



Department of Nursing

GRADUATE NURSING HANDBOOK

2022-2023

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INTRODUCTION

Congratulations on your admission to the Graduate Program in Nursing at the School of Health Sciences (SHS) at Russell Sage College (RSC). 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 handbook represents information and policies that are applicable to both Masters and Post-Master's students and supplements the RSC Catalog and the Graduate School Handbook.

Advanced practice nurses serve as innovative leaders and skilled practitioners, and contribute to the improvement of nursing and health care. Skills learned in this program will facilitate lifelong learning and expertise in managing the changing health care environment.

The department endeavors to prepare graduates who are expert clinicians, critical thinkers, who utilize, transmit, and develop new knowledge through scholarly inquiry, and demonstrate a commitment to lifelong learning. This 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. Essential problem solving and clinical reasoning skills are developed as you transition through the program and prepare for clinical practice.

Russell Sage College prepares graduates who enable clients to maximize their own potential. The global context in which the nursing profession practices 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.

Students enter graduate study with considerable diversity in background and their growth is facilitated by program planning to meet individual needs. Students assume responsibility for professional behavior, self-growth through individual planning, continued learning, self-direction, and self-evaluation. This is a different focus than baccalaureate education and is seen throughout the program.

Congruent with *The Essentials of Master's Education in Nursing* (AACN, 2021) and *The Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education, 2016), the goals of The Sage Colleges were revised in 2022.

ORGANIZATION OF THE DEPARTMENT

The Nursing Department at Russell Sage College (RSC) offers three nursing degree programs: B.S., M.S., and Post-Master's certificate Programs. The Baccalaureate program has two components: The Pre-licensure Baccalaureate Program at Russell Sage College with a full-time or part-time option and a Post-licensure Baccalaureate Program for Registered Nurses who are graduates from associate degree or diploma programs. The Master's program includes Master's Degrees and Post Master's Certificate Programs studies. The leadership in the Nursing Department includes a Chairperson, and Directors of the Baccalaureate Program, RN to BS Program, and Graduate Program.

MISSION AND VISION STATEMENT

Russell Sage College Nursing Department Mission

We prepare and empower dynamic leaders through the integration of arts and sciences for excellence in nursing practice, education, research, and community engagement across a global pluralistic society. To become individuals who will BE, KNOW, & DO MORE.

Our motto is: The Sage Nurse CARES.

To Be

- Loving
- Kind
- Caring
- Compassionate
- Trusting
- Authentic
- Engaged
- Ethical
- A leader
- Spiritual

To Know

- Empirically
- Personally
- Esthetically
- Ethically
- Emancipatory

To Do

- Integrating the theoretical frameworks of Patricia Benner ([Petiprin, 2016](#)) and Jean Watson ([Watson Caring Science Institute, 2020](#)) the Sage nurse CARES
- **CARES GUIDELINES FOR PRACTICE MODEL © FOR CLINICAL** through the following practice:
 - C- Condition or Concept (understanding the human condition through a conceptual framework)
 - A- Assessment (critically and holistically assessing)
 - R- Restoration of health from the altered human condition and reducing risks for alterations through intervention, prevention, & health promotion
 - E- Education & Prevention
 - S- Safety and Stewardship

Russell Sage Nursing Department Vision

Achieve distinction and excellence in professional nursing education, practice, research, and community engagement. The Russell Sage College 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.

Reaffirmed 5/16/2019

Theoretical Frameworks

Patricia Benner (Benner 1984, Benner 2011). [\(Petiprin, 2016\)](#)

Benner's Domains

1. Helping Role
2. The Teaching and Coaching Function
3. Diagnostic and Patient Monitoring Function
4. Effective Management of Rapidly Changing Situations
5. Administering and Monitoring Therapeutic Interventions and Regimens
6. Monitoring and Ensuring the Quality of Health Care Practices
7. Organizational and Work Role competencies

Jean Watson [\(Watson Caring Science Institute, 2020\)](#)

The Caritas Processes

1. Practicing Loving-Kindness, Compassion and Equanimity Toward Self and Others
2. Being Authentically Present: Enabling Faith/Hope/Belief System; Honoring Subjective Inner Life-World of Self and Others
3. Cultivating One's Own Spiritual Practices; Deepening Self-Awareness; Going Beyond Ego-Self
4. Developing and Sustaining a Helping/Trusting Authentic Caring Relationship
5. Being Present to, and Supportive of, the Expression of Positive and Negative Feelings
6. Creatively Problem-Solving, 'Solution Seeking' Through Caring Process
7. Engaging in Transpersonal Learning Within Context of Caring Relationship; Staying Within Others' Frame of Reference
8. Creating a Healing Environment at All Levels
9. Assisting with Basic Needs as Sacred Acts, Touching Mind/Body/Spirit of Others; Sustaining Human Dignity
10. Opening to Spiritual, Mystery and Unknowns; Allowing for Miracles

American Nurses' Association (ANA) American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

The ANA Provision of Ethics Related to Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession.

Graduate Nursing Goals

1. To prepare advanced practice clinicians & leaders.
2. To provide educational strategies to meet the needs of diverse learners.
3. Encourage participation in local, state, national, and global healthcare and advanced practice nursing policy development.
4. To provide a supportive, collegial environment that encourages excellence in teaching-learning, professional development, and faculty/student scholarship.
5. To improve clinical practice outcomes, health policy, and care delivery methodologies.

Master Program Outcomes

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

1. Integrate knowledge related to culturally relevant social, behavioral, and ecological determinants that impact health outcomes.
2. Demonstrate leadership within and across diverse health care delivery systems, recognition of the complexity of healthcare systems and the need for effective interprofessional communication, collaboration and intervention strategies.
3. Analyze, integrate, and implement scientifically based research that fosters inter-professional collaboration, skilled and organizational decision making.
4. Effectively use technology to deliver and enhance patient-centered care, inter-professional communication and integration across diverse healthcare systems.
5. Provides, manages and evaluates comprehensive person-centered care using the scientific body of knowledge within the regulatory and educational scope of practice.
6. Design and implement quality improvement models across culturally diverse and population-based healthcare settings that promote quality, safety and optimal clinical outcomes.
7. Demonstrate effective inter-professional communication, collaboration and consultation across diverse healthcare settings.
8. Actively engage in diverse socio-political, environmental and global health initiatives that promote optimal individual health and population-based outcomes.

9. Engage in lifelong learning in an advanced practice role.

Links to the guiding documents are here:

American Association of Colleges of Nursing (AACN) (2021). *The Essentials: Core Competencies for Professional Nursing Education*

<https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>

National Task Force on Quality Nurse Practitioner Education (2016) *The Criteria for Evaluation of Nurse Practitioner Programs 5th Ed.*

<https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/Docs/EvalCriteria2016Final.pdf>

Expectations & Characteristics of Graduate Study

The Sage Graduate Schools Curriculum Committee requires that graduate courses exhibit the following characteristics categorized by content, role of the instructor, and role of the student.

