



**CUNY School of  
Professional Studies**

**Graduate Nursing Student  
Policies Handbook**

**Fall 2023 -  
Spring 2024**

Dear Student, Welcome!

On behalf of the faculty and staff of the nursing program at CUNY School of Professional Studies, I would like to welcome you and offer congratulations on your admission to the college.

Pursuing an advanced nursing degree is one of the most worthwhile undertakings in one's life. Therefore, I am pleased that you have chosen to join the student body at CUNY SPS, in your quest for knowledge. I know the memories you create during this experience will enrich and inspire your life.

Throughout your tenure as a student, there will be many challenges. Embrace them as you aspire toward personal and professional growth and development. Always be mindful that education is a journey to be savored. Therefore, invest fully in your pursuit of learning.

Please take a few minutes to familiarize yourselves with the information contained in this handbook. It will provide an overview of the Nursing Program, the requirements and some of the rules and regulations that will guide you during your tenure at CUNY SPS.

Please also review and sign the Graduate Nursing Student Policies Attestation Forms found in the appendices of this handbook then submit them as directed.

Best regards,  
Dr. Margaret Reilly,  
Academic Program Director for Nursing

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## NURSING PROGRAM MISSION

The mission and vision of the School of Professional Studies online nursing programs is to offer a liberal arts-based educational experience which will guide students in attaining the knowledge, skills, and values essential for professional nurse leaders and managers, including the ability to make sound judgments and address the health needs of diverse cultural groups.

### Nursing Program Philosophy

The philosophy of the CUNY SPS Nursing programs encompasses the faculty's beliefs about the concepts of Education, Nursing, Persons, Society/Environment and Health and provides a framework for the nursing curriculum. The nursing program's mission, philosophy and goals and outcomes are consistent with the School of Professional Studies' Mission statement calling for education to be responsive to emerging needs of the student.

### Persons

The faculty defines persons to include the individual, family, and community. The nurse interacts with them during normal life events as well as critical life situations. All persons have worth and dignity and are to be respected within the context of their belief systems which include physical, psychological, cultural and spiritual dimensions. The faculty believes that each person has an innate ability and responsibility to choose among situations in their life. Nurses facilitate a person's healthcare decision making by providing appropriate health education and health care interventions so that patients, families, and communities can fulfill their human potential.

### Nursing Education

The faculty believes that education for professional nursing practice is rightfully conducted in an institution of higher learning, with a strong foundation of liberal arts and sciences supporting the nursing major. Nursing education is a partnership characterized by mutual respect between faculty and students. The responsibility for learning lies with the students, who come equipped with prior knowledge and experiences as well as a desire for lifelong learning. The faculty encourages the students' spirit of inquiry and provides educational experiences that foster the responsibility, independence, and critical thinking of the learner.

### Nursing

The faculty believes that nursing is an evidence-based practice profession, which promotes optimal health across the life span through health teaching, health counseling, and provision of care and support for individuals, families and communities. In the rapidly changing health care environment of the 21<sup>st</sup> century, the registered nurse must be ready to assume greater responsibility for the successful outcome of patient health care goals. Understanding the complexity that cultural beliefs and practices provide in an unfolding healthcare situation is critical for the nurse if they are to successfully assist the patient to attain and maintain their highest level of wellness and achieve greater health equity.

Being knowledgeable in healthcare policy, politics and delivery systems as well as having a deeper understanding of the role of other healthcare personnel will prepare nurses to advocate for their patients as they negotiate the complex labyrinth of services needed to maintain optimal health. To support these efforts, nurses must demonstrate facility with technology, intellectual curiosity and a sense of social responsibility.

### Society/ Environment

The faculty believes that the environment is the context in which persons fulfill their basic needs and achieve their greatest potential. In the environment there are mutual and simultaneous interactions among persons.

Societal groups within the environment include families, communities, institutions and nations and these are interrelated and interdependent. Our community is global and our patient population is mobile. The patient comes from the community and returns to the community in a whole or altered state. A deeper understanding of the resources available to the patient in the community and the role the family plays in helping the patient achieve their highest level of wellness is essential for all healthcare workers. To ensure patients' optimal health, nurses must also be able to access and utilize the best available data in developing effective plans of care.

## Health

The faculty believes that health is a state of wellness or optimal functioning encompassing both disease and non-disease states of the individual. It includes a physical, psychological, social and spiritual dimension. A person's health state influences the interchanges between individuals, family and community.

## ACCREDITATION



The Masters Degree programs in Nursing Education, Nursing Informatics and Nursing Organizational Leadership at the CUNY School of Professional Studies are accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org>)

## GRADUATE NURSING PROGRAMS

- MS in Nursing Education
- MS in Nursing Informatics
- MS in Nursing Organizational Leadership
- Advanced Certificate in Nursing Education [Post-Masters]
- Advanced Certificate in Nursing Informatics [Post-Masters]
- Advanced Certificate in Nursing Organizational Leadership [Post-Masters]

## Graduate Nursing Program Goals and Outcomes

### Graduate Program Goals MS in Nursing Programs

1. **Graduation rates:** 75% of MS students will graduate within five years;
2. **Program satisfaction:**
  - 80% of students will report satisfaction with the program on semester surveys.
  - Program graduates and employers will report 80% or higher satisfaction based on program learning outcomes
3. **Job placement:** 80% or higher of graduates desiring a new position will report attainment within 12 months of graduation.

### Graduate Program Goals – Advanced Certificate Programs

1. Certificate completion rates: 80% of certificate participants will complete the program within two years.
2. Program satisfaction: Certificate participants will report 80% or higher satisfaction based on program learning outcomes
3. Job placement rates: 80% or higher of certificate participants desiring a new position will report attainment within 12 months of graduation

### Graduate Nursing Program Outcomes

Program learning outcomes are adapted from, and consistent with the American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing. Upon completion of the program the graduates will:

1. Demonstrate effective communication with diverse client populations, disciplines, and staff ensuring optimal health promotion.
2. Apply leadership skills to guide and educate nursing staff to make sound judgments in the provision of safe, quality nursing care.
3. Assume a leadership role in collaborative teams to improve care outcomes and advocate for policy changes through knowledge creation, distribution, and application.
4. Design health policies that address local and global population health issues.
5. Analyze current and emerging technologies and informatics systems to support safe practice environments, and optimize quality care, cost-effectiveness, and health outcomes.
6. Demonstrate effective management of patient care across disciplines to ensure best possible health care outcomes, including clinical prevention strategies.
7. Conduct research, implement evidenced-based care, and quantify the impact on quality and safety.

8. Demonstrate an understanding of how healthcare delivery systems are organized and financed and how this impacts patient outcomes; and identify the economic, legal, and political factors that influence health care.
9. Integrate nursing and related sciences in the design, delivery, and evaluation of health care for diverse populations.

