

**THE SAGE COLLEGES
DEPARTMENT OF NURSING**

**MASTER OF SCIENCE DEGREE PROGRAM
STUDENT HANDBOOK**

**SAGE GRADUATE SCHOOL
2007-08**

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ACCREDITATION AND AFFIRMATIVE ACTION STATEMENTS

Accreditation

The Department of Nursing has earned a reputation for excellence. The Department is fully accredited by the New York State Bureau of Higher Education and Commission on Collegiate Nursing Education (CCNE). The Department is a member of the National League for Nursing (NLN), the American Association of Colleges of Nursing (AACN), and the Council of Deans of Nursing of Senior Colleges and Universities in New York State. Program information is provided to the NLN and AACN each year as requested. Requests for information and/or specific complaints that relate directly to particular accreditation criteria may be addressed to CCNE, One Dupont Circle NW, Suite 530, Washington, DC 20036-1120.

Affirmative Action and Title IX

The Sage Colleges is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action and Title IX, and does not discriminate in employment on the basis of sex, race, color, creed, marital status, age, or national origin. Admissions, financial aid, all facilities, and all programs are offered on equal terms without respect to race, color, creed, marital status or national origin. Russell Sage College, one of The Sage Colleges, is exempt from sex discrimination requirements with respect to admission under Title IX. Inquiries with respect to the application of Affirmative Action and Title IX may be referred to the Director, Human Resources, The Sage Colleges, Plum Building, 45 Ferry Street, Troy, New York 12180, or by calling 518-244-2391.

INTRODUCTION

Congratulations on having chosen the Master of Science Program at Sage Graduate School (SGS). We hope your experience here will be exciting and challenging. To facilitate your progress through the program, faculty and students have compiled this information to guide you through academic planning, and acquaint you with Department policies. This material is intended to supplement The Sage Colleges Catalog and the Sage Graduate School (SGS) Student Handbook.

ORGANIZATION OF THE DEPARTMENT OF NURSING

The Nursing Department has three programs: The undergraduate, master's, and doctoral programs. The Department has a Chairperson, a Director of the Master's Program, a Director of the Doctor of Nursing Science Program, and Coordinators of the Baccalaureate Program.

DEPARTMENT OF NURSING MISSION STATEMENT

The Sage Colleges (TSC), Department of Nursing strives to prepare nurses to practice in a variety of innovative health care settings within a context of rapid global and technological change. Baccalaureate and graduate preparation provides the essential components of a nursing career in the challenging practice environment of nursing and health care.

The Mission Statement of the Department of Nursing provides and promotes baccalaureate, master's and doctoral education in nursing in an environment which emphasizes the sense of self and their professional role. The department endeavors to prepare graduates who are critical thinkers, who utilize, transmit, and develop new knowledge through systematic modes of scholarly inquiry, and who demonstrate a commitment to lifelong learning. Preparation for excellence in nursing practice is achieved through the integration of arts and sciences, humanistic concern for the health and well-being of others, and an awareness and appreciation of cultural diversity in a pluralistic society. TSC strives to prepare graduates who are assertive and practice client advocacy, enabling clients to maximize their own potential. The global context in which the nursing profession continues to evolve is emphasized, with the expectation that our graduates will assume leadership roles, as professionals and citizens in organizations to influence health care delivery, nursing education, and the welfare of society.

GOALS OF THE MASTER'S PROGRAM

At completion of the Master's program in nursing, the student will:

1. Facilitate the development of a care environment that enhances advocacy for health, optimal nursing practice and the management of human, fiscal, technological, and physical health resources.
2. Monitor socio-political and environmental changes influencing decision making in nursing knowledge of global issues of poverty and public health and the relationship to improvement of health care delivery and patient outcomes.
3. Assume a leadership role in the health care delivery system utilizing knowledge of the complexity of the system, evidence-based practice, and effective communication and intervention strategies.
4. Utilize an understanding of ethical decisions in practice in assuming the leadership role of instituting change and ensuring accountability for practice.
5. Integrate into the advanced practice role an understanding of the diversity of cultural and social influences on human behavior, illness, and health care.
6. Utilize research based skills to analyze research for its application to practice and to systematically collect data as basis for decision making in nursing practice.

7. Implement the advanced practice role(s) of nurse practitioner, clinical nurse specialist/leader, nurse executive, nurse educator, and/or leadership in public health in their professional role development.
8. Participate in decision making and policy development as a member of the profession of nursing including advocacy for the profession.
9. Utilize professional development strategies to ensure continued personal growth and contribute to the development of others in practice.
10. Build expertise in an advanced practice role based on a theoretical and conceptual knowledge of clinical nursing practice and the role expectations.

