirements and restrictions, and the need to keep the LRP up to date.
- It is strongly recommended that the student consult with his/her advisor before changing the agreed upon long range plan, as these are used for course forecasting. However, once the plan has been developed and signed, the student may register for courses, according to the plan.
- **If a student changes his/her LRP and does not meet with their advisor to file a new plan (prior to registration) the student may be removed from registered courses or risk a change in their program progression.**
- Following admission, students register for all subsequent semesters (notice will be sent to students from the Registrar’s office).

*Students are required to refer to the WSON Student Handbook and to review policies related to clinical attestation, clinical compliance, and clinical placement available on the WSON website.

**General Progression Policies: Graduate Programs (Refer to handbook)**

1. Graduate students are required to maintain an overall GPA of 3.0 (B) in the graduate program for progression.
2. Graduate students must achieve a grade of B (84-86) or higher in the following Scholarship core courses (GNUR 503 and GNUR 504), all Direct care courses (GNUR 543, GNUR 570, GNUR 571) and all Clinical core courses specific to the student’s program of study. If a student does not achieve a grade of B on the first attempt, the student may re-take the course once. If the student does not achieve a grade of B or higher on the second attempt, the student will not be allowed to progress and will be dismissed from the program.
3. **The required B grade in Direct Care courses and Clinical core courses includes the requirement of achieving a test average of 80% or greater on tests included in the courses.** If a student receives a test average of less than 80% in any Direct Care or Clinical Core course and an earned course grade of B (84 %) or higher, the student will receive a grade of B- for the course. If a student receives a course grade less than B (84 %), the student will receive the earned grade for the course regardless of test average.
4. Failing two graduate courses (GNUR or GMHC (for PMHNP), or one graduate course twice will result in dismissal from the graduate nursing program (a grade of “U” or a grade less than a “B” in courses noted above is equivalent to a course failure).
Clinical Seminar Progression

- Clinical Seminars are graded Satisfactory or Unsatisfactory (S/U). For clinical seminar courses, students must earn a satisfactory grade (S) based on clinical preceptor and faculty site visitor evaluations in order to be successful in the course.
- A grade of “S” in the clinical seminar courses reflects the successful demonstration of APRN competencies noted on clinical evaluation tool and is required in order to progress in the nursing curriculum. A grade of “U” or unsatisfactory is considered a failure in the course. If a student does not achieve a grade of “S” on the first attempt, the student may re-take the course once to achieve an “S” (see progression policy).

Clinical Attestation Form

The Attestation form is available on line and is distributed in classes to students annually. Students must read and abide by the deadlines and expectations detailed in the attestation form or are at risk for not being placed in a planned clinical experience. The attestation form includes essential clinical policies that affect graduate student clinical placement, including but not limited to:

- Master level graduate students are allowed to take one graduate clinical course in a semester. Students who have questions about this policy should meet with the Graduate Program Director and/or Program Coordinator.
- All students taking masters level clinical courses (including post- baccalaureate DNP students) will be required to travel a significant distance at least once during their clinical sequences. This distance is determined by the clinical location and distance from campus (e.g., Oswego, Syracuse, Buffalo, Southern Tier, etc.). This applies to students who live and work a distance from campus- these students may have to travel to Rochester for their clinical hours.
- Clinical applications are on the Wegmans School of Nursing website under Documents and Forms: https://www.sjfc.edu/schools/school-of-nursing/student-resources/documents-and-forms/
- Completed applications are submitted to the Graduate Program Administrative Assistant, located in the Dean's suite of the WSON # 201
- The WSON is committed to securing qualified preceptors for graduate students. However, there is a significant demand for preceptors. **Students who submit a clinical application after the published deadlines risk not having a preceptor assigned, therefore, delaying their progression.**
- **Students should not contact potential preceptors to arrange their own clinical rotation.** Students are encouraged to include the names and contact information for potential preceptors on the clinical application. The Coordinator for Graduate Clinical Placements will contact potential preceptors to determine if the preceptor and site meet program requirements.
- The Program Coordinators, the Graduate Clinical Coordinator, and the Graduate Program Director make final preceptor-student placements.
- For primary care programs (FNP, AGPCNP), at least 300 (1/2) of clinical hours must be in a primary care site. Students must keep track of this on their clinical summary forms.
- **Clinical applications are due:**
  - no later than September 1st for the spring semester
  - no later than January 1st for the summer semester
  - no later than February 1st for the fall semester.

Clinical Compliance

- Clinical compliance requirements are described in detail in the Student Handbook. All students are required to have the following on file in the WSON to meet clinical compliance:
  - Current CPR certification, updated resume, complete physical exam (followed by annual health update), completion of annual hospital orientation posttest, validation of successful completion of medication administration test (i.e. CNET or NLN), up to date immunizations including
verification of Hep B series, annual PPD and annual influenza vaccine).