Content

- An emphasis on theory and the translation of theory into practice.
- A greater reliance on the development of critical evaluation skills through analysis of research literature.
- The range of content covered addresses the depth and complexity of recent developments in the field at a substantial, professional level.

Role of the Instructor

- The role of the instructor goes beyond that of a conveyor of information.
- The instructor of a graduate course develops a learning environment that allows students to construct their own knowledge and understanding.
- Graduate courses rely on interactive, collaborative problem solving to a greater extent, allowing students the opportunity to integrate and apply what is learned to relevant and current situations.

Role of the Student

- Graduate students are expected to assume responsibility for their own learning.
- Graduate students are presumed to have knowledge based in the discipline that prepares them for independent pursuit of knowledge, expertise and skills.
- Graduate students are expected to be proficient in written and spoken communication.

GRADUATE NURSING PROGRAM OPTIONS AT A GLANCE

Russell Sage College Department of Nursing program tracks align with population foci & APRN roles as described below.

<https://www.aacnnursing.org/Education-Resources/APRN-Education/APRN-Consensus-Model>

Graduates from the Sage Graduate Nursing programs are eligible for state licensure and national certification.

It is strongly recommended that all students meet with their academic advisor for academic advisement to ensure their program plan is in accord with program track requirements.

Students may only register for classes in a sequence that has been approved by the academic advisor
Academic advisement is required a minimum of once a year.

Adult Gerontology Primary Care Nurse Practitioner Program

45 Credits

Core Courses

NSG 558 Paradigms & Persp Adv Prac Nsg

NSG 559 Nursing in Sociopolitical Env

NSG 649 Transforming Advanced Nsg Role

Research Courses

NSG 508 Nursing Research Methods

NSG 611 Research Seminar

Cognate Course

BIO 560 Advanced Human Pathophysiology

Supporting Courses

NSG 622 Advanced Pharmacology

NSG 636 Health, Healing, Self Care

GNT 522 Palliative Care & Chronic Illness

Clinical Courses

NSG 619 Diagnostic Health Assessment

NSG 621A Adult & Geriatric Care - Theory

NSG 621B Adult & Geriatric Care - Practicum

NSG 645 Geriatric Health Care: Theory

NSG 646 Geriatric Health: Practicum

Functional Area Course

NSG 623 Ind Study in Adv Clin Nsg Prac

For more information, go to:

<https://grad-catalog.sage.edu/nursing/adult-gerontology-primary-care-nurse-practitioner-program>

Family Nurse Practitioner Program

48 Credits

Core Courses

NSG 558 Paradigms & Persp Adv Prac Nsg

NSG 559 Nursing in Sociopolitical Env

NSG 649 Transforming Advanced Nsg Role

Research Courses

NSG 508 Nursing Research Methods

NSG 611 Research Seminar

Cognate Course

BIO 560 Advanced Human Pathophysiology

Elective Courses

NSG Nursing Elective +

Supporting Courses

NSG 610 Family Processes

NSG 622 Advanced Pharmacology

NSG 636 Health, Healing, Self Care

Clinical Courses

NSG 619 Diagnostic Health Assessment

NSG 621A Adult & Geriatric Care - Theory

NSG 621B Adult & Geriatric Care - Practicum

NSG 660 Women & Children's Health: Theory

NSG 661 Women & Children's Health: Internship

Functional Area Course

NSG 623 Ind Study in Adv Clin Nsg Prac

For more information, go to:

<https://grad-catalog.sage.edu/nursing/family-nurse-practitioner-program>

Psychiatric Mental Health Nurse Practitioner (Across the Lifespan)

48 Credits

Core Courses

NSG 558 Paradigms & Persp Adv Prac Nsg

NSG 559 Nursing in Sociopolitical Env

NSG 649 Transforming Advanced Nsg Role

Research Courses

NSG 508 Nursing Research Methods

NSG 611 Research Seminar

Cognate Courses

BIO 560 Advanced Human Pathophysiology

BIO 584 Neurobiology

Supporting Courses

NSG 622 Advanced Pharmacology

NSG 624 Advanced Psychopharmacology

Clinical Courses

NSG 606 Pract Mdls in Coun/Psychother

NSG 610 Family Processes

NSG 615 Diagn MH Assmt & Intervention

NSG 557 Group Processes in Health Care

Functional Area Course

NSG 619 Diagnostic Health Assessment

NSG 656 Fam PMHNP Prac Child/Adol

NSG 657 Fam PMHNP Prac Adult/Geri

For more information, go to:

<https://grad-catalog.sage.edu/nursing/psychiatric-mental-health-nurse-practitioner>

POST-MASTER'S CERTIFICATE PROGRAMS IN NURSING

Post-Master's Certificates are available for nurses with a Master of Science Degree with a major in nursing in preparation for advanced practice nursing. Programs are individually designed considering the individual Master's Degree curriculum, the Sage M.S. curriculum and the type of certificate. Total credits required range between 12 and 36 credits. Admission requirements to the Post-master's programs are the same as the admission requirements to the Master's programs.

National certification bodies such as the American Nurses Credentialing Center (ANCC) require a minimum of 500 faculty supervised clinical hours for examination eligibility. Certificate programs at Russell Sage College require at least 500 hours to complete the post-master's certificate.

All students pursuing a Post-Master's certificate will have an individualized program of study developed based on a gap analysis of their previous Master's coursework. Most often, Post-Master's certificate students will have taken courses in their previous Master's work. Transcript and syllabi are evaluated on an individual basis for equivalency to Sage required courses. It is imperative that students follow the program plan as developed with the faculty advisor to ensure successful completion.

Post-Master's Certificates are available in the following population foci and roles:

- Adult Gerontology Acute Care Nurse Practitioner
- Adult Gerontology Primary Care Nurse Practitioner,
- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner

Post-Master's Certificates are conferred in May, August, and December. Students must file a completed application for graduation with the Student's Services Office. Filing deadlines are: February 15th for May, June 1st for August, and October 1st for December. The graduation application can be found at this link:

<https://www.sage.edu/academics/academic-resources/registrar/graduation/>

Curriculum Overview for Post-Master's Certificate

Adult Gerontology Acute Care Nurse Practitioner Post-Master's Certificate

27 Credits

Core Courses

BIO 560 Advanced Human Pathophysiology

NSG 619 Diagnostic Health Assessment

Required Courses

NSG 622 Advanced Pharmacology

NSG 636 Health, Healing, Self Care

NSG 621A Adult & Geriatric Care - Theory

NSG 642 Acute Care Nurse Prac Role

NSG 645 Geriatric Health Care: Theory

NSG 646 Geriatric Health: Practicum

NSG 644 Advanced Role Practicum II

For more information, go to:

<https://grad-catalog.sage.edu/nursing/adult-gerontology-primary-care-nurse-practitioner-postmasters>

Family Nurse Practitioner Post-Master's Certificate

30 Credits

Required Courses

BIO 560 Advanced Human Pathophysiology

NSG 636 Health, Healing, Self Care

NSG 610 Family Processes

NSG 622 Advanced Pharmacology

NSG 619 Diagnostic Health Assessment

NSG 660 Women & Children's Health: Theory

NSG 661 Women & Children's Health: Internship

NSG 621A Adult & Geriatric Care - Theory

NSG 621B Adult & Geriatric Care - Practicum

Functional Area Courses

NSG 623 Ind Study in Adv Clin Nsg Prac

For more information, go to:

<https://grad-catalog.sage.edu/nursing/family-nurse-practitioner-post-masters-certificate>

Psychiatric-Mental Health Nurse Practitioner Post-Master's Certificate

32 Credits

Required Courses

BIO 560 Advanced Human Pathophysiology

BIO 584 Neurobiology

NSG 557 Group Processes in Health Care

NSG 606 Pract Mdls in Coun/Psychother

NSG 610 Family Processes

NSG 615 Diagn MH Assmt & Intervention

NSG 619 Diagnostic Health Assessment

NSG 622 Advanced Pharmacology

NSG 624 Advanced Psychopharmacology

NSG 656 Ped/Adol Psych Mental Health - Nurse Prac I

NSG 657 Adult/Gero Psych Mental Health-Nurse Prac II

For more information, go to:

<https://grad-catalog.sage.edu/psychology/psychiatricmental-health-nurse-practitioner-post-masters-certificate>

Adult Gerontology Primary Care Nurse Practitioner Post-Masters
30 Credits

Cognate Courses

BIO 560 Advanced Human Pathophysiology

Supporting Courses

NSG 622 Advanced Pharmacology

NSG 636 Health, Healing, Self Care

GNT 522 Palliative Care & Chronic Illness

Clinical Courses

NSG 619 Diagnostic Health Assessment

NSG 621A Adult & Geriatric Care - Theory

NSG 621B Adult & Geriatric Care - Practicum

NSG 645 Geriatric Health Care: Theory

NSG 646 Geriatric Health: Practicum

Functional Area Course

NSG 623 Ind Study in Adv Clin Nsg Prac

For more information, go to:

<https://grad-catalog.sage.edu/nursing/adult-gerontology-primary-care-nurse-practitioner-postmasters>

BRIDGE to MASTERS DEGREE for REGISTERED NURSES

Students who have an Associate Degree in Nursing and a Baccalaureate in another field may receive provisional acceptance in a master's degree program at Russell Sage College. The student must complete NSG 331, NSG 332, NSG 402 and NSG 402L, and other courses as determined by their advisor. After completion of these courses, the student may transition to graduate courses.

For more information, go to :

<https://catalog.sage.edu/nursing/nursing-rn-bs>

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 credits of graduate coursework. RSC 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 Nursing 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.

Academic Advisement

1. Upon admission into the program students receive a program of study which identifies required courses.
2. Students then meet with their faculty advisor to develop an individual program plan which is based on the program of study.
3. This program plan is developed for academic integrity and successful progression. Advisement continues throughout the program. It is strongly recommended that the student meet with the academic advisor at least once an academic year and as needed.
4. Any changes to the original program plan must be approved by the academic advisor.
5. If you choose a part time or unsure status and decide to move to a full time status, every effort will be made to accommodate your request, but this cannot be guaranteed. 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 continued sequence in the program. Students contact their faculty advisor to change their program plan. Failure to do so may result in difficulty in enrolling in subsequent courses and delay time to graduation.

Registration Information

Registration and Information for First Semester - Current information about Russell Sage College courses and registration is available on-line at www.sage.edu. Students are expected to meet with their faculty advisor to verify their program plan and then register on-line for the upcoming year (Summer, Fall, and Spring semesters). Also on-line is general information about student services, including how to locate and access the Bookstore, Career Development Center, Computer Center, MySage Accounts, Libraries, Vehicle Registration, ID cards, directions for parking, and tuition and fees.

Registration for Clinical Practicum Courses - If you are registering for a graduate clinical course, it is important to contact the clinical placement coordinator one year in advance prior to the beginning of the course to submit a clinical placement form. Faculty will discuss the clinical expectations of the course at the first class. Faculty will have final approval of appropriateness of clinical site placement. See clinical placement guidelines (p. 28).

Incomplete Grades:

A grade of Incomplete (I) may be granted 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 a majority 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.

If an incomplete is required due to inability to complete required clinical hours, the student must coordinate with course faculty to develop a plan for completion. Clinical hours for the current course must be completed before the student can advance to the next anticipated clinical course. The student must register for NCR-NSG 575 to complete the clinical experience if an incomplete is required. This is a no-charge, no-credit continuation course.

A student with two or more incompletes will not be able to register for subsequent courses. A Dean's hold is 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. In assigning a grade of "I", the instructor submits to the Registrar a "Faculty Request for Graduate Grade of Incomplete".

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, and when contacting faculty. Computer resources are available on campus in the Library and Computer Center in the School of Education (basement). Contact the Technology/Information Resources Office (518-244-4580) 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 (518-244-4777).

APA Format

The format guide used for all papers submitted within the Department is: American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association

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, and complicity in academic dishonesty/misconduct, abuse of materials or alteration of records. 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

<https://www.sage.edu/student-life/office/code-of-conduct/>

Participation in Professional Organizations

All students are strongly urged to join and participate in the nursing professional organizations specific to their practice area. Student rates are available, as well as access to journals, education, professional practice information and preceptor lists. Further information can be obtained at <https://www.aanp.org/> or <https://www.thenpa.org/> or <https://nursingworld.com/> or www.apna.org

Sigma Theta Tau

Is a nursing honor society whose mission is to develop nurse leaders anywhere to improve healthcare everywhere. Delta Pi #110 is the Russell Sage chapter. Membership is by nomination of the faculty and is offered *semi-annually*. The chapter meets *semi-annually for member inductions and 2-4 times a year to foster* education, networking and professional growth opportunities. *Members are encouraged to become active in the various committees of Delta Pi.*

Grievances and Appeals

Information about grievances and appeals are described in the on-line Russell Sage College Catalogs at <https://www.sage.edu/student-life/office/student-complaint-reporting-policy/>

Policies specific to the Department of Nursing are as follows:

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 facts 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 Dean of Health Sciences, who may bring the issue to the Sage Graduate Schools Academic Standards Committee for resolution.
5. When the student exhausts the appeals process within the department, all further appeals will be managed through the Sage Graduate Schools appeal process described in the Sage Graduate Schools Catalog. (see www.sage.edu)

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.

CLINICAL COURSES

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 media, additional office time and/or conference time with the responsible faculty, 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. Clinical hours from the first clinical experience will not be counted toward the course requirement.