INQUIRY AND APPLICATION PROCEDURES FOR MASTER'S PROGRAM
SAGE GRADUATE SCHOOL

Admission Overview

- The Sage Colleges, Office of Graduate Admissions distributes and receives the applications for graduate study for the Master's Degree and Post-Master's Certificate in nursing. The telephone number is 518-244-6878. The application process is self-managed by the applicant. When you have received all the information, send it as a complete package so your application can be processed. You will receive your letter of notification from the Director of Graduate Admissions. Applications are accepted year round on a "rolling admission" basis.
- The M.S. program is offered through Sage Graduate School.

Application Process

- Completed application
- A non-refundable fee (waived for graduates of The Sage Colleges, students applying through the Collaborative Programs, and employees of Sage Health Alliance and Corporate Reimbursement organizations);
- Official transcripts of all previous colleges attended.
- Two letters of reference (academic or professional).
- A one to three page career goals essay (typewritten and double spaced) including the reasons for seeking a master's degree from Sage.
- Current resume or curriculum vitae.

Any student applying through The Sage Colleges collaborative agreements should contact the Sage Graduate School Office of Admission at 518-244-6878.

Entry Levels to Master's Study in Nursing

There are four entry level options available for students interested in master's study in the Department of Nursing. They include entry for the:

- Registered nurse (RN) with a baccalaureate degree in nursing from an accredited four-year college, with at least a 2.75 average on a 4.0 scale, or if the average is below 2.75, completion of nine hours of graduate work with at least a 3.0 average.
- RN with a baccalaureate in a field other than nursing.
- RN with a master's degree in nursing for Post-Master's Certificate for advanced practice in an additional specialty area.
- Accelerated BS/MS program for qualified undergraduate nursing students. (See next page for application information.)
- Provisional admission may be offered. See Graduate Catalog for specific conditions.

Please refer to The Sage Colleges Catalog for additional information regarding course requirements for clinical and role options and specific course descriptions.

**SAGE GRADUATE SCHOOL
DEPARTMENT OF NURSING**

**APPLICATION PROCEDURE FOR ACCELERATED BS/MS PROGRAM
Basic and RN Baccalaureate Students**

Prerequisites:

1. Current enrollment in Russell Sage College (RSC) Basic or Sage After Work (SAW) Baccalaureate Program in Nursing.
2. Completion of
 - a. **RSC:** fall of basic baccalaureate Junior year or equivalent (21 credits must be in nursing courses) **or**
 - b. **Sage After Work (SAW) RN students:** at least two semesters of course work that include a minimum of 12 credits in the liberal arts and sciences and seven credits in nursing.
3. 2.75 GPA in prior and current course work.
4. Recommendation by two (2) The Sage Colleges nursing faculty.
5. Discussion of plans with advisor and/or BS Program Coordinator.

Application:

1. Complete graduate study application packet for admission to the BS/MS program when above requirements are met. **Please indicate that you are applying for the BS/MS Program on the application form.**
2. Send the application packet and all required materials to the **Sage Graduate School Admissions Office.**
3. Set up an interview with the Master's Nursing Program Director.
4. If you have any questions, please contact the Master's Nursing Program Director at 518-244-2384.

Additional Information:

1. **RSC students:** During the third and fourth years, the transition phase from the BS to the MS level, up to 12 graduate credits can be double counted for Baccalaureate and Master's credit. These courses are:
Nsg 558
Nsg 559
Bio 553 (Advanced Physiology).
Nsg 558 should be the first graduate nursing course. Bio 553 may be taken prior to Nsg 558.
A fourth course could be taken after Nsg 558 and Nsg 559 and may be an elective with faculty advisor's permission.
 2. **SAW students:** Up to 12 graduate credits can be double counted for Baccalaureate and Master's credit.
Nsg 558 and 559 are required for the SAW program.
Required nursing elective can be taken as a graduate course.
A fourth course could be taken after Nsg 558 and Nsg 559 and may be an additional elective.
 3. An average grade of "B" or higher must be achieved in these courses to be counted for the maser's degree..
 4. Students will be admitted into the BS/MS program on a provisional basis. That status will be re-evaluated upon completion of the baccalaureate degree requirements.*
 5. Students admitted to the program will be assigned a graduate advisor in addition to the undergraduate advisor in order to facilitate transition through the program.
- * Those applying to the Family, Adult and Gerontological Nurse Practitioner tracks:
Two thousand (2,000) hours of RN experience must be completed before provisional status is re-evaluated and before a student can enroll in Nsg 619 and 649.