- It is the student’s responsibility to meet compliance expectations prior to the posted deadlines.
- Students will not be notified of their clinical placement until they are in clinical compliance with the Wegmans School of Nursing.
- Student must review and complete all compliance that is required of the assigned clinical site. This may include but is not limited to fingerprinting and background check, electronic health record training prior to starting clinical.
- Once students are notified of their clinical placement, they cannot change their placements. Refusal of a placement will result in the student being withdrawn from the clinical course for that semester and require a reapplication in a subsequent semester.
- **Students may start clinical the first week of class each semester and clinical hours should be completed by Friday of the last week of the academic semester/exam week.**

Any questions regarding the clinical placement process or concerns during your clinical experience should be directed to the Program Director and/or the Graduate Program Director.

**Social Media and Technology Policy**

**Policy:** The transmission of electronic data and communication via computer, phone, or other electronic devices provides students with opportunities to share knowledge, experiences, and express ideas through academic, professional, and social venues (e.g., Facebook, blogs, Twitter). However, the sharing of electronic information also has the potential to cause grave harm and compromise to confidentiality. Therefore, students are responsible and accountable to protect personal and professional reputations of themselves and others, and to avoid exposing private, slanderous, libelous, sensitive, and protected health information - particularly when transmitting electronic data and communications that are susceptible to public dissemination.

All types of communication (electronic, verbal, or written) should be in compliance with standards, guidelines, and policies set forth by the:

- American Nurses Association
- National Council of State Boards of Nursing
- U.S. Department of Health and Human Services, Office for Civil Rights - Health Insurance Portability and Accountability Act (HIPAA)
- Healthcare facilities and agencies used as clinical sites
- The Rochester Area Mandatory Hospital Packet to be completed and signed each year prior to beginning clinical placements
- St. John Fisher College (SJFC) and the Wegmans School of Nursing (WSON) Student Code of Conduct policies and college-wide (see OIT policies at: [https://sjfc.teamdynamix.com/TDClient/KB/?CategoryID=7080](https://sjfc.teamdynamix.com/TDClient/KB/?CategoryID=7080) and Appropriate Use and Privacy Policy at: [https://sjfc.teamdynamix.com/TDClient/KB/ArticleDet?ID=34295](https://sjfc.teamdynamix.com/TDClient/KB/ArticleDet?ID=34295) and school specific technology policies.

Nursing students may not post any material, pictures, or information that could potentially violate patient privacy and confidentiality on social media sites. Students may be subject to disciplinary action within the school and clinical agency for behaviors that are either unprofessional or violate patient privacy. HIPAA regulations apply to postings made on social networking sites, and violators are subject to the same prosecution/sanctions as other HIPAA violations.

When using an electronic venue of any sort, any transmission of information or communication which can cause actual or potential harm or violate the privacy of any person the student encounters, will be grounds for dismissal from the nursing program.
Electronic venues include (but are not limited to) text messages, emails, photographs, and postings to websites that may be academic, professional, or social in nature. Persons the student may encounter include (but are not limited to) peers, faculty, health care workers, and health care consumers/patients and their families and friends. Students are required to promptly report any discovery of a breach in this policy to the Chair of the Undergraduate Program or Graduate Program Director.

Students are expected to review and follow the American Nurses Association’s (ANA) and National Council of State Boards of Nursing’s (NCSBN) guidelines on social networking. These guidelines apply to both nurses and nursing students. (American Nurses Association, 2011, National Council of State Boards of Nursing, 2011).

**Testing/Exam Policies**

**Policy:** The following policies pertain to all testing situations in the WSON. These are posted in WSON classrooms and computer labs, available to students in the Nursing Student Handbook and enforced by all exam proctors.

The WSON has a zero tolerance policy for cheating on tests. Cheating or compromising test security is an ethical concern and a sign of professional misconduct as outlined in the Nursing Student Handbook and the college-wide Academic Integrity Policy.