#### Nursing Education (NE)

1. Integrate program planning and curriculum development based on a comprehensive assessment of learning theories, styles, and needs of diverse learners.
2. Synthesize pedagogical strategies and best practices in the design, implementation, and evaluation of nursing curricula.
3. Implement current and emerging technologies in the education of nursing students, practicing nurses, and faculty to support lifelong learning.

#### Nursing Informatics (NI)

1. Synthesize organizational science and informatics theory to make changes in nursing practice.
2. Provide oversight and guidance in the selection and integration of technologies to document patient care and improve health outcomes.
3. Analyze current and emerging technologies for applications in safety and quality improvement, research and evidence-based practice, and nursing education.

#### Nursing Organizational Leadership (NO)

1. Analyze how policies impact the structure and financing of healthcare, nursing organizations, and health outcomes.
2. Advocate and mentor the professional nurse as a member and leader of interprofessional teams.
3. Design a nursing organization business plan utilizing budgeting, cost-benefit analysis, and marketing principles.

## Graduate Nursing Program Curriculum

The curricula will prepare students to meet the challenges and mandates for the revised healthcare system. As per accreditation guidelines, all Master's programs must include the core components of the three "P's" of Advanced Practice: Advanced Pathophysiology, Advanced [Physical and] Health Assessment, and Advanced Pharmacology.

Each 45 credit MS program is comprised of nine core courses (27 credits), four courses (15 credits) in the specialized area of nursing inclusive of a 6 credit clinical practicum course (Nursing Education, Nursing Informatics, or Organizational Leadership), and one graduate elective course (3 credits). To satisfy the graduate elective, students may take a non-clinical course in a nursing specialization area other than the one they are enrolled in, or they may select, in consultation with an academic advisor, a course from another graduate program offered by CUNY SPS (e.g., MA in Disability Studies or the MA in Psychology). Students may enroll full-time or part-time. Those who opt to enroll full-time will be able to complete the program in four semesters. The three pre-requisite specialized nursing courses and all core nursing courses must be completed before enrolling into the final clinical practicum course.

\*\*\*Note that Courses are three credits unless otherwise indicated. **Clinical Practicum courses are offered annually based on enrollment, in either Fall or Spring semester.**

Core Courses		
NURS 600 - Policy and Ethics in Nursing		
NURS 601 - Nursing Theory and Role Development		
NURS 602 - Healthcare Finance and Management		
NURS 611 – Advanced Practice Health Assessment [pre-req: undergraduate health assessment course]		
NURS 612 – Advanced Practice Pathophysiology [pre-req: undergraduate pathophysiology course]		
NURS 613 – Advanced Practice Pharmacology		
NURS 615 - Advanced Nursing Informatics		
NURS 625 – Statistics for Advanced Nursing Practice [pre-req: undergraduate statistics course]		
NURS 626 - Advanced Nursing Research Methods ***pre-req N625		
Nursing Education	Nursing Informatics	Nursing Organizational Leadership
NURS 610 - Nursing Curriculum and Program Planning [***pre-req N601]	NURS 616 - Understanding and Management of Decision Support and Health Information Systems [***pre-req N615]	NURS 621 - Leading and Managing Health Care Disparities and Underserved Populations [***pre-req N611]
NURS 620 - Pedagogical Strategies and Best Practices in Nursing Education [***pre-req N601]	NURS 617 - Project Management, Systems Analysis and Design for Quality Patient Outcomes [***pre-req N615]	NURS 622 - Nursing Quality and Safety Strategic Planning [***pre-req N626]
NURS 630 - Measurement and Evaluation in Nursing Education [***pre-req N625]	NURS 618 - Nursing Informatics Applications: Education, Research, Quality Management, Patient Care, and Evidence Based Practice [***pre-req N615]	NURS 623 - Transformational Nursing Leadership in Community, Regulatory, and Healthcare Organizations [***pre-req N621]
NURS 639 - Nursing Education Practicum (6 credits) [***pre-req N610, N620, N630] ***Dept Permission required	NURS 619 - Nursing Informatics Practicum (6 credits) [***pre-req N616, N617, N618] ***Dept Permission required	NURS 649 - Nursing Organization Leadership Transforming Healthcare Practicum (6 credits) [pre-req N621, N622, N623] ***Dept Permission required
Graduate Elective [in another Graduate Nursing track or Graduate Discipline]	Graduate Elective [in another Graduate Nursing track or Graduate Discipline]	Graduate Elective [in another Graduate Nursing track or Graduate Discipline]

To view the full curriculum, visit: <https://sps.cuny.edu/online-nursing-degree-programs> <https://sps.cuny.edu/online-nursing-programs>

## Advanced Practice Certificates

The Advanced Practice Certificates [Post Masters] will each require 18 credits of coursework. All course prerequisites are met by virtue of having completed an MS in nursing prior to enrolling in the Advanced Practice Certificates.

<b>Nursing Education</b>	<b>Credits</b>
NURS 610 - Nursing Curriculum and Program Planning	3
NURS 620 - Pedagogical Strategies and Best Practices in Nursing Education	3
NURS 630 - Measurement and Evaluation in Nursing Education	3
NURS 639 - Nursing Education Practicum	6
Graduate Elective	3
<b>TOTAL CREDITS</b>	<b>18</b>
<b>Nursing Informatics</b>	<b>Credits</b>
NURS 616 - Understanding and Management of Decision Support and Health Information Systems	3
NURS 617 - Project Management, Systems Analysis and Design for Quality Patient Outcomes	3
NURS 618 - Nursing Informatics Applications: Education, Research, Quality Management, Patient Care, and Evidence Based Practice	3
NURS 619 - Nursing Informatics Practicum	6
Graduate Elective	3
<b>TOTAL CREDITS</b>	<b>18</b>
<b>Nursing Organizational Leadership</b>	<b>Credits</b>
NURS 621 - Leading and Managing Health Care Disparities and Underserved Populations	3
NURS 622 - Nursing Quality and Safety Strategic Planning	3
NURS 623 - Transformational Nursing Leadership in Community, Regulatory, and Healthcare Organizations	3
NURS 649 - Nursing Organization Leadership Transforming Healthcare Practicum	6
Graduate Elective	3
<b>TOTAL CREDITS</b>	<b>18</b>

## CUNY SPS GRADUATE PROGRAM POLICIES

### A. Advisement and Registration

It is important that all graduate students confer with their faculty advisors regarding course selection and program progression prior to registering for courses. This is to ensure that students are taking courses in proper sequence and that they are aware of planning and scheduling of clinical courses. Each SPS Graduate student is assigned a Faculty Advisor/Coordinator for the respective Graduate Program track in which you are enrolled. It is an expectation that students will meet with the Graduate Faculty Advisor/Coordinator at least every semester for academic planning prior to registering for classes, or more frequently as needed.

### B. Graduate Transfer of Credit

Students may apply to transfer up to 12 credits of prior graduate coursework, and for which a grade of "B" or better was earned. Courses used as part of a previously completed bachelor's degree may not be transferred. The Graduate Faculty Advisor/ Coordinator will determine whether specific prior graduate courses are equivalent to any required or elective SPS courses.