**SAGE GRADUATE SCHOOL
DEPARTMENT OF NURSING**

GUIDELINES FOR RN APPLICANTS WITH NON-NURSING BACCALAUREATE DEGREE

UNDERGRADUATE REQUIREMENTS:

<u>Course</u>	<u>Course #</u>	<u>Credits</u>
*Contemporary Professional Nursing Practice	Nsg331	4
*Assessment for Health Promotion Risk Reduction	Nsg332	3
Community/Public Health Nursing in a Changing World	Nsg402	6
or		
Leadership in Professional Nursing and Critical Care Nursing Interventions	Nsg404	3
	Nsg406	2

The required undergraduate prerequisites may be waived or modified by the Director of the Master's Program in Nursing, in consultation with the Coordinator of the Undergraduate Program in Nursing, if certain criteria are met. These include, but are not limited to, the following:

Review of prior course syllabi and transcripts.

The decision to take N402 or the N404/N406 sequence should be made after consultation with the student's advisor, an Undergraduate Coordinator, and the Master's Program Director.

PORTFOLIO REVIEW:

Students may request to have a portfolio review for the purpose of transferring in previously completed coursework or waiving of otherwise required nursing coursework (**NOT** waiving of required credits). The student must send a letter to the Undergraduate Coordinator stating the request to transfer or waive coursework, and subsequently submit the requisite materials to document completion and integration of course objectives into practice. Portfolio review for Fall semester should be submitted by August 1, for Spring semester by December 1, and for Summer semester by April 1.

*Required courses

**SAGE GRADUATE SCHOOL
DEPARTMENT OF NURSING
CURRICULUM OVERVIEW – MASTER OF SCIENCE DEGREE PROGRAM**

COURSES	FNP	ANP	GNP	PMH	CHN	AHN
Core	Nsg 558 Nsg 559 Nsg 649	Nsg 558 Nsg 559 Nsg 649	Nsg 558 Nsg 559 Nsg 649	Nsg 558 Nsg 559 Nsg 649	Nsg 558 Nsg 559 Nsg 649	Nsg 558 Nsg 559 Nsg649
Research	Nsg 508 Nsg 611	Nsg 508 Nsg 611	Nsg 508 Nsg 611	Nsg 508 Nsg 611	Nsg 508 Nsg 611	Nsg 508 Nsg611
Cognate	Bio 553	Bio 553	Bio 553	Bio 553, only NP Bio 584, only NP, CNS, or Educ	Nsg 567	Bio 553
Supporting	Nsg 622 Nsg 610 Nsg 636 Elective	Nsg 622 Nsg 610 or Gnt 501 Nsg 636 Elective	Nsg 622 Gnt 501 Nsg 636 Elective	Nsg 622 Nsg 624 Only NP Nsg Elective only for CNS, Admin, or Educator	Nsg Electives (2) Elective for Admin or Educator	Nsg Electives (2) Elective for Admin or Educator
Clinical	Nsg 619 Nsg 621a Nsg 621b Nsg 660 Nsg 661	Nsg 619 Nsg 621a Nsg 621b	Nsg 619 Nsg 621a Nsg 621b	Nsg 619 only NP Nsg 606 Nsg 610 Nsg 557 Nsg 615	Nsg 635 Nsg 636 Nsg 637	Nsg 625 Nsg 626 Nsg 627
Functional Role & Practicum	Nsg 623	Nsg 623	Nsg 623	NP: Nsg 647, Nsg 650 CNS: Nsg 616, Nsg 617 Educator: Nsg 662, Nsg 6663, Nsg 605 Admin/Exec: Nsg 652, Nsg 653/Nsg 617, Nsg 654/Nsg 616	CNS: Nsg 616, Nsg 638 Educator: Nsg 662, Nsg 663, Nsg 605 Admin/Exec: Nsg 652, Nsg 653/Nsg 638, Nsg 654/Nsg 616	CNS: Nsg 616, Nsg 628 Educator: Nsg 662, Nsg 663, Nsg 605 Admin/Exec: Nsg 652, Nsg 653/Nsg 628, Nsg 654/Nsg 616
Total	48 credits	42 credits	42 credits	46-credits-NP/CNS 42-CNS or Educ 39-Admin/Exec	42-credits 39-Admin/Exec	42-credits 39-Admin/Exec

The graduate nursing program provides for advanced study in a specialized area of clinical nursing with preparation of nurses as leaders in health care. The Master of Science Degree Program offers a nursing major with six clinical options. These areas of advanced clinical nursing include: Adult Health Nursing, Community Health Nursing, Psychiatric-Mental Health, and Nurse Practitioner: Adult, Family, or Gerontological. The clinical areas of Adult Health Nursing and Community Health Nursing have role options of advanced clinical practice, educator or administrator/executive. Psychiatric-Mental Health Nursing offers dual preparation as a clinical nurse specialist/nurse practitioner, or options of clinical nurse specialist only, educator, or administrator/executive. Brochures in the Graduate Nursing Office provide a curriculum overview of the six clinical options for the Master's of Science Degree Program in Nursing.