3. If the student is re-entering the same 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 hours and the plan of remediation the student fails to make sufficient improvement and/or 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 Schools Student Code of Conduct.
6. Students must receive a "B-" or higher grade in all graduate courses in the master's program. In the event that a student receives a grade of "C+" or less, the student will be given one

opportunity to repeat the course the following semester or when offered next to achieve a passing grade of “B-” or better. In the event the student is unsuccessful in their second attempt to achieve a passing grade of “B-” or higher, they will be dismissed from the Graduate Nursing Program at Russell Sage College. The cost of repeating the course will be borne by the student.

7. Students may not start or progress in their Program Theory/Clinical Course Concentration while repeating a course. The revised Program Plan must be approved by the Faculty Advisor prior to registering for the semester they are repeating the Course.

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 will be required.

Students are given one opportunity to repeat only one course throughout their nursing program of study.

The following is from The Sage Graduate Handbook

<https://grad-catalog.sage.edu/sites/default/files/202122-grad.pdf>

Repeat Course Policy

Credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript and the repeat noted. The course information will be listed in the usual manner the second time it appears on the transcript. Generally, the course should be repeated in the following semester. No matter which grade is higher, the most recent grade counts in calculating the cumulative grade point average.

Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility. It is the **student's responsibility** to understand their financial aid situation and the possible consequences of repeating courses. Students with questions regarding the impact of course repeats on financial aid should consult the Office of Student Services.

Academic Standing/Criteria for Continuation

Students maintain acceptable academic standing by meeting the following criteria:

- an average of "B" or above (GPA of 3.0 or above on a 4.0 scale),
- completion of program within the specified time limits,
- no more than two "Incomplete" or "RP" grades on the transcript,
- a ratio of "Attempted" to "Completed" credits, excluding credits in the current semester, of .75 or better,
- an acceptable level of professional behavior.

Students who do not maintain acceptable academic standing are subject to dismissal from the program, based on the recommendation of the program director.

Students who do not maintain acceptable academic standing by meeting the above criteria in any semester may be put on probation. Students who do not meet the above criteria in two consecutive semesters will be put on probation and students who do not meet the above academic standards in a total of three semesters will be dismissed from the program as per the Graduate Program Director.

In addition to these standards, students admitted to the program on a provisional basis are required to meet the conditions of acceptance stated on their program of study.

To maintain matriculation students must complete one course each year (September-August) at Sage Graduate Schools.

Leave of Absence

The following is from The Sage Graduate Handbook:

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 Graduate School Dean 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”).

Student Not Currently Enrolled - Any matriculated student who does not take at least one course during any one year period of time will be classified as on-leave. 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. Students who are not enrolled for 24 consecutive months will be administratively withdrawn from their programs and will have to reapply for admission.

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 Office of Student Services. 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 15th for May Graduation, June 1st for August graduation, and October 1st for December graduation.** The following link will bring you to the application page:

<https://www.sage.edu/academics/academic-resources/registrar/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 selected by nursing faculty. The Outstanding Graduate Nursing Student Award is awarded to the student with the highest cumulative GPA at the time of graduation.

Four sources of **research funding** are available through Sage School of Health Sciences or the Department of Nursing:

- 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: Named for a former Graduate Nursing 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: Honor Society of Nursing Ann Goethler Research Award in Nursing: 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.
- Helen Riewerts Mattei, RSC 1944, established by Claudia Matthew RSC 1971, in memory of her mother to honor Helen's commitment to the field of nursing by supporting Sage Graduate student nursing research.

Sources of Financial Assistance

See Graduate student aid information at

<https://www.sage.edu/admission/financial-aid/graduate-aid/>

<https://catalog.sage.edu/>

Limited numbers of 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.

Teaching Assistant/Graduate Assistants Criteria for Selection:

Responsibilities may include teaching in an undergraduate clinical or serving as a research assistant.

- Full-time or part-time student
- For teaching assistants: Recent clinical nursing experience in the areas to be taught and interview with Baccalaureate Coordinator.
- For graduate assistants: For information and application go to
RSC/cost & AID/graduate/graduate assistantships.
- Interest and communication skills exhibited, determined by an interview with Program Director.

Julia O. Wells Memorial Foundation, Inc. - The Foundation provides scholarship monies to the Department of Nursing for distribution to undergraduate, graduate, and doctoral students entering or continuing professional nursing education. Scholarships 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. Information is available through the Graduate Nursing office, Ackerman Hall 131, 518-244-2384.

Health Systems Alliance Program - The program, a collaborative venture between Russell Sage College 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. Russell Sage College will discount tuition by 20% if it is matched by tuition assistance provided by participating employer. Submit Sponsorship Agreement Form at time registration for the 10% discount course tuition. Get form at <https://www.sage.edu/academics/academic-resources/student-accounts/special-billing/sponsorship-agreement/>

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 www.sage.edu/saw/
www.sage.edu/costaid/health_alliance/

CLINICAL PLACEMENT GUIDELINES

The following guidelines are to clarify the relationship implied when graduate students from Russell Sage College, 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.

- Clinical placement procurement is a student-initiated process. Discuss with your advisor.
- This process should begin at least one year prior to the beginning of the clinical course.
- Clinical placements must be arranged among the student, preceptor and administrator of the agency. Students may receive assistance from the clinical placement coordinator.
- A clinical agreement must be in place between Russell Sage College and the agency.
- Clinical placements are course specific and students must seek approval for prospective placements with designated course faculty.

Prior to starting the clinical practicum:

- The student must fill out and follow directions on the student clinical placement form and submit to the clinical placement coordinator for review and approval.
- A signed clinical agreement (contract) with the agency must be on file in the department prior to student beginning practicum. The clinical placement staff in the department of Nursing will ensure or obtain the agreement.
- Some clinical agencies may require an external background check. Students may have this performed by Certified Background for an additional fee.

Additional guidelines:

- It is expected that the agency preceptor will meet at regular intervals with the student 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 is expected and is part of the evaluation process.
- 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 the 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

- The student must open a Castlebranch Account. This document management system houses the following information for Russell Sage College Graduate Nursing Program
 - ✓ RN registration (current)
 - ✓ Professional liability insurance(student nurse practitioner)
 - ✓ Physical exam and TB screening (within 1 year)
 - ✓ Immunization record. See Graduate Nursing Office for list of immunizations.
 - ✓ CPR (current)

A Castlebranch account can be opened by going to www.castlebranch.com and completing the information required. **The package code to use for Russell Sage- SK98im-Document Tracker ONLY.** The company charges a fee for this service and it is the student's responsibility to meet the cost. Castle Branch requirements must be up to date or clinical hours may not be started or counted towards course requirements, This can be initiated prior to the start of NSG 619.