**For All Tests:**

1. Turn off all electronic devices (e.g., SMART phones, cell phones, beepers, iPods, Apple Watches, etc.).
2. All electronic devices, including any device that can record pictures, videos, audio, etc., are to be secured in a backpack or purse and are not to be accessed or used during testing.
3. Calculators are to be basic calculators and must be approved by the proctor.
4. All purses/backpacks, books, papers, food, drinks, and other materials, except a pencil/pen, are to be removed from the desk and placed in an area of the testing room designated by the proctor.
5. Students may use a scrap piece of paper for calculations that is provided by the proctor only; no other papers are to be on student desks during testing. This scrap paper must be signed and returned to the proctor prior to leaving the testing area.
6. No talking or eating/drinking is allowed during testing.
7. Hats must be removed.
8. The proctor may assign seats for testing.
9. Attestations for academic honesty are signed by the student prior to starting the test.
10. Looking around the room and at others’ tests/computer screens is not allowed. OR Obtaining or attempting to obtain answers from another student by viewing their computer screen or communicating in any unauthorized manner is not allowed.
11. Test questions are randomized; therefore tests are not the same.
12. All students must remain in the testing area once the test has begun. If an emergency arises, the student will be escorted to and from the testing area by staff/faculty contacted by the proctor.
13. All paper tests, with the attached signed attestations for academic honesty, must be signed and handed in to the proctor when the student is finished prior to leaving the testing area.
14. Students must leave the testing area when they complete the exam and are not permitted to return to the area until all students are finished with the exam.
15. Students may not share or discuss test questions with other students or write down questions for others or their personal use.
16. Students may not read the questions aloud during the exam while other students are present in the testing area.
17. **Students may not electronically, or by any means, copy, print, or duplicate any exam or part of an exam.**

18. The consequences for cheating or altering test security, as determined by the course faculty, may include: a grade of zero for the test, failure of the course, or dismissal from the nursing program. The college-wide Academic Integrity Policy is found on the SJFC website.

**For ExamSoft® Testing:**
1. All students in the program will take nursing exams on their own required laptop computer as detailed in the Nursing Student Handbook.
2. Students will be expected to arrive at the exam site with their laptops adequately charged for the duration of the exam. Students should also bring a second battery for their computer.
3. Students will be responsible for downloading the Ex amplify application to their own devices prior to the exam and ensuring that it is operational by testing with a mock exam provided by the faculty. This download will only need to be performed once per device.
4. Students will be enrolled by faculty into courses in ExamSoft®. This will provide students with access to the appropriate exams in their courses.
5. It is expected that the exam download will be done **24 hours prior to** the start of the exam. Students will receive notification from the faculty prior to an exam instructing the students to download the exam to their device for testing the following day.
6. No additional time for testing will be provided for students who have not completed the download process prior to the exam time.
7. Attendance will be taken by the proctor prior to the start of every exam.
8. Students are expected to arrive at the testing room at least 5 minutes prior to the exam start time so that attendance can be taken.
9. Arriving late, needing an emergency break, downloading the exam, etc. will **not** result in additional time for the student to complete the test.
10. When a student has completed the exam, he/she must upload it and show the faculty proctor in the room the ‘green’ screen, which indicates successful upload of the exam, prior to leaving the exam room. Faculty will check the student’s name off the attendance list as completed.
11. Students will be required to adhere to existing testing and academic policies found in the Nursing Student Handbook.
12. Students are expected to adhere to professional standards of accountability, responsibility, and academic integrity and honesty. Examples of violations of these standards include but are not limited to:
   a. Sharing exam passwords with any other student
   b. Sharing account password to allow another student to test under his/her identity
   c. Failure to complete ‘reverse download’ of an exam upon faculty request
   d. Attempting to take the exam outside of the proctored area without faculty authorization.

**For Other Computerized Testing (e.g., Blackboard):**
1. Computer test questions are randomized; therefore tests are not the same.
2. The only program to be open for computerized tests is the test itself on Blackboard or other testing site, with the exception of the Microsoft calculator program if permitted by the proctor/faculty. At no time may a student leave the testing web page.
3. The test can only be opened once and submitted. Students will lose answers if they leave the test for any reason or do not submit the test when finished.
4. **Students may not electronically, or by any means, copy, print, duplicate, or send any exam or part of an exam.**
Program Attestation for Graduate Nursing Students

By signing this attestation form, I acknowledge:

- The SJFC Wegmans School of Nursing (WSON) Handbook is available online on the WSON website under Student Resources - Documents & Forms.

- It is my responsibility to read and understand the contents of this handbook including grading and progression policies.

- I have read and I understand the WSON Handbook policies related to Social Media, exam/testing policies and I accept responsibility for observing these guidelines.

- I have read and I understand that the clinical attestation policies are available online and accept the responsibility for adhering to the clinical compliance requirements and policies related to clinical placements.

- Questions should be directed to Dr. Colleen Donegan, Graduate Program Director or Dr. Marilyn Dollinger, Executive Associate Dean.

Printed Student Name:  ________________________________________

Student Signature:  ____________________________________________ Date:  _______________________

Updated Contact Information:

Student Cell Phone: (      ) ____________________________

Non-SJFC Email address: ________________________________

Emergency Contact Name: _____________________________ Relationship: __________________________

Daytime Phone: (      ) ____________________________ Cell Phone: (      ) __________________________

**This annual attestation form will be filed in the student folder.