These six clinical options with the total number of credits required are:

Adult Health Nursing.....	39-42 Credits
Clinical Nurse Specialist/Leader, Educator, or Administrator/Executive	
Community Health Nursing	39-42 Credits
Clinical Nurse Specialist/Leader, Educator, or Administrator/Executive	
Psychiatric-Mental Health Nursing	
Clinical Nurse Specialist/Nurse Practitioner (dual preparation)	46 Credits
Clinical Nurse Specialist only	42 Credits
Educator	42 Credits
Administrator/Executive.....	39 Credits
Nurse Practitioner:	
Adult	42 Credits
Family	48 Credits
Gerontological.....	42 Credits

Graduate Nursing Program Options at a Glance

Completion of the Master of Science Degree in Nursing necessitates the selection of one nursing clinical specialty and one functional role area. Depending on the selection, it may be possible through elective courses to choose a second or part of a second clinical specialty or functional role. Advisement is helpful.

The following grid identifies the possible initial selection combinations.

<i>Functional Role Area</i>				
	Clinical Specialist	Educator	Administrator/Executive	Nurse Practitioner
<i>Clinical Specialty</i>				
Adult Health	*	*	*	
Community Health	*	*	*	
Psychiatric-Mental Health	*	*	*	*
Adult				*
Family				*
Gerontological				*

ACADEMIC MATTERS

Matriculation

You are considered matriculated in the program once you have been admitted and enrolled in a master's course. A student who begins coursework as a non-matriculated student is required to apply for admission and gain acceptance to a master's program before completing nine (9) credits of graduate coursework. You will need to submit your prior transcripts early in the first semester to verify your master's status. SGS requires that all master's courses included in the degree program must be taken within a seven year period regardless of admission date or program activity.

Maintenance of Matriculation

In order to maintain matriculation in the graduate program you need to take at least one course within an academic year between 9/1 and 8/31 with an overall GPA of 3.0 or better. Any disruption to your program plan should be discussed with your advisor. A new program plan will need to be completed that reflects the current program requirements at the time of readmission.

Registration Information

Registration and Information for First Semester

Current information about The Sage Colleges, courses and Registration is published by Sage Graduate School each semester. The form for and registration are on line. Students are expected to meet with their faculty advisor to verify their program plan and then register for the upcoming year (Summer, Fall, and Spring semesters). Also included with the Sage Graduate School Course Schedule is general information about student services, including how to locate and access the Bookstore, Career Development Center, Computer Center, SageNet Accounts, Libraries, Vehicle Registration, ID cards, directions for parking, and tuition and fees.

Registration for Pre-requisite Sage Graduate School Courses

In order to register for undergraduate pre-requisite courses on your program plan, you will need to have a signed memo from the Director of the Master's Nursing Program.

Registration for Clinical Courses

If you are registering for a graduate clinical course it is important to contact the faculty member at least three (3) months prior to the beginning of the course to discuss the clinical expectations of the course. (See the clinical placement guidelines, p. 14, for other essential information.)

Academic Advisement

Each matriculated graduate student is assigned to a nursing faculty academic advisor in the program admission letter. You are expected to meet with your faculty advisor to establish, verify, or modify your program plan. Students should meet with faculty advisors at least once a semester and when changes are needed to assure continued progress in the program.

Program Plans

A current program plan is kept on file for each student. The plan is entered into the Department's database to plan course scheduling per semester and assure continued sequence in the program. Students should contact their faculty advisor to create or change their program plan. A failure to do this may result in difficulty in enrolling in certain classes.

Some clinical courses have a limited enrollment, so it may not be possible to take the course the next time that it is offered, or you may need to be put on a wait list.

Changes in Program Plans

Changes must be discussed with your faculty advisor and Program Director if needed (e.g., nurse practitioner tracks). The advisor makes changes on the plan and gives copies of the new schedule to the Graduate Nursing Secretary. The Graduate Secretary enters the changes into the database and files it in the program plan book. The program plan as submitted is utilized in planning for course sections. Changes cannot necessarily be assured unless there is room in the desired sections.

Incomplete Grades:

Incomplete (I) Grade: A grade of Incomplete (I) may be awarded at the discretion of the faculty member if the student is unable to complete all the work for a course due to illness or a comparable emergency. In order for a grade of “I” to be granted, a student should have completed most of the work for the course in the opinion of the instructor. If an “I” is granted, the student has the right to complete the work by the date specified by the faculty member. The grade of “I” at the end of any term must be removed before the end of that term the following year. When an instructor assigns a grade of “I”, he/she must assign a parenthetical grade indicating the grade to be assigned if no change of grade notice is filed with the Office of Student Services by the completion date.

A student with two or more incompletes will have a Dean’s hold placed on his/her registration until the continued status in the program is reviewed by the program director. The student will not be allowed to re-register for the course (either for credit or audit) in a subsequent semester until the “I” is removed.