### *C. Course Waivers — Master's Students.*

In some instances, a master's student may have previously completed graduate-level coursework as part of her or his undergraduate program. Course credits that were included as part of an undergraduate degree cannot also be included as part of a student's graduate degree. However, if the said course is determined by the Graduate Faculty Advisor/ Coordinator and the Academic Director to be equivalent to a required SPS course, the course may be waived. This means that the student will not be required to take that particular course, but will need to take additional elective credits in order to complete the required number of credits for their program.

### *D. Admission into a Different Specialization*

A currently enrolled master's student who wishes to be admitted into a different master's specialization must first meet with the Graduate Faculty Advisor/Coordinator of their current program. The student must complete and submit a Change of Major application which can be obtained from the student's current Faculty Advisor/Coordinator. The student will then need to meet with the Graduate Faculty Advisor/Coordinator for the new specialization.

### *E. Maintaining RN License In Good Standing*

1. All students in the master's, and post-graduate certificate programs must possess and maintain an unencumbered RN license and current registration. This is a requirement for admission and for continued matriculation.
2. A student who is seeking readmission whose license has previously been encumbered or suspended must submit a full application for re-admission to be reviewed by the faculty and be accepted before being permitted to register for nursing courses.
3. Students must promptly inform the Graduate Faculty Advisor/Coordinator and the Academic Director of any change in licensure status.

### *F. Leaves Of Absence*

A graduate student who wishes to take a leave of absence for a specific period should apply for approval to their Graduate Faculty Advisor/Coordinator after completing a Graduate Leave of Absence Request. Leaves are approved only for documented disabling illness, maternity, military service, or other unusual circumstances. Leaves may be approved up to a maximum of any two semesters. The student should prepare a brief letter explaining the reason for the leave to be submitted with the Leave of Absence Request form. Prior to returning after an approved leave of absence, a student must file an application for graduate readmission with Graduate Admissions by the deadline posted.

Students who do not submit a Leave of Absence request and stop out for more than two semesters will be required to complete a Readmission application. Readmission applications in these circumstances will be reviewed and readmission will be determined on a case by case basis.

[READMISSION POLICY AND INSTRUCTIONS](#)

### *G. Graduation*

All master's students must complete their program in five years. (Note that an approved leave of absence "stops the clock" on the five-year graduation requirement).

## SPS NURSING PROGRAM POLICIES

### A. Communication

All students are accountable for regular review of their SPS email and the Blackboard Organization: CUNY SPS GRAD Nursing Notes for GRADUATE Nursing Students for important Program information

All student- faculty communication should follow this format:

- Student first discusses issues/ concerns with course instructor
- If additional information/ clarification is needed the course instructor and/or student will speak with the Academic Program Director
- The Academic Program Director in conjunction with student and /or Instructor will identify measures/ resources to resolve concerns

### B. Participation in Classes

- Be prepared with required text(s) and supplies
- Complete all coursework on time
- Actively participate as required in Blackboard course sites
- Communicate with Instructor regularly

**\*\*\*Note about submitted assignments:**

Online courses at CUNY SPS use SafeAssign for student submission of written assignments. SafeAssign compares submitted assignments against a set of sources to identify areas of overlap between the submitted assignment and existing works. It is used to ensure that students' work is not plagiarized and helps students identify how to properly attribute sources rather than use author's work without acknowledgment. *\*\*\*Note that once a student uploads an assignment to SafeAssign it becomes a part of the SafeAssign's source pool.*

The following are some resources to help understand the correct way to cite and use sources in assignments, and are also available in all Nursing course sites:

- <https://owl.english.purdue.edu/owl/resource/560/01/>
- CUNY SPS writing fellows: <http://bacwritingfellows.commonsgc.cuny.edu/>
- APA Manual 7<sup>th</sup> edition [http://catalog.sps.cuny.edu/preview\\_program.php?catoid=2&poid=127](http://catalog.sps.cuny.edu/preview_program.php?catoid=2&poid=127)

### C. Residency

Since the CUNY SPS Graduate Nursing program is online, enrollment in the program does not qualify individuals for a student Visa.

### D. Practicum Course Requirements

Each MS and Advanced Certificate program has a six-credit practicum experience (Nursing Education, Nursing Informatics, and Nursing Organizational Leadership). These 135-hour total practicum experiences include a required scholarly project that demonstrates that the student has synthesized knowledge and skills attained that positively influence nursing education; nursing informatics; nursing leadership; and/or nursing practice and patient outcomes; or contributes to nursing research. The student is partnered with a skilled nurse educator, nursing informatics specialist, or executive nursing organization leader and collaboratively develops goals for the experience. Additionally, students in the nurse educator track must participate in a direct care practicum experience with an advanced practice nurse as a component of their 135-hour requirement. It is required that three pre-requisite specialized and all core nursing courses are completed before registering for the final clinical practicum course. Department permission is required to register for the clinical practicum course.

Additional details are provided in the semi-annual Clinical Practicum Planning Information webinars, also posted in the **CUNY SPS GRAD Nursing Notes Blackboard Organization** for students, and the respective course syllabi and course sites. Students planning to take the Graduate Practicum course (NURS 619, NURS 639, NURS 649) are advised to attend and participate in the clinical planning webinar at least one semester prior.

**Practicum courses are offered annually based on enrollment in Fall or Spring semester.**

Students enrolled in practicum courses must meet the following requirements:

#### a. Preceptorship and Clinical Practicum Placement

##### 1. *Graduate Practicum Clinical Agreement*

Using the criteria and instructions below, the student must identify the practicum agency and qualified preceptor and submit this information via the Clinical agreement Form, the semester prior to enrolling in the Practicum course; they must participate in the Practicum Planning Information Webinar at least one semester prior to taking the practicum course. Additional details can be found in the **CUNY SPS GRAD Nursing Notes Blackboard Organization**

##### 2. *Preceptorship*

Clinical Practicum preceptor experiences are one-to-one relationships created between the CUNY Graduate student and more experienced nurses who have achieved a minimum of a Master's Degree. Working collaboratively with the preceptor, the student gains advanced expertise and receives feedback to facilitate synthesis and integration of new knowledge with the students' existing knowledge base and level of skill. These experiences enhance the students' expertise in Nursing Education, Nursing Informatics, or Nursing Organizational Leadership.

##### 3. *Preceptor Selection Criteria*

Students are responsible for finding a qualified preceptor (with the approval of the Nursing program) in order to successfully complete the clinical practicum component of the program. Preceptor requirements include:

- a. Current license to practice as a Registered Nurse in New York State or state of practicum experience.
- b. Master's Degree in Nursing (required), doctorate preferred.
- c. Appropriately credentialed (i.e. national certification as appropriate).
- d. Minimum of one year practice experience, in clinical specialty and role.
- e. Current role as a Nurse Educator, Nurse Informatics Specialist or Executive Nursing Organizational Leader.
- f. Willingness to participate actively in the education and contribute feedback for the evaluation process of the graduate student.