RN Licensure

Students are required to submit copies of RN licensure and current registration throughout the entire program. Licensure in the state you are being precepted in is mandatory and must be in place before any clinical practicum is started. All nursing licenses will be verified at the beginning of each semester by the clinical placement coordinator.

Professional Liability Insurance

Students are required to purchase their own professional liability insurance, no less than \$1 million/\$3 million coverage. Students enrolled in clinical courses are required to purchase student nurse practitioner insurance prior to starting clinical courses. Evidence of current liability insurance must be on file throughout the entire program. Often providers of RN liability insurance offer plans for student nurse practitioners and nurse practitioners.

Annual Clinical Clearance

The completion of an **annual** health evaluation is your professional responsibility. Evidence of physical well-being must be on file in Castle Branch **PRIOR** to any clinical experience, and **BE IN EFFECT FOR THE ENTIRE SEMESTER**. It is suggested that annual physicals, annual TB screening, 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. Students will not enter clinical sites without updated health clearance information on file in a Castlebranch account, as well as a duplicate copy for their own records to present to the clinical agency upon request. 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).

TB Screening must be documented annually by PPD; the Tine Test is not acceptable evidence. Those student who have a history of a positive PPD test must submit documentation annually from their health care provider that they are free of symptoms of TB disease.

Proof of immunization with Hepatitis B Vaccine is also required (completion or declination). Please review these requirements with your physician. Requirements for Health and Immunization status are subject to change. Students are responsible for maintaining current health records in the Certified Background Database.

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 a Castlebranch account. If attending AHA CPR course - the Professional Rescuer course is required. American Heart Association or American Red Cross Basic Life Support is acceptable.

Student Clinical Placement Form

The clinical placement form is available in the Graduate Nursing Program Office or by email to the clinical placement coordinator..

The form must be completed, and sent to the clinical placement coordinator for approval and signature prior to beginning clinical.

DEPARTMENT OF NURSING

PROFESSIONAL PRACTICE/CODE OF ETHICS

Students are to act professionally and practice nursing following the American Nurses' Association [Standards for Excellence](#) (ANA, 2018) and the [New York State Nurse Practice Act](#) (NYSED Office of the Professions, 2018) including the [American Nurses' Association Social Networking Principles](#) (ANA, 2011) and the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) for professionals](#) (U.S. Department of Health and Human Services, n.d.) The Department of Nursing holds students to these standards in the classroom and clinical settings. Any violation of these standards and/or codes may result in course failure at the time of occurrence and may result in dismissal from the nursing program.

Nursing courses provide an opportunity to build on moral responsibility as it relates to nursing care of clients, families, and communities. This is operationalized through accurate documentation, maintenance of confidentiality, safety, and accountability. The Nursing Department supports the American Nurses' Association Code for Nurses and the ANA Standards of Clinical Nursing Practice. The ANA Code for Nurses includes 11 statements based on the ethical principles of autonomy, beneficence, non-maleficence, justice, veracity, and fidelity. The Department seeks to embed these principles into students' clinical and academic practice in order to be prepared to meet the Standards of Clinical Nursing Practice.

When a violation is alleged, faculty responsible for courses or clinical supervision/internships will contact the designated faculty or program directors as soon as possible after the incident for faculty to discuss appropriate action. Any student found in violation of the department's code of ethics will not be allowed to withdraw from the course.

PROFESSIONAL CONDUCT

Students are representatives of Russell Sage College and are to act professionally in all aspects of their educational experience including the classroom, clinical and community settings.

It is inappropriate and considered unprofessional behavior to ask faculty for extra points or extra credit to raise a course grade. Grading criteria are determined and clarified at the start of each semester in each course syllabus.

Students having concerns about a course should discuss them first with the faculty member teaching the course, then the Director of the Nursing Program. Not first discussing concerns with the faculty teaching the course is considered unprofessional. If appropriate resolution has not been reached, discussion may be initiated with the Department Chair and finally the Dean of Russell Sage College.

Communication modes include but are not limited to:

- o Class Interactions
- o Class Presentations
- o Clinical and Lab Settings
- o Sage External Community Encounters (i.e. Students Services, Convocations)
- o Verbal (i.e., voicemail, classroom and clinical, individual and group presentations)
- o Written (i.e., e-mail, Moodle, Sage Advisor, scholarly papers [see Academic Honesty statements below], clinical documentation and assignments)

Failure to communicate appropriately may constitute unprofessional behavior and be subject to disciplinary action.

Plagiarism

The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate

references; i.e., quotation marks, footnotes, or commentary.

Examples of plagiarism include, but are not limited to the following:

- a. the submission of a work, either in part or in whole completed by another;
- b. failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another;
- c. failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality;
- d. use of another's project or programs or part thereof without giving credit."

Written Work or Presentations:

Faculty may use the screening program, [Turnitin.com](https://www.turnitin.com) to monitor for plagiarism. Papers may have a total similarity rate of no more 20%, with each section no greater than 2% similarity. Any similarity rates above these parameters may be considered plagiarism and will result in the initiation of the institution's Academic Dishonesty policy.

The Nursing Department uses the APA's Publication Manual, 7th edition, as the current style guide. Please refer to this manual for plagiarism and referencing guidelines (plagiarism section 8.2 p. 254).

Testing:

The Nursing Department has strict policies on testing. Testing will be conducted using Moodle. This is a secure testing site. Removal or attempt to remove questions (e.g., quizzes, tests,) from a class or taking an image of online quizzes or exams or sharing test detail is prohibited and is considered academic dishonesty.

Any violation of professional conduct will be subject to the conditions outlined in the Department of Nursing Student Handbook and Russell Sage College Student Handbook. Records of violations will be kept in student folders.

CIVILITY

It is everyone's responsibility to create a positive learning environment in the classroom and in the clinical setting. Your faculty will hold you accountable for the following actions in order to demonstrate civility and professionalism at all times.

Be responsible for your own education

Faculty will create an active learning environment – willingness to listen, asking appropriate questions, and completing the necessary work will add to your positive learning experience. Students are advised to limit employment hours to less than 15 hours a week and make coursework a priority.

Accept that Faculty's policies, procedures and teaching styles may vary.

Assignments and learning activities are at the discretion of faculty. Each faculty member has the freedom and authority to set their own course policies, learning activities, and guidelines.

Attend class/lab

Students who attend all scheduled learning experiences, listen to the faculty, ask questions, and take good notes are more likely to pass with a higher grade. If you must miss a learning activity, contact your course faculty ahead of time to let them know that you will not be there.

Attend Clinical

Attendance at clinical is mandatory for successful completion of the course. The only accepted clinical absences are for illnesses or family emergencies/losses. Any missed hours must be arranged with the preceptor and the course faculty. Unexcused clinical absences will be rescheduled based on clinical availability. If hours are not completed, the student will receive an incomplete in the course and will be required to make up those clinical hours as determined with faculty. Excused absences will be given priority for clinical makeup time, but may need to be scheduled the following semester.