Research in Process (RP): An RP grade is assigned in Nsg 611L if the master’s project is not completed during the semester in which the student is enrolled in Nsg 611L. If the project is not completed within one year after the course was taken, the student must register for the Nsg 611L course (2 credits) again.

GENERAL INFORMATION

Official Sage Communication

Your Sage email address (----@sage.edu) is the official communication venue for Sage. You are expected to check your email often to keep current with course and other relevant information from Sage. Computer resources are available on campus in the Library and Computer Centre in the School of Education (basement). Contact the Technology/Information Resources Office (244-4580) for learning modules on how to use The Sage Colleges Learning Platform. Questions about your campus cruiser identification and password can be directed to the Help Desk (244-4777). **Students should use their Sage email address and the Sage course and number when contacting faculty.**

APA Format

The format guide used for all papers submitted within the Department is: American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
(<http://www.emunix.emich.edu/ehoffman/apahelp.html>)

Academic Honesty

Academic dishonesty and misconduct violate the essential mission of an academic institution and will not be tolerated at The Sage Colleges in any of its forms. Academic dishonesty and misconduct include: cheating, failing to obtain Institutional Review Board (IRB) approval before beginning any research, plagiarism, multiple submissions, complicity in academic dishonesty/misconduct, abuse of materials or alteration of records. Following are several definitions and examples of academic dishonesty:

Academic Fraud

The alteration of documentation relating to the grading process (e.g., changing exam solutions to negotiate for a higher grade or tampering with an instructor’s grade book).

Collaboration

Deliberate facilitation of academic dishonesty in any form (e.g., allowing another student to observe an exam paper or recycle one’s old term paper).

Copying

Obtaining information pertaining to an exam question by deliberately observing the paper of another student.

Cribbing

Use or attempt to use prohibited materials, information, or study aids in an academic exercise.

Fabrication

Unauthorized falsification or invention of any information in an academic exercise (e.g., use of a purchased term paper; falsifying lab records).

Plagiarism

Representing the work or words of another as one’s own through deliberate omission of acknowledgment or reference.

Sabotage

Destruction of another student’s work related to an academic exercise (e.g., destroying a model, lab

experiment, computer program, or term paper developed by another student).

Substitution

Using a proxy, or acting as a proxy, in any academic exercise.

A faculty member may take any of the following disciplinary actions when a student engages in an act of academic misconduct:

- a written reprimand
- A zero or “F” on the assignment(s) involved,
- An “F” in the class involved,
- Revocation or a change of grade.

Sanctions beyond those listed here, including suspensions or dismissal in serious cases, may be issued by the institution only, not by an individual faculty member. To view the complete Student Conduct Code, see

<http://www.sage.edu/sgs/academics/policiescodeofconduct.php#Conduct>

Grievances and Appeals

Information about grievances and appeals are described in the Sage Graduate School Student Handbook (on line). Policies specific to the Department of Nursing are listed below.

Policy and Procedures for Academic Performance for Graduate Students

Policy: For all issues of academic performance involving graduate students of the Department of Nursing, students may institute an appeal process described below.

Procedures: The appropriate channels of communication for the appeal process shall be:

1. At the time of the initial complaint the student shall discuss the issue directly with the responsible and appropriate faculty. The responsible faculty will make every attempt to facilitate a solution to the problem. (In all instances the responsible faculty shall apprise the Program Director as to the fact of the problem.)
2. In the event that a satisfactory solution is not identified, the student and the professor are to seek consultation with the Director of the program. The Program Director will make every attempt to facilitate a solution to the problem.
3. If after consultation with the Program Director, a satisfactory solution is still not reached; the Program Director is to apprise the Department Chair of the issue. The Department Chair will then confer with all parties involved and make every attempt to facilitate a solution to the problem.
4. If after consultation with the Department Chair a solution or agreement is not identified, then the parties involved shall seek consultation with the Graduate Dean, who may bring the issue to the Academic Standards Committee for the Sage Graduate School for resolution.
5. When the student exhausts the appeals process within the Department, all further appeals will be managed through the Sage Graduate School appeal process.

Academic Standards

Policy: When a graduate student in the Department of Nursing receives a failing grade in a clinical activity, and/or fails to pass the didactic portion of a course, participation in a specified program of remediation or retaking the course may be required. In such cases continuation in the program may be in jeopardy.