##### 4. *Practicum Placement*

Nursing faculty will work with students to determine optimal clinical practicum placements and potential preceptors. The student is responsible for being self-directed in identifying initial and ongoing learning needs, for seeking learning opportunities to meet identified needs, and for being accountable for their performance in the selected role. The settings chosen shall provide clinical practicum experiences appropriate to the graduate student's educational needs in either nursing education, nursing informatics, or nursing organizational leadership.

##### 1. TYPE OF SITE:

- Students who are employed in a \*\*\*health care agency are encouraged to fulfill their clinical practicum requirements at their place of employment, with CUNY SPS Nursing Program approval, if the setting meets the practicum requirements. This arrangement allows the student more flexibility to determine the days and hours to attend site.

- Nursing Education students can be placed by the CUNY SPS Nursing Program with Nursing Faculty from CUNY schools.

\*\*\*The health care agency may require a formal affiliation agreement with the school, in order for the student to complete their clinical practicum hours at the facility. This may be required even if the student is also an employee. It can take several months to secure these legal agreements – so early planning is needed!

2. PRECEPTOR: Students are responsible for finding a qualified preceptor (with the approval of the SPS Nursing program) who is at minimum an MS prepared RN, in order to successfully complete the clinical portion of the clinical courses.
3. CLINICAL AGREEMENT FORM: The student must identify the agency and preceptor and complete the CUNY SPS Clinical Agreement Form and submit it to [nursing.clinical@sps.cuny.edu](mailto:nursing.clinical@sps.cuny.edu). **The form may be accessed in the CUNY SPS GRAD Nursing Notes Blackboard Organization**

Nursing Education students should be allowed to perform all the required student/staff development activities for their specific role. These activities include, but are not limited to:

- a. Critical analysis of the nursing/staff development curriculum at the clinical practicum site.
- b. Implementation of instructions specific to the needs of the clinical practicum site.
- c. Instruction in both classroom and campus lab/ clinical practicum sites.
- d. Analysis of exams.
- e. Participation in academic meetings for curriculum, nursing organization, and program evaluation.
- f. Opportunities to develop in-depth knowledge and expertise in a particular area of nursing that includes graduate-level advanced clinical practice content and experiences
- g. \*\*\*Additionally, nurse educator students must complete direct care hours with an advanced practice nurse such as a nurse practitioner or clinical nurse specialist, as a part of their practicum hours.

Nursing Informatics students will perform informatics activities based on their objectives for their specific role at the agency/ healthcare site. These activities include, but are not limited to:

- a. Analysis informatics systems
- b. Evaluate the information requirements for quality care outcomes
- c. Compare and contrast informatics strategies to determine the impact on the affected groups in the healthcare setting
- d. Participate in the site's inter-professional informatics team meetings

Nursing Organizational Leadership students will perform leadership/management activities based on their objectives for their specific role. These activities include, but are not limited to:

- a. Participation in the administration of selected aspects of a health care agency/system.
- b. Analysis of the responsibility and accountability of administrators of selected departments functioning in a health care agency/system.
- c. Evaluation of the role of nurses and other health care providers in the administration of a health care agency/system.
- d. Analysis of current issues in health care systems with emphasis on the role of nurse administrators in developing creative solutions.

## b. Roles of the Preceptor, Instructor and Student

5. Preceptor
  - a. Pre-Orientation: complete the Clinical Agreement Form as provided by the student, and

provide a copy of a resume to the CUNY SPS Nursing Program.

- b. Orientation: The graduate will arrange to meet with the identified preceptor for orientation at the initiation of the actual clinical practicum experience. During orientation to the clinical setting, the graduate preceptor(s) should:
  - i. Communicate general guidelines to be used for preceptor/student interactions and for review and feedback of student performance.
  - ii. Review policies, procedures, and protocols specific to the setting and role as appropriate.
  - iii. Review student's previous learning experiences and practicum learning outcomes.
  - iv. Encourage student to identify strengths and areas for continued professional growth
  - v. Negotiate a schedule with the graduate student. In order to ensure an optimal practicum experience; all graduate students are required to arrange their schedules to assure continuity of experiences as applicable to the specific specialty and role. If the student will be absent on a scheduled day, the **student** is responsible for notifying the preceptor and the faculty prior to the day or in the case of illness before the start of the scheduled day.
- c. Clinical Supervision and Teaching: The graduate preceptor will:
  - i. Provide timely and necessary input to student regarding student's ability to meet course learning outcomes throughout the practicum.
  - ii. Assess the competence of the graduate student in providing role responsibilities to clients and populations.
  - iii. Directly mentor the graduate student in the performance of role responsibilities.

6. Instructor

- a. CUNY SPS Nursing Faculty members will be responsible to the student for:
  - i. Assistance in arranging the practicum experiences to meet the course and student objectives.
- b. Prior to the initiation of the practicum clinical experience, the course instructor or designee will:
  - i. Ensure that a current contract/affiliation agreement exists between the agency and the CUNY SPS, if required.
  - ii. Communicate with the identified clinical site and submit placement requests for a student(s) for the upcoming semester. Faculty are responsible for approval of sites and preceptors.
  - iii. When indicated, send a verification letter/form to the preceptor and site with names of the student and contact faculty member and the dates in which the student will be completing a rotation at the site. Comply with any documentation requirements required by the school/ agency for health clearance and educational onboarding.
  - iv. Provide a copy of the course description, requirements which includes the course outcomes and the appropriate evaluation form to the preceptor and site.
- c. CUNY SPS Nursing Faculty will provide periodic site evaluations, as determined by the faculty and student, and will be available for consultation as required to the student, preceptor, and clinical site.

7. Student

- a. Attend/ participate in the Clinical Practicum planning Information Webinar one semester prior to taking the clinical practicum course (NURS 619, NURS 639, or NURS 649)

- b. Identify an appropriate clinical site and preceptor as per the guidelines, and determine if an affiliation agreement is in place or is required
- c. Provide the Clinical Agreement form to Preceptor, obtain the preceptor's resume, complete student portion of clinical agreement and submit both to CUNY SPS Nursing Program. Advise the CUNY SPS Nursing Program if an affiliation agreement is required and provide the facility contact person to the Nursing Program.
- d. Discuss specific course learning outcomes and negotiate a mutually agreeable schedule with the preceptor prior to the start of the actual preceptorship.
- e. Create a CastleBranch Account: Go to <http://portal.castlebranch.com/UK65> to create your account. This is where students will submit clinical clearance requirements. There are some costs associated with completing all the documentation requirements for the clinical practicum. Details are provided in the Practicum Planning Information Sessions held each semester and the CUNY SPS GRAD Nurses Notes Blackboard Organization.
- f. Complete all Clinical Clearance requirements by the specified due dates, prior to the experience.
- g. Complete orientation and onboarding forms as required by the clinical agency.
- h. Submit all required clinical Practicum documents upon conclusion of the clinical experience.
- i. Criminal Background Checks: All CUNY Clinical Practicum Nursing students must have a background check and drug screen as a part of the clinical clearance process. At CUNY SPS this is accomplished through the student's CastleBranch account.
- j. Professional Liability Insurance Requirements: All students participating in a practicum clinical experience must have Professional Liability Insurance. The City University of New York does provide liability insurance coverage for nursing students participating in a clinical experience with an agency with an affiliation agreement with the school. This is provided at no cost and requires no action on the part of the students. However it is restricted to your participation in the clinical experience as it relates to your required coursework as a Nursing student at CUNY SPS. Students that identify their own clinical site, must have their own professional liability insurance.