Be on time

The faculty will start class/clinical/lab on time and dismiss when appropriate. DO NOT ask your clinical instructor to leave early. Arriving late **is considered unprofessional behavior** and disturbs everyone. At RSC, and in the clinical (work) setting, tardiness communicates lack of interest and

lack of dependability. If you will knowingly be late, discuss this with your faculty member ahead of time.

Come to class/clinical/lab prepared – Turn your work in on time

Complete assigned readings and learning activities before coming to class/clinical/lab. Be prepared to be an active participant in your learning.

Practice civility

Remember in college, as in every other area of life, politeness and respect matter.

- Do not have private conversations with your neighbors during class/clinical/lab.
- Turn off cell phones and electronic devices. The noise is distracting to other students. If a necessary communication needs to occur during a class/lab/clinical, please discuss with faculty prior to the start of class and step out to be respectful of your classmates and the learning environment.
- Do not send text messages during class/clinical/lab.
- Respect all opinions. Others may have different ideas and opinions from yours, but they deserve the same level of respect from you as you wish from them.
- Professional dress, posture and demeanor is expected during Zoom classes.

If you are concerned about your coursework, seek assistance from your faculty.

In addition to your faculty, assistance is available through your advisor and the [Academic Support Center](#).

NURSING CONDUCT/PROFESSIONAL BEHAVIOR

The following are examples of clinical misconduct/non-professional behavior:

- a. Providing nursing care in an unsafe or harmful manner: including performing a procedure incorrectly and/or without faculty/nurse guidance; negligently, willfully or intentionally resulting in physical or mental harm to a client. Failing to document care accurately and completely.

- b. Disrespecting the privacy of a client in direct violation of HIPAA: this includes using Protected Health information (PHI)* about a client (full name, last name, town, or patient information of any sort that could identify the patient) in oral, written or any assignments that the patient could be identified; discussing confidential information in inappropriate areas, discussing confidential information about a patient with third parties; and referencing or discussing patients on social networking sites and devices. For more information: https://omh.ny.gov/omhweb/hipaa/phi_protection.html , <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>
- c. Falsifying patient records or fabricating nursing care or patient experiences: this includes fabrication in written materials and verbal reports for the clinical area as well as written material and verbal reports. It also includes fabrication or exaggeration of the number of hours reported as being completed for clinical experience.
- d. Failing to report an error or omission in treatment: failure to report the error or omission to the appropriate people including preceptor and clinical instructor.
- e. Engaging in behavior that is contradictory to professional decorum such as exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients or agency personnel.
- f. Attending clinical without providing/submitting the student and preceptor work schedule.
- g. Clinical absence without contacting the instructor prior to absence.
- h. Attending clinical without up-to-date Castlebranch documents.
- i. Arriving late to the clinical setting.

[https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html#:~:text=Protected%20Health%20Information..health%20information%20\(PHI\).%22](https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html#:~:text=Protected%20Health%20Information..health%20information%20(PHI).%22)

Note: The above are examples, but are not limited to, unprofessional behavior and may warrant dismissal from the nursing program.

**RUSSELL SAGE COLLEGE
NURSING DEPARTMENT
UNSAFE POLICY AND PROCEDURE**

POLICY:

An unsafe occurrence is an event or situation in which the student demonstrates behavior or makes decisions which actually or potentially harms a client or violates standards of professional conduct. RSC shall not knowingly assign to a facility, nor permit to continue in assignment, any student who poses a direct threat to the health or safety of others.

An action is considered unsafe when the patient, patient's family, student, faculty, health care agency, or college is placed in jeopardy. Every student in the program is expected to act in a safe and ethical manner consistent with the

<https://nursing.rutgers.edu/wp-content/uploads/2019/06/ANA-Code-of-Ethics-for-Nurses.pdf>

(ANA, n.d.). Unsafe practice in the clinical area may result in a grade of "F" for the course regardless of the student's grade on the theoretical portion of the course.

1. Unsafe practice includes:
 - a. Failure to practice within the guidelines of:
 - i. Russell Sage College Graduate Handbook
<https://grad-catalog.sage.edu/sites/default/files/202122-grad.pdf> 2021-22 PDF
(sage.edu)
 - ii. The American Association of Colleges of Nursing: The Essentials of Masters education
 - iii. New York State Nurse Practice Act
 - iv. ANA Code of Ethics, including Professional Standards, Policy and Practice
 - v. Policies & procedures of the health care agency
2. Specific examples may include, but are not limited to:
 - a. Lack of accountability and responsibility
 - b. Failure to respect the individual client, health team member, faculty, and self
 - c. Practicing the profession while the ability to practice is impaired by alcohol, drugs use., physical disability or mental disability.
 - d. Negligence in patient care.
 - e. Substantiated act(s) of patient abuse, either physical or verbal
 - f. Inappropriate handling or touching of clients.

- g. Failure to observe isolation procedures and/or use appropriate personal protective equipment (PPE) and infection control measures.
- h. Failure to adequately document and/or report nursing care given.
- i. Inadequate preparation for assuming responsibility for client care.
- j. Violation of HIPAA regulations (i.e. breach of clients' confidentiality).

All nursing students are held to the college standards for professionalism and academic integrity. These standards include, but are not limited to, plagiarism, cheating, academic dishonesty, and unprofessional behavior.

ACCREDITATION AND AFFIRMATIVE ACTION STATEMENTS

ACCREDITATION

The Sage Colleges is accredited by the Middle States Association Commission on Higher Education.

The Baccalaureate and Master's Degree Programs in Nursing at The Sage Colleges are accredited by the Commission of Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, D.C., 20036, (202) 887-6791. All nursing programs are registered with the New York State Education Department.

The Department of Nursing is a member agency of the American Association of Colleges of Nursing, the National Organization of Nurse Practitioner Faculties, and the Council of Deans of Nursing in Senior Colleges and Universities in New York State.

The Nursing Department has also been a participant in the John A. Hartford Foundation Baccalaureate Program Partner for Disseminating Best Nursing Practices in Care for Older Adults.

Graduates with the required number of clinical hours are eligible to take the advanced level certification examinations offered by the American Nurses Credentialing Center for clinical nurse specialists, administrators/executives, or nurse practitioners.

Discrimination and Harassment Policy & Procedure For Students and Employees

Revised 10.2018

Policy On Non-Discrimination and Harassment

<https://grad-catalog.sage.edu/sites/default/files/202122-grad.pdf>

Pages 26 - 29

<https://www.sage.edu/student-life/wellness-center/accessibility-services/>

What Is Prohibited Harassment?