Procedure: In the case of unsatisfactory performance in the clinical setting and in didactic course content, as identified by the clinical preceptor and/or the responsible faculty, the following will be implemented:

1. The student will receive a mid-clinical hour/course warning. For example, in a 200 hour clinical course the warning will be no later than after 100 hours of clinical activity have been completed. The Program Director will be notified. Prior to the issuance of a warning, the responsible faculty or a designated representative will make a site visit to assess the student's clinical competency. A copy of the preceptor's completed evaluation shall be placed in the student's academic record along with a copy of the warning. It is the responsibility of Sage faculty to determine that clear and specific documentation is available that describes the student's clinical deficiencies.
2. A plan of remediation will be developed that is individualized for the needs of the student. Recommendations

- may include a plan for a minimum of 40 additional clinical hours at the clinical site (preferable), additional readings, viewing specific videos, additional office time and/or conference time with the responsible faculty person, or other assignments as identified by the faculty member. In the event that the preceptor does not wish the student to return to the clinical setting, the responsible faculty will make every effort to identify an appropriate alternate clinical site, if continued placement in a clinical site is deemed appropriate.
3. Prior to the student re-entering the clinical setting a follow-up letter will be sent to the student and preceptor by the responsible faculty and the Program Director. This letter should outline the plan of remediation and identify what is expected of the student, as well as any identified outcome goals. When necessary, a meeting can be held between the student, faculty, and Program Director. During the period of remediation the responsible faculty, or a designated representative, will make an additional site visit.
 4. If by the completion of the clinical activity and the plan of remediation the student fails to make sufficient improvement and clinical performance is unsatisfactory, the grade for the clinical experience will be an automatic failure, and the student will be unable to continue in the program.
 5. In circumstances where the student is asked to leave a site for cause and cannot be placed in an alternate clinical setting, the student will receive a grade of "F". Some of the circumstances and conditions under which a student may be permanently removed from a clinical site are specified in the Sage Graduate School, Graduate Student Handbook.
 6. Students must receive a "B" or higher grade in all nursing clinical and functional role courses. In the event that a student receives a grade of "B-" or less in didactic content, the student must repeat the didactic portion of the course. The student will be given one opportunity to repeat a course in which he/she receives a "B-" or lower grade to achieve a passing grade of "B" or better. The cost of repeating the course will be borne by the student.

Leave of Absence

Students who need to suspend their studies must request a leave of absence in writing from their graduate program director. Leaves of absence are granted by the Dean of the Graduate School in consultation with other administrators. Students should be aware that changing their status might affect their financial aid eligibility. A leave of absence does not necessarily stop the academic time clock (see "Time Limit for Degree Completion").

Inactive Student Status: Any matriculated student who does not take at least one course during any one year period of time will be classified as inactive. Upon returning such students should meet with their program director to update their program of study and change their status to active. Note that the hiatus from courses does not change the time limit for degree completion.

Reenrollment/ Readmission: Former matriculated students whose time limits have expired must contact the Office of Admission for a readmission/re-enrollment application. If any post-secondary institutions (college, university, technical, proprietary school, etc.) were attended while away from The Sage Colleges, official transcripts must be forwarded to the Student Services Office. Upon re-enrolling, students are newly matriculated for the program of study in the catalog year for which they are re-enrolling.

Graduation

Students become candidates for graduation upon the filing of a completed application for graduation accompanied by an application fee to the Office of the Registrar. The filing deadlines are February 1st for May Graduation, June 1st for August graduation, and October 1st for December graduation.

STUDENT RESOURCES

Awards and Research Grants

Awards for graduate students include:

The Hannah Karp Award: To an outstanding student in the Graduate Nursing Program.

The Outstanding Graduate Nursing Student Award

Three major sources of **research funding** are available through Sage Graduate School or the Department:

The Broughton Graduate Fellowship in Creative Applied Science: Monetary award established in honor of Henry Primm and Jane Tinkham Broughton to create opportunities for advanced, scholarly work at the Master's degree level. More information is available through the Graduate Dean's Office, Frear House, 518-244-2264.

The Virginia Earles Research Award: Minimum of \$150.00 award for direct use in nursing research. Named for a former nursing graduate program director and Dean of Graduate Studies. Information is available through the Graduate Nursing Program office, Ackerman Hall 131, 518-244-2384.

Delta Pi Chapter Sigma Theta Tau International: Monetary award to encourage qualified active members of the Delta Pi Chapter to contribute to the advancement of nursing through research. Application information is posted on the Delta Pi Chapter bulletin board, Ackerman Hall, first floor.

Sources of Financial Assistance

Limited numbers of Federal Traineeships, teaching and graduate assistantships, and scholarships are available for graduate students. Information is available through the Graduate Nursing office, Ackerman Hall 131, 518-244-2384.

Federal Traineeship Application Criteria and Process:

1. Must be a fulltime student (9credits) taking only graduate level courses.
2. Must be committed to completing graduate studies and working in an advanced practice role after graduation.
3. May be in post-master's certificate program provided that studies will be completed within 12 months.
4. Obtain application from Graduate Program Nursing Office and submit completed application to the program secretary.

Graduate Assistants Criteria for Selection: Responsibilities may include teaching in an undergraduate clinical or serving as a research assistant.

1. Full-time or part-time student
2. Interest and communication skills exhibited, determined by an interview with Program Director.
3. For clinical teachers: Recent clinical nursing experience in the areas to be taught.