For students who are currently working as Registered Nurses, it is recommended that you purchase your own professional liability insurance policy. Nurses can be sued and while you may be covered by your employer's policy while at work, there may be limitations. Below is a list of companies where you can obtain your own professional liability insurance should you choose to do so.

*Liability Insurance Companies:*

- Nurses Service Organization - <http://www.nso.com/>
- Healthcare Providers Service Organization - <http://www.hpsso.com/>
- CM&F Group, Inc. - <https://www.cmfgroup.com/>
- Proliability - <http://www.proliability.com/>

\*\*\*Note that the CUNY School of Professional Studies neither endorses nor recommends any particular insurance company. The list provided above is not all inclusive of insurance companies. If you have questions about professional liability insurance please feel free to reach out to the nursing faculty and staff. Contact information can be found via

\*<https://sps.cuny.edu/about/directory>

- k. Student Health Requirements for Practicum Experience: All health documents (a completed physical examination form completed by licensed a health care provider (MD, NP, DO) and requisite lab/ immunizations must be submitted to your CUNY SPS CastleBranch account by the designated due date. The current health examination form is available **in the CUNY SPS GRAD NURSING NOTES Blackboard Organization**. **Any students who do not have current health clearance will not be able to participate in any practicum clinical course for that semester.**

Note that **proof of immunization** to specified diseases as noted on the health form and as determined by current health threats is required. Health forms are located in on the CUNY SPS Grad Nursing Notes Blackboard site.

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

- l. CPR Certification: Students in clinical courses are required to be certified in **BLS for Healthcare Providers by the American Heart Association** and provide documentation of this to the students CUNY SPS Castle Branch account \*\*\*NOTE – Certification MUST be through AHA. No others will be accepted.
- m. RN License and Registration: Students must provide a copy of their RN license and current unencumbered RN registration to their CUNY SPS Castlebranch account prior to course registration for clinical courses.
- n. Practicum Performance: Clinical Practicum learning experiences will include the provision of comprehensive nursing care in the respective advanced practice roles, to multi- cultural client systems in a variety of community/ clinical settings. Students are expected to successfully meet the objectives and requirements of both the theory and the clinical components of the course in order to receive a satisfactory grade for the entire course; complete preceptor and site evaluations and provide feedback about the experience.
- o. Academic Integrity: Students will abide by the Academic Integrity standards at CUNY SPS \_ <https://sps.cuny.edu/about/policies/academic-and-student-policies/academic-integrity> \_
- p. HIPAA Compliance/ Confidentiality: All nursing students are expected to respect and maintain HIPAA compliance standards. Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students who fail to maintain the patient's right to confidentiality will receive a course grade of "F" and will not be permitted to return to clinical site.
- q. Infection control/ standard precautions: Standard Precautions are expected to be implemented by all students in all clinical settings. Exudative lesions, weeping dermatitis, or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care. Appropriate barrier precautions should be implemented to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated. Exposure to blood or body fluids must be reported to the clinical instructor, in a timely manner
- r. Uniform and Hygiene Policy: Appropriate business professional attire is required. Hygiene should reflect an understanding of professionalism, asepsis, and safety.



- s. Accidents/Injury/Incidents During Clinical Experiences: If a student is injured during a clinical experience they must follow the protocols of the host agency. In addition, any accidents/injuries/incidents must be reported to the CUNY SPS Nursing program staff.
- t. Use of Electronic Devices: Students are not permitted to make any recordings or to take any photographs at their clinical placement site. It can be a violation of HIPAA.
- u. Social Media Guidelines: The proliferation of Facebook, Twitter, Pinterest, Instagram, TikTok and other social media sites necessitates guidelines to ensure safe use. While there are many benefits of these sites for patients, consumers, nurses, and other healthcare personnel, as professionals we have an obligation to maintain patient confidentiality and privacy, prevent disparaging postings regarding our employment and schools, and maintain professional boundaries. The following are some specific rules health care professionals (including students) must follow:
  - Do not capture or share any photo of any client (or potential client) in any way (e.g., Instagram, Snapchat, YouTube, Facebook, Twitter, TikTok etc.).
  - Use of any type of audio, video, image capture (e.g., smartphone camera) in or near any clinical agency is strictly prohibited.

***Important Reminders:***

- All information you share online is viewable to the world, is not confidential, and may impact your professional reputation.
- While you may delete content from a social media site, it may still remain available and discoverable to others.
- Understand and use privacy settings so that your personal related social media activity remains separate from your professional and educational activity.

The following resources provide additional information and guidance regarding professional nursing standards and social media:

- CUNY Policy on Acceptable Use of Computer Resources  
<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Computer-Use-1.pdf>
- CUNY Best Practices in Social Media for Academic Libraries  
[http://www.commonsc.gc.cuny.edu/wiki/index.php/Best\\_Practices\\_in\\_Social\\_Media\\_for\\_Academic\\_Libraries](http://www.commonsc.gc.cuny.edu/wiki/index.php/Best_Practices_in_Social_Media_for_Academic_Libraries)
- ANA- Social Networking Principles Toolkit  
<https://www.nursingworld.org/~4af4f2/globalassets/docs/ana/ethics/social-networking.pdf>
- NCSBN- Social Media Guidelines <https://www.ncsbn.org/347.htm>; AND <https://www.ncsbn.org/3739.htm>
- White paper: A Nurse's guide to the use of social media  
[https://www.ncsbn.org/public-files/Social\\_Media.pdf](https://www.ncsbn.org/public-files/Social_Media.pdf)
- [American Nurses Association's Principles for Social Media Networking](#).
- Additional information is provided within the HIPAA guidelines  
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>
- v. Complete clinical preceptor and site evaluations and provide feedback about the experience.
- w. Other Requirements: Students are required to follow policies, procedures and requirements of the clinical placement site, the CUNY SPS Nursing Program, and demonstrate professional accountability. Failure to do so may result in dismissal from the site and/or the program.



### **C. Practicum Evaluation**

1. CUNY SPS Nursing faculty member will evaluate the graduate student's performance in the clinical setting, with feedback from the preceptor, but the faculty is ultimately responsible for student evaluation and grade assignment. Evaluation/Documentation forms to be used throughout and upon completion of the practicum clinical preceptorship will be provided by students in the setting.
2. CUNY SPS Nursing Faculty will retain final authority for determining when the graduate student has successfully met requirements for satisfactory completion of the practicum experience and course requirements.
3. Clinical Practicum sites and preceptors are evaluated annually by CUNY SPS Graduate Program Faculty.