Prohibited harassment is a form of discrimination. In general, it can consist of spoken, written, and/or electronically transmitted words, signs, jokes, pranks, intimidation, or physical violence based on the protected characteristics of an employee or student, which alters the work or educational environment of that employee or student. While the most well-known type of prohibited harassment is sexual harassment, applicable laws and/or this policy also prohibit harassment based on any of the Protected Characteristics. In addition, retaliatory harassment resulting from an individual's protected activity (i.e., opposition to prohibited discrimination or participation in a statutory complaint process) is also prohibited. This prohibition applies to anyone on Sage campuses. Harassment of students who are working or studying outside the campus proper is prohibited as well. Sage is committed to preventing and correcting all such harassment, not just harassment which is severe or pervasive enough to provide the basis for a claim under federal or state law.

Sexual Harassment

With respect to sexual harassment, Sage's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Sage. In the remainder of this document, insofar as it relates to sexual harassment, the term "employees" refers to this collective group.

Sage is committed to maintaining a campus free from sexual harassment. Sexual harassment is unlawful and may subject Sage to liability. Any possible sexual harassment will be investigated whenever Sage receives a complaint or otherwise knows of possible sexual harassment occurring. Those who engage in sexual harassment will be subject to remedial and/or disciplinary action.

Under federal and state law, sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Such conduct is made either explicitly or implicitly a term or condition of employment or enrollment,
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or educational

environment, even if the complaining individual is not the intended target of the sexual harassment.

However, this Policy prohibits all forms of sexual harassment, regardless of whether the harassment may give rise to a legal claim. A single incident of inappropriate sexual behavior may be enough to rise to the level of sexual harassment, depending on the severity of such incident.

Prohibited sexual harassment includes, but is not limited to the following:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation, or attempts to commit these assaults; and
 - Intentional or unintentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employees' body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Requests for sexual favors;
 - Subtle or obvious pressure for unwelcome sexual activities;
 - Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience;
 - Spoken, written, and/or electronically transmitted verbal remarks of a sexual nature (whether directed to an individual or a group);
 - Sexually explicit, offensive, or sex-based jokes and comments; and
 - Sexual or gender-based comments about an individual or an individual's appearance.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning, pornographic.

A type of sexual harassment known as "quid pro quo" harassment occurs when a person in authority tries to trade job or academic benefits for sexual favors. This can include hiring, promotion, grading, scheduling, continued enrollment or employment, or any other terms, conditions or privileges of enrollment or employment. To avoid the potential for quid pro quo sexual harassment, it is the policy of Sage that no sexual relationship should exist between supervisor (or evaluator) and subordinate, including between student workers and their supervisors, or between teachers and students. If a sexual relationship develops in such a situation, the supervisory authority and/or responsibility for grading, evaluation, etc. should be promptly transferred to another individual.

Sexual harassment is neither limited by the gender of either party, nor limited to supervisor-subordinate or teacher-student relationships. Sexual harassment can occur between male and female students and employees, or between persons of the same sex. Sexual harassment that occurs because the victim is transgender is also unlawful.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Title IX Coordinator/EEO Specialist.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Other Types of Harassment

<https://www.sage.edu/wp-content/uploads/2020/08/Discrimination-and-Harassment-Policy-2020.pdf>

Prohibition of Retaliation

It is a violation of federal and state law and this policy for any employee or student to retaliate against any student or employee for engaging in any protected activity under the Violence Against Women Act, the Clery Act, Title VI, Title VII, Title IX, the New York Human Rights Law, the ADA, the Rehabilitation Act, the ADEA, and other federal and state civil rights laws.

Unlawful retaliation can be any action, more than trivial, that would have the effect of dissuading a reasonable worker from making or supporting a charge of harassment or any other practices forbidden by the Law. Actionable retaliation by an employer can occur after the individual is no longer employed by that employer. This can include giving an unwarranted negative reference for a former employee.

This includes retaliating against a student or employee who opposes a discriminatory practice, makes a good faith complaint about harassment and/or discrimination, or furnishes information or participates in any manner in an investigation of such a complaint.

Retaliation includes any conduct directed at someone because he or she engaged in such protected activity, which might deter a reasonable student or employee from making or supporting a charge of harassment or discrimination. Protected activity can include any of the following:

- filing a complaint of discrimination or harassment, either internally with Sage, or with any anti-discrimination agency,
- testifying or assisting in a proceeding or investigation involving discrimination or harassment,
- opposing discrimination or harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of discrimination or harassment,
- complaining that another student or employee has been discriminated against or harassed,
- encouraging another student or employee to report discrimination or harassment, and
- requesting an accommodation for a disability or a religious practice.

Retaliation is unlawful and will not be tolerated. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including, termination of employment and/or dismissal from Sage.

Any employee or student who becomes aware of retaliation against a student or employee should contact the Title IX Coordinator/EEO Specialist or other senior officer immediately.

Confidentiality

Sage will, to the extent possible, maintain confidentiality with respect to complaints of discrimination and prohibited harassment. However, there is no such thing as an unofficial complaint of discrimination or harassment. Once Sage or its supervisors become aware of a complaint, Sage is

required by law to take action consistent with this policy.¹ These actions may require disclosure of the allegations to the extent necessary to conduct a complete and thorough investigation.

Complaint, Investigation, and Disciplinary Procedure for Employees and Students

- **Reporting Prohibited Discrimination and Harassment**

Any employee or student who believes he or she is the victim of prohibited discrimination or harassment should file a complaint with the Title IX Coordinator/EEO Specialist. If, for some reason, an employee or student does not feel comfortable reporting discrimination or prohibited harassment to the Title IX Coordinator/EEO Specialist, he or she may also report it to any senior officer of Sage.

When an employee or student files a report with the Title IX Coordinator/EEO Specialist, he or she will be given a written complaint form to complete. A sample copy of this form is provided below at **Exhibit A**. The Title IX Coordinator/EEO Specialist will also provide the accuser and the accused with copies of this Policy for review.

However, even if an employee or student victim chooses not to file a complaint with Sage, if Sage knows, or reasonably should know, about a suspected incident of discrimination or harassment, Sage will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

All employees of Sage are responsible for keeping Sage's environment free from discrimination or prohibited harassment. For that reason, if an employee observes or otherwise learns of conduct which may constitute discrimination or prohibited harassment, the employee must report the conduct to the Title IX Coordinator/EEO Specialist, even if the employee is not the victim of that conduct.

- **Investigation of Complaints**

When Sage becomes aware that discrimination or prohibited harassment may exist, it is obligated by law to take prompt and appropriate action. Failure to do so is considered a violation of this Policy.

¹ *College employees who learn of alleged discrimination or prohibited harassment as a result of privileged communications with a student (e.g., through a counseling relationship) are exempted from this requirement.*

Once a complaint of discrimination or prohibited harassment has been made either in writing or orally, or observed discrimination or harassment has been reported, the Title IX Coordinator/EEO Specialist will make an initial assessment regarding the validity of the complaint. Unless the complaint is determined to be invalid (e.g. erroneous information, mistaken identity, etc.), the Title IX Coordinator/EEO Specialist, or his or her designee (who must be trained in discrimination and harassment, and this Policy), will promptly conduct a complete, thorough, and impartial investigation.