Julia O. Wells Memorial Educational Foundation, Inc.

The Foundation provides scholarship monies to the Department of Nursing for distribution to students entering or continuing professional nursing education. Scholarship are provided to encourage and facilitate career opportunities for nurses and students and to foster and advance the visibility, prestige and perception of the profession of nursing.

Health Systems Alliance Program

The program, a collaborative venture between The Sage Colleges and companies/health care organizations in the area, allows "employees to improve their job-related skills and knowledge, to acquire the education necessary to enhance their skills or prepare for career-related promotional opportunities. Educational assistance benefits have traditionally included some or all of the financial support needed for career-related education." For more information about **all** levels of education contact the Office of Admission, Sage College of Albany at 518-292-8615 or sageafterwork@sage.edu

CLINICAL PLACEMENT GUIDELINES

The following guidelines are to clarify the relationship implied when graduate students from Sage Graduate School, Department of Nursing are associated with an agency for clinical practice. These guidelines are intended to be sufficiently broad to be applicable to all placements. Variations and details will be negotiated on a case-by-case basis.

- Procuring a clinical placement is a faculty/student initiated process.
- Afterward, a student may select a clinical placement from the Clinical Placement Agency/Preceptor list or another agency (if available) with faculty approval.
- Then, a negotiated process needs to take place with the designated agency representative, such as the nursing administrator/educator director or director of psychiatry, and the potential agency preceptor.
- Additionally, obtain the name of the person designated to sign the letter of agreement between The Sage Colleges and the agency.
- In order to maximize the learning experience, strive to achieve a match between student and agency preceptor and client population.

- **Prior to starting the clinical practicum:**
 - a) The student must fill out and follow directions on the student clinical placement form (purple form for NPs or blue form for non-NPs) and submit to professor for signature.
 - b) The student must have on file in the Graduate Nursing Office the following verification:
 - RN registration (current)
 - Professional liability insurance for the nursing specialty (current)
 - Physical exam and tuberculin screening (within 1 year), and immunizations
 - CPR (current)
 - c) The letter of agreement with the agency could take up to three months to be signed.

Additional guidelines:

- It is expected that the agency preceptor will meet at regular intervals with the student and to review client assessments and interventions and to provide an evaluation of her/his function to both the student and designated faculty member at the end of the semester. Ongoing collaboration/evaluation among preceptor, faculty and student will be valued.
- The agency will provide the student access to clients and to appropriate meetings relative to the student's function in the agency. The student will assume full responsibility for her/his negotiated role.
- It is expected that once begun, arrangements between agency and student represent a commitment. Placements can, however, be terminated or re-negotiated for reasonable cause following discussion among all involved parties (student, agency, faculty).

REQUIREMENTS FOR CLINICAL COURSES

Annual Health Evaluation

The completion of an **annual** health evaluation is your professional responsibility. Evidence of physical well-being must be on file in the Nursing Department for each agency **PRIOR** to any clinical experience, and **BE IN EFFECT FOR THE ENTIRE SEMESTER**. It is suggested that annual physicals, annual PPD tests, CPR certifications, and professional liability insurance be started and renewed every year in early April if possible, or during the summer (July), or early December to avoid expiration during a clinical semester.

A Health Evaluation Report which includes a complete health history, physical exam, and updating of immunizations must be completed each year prior to any clinical experience. Health agencies have become especially concerned about student's immunization records. Please be sure this section is completely filled out on both the physical form and the attached sheet. You will not enter clinical without completion of the form. The NYS Health Department requires that any individual born after January 1, 1957 must show proof of two measles (Rubeola) immunizations or proof of the disease (titers).

Also, TB Screening must be documented annually; the Tine Test is not acceptable evidence. Proof of immunization with Hepatitis B Vaccine is also required (completion or declination). Please review these requirements with your physician. All health forms are in the Graduate Nursing Office. Requirements for Health and Immunization status are subject to change. Students are responsible for maintaining current health records in the graduate nursing program office.

Cardio-Pulmonary Resuscitation Certification (CPR)

Students are required to maintain current CPR certification (Basic Life Support - The class covers adult, infant and child CPR, choking, two rescuer CPR and pocket mask). A copy of current CPR certification must be on file in the Graduate Nursing Office. If attending American Red Cross CPR course - the Professional Rescuer course is required.

Professional Liability Insurance

Students are required to purchase their own professional liability insurance. The nurse practitioner tracks are required to purchase student nurse practitioner insurance. Throughout the entire program evidence of current liability insurance must be on file in the Graduate Nursing Office.

RN Licensure

Students are required to submit copies of RN licensure and current registration throughout the entire program to the Graduate Nursing Program Secretary, to be placed on file.