## **ACADEMIC INTEGRITY AND PROFESSIONAL EXPECTATIONS**

### **A. CUNY Policy on Academic Integrity**

Academic dishonesty is prohibited in [The City University of New York](#). Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

According to the American Nurses Association, The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their health care consumers, their peers, and ultimately to society.

Consistent with these standards, the Graduate Nursing program at the CUNY School of Professional Studies therefore expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct. This includes compliance with Academic Integrity Policies. It is essential that all Nursing students become familiar with these policies. The full text of these policies may be accessed via the CUNY School of Professional Studies Academic Integrity Policies link:

<https://sps.cuny.edu/about/policies/academic-and-student-policies/academic-integrity>

The academic integrity policies are reviewed and attested by each nursing student. The academic policies guide the process for supporting scholarly integrity and describe the processes for possible academic integrity violations and dishonesty.

The academic integrity policies guide the nursing students' original scholarly work in assignments, discussion board postings, and individual and group assignments. The American Psychological Association (APA) guidelines support the student's scholarly work. The assignment guidelines and rubric guide the student's scholarly work development. Successful scholarly work criteria are supported by documentation of all in-text citations and references, avoidance of long and/or multiple direct quotations, and the student's original analysis and synthesis.

Any suspected violations of the Academic Integrity Policies will be reported and investigated, as outlined below.

### **Process for Academic Integrity Violation:**

All incidents of academic dishonesty are required to be reported. Faculty report all evidence of academic integrity violations to the Academic Program Director for Nursing and the Academic Integrity Office. Formal investigations are conducted by the Academic Integrity Officer.

Examples of academic integrity violations can include:

- Fails to provide information or maintain clinical clearance required for clinical experience placement, including a background check, drug screen, or other prescreening/ immunization, licensure, or certification requirements;
- Is ineligible for participation in the clinical experience at a health facility for any reason;
- Fails to successfully complete the required number of clinical experience hours for course completion; and/or falsifies required clinical documentation.
- Falsifies documentation of patient/client information during the clinical experience
- Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes during a clinical experience or within an online learning environment. This may include submitting assignments, blogs, discussion board posts, exams or other examples of student works that are not original to the submitter for the specific course. **This includes submission of one's own work from a previous class – or self-plagiarism. If a course is repeated you are expected to submit new and unique work the second time you enroll in the course.**
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Please note that BOTH a student who submits a previously submitted assignment as well as the student who shared their assignment will be charged with academic integrity violation.
- Sharing of one's Blackboard login user name and/or password with another to provide access, which is a violation of CUNY SPS policies.

NOTE: If a student's behavior appears to present an immediate danger to the welfare and safety or rights of staff or patients, the student may be suspended pending an investigation and decision.

NOTE: Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one's records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions or respective RN licensure board..

### ***B. Standard for Scholarly Writing***

All written assignments are expected to be in the current American Psychological Association (APA) style unless otherwise specified in the course syllabus.

### ***C. Professional Communication***

Email: You are expected to use your CUNY SPS email address for all electronic communications relating to your work at SPS or in the clinical field and review your SPS email several times each week.

Email Etiquette: You shall also follow basic rules of email etiquette such as always including a clear and direct subject line, being clear and concise in the body of the email, obeying standard rules of grammar and style, writing in full sentences, and

avoiding being overly familiar. Students should avoid humor and be aware that written communication is different from face to face communication since social cues such as facial expressions and tone are lost when writing, and something meant as a harmless joke could be taken as an offense by the recipient.

Communicating with Your Professor: When writing to a professor, be sure to indicate your full name, course and section number and follow the basic rules of email etiquette discussed above. Language should be respectful; if you have an issue of some concern such as a grade, for example, wait to send the email until you are feeling less emotional about it or make an appointment to meet with the professor.

## ADMISSION/RETENTION IN THE GRADUATE NURSING PROGRAMS

### *Admission Criteria*

#### MS in Nursing Programs

- Hold a bachelor's degree in nursing from an accredited college or university, and accredited nursing program; (Students may apply in the last semester of a BS in Nursing program and be conditionally admitted pending awarding of that degree)
- Hold an unencumbered nursing license and a current RN registration;
- Earned a minimum GPA of 3.0 in nationally accredited bachelor's program and provide all transcripts;
- Demonstrate the potential to successfully pursue graduate study through an admission essay highlighting education and career achievements. Essay should include specific examples of problem solving while working in the practice setting; application of evidence-based practice, leadership experience at the bedside or in other settings, and professional and community awards;
- Submit two letters of recommendation, one from a Master's or doctoral prepared faculty or nurse educator in the workplace, one from a nurse leader who was an immediate supervisor.
- Submit a summary of an evidence-based practice project that was completed in nursing school or in which the applicant participated in some way in the practice setting; and,
- Submit a current resume.

#### Advanced Certificates (Post Masters)

- Hold a Master's in Nursing (could include Nurse Practitioner) from an accredited college or university, and accredited nursing program;
- Hold an unencumbered nursing license and a current RN registration;
- Earned a minimum GPA of 3.0 in nationally accredited bachelor's and master's programs and provide all transcripts;
- Demonstrate the potential to successfully pursue graduate study through an admission essay highlighting education and career achievements. Essay to include specific examples of problem solving while working in the practice setting, application of evidence-based practice, leadership experience at the bedside or in other settings, and professional and community awards;
- Submit two letters of recommendation, one from a Master's or doctoral prepared faculty or nurse educator from your workplace, and one from a nurse leader who was an immediate supervisor.
- Submit a summary of an evidence-based practice project that was completed in nursing school or in which the applicant participated in some way in the practice setting; and,
- Submit a current resume

## Grading Progression and Retention

The CUNY SPS Nursing Program utilizes the SPS grading policies as outlined:

<https://sps.cuny.edu/about/policies/academic-and-student-policies/grading-policies-graduate>

### CUNY SCHOOL OF PROFESSIONAL STUDIES GRADUATE GRADING SCALE

Quality of Performance	Letter Grade	Range %	GPA/ Quality Pts.
Excellent	A	93-100	4
	A-	90-<93	3.7
Good	B+	87-<90	3.3
	B	83-<87	3
Unsatisfactory	B-	80-<83	2.7
	C+	77-<80	2.3
Failure	C	70-<77	2
	F	<70	0

All students in the M.S. in Nursing and the accelerated B.S. – M.S. dual degree in Nursing programs will maintain a 3.0 overall GPA per semester and at graduation. To ensure that this criterion is met, a minimum grade of “B” is required in all Nursing major and **Graduate elective courses** inclusive of those Graduate electives from **other disciplines**. Students earning less than a “B” grade in a Nursing or Graduate Elective course may repeat the course one time and must attain a grade of “B” or better. A second earned grade of less than “B” in the Nursing Program [or Graduate Elective] Courses will result in dismissal from the program. Students have the right to appeal the decision.