If the Title IX Coordinator/EEO Specialist or his or her adequately trained designee is involved in the alleged discrimination or harassment, the President will be responsible for choosing an adequately trained designee to conduct the investigation. If it would be inappropriate for the Title IX Coordinator/EEO Specialist or President to choose an adequately trained designee to conduct the investigation, then the Chair of the Board of Trustees will make this designation.

College employees who learn of alleged discrimination or prohibited harassment as a result of privileged communications with a student (e.g., through a counseling relationship) are exempted from this requirement.

While the investigation is being conducted, interim measures will be available to end or limit contact between the complainant or accuser and the accused. Interim measures may include:

- support services (victim advocacy, housing assistance, academic support, counseling, health and mental health services, legal assistance);
- changing work assignments and situations (for employees);
- changing living arrangements, course schedules, assignments, or test schedules (for students);
- providing increased monitoring, supervision, or security; and
- providing an escort.

No complainant or accuser is required to take advantage of these interim measures, but Sage provides them in an effort to offer help and support. Such interim measures can be requested by a complainant or accuser, by contacting the Title IX Coordinator/EEO Specialist. Sage will protect the confidentiality of accommodations or protective measures provided to a complainant or accuser, to the extent that doing so will not impair Sage's ability to provide the accommodations or protective measures.

The standard of evidence used to evaluate a report of sexual harassment or discrimination is a "preponderance of the evidence." Under this standard, a determination must be made on the basis of whether it is more likely than not that the accused student or employee violated this Policy.

In investigating the complaint, the Title IX Coordinator/EEO Specialist, or designee, shall:

1. Request and review all relevant documents, including all electronic communications.
2. Discuss the allegations in the complaint with the accuser and accused at separate meetings, and provide the accuser and accused with equal opportunities to identify witnesses and present evidence supporting their respective positions at these meetings.
3. Provide the accuser and the accused with the same opportunities for a non-attorney support person or non-attorney advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action.
4. Interview any identified or known non-party witness(es).
5. Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties, provided, however, that the complainant or accuser will not be required to participate in mediation with the accused.
6. (If the preceding step does not resolve the problem), make and transmit a preponderance of the evidence determination in the matter of the allegation of discrimination/harassment to the accused, accuser, and, if the accused is an employee, the senior officer for the unit in which the accused is employed (or the President if the accused is a senior officer), or, if the accused is a student, the Vice President for Student Life.
7. Create a written report of the investigation which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
8. Keep the written documentation and associated documents in a secure and confidential location.

The time necessary to complete an investigation will vary depending upon the facts of a particular case. In most cases, investigations will be completed within seven to ten business days of receipt of a complaint.

- **Following the Investigation**

Once the investigation is complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

All parties will be informed of their potential rights to exercise a request for appeal, where applicable, under the Student Code of Conduct, Employee Handbook, Contract, and/or collective bargaining agreement with Sage. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

If the investigation reveals that discrimination and/or prohibited harassment did occur, Sage will take all appropriate remedial measures necessary to end such conduct, prevent any such future conduct, and correct any personnel or academic decisions made which are related to the prohibited conduct. Remedies may include, but are not limited to, continuing or commencing any of the above-listed “interim measures.” These remedies are separate from, and in addition to, any interim measures that may have been provided prior to the conclusion of the investigation. Such measures can be requested by a complainant or accuser, by contacting the Director of Human Resources (for employees) or the Vice President of Student Life (for students).

- **Discipline**

Sage takes complaints of discrimination and prohibited harassment with the greatest seriousness. For that reason, if, following the investigation, the Title IX Coordinator/EEO Specialist or other trained investigator concludes that it is more likely than not that the accused student or employee violated this Policy, Sage will pursue strong disciplinary action through its own channels.

Internal disciplinary proceedings for cases of harassment and discrimination are fair and impartial, include timely notice of meetings and timely and equal access to information and evidence that will be used, and are conducted by unbiased decision makers who have no conflict of interest. The proceedings are completed within a reasonably prompt, designated timeframe. Further information regarding internal disciplinary proceedings for students can be found in the Student Code of Conduct. Further information regarding internal disciplinary proceedings for employees can be found in the Employee Handbook and/or in any applicable collective bargaining agreement with Sage.

Following any internal disciplinary proceeding for cases of harassment and discrimination, the complainant or accuser and accused will be provided with simultaneous written notice of the result of the proceeding, including any sanctions imposed that relate directly to the complainant or accuser, and the rationale for the result and complainant or accuser-related sanctions.

Discipline for incidents of discrimination and harassment may take a variety of forms, depending upon the circumstances of a particular case. Among the disciplinary sanctions which may be imposed on students are the following: verbal warning, written reprimand, probation, restrictions, suspension and expulsion. Among the disciplinary sanctions which may be imposed on employees are: verbal warning, written reprimand, suspension without pay, and termination. The full range of student disciplinary penalties is set forth in the Student Code of Conduct. Employee disciplinary penalties are set forth in the Employee Handbook and/or in any applicable collective bargaining agreement with Sage.

All parties will be simultaneously informed of their potential rights to exercise a request for an appeal of the disciplinary determination, where applicable, under the Student Code of Conduct, Employee Handbook, Contract, and/or collective bargaining agreement with Sage. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Engaging in discrimination, prohibited harassment, or retaliation may also lead to civil and/or criminal action under state or federal law. Any employee who, in violation of this Policy, engages in discrimination, prohibited harassment or retaliation, is acting outside the scope of his or her employment and may be personally liable for such actions and their consequences. In the event legal proceedings are commenced against such an employee, Sage may decline to provide legal, financial or other assistance.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Sage but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Sage, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Sage does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in the City of Albany may file complaints of sexual harassment with the City of Albany Commission on Human Rights. Contact the Commission at City Hall, Room 301, 24

Eagle Street, Albany, NY 12207; call (518) 434-5296; or visit <https://www.albanyny.gov/645/Commission-on-Human-Rights>

Office of Civil Rights

In addition, an employee or student who believes he or she is the victim of discrimination or harassment may file a complaint with the United States Department of Education's Office for Civil Rights ("OCR"). Complaints may be filed to OCR by:

- **Mail or Facsimile:** Complainants may mail or send a complaint by facsimile a letter to:
 - U.S. Department of Education
 - Financial Square
 - 32 Old Slip, 25th Floor
 - New York, NY 10005
 - Telephone: 646-428-3906
 - Fax: 646-428-3904
- **E-mail:** Complainants may file a complaint to the following e-mail address: ocr@ed.gov.
- **Online:** Complainants may file a complaint with OCR using OCR's electronic complaint form at the following website:
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

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