Student Clinical Placement Form

The purple or blue form is available in the Graduate Nursing Program Secretary's Office. Form must be filled out and signed by faculty teaching the course prior to beginning clinical.

Professional Behavior, Including Confidentiality, and Attire at Clinical

1. Professional behavior is guided by the Nurse Practice Act and The Sage Colleges Graduate Student Handbook.
2. Students are to adhere to behavior which maintains strict confidentiality and safety for client interaction.
3. Students are to dress appropriately and according to specific faculty recommendations. Name tags (readable from five feet) are mandated by New York State regulations.

DEPARTMENT OF NURSING PROFESSIONAL PRACTICE/CODE OF ETHICS

Students are to act professionally and practice nursing within the American Nurses' Association Standards of Clinical Nursing Practice, the American Nurses' Association Code of Ethics, and the State Nurse Practice Act.

A student's failure to act professionally or failure to practice nursing within accepted standards of clinical practice as delineated in the Nursing Department's Handbook constitutes a violation of this Code of Ethics. A violation of the ANA Standards of Clinical Nursing Practice, ANA Code of Ethics, or State Nurse Practice Act, also constitutes a violation of the Department's Code of Ethics.

Any violation of this Code of Ethics can result in course failure at the time of occurrence and may result in dismissal from the nursing program.

When a violation of the Department's Code of Ethics is alleged, faculty responsible for courses or clinical supervision/internships should contact the designated faculty or program coordinators/directors as soon as possible after the incident for faculty determination of grade for the course in question. If it is determined that the potential for dismissal exists, the faculty or program coordinators/directors will then initiate the Academic Standards Committee process, which includes notifying the student in writing that such process has begun. At this point, if a student requests to withdraw from a course after an incident which is alleged to violate the Department's Code of Ethics, a "W" grade will not be possible.

In the Nursing Department, if very serious or multiple incidents have occurred which violate the Department's Code of Ethics and dismissal from the program is being considered, the Academic Standards Committee of the Nursing Department, composed of faculty members, will meet within 5 business days of the incident or as soon thereafter as is reasonably possible under the circumstances to determine whether dismissal from the program or other consequences is warranted. A "hold" on grades for the course in question will be submitted to the registrar until a final decision by the Committee on program dismissal is rendered. The student will then be notified in writing of the Department Academic Standards Committee determination.

When a student is charged with a violation of the Department Code of Ethics, a hold will be placed on grades for the course. During this time the student may continue in all other theory courses, including the theory components of another clinical course, but may not continue in the clinical component of other courses until the Academic Standards Committee has met and made its determination. A student has the option to request a "W" in any or all of the other courses.

Clinical Misconduct/Non-Professional Behavior

A student who wishes to appeal decisions made by the Nursing Department Academic Standards Committee may appeal in writing to the designated faculty or program coordinators/directors within 3 days after being notified of the determination of the Committee. If the student is dissatisfied with the determination of the program coordinator/director, the student may appeal in writing, within 3 days of that determination to the Department Chair. If the student is dissatisfied with the determination of the Department Chair, the student may appeal, in writing, within three days, to a panel of the three Deans of The Sage Colleges for final decision.

While the student is appealing a dismissal determination, the student may continue in nursing theory courses, and theory components only of other clinical courses. If the dismissal is upheld, the student will receive a "W" in any other clinical course the student is currently enrolled in, but may complete all nursing theory courses currently enrolled in. The student may opt to receive a "W" in all nursing classes for that semester. If the dismissal is not upheld, the student will be allowed to make up the clinical time missed during the clinical suspension and receive a grade in any other clinical

course in which she/he is currently enrolled.

Upon final decision of appeal the faculty will submit a final grade for the course.

References:

The Sage Graduate School Student Handbook

American Nurses' Association Standard of Clinical Nursing Practice

American Nurses' Association Code of Ethics

New York State Nurse Practice Act

Article 139 of New York Education Law and Part 64 of the Commissioner's Regulations

Approved by BDC and GDC 10/26/00 for immediate distribution



Sage Graduate School

Department of Nursing

Dear Sage Nursing Students:

The faculty of the Department of Nursing has clarified the policy and process regarding a situation in which a student does not act professionally or within accepted standards of practice. This policy is in effect as of this date.

Please sign at the bottom of this memo to acknowledge that you have received a copy of the policy.

Please read this material carefully. If you have questions or concerns, please contact faculty, program coordinators/directors, or the Chair of the Department of Nursing. Thank you for your attention to this policy.

I have received a copy of the policy related to the Nursing Code of Ethics.

Signature _____

Date _____

Professional conduct, Academic matters, (academic standards, academic honesty, advisement, etc. noted in previous text. Check table of contents) Additionally, policies regarding clinical requirements (noted in previous text. Check table of contents) are very important and should be carefully reviewed and clarified if there are questions.

I reviewed the above policies.

Signature _____

Date _____