## Appeals

### Nursing Program Appeals

Upon receiving an official notice of dismissal from the School or the Academic Program Director, students can appeal this decision by submitting an official CUNY SPS Nursing Dismissal Appeal form requested from the Nursing Program, along with a copy of the official letter of dismissal and any evidence of support for reinstatement. All documentation must be emailed to [NursingAppeals@sps.cuny.edu](mailto:NursingAppeals@sps.cuny.edu)

The deadline to submit appeals is as follows:

- Winter & Spring Appeals September 15<sup>th</sup>
- Summer & Fall Appeals February 15<sup>th</sup>.

Student appeals and all submitted documents along with a recommendation will be presented, at a scheduled full-time faculty meeting by the Nursing Appeals Committee. A decision will be made and will be voted on by the full-time and consortial faculty members. If a majority (consensus) of full-time and consortial faculty support the decision, then the decision stands of either accepting or denying the student appeal.

Student will receive a notification from the Academic Program Director of the SPS Nursing Program regarding the decision of either granting or denying the appeal. A copy of this letter will also be placed in the student file for future reference. Students will not be allowed to submit another appeal for the same situation to the CUNY SPS Nursing Appeals Committee. Students can re-appeal the decision to the CUNY School of Professional Studies Committee on Academic Standing.

### Grade Appeals

In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.

The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of error, or that the method of assigning the grade is inconsistent with the method of assigning grades to other students.

A student who wishes to appeal a grade must initiate the process in the full semester following the semester in which the contested grade was received. Spring and Summer Session courses must be appealed during the following Fall semester, while Fall and Winter session courses must be appealed during the following Spring semester before the last day to withdraw and receive a "W" grade. Generally, appeals that are not initiated by these deadlines will not be considered, though the committee may hear appeals received after the deadlines under special circumstances.

Procedures for Grade Appeals are outlined in the policy: <https://sps.cuny.edu/about/policies/academic-and-student-policies/grade-appeals>

## STUDENT RESOURCES

### Nursing Student Organizations

#### SPS Student Nursing Association –

The SPS Nursing Association is dedicated to enhancing nursing students' experience at SPS. There are no membership dues; all matriculated SPS graduate students are members and are encouraged to participate in SNA events, activities, and service opportunities. The SNA also publishes a newsletter each semester called "The Pulse" and student contributions are encouraged.

#### Sigma Theta Tau International Honor Society

Founded in 1922, the Honor Society of Nursing, Sigma Theta Tau International, seeks to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. The Alpha Phi Chapter of STTI, is based at Hunter College, and also hosts student membership for students from CUNY SPS and CityTech. New members are inducted annually. Information on eligibility and the application process is distributed to students each fall and spring. Consult the chapter's web page for further information.

#### SPS Nursing Mentoring Program

The SPS Nursing Program Mentoring Initiative is a voluntary program for both mentees and mentors. It is created to support our nursing students. The relationship with a nurse mentor can support the mentees transition to professional nursing, academic success, and role development. Mentors are nursing faculty who volunteered to be mentors and upper level students who volunteered to be peer mentors. Peer mentors can be undergraduate nursing students and graduate nursing students. Students can participate in the mentoring initiative by being connected to a mentor, attending and participating in the mentoring initiative virtual webinars.

### SPS Student Resources

#### Academic Integrity

The CUNY SPS nursing program considers academic integrity an essential value and all incidents will be investigated with appropriate consequences applied. Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one's records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions or respective Board of RN Licensure. **Students should review the CUNY SPS Academic Integrity Policy on the website and included here:** <https://sps.cuny.edu/about/policies/academic-and-student-policies/academic-integrity>

#### Academic Resources

Academic resources, including TUTORING can be accessed here: <https://sps.cuny.edu/student-services/academic-resources>

#### Accessibility and Accommodations

The CUNY School of Professional Studies is firmly committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University. Early planning is essential for many of the resources and accommodations provided. Accommodations cannot be required without appropriate documentation and notification from the Office of Disability Services. Please see: [http://sps.cuny.edu/student\\_services/disabilityservices.html](http://sps.cuny.edu/student_services/disabilityservices.html).

#### Online Netiquette and Anti-Harassment Policy

The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University's policies. Please see: <http://catalog.sps.cuny.edu/content.php?catoid=2&navoid=205>

### Library Services

Students will need to enter CUNYfirst login credentials to access the electronic research databases at the Baruch Newman Library. Please note a small set of resources still require users to log in with a separate set of login credentials known as your CUNY SPS username and password. CUNY SPS username and passwords are sent to their CUNY SPS email accounts upon enrollment into the program. <http://www.baruch.cuny.edu/library/sps/>.

Student Services: For information about the students services provided to CUNY SPS students visit <https://sps.cuny.edu/student-services>.

### CUNY SPS Technical Support:

The CUNY SPS Help Desk can be reached at [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu) or (646) 664-8592. When you email or call the CUNY SPS Help Desk, please be sure to identify your problem, provide your full name, and a number where you can be reached.

### Counseling Services

The CUNY School of Professional Studies (CUNY SPS) aims to provide students with the help they need to achieve their goals. SPS Counseling Services provides confidential and free mental health support to all enrolled students. To learn more, or to set up an Initial Consultation, email [Counseling Services](mailto:Counseling@Sps.cuny.edu) or call (646) 664-8647.

Monday – Thursday:  
9:00 a.m. – 5:00 p.m. ET  
Phone: (646) 664-8647

To schedule a telephone consultation:  
[counseling@sps.cuny.edu](mailto:counseling@sps.cuny.edu)

CRISIS Text LINE: Text **CUNY** to 741741  
988 Suicide and Mental Health Crisis Lifeline - Available 24/7 - Call 988

# STUDENT HEALTH CLEARANCE REQUIREMENTS

## for Nursing Clinical Practicum Placements

The most current Health Form each semester, can be found in the CUNY SPS GRAD Nursing Notes Blackboard Organization as well as in the CUNY SPS Castlebranch portal. The Student Health Form MUST be completed and signed by student AND Provider and submitted to the student's CUNY SPS CASTLEBRANCH Account by the designated due date.

\*\*\*Students may submit their annual health exam from their place of employment, as long as it includes all items on the CUNY SPS Student Health Form

\*\*\*Please note: Some clinical placement agencies may require additional medical clearance items.

*The CUNY School of Professional Studies does not discriminate on the basis of sex, gender, age, color, veteran's status, race, religion, national origin, sexual orientation or disability.*

Students preparing for a clinical practicum course (NURS 619-Nursing Informatics, NURS 639-Nursing Education, NURS 649-Nursing Organizational Leadership) in the CUNY SPS Graduate Nursing Program must submit their clinical clearance medical requirements to their CUNY SPS Castlebranch account by the required due date **(May 1 for Fall clinical course, November 1 for Spring clinical course)**

The following are the clinical clearance medical requirements:

1. History and Physical Examination (*due yearly; completed by MD, NP, DO*)
2. Complete blood count (CBC) with differential (*due yearly; lab report required*)
3. Urinalysis (*due yearly*)
  - o Routine and microscopy (*lab report required*)
4. TB skin test (TST) within one year Or
  - o QuantiFERON-TB Gold (*lab report required*) (*due yearly*)
  - o Chest x-ray report required for **positive** TST, QuantiFERON-TB Gold, history of BCG vaccination
5. Tdap (Tetanus, diphtheria, acellular pertussis) vaccination (every 10 years)
6. Influenza vaccination (*due yearly every Fall by October 1*) (*Lot # and Expiration Date*)
7. Hepatitis B vaccination series (or declination form)
8. Hepatitis B surface antibody (HBsAb) titer (*lab report required*)
9. Hepatitis B surface antigen (HBsAg) titer (*lab report required*)
10. MMR (measles, mumps, rubella) vaccination series
11. Rubeola (measles) IgG titer (*lab report required*)
12. Mumps IgG titer (*lab report required*)
13. Rubella (German measles) IgG titer (*lab report required*)
14. Varicella vaccination series OR documented history of disease
15. Varicella IgG titer (*lab report required*)
16. 10-panel urine drug toxicology (*lab report required*) (*via Castlebranch each clinical course – complete 30 days prior to start of semester in which student is taking a clinical course*)
17. Background check due annually for clinical practicum courses
18. **Proof of COVID vaccination date(s), name of vaccine received, lot number, expiration date (submitted to student's CUNY SPS Castlebranch account). Some healthcare facilities also require documentation of COVID Booster.**



## ATTESTATIONS

## *Attestation # 1: CUNY SPS Graduate Nursing Student Policies Acknowledgement Form*

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By signing below, I acknowledge and agree to the following:

1. I have received and reviewed the CUNY School of Professional Studies (CUNY SPS) Graduate Nursing Student Policies handbook.
2. I will abide by the rules and regulations set forth in the Graduate Nursing Student Policies handbook.
3. I understand that information course schedules, registration, withdrawal and tuition deadlines, and other pertinent policies and deadlines are available via the CUNY SPS website (<http://sps.cuny.edu/>).
4. I understand that I am required to purchase professional liability insurance prior to beginning my clinical courses if I participate at a site without an affiliation agreement with CUNY SPS.
5. I understand that I am required to have a current CPR (BLS) for health professionals' certification prior to beginning my clinical practicum courses.
6. I understand that I am required to obtain an annual physical, proof of immunity, background and drug screen before placement at any practicum facility.
7. I understand that I am required to sign the Confidentiality Agreement prior to beginning my clinical placement.

Name:	
Home Address:	
Telephone Number:	
E-mail address:	
Date:	
Signature:	
EMPL ID:	

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses. Please submit this form as directed to the **ASSIGNMENT Attestation Link in the Graduate Nursing Orientation Site**

## *Attestation # 2: CUNY SPS Graduate Nursing Student Academic Integrity Policy*

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### **Professional Expectations**

According to the American Nurses Association, The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics. Consistent with these standards, the Graduate Nursing Program at the CUNY School of Professional Studies therefore expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct. This includes compliance with Academic Integrity Policies. Examples of academic integrity violations can include:

- Fails to provide information or maintain clearance required for clinical experience placement, including a criminal background check, drug screen, or other prescreening/immunization, licensure or certification requirements;
- Is ineligible for participation in the clinical experience at a health facility for any reason;
- Fails to successfully complete the required number of clinical experience hours for course completion; and/or falsifies required clinical documentation.
- Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes during a clinical experience or within an online learning environment. This may include submitting assignments, blogs, discussion board posts, exams or other examples of student works that are not original to the submitter for the specific course. **This includes submission of one's own work from a previous class – or self-plagiarism. If a course is repeated students are expected to submit new and unique work the second time you enroll in the course**
- Please note that **BOTH** a student who submits a previously submitted assignment as well as the student who shared their assignment will be charge with academic integrity violation.
- Sharing of one's Blackboard login user name and/or password with another person to provide access, which is a violation of CUNY SPS policies.

The CUNY SPS Nursing program considers academic integrity an essential value and all incidents will be investigated with appropriate consequences applied. Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one's records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions or respective RN licensure board..

I have reviewed the Academic Integrity Policies for the CUNY SPS Nursing Program as documented in the [CUNY SPS Graduate Nursing Student Policies Handbook](#) and agree to abide by these standards.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ EMPL ID \_\_\_\_\_

NOTE: This form is a program requirement and will be maintained in your school records. Please submit this form as directed to the **Attestation Link in the Graduate Nursing Orientation Site** New York, NY 10001

### *Attestation # 3: CUNY SPS Graduate Nursing Student HIPAA/ Confidentiality Policy*

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Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

I understand and agree that in the pursuance of my work as a student in the Nursing program of CUNY School of Professional Studies I must hold all health information with regard to specific patients, healthcare workers and healthcare facilities in confidence. I understand that I will be privy to such information both in the classroom, as well as at clinical affiliation sites. I also understand that all health information regarding specific patients, healthcare workers and healthcare facilities, whether it is obtained in written, verbal, or any other format, is considered a privileged communication between the patient and the patient's health care provider, and as such, may not be released without the patient's written consent.

I further understand that any violation of the confidentiality of health information will result in a course grade of "F" and I will not be permitted to return to the clinical site.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses.

Please submit this form as directed to the ASSIGNMENT **Attestation Link in the Graduate Nursing Orientation Site**

#### *Attestation # 4: CUNY School of Professional Studies Personal Consent and Release*

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**Students can elect to opt out of onsite/virtual photo or event recorded sessions when they occur.**

I hereby authorize The City University of New York and its affiliates, licensees, successors and assigns (collectively, "CUNY") to make use of my appearance in connection with **CUNY SPS Nursing** (the "Program"), as follows:

- 1) To photograph me and any materials I include in my performance (e.g., photographs, audio or video clips);
- 2) To record my voice, conversation and sounds, including the performance of any musical composition(s), during and in connection with the Program; and
- 3) To edit, use, reproduce, exhibit and distribute, in whole or in part, in any manner and media now known or hereinafter invented, an unlimited number of times in perpetuity throughout the world, these photographs and recordings, in support of, or to promote, CUNY's educational programs and mission.

I hereby waive the right to inspect or approve any of the photographs or recordings. I understand that CUNY will be the exclusive owner of all of the photographs and recordings.

I also agree that CUNY may use my name, voice, likeness and biographical material for promotion of the Program.

I hereby release and hold harmless CUNY and those acting pursuant to its authority from liability for any claims by me or any third party in connection with my participation in the Program or the actions of CUNY in reliance of this consent and release. I have read and fully understand the terms of this consent and release.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses.

Please submit this form as directed to the ASSIGNMENT **Attestation Link in the Graduate Nursing Orientation Site**