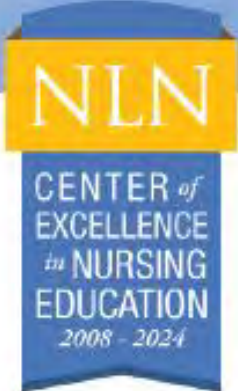**2023 – 2024**

Student Handbook

A Cooperative Nursing Program Conducted Jointly by
Trinitas School of Nursing and
Union College of Union County, New Jersey

NLN
CENTER *of*
EXCELLENCE
in NURSING
EDUCATION
2008 - 2024

RWJBarnabas
HEALTH

**Trinitas School
of Nursing**

trinitasschoolofnursing.org

Student Responsibility

It is the student's responsibility to become thoroughly familiar with the Trinitas School of Nursing Student Handbook and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students' rights and responsibilities, as well as outlining the requirements for admission, retention, and the degree requirements for the nursing program.

The School of Nursing has stringent requirements for admission and retention that takes priority over the Union College General Catalog minimum requirements. This publication is reviewed and revised each academic year. The current Student Handbook becomes effective on the first day of the fall semester of the academic year.

Students will be notified if there are changes to program policies applicable to all students regardless of date of admission to the nursing program. This publication contains information valid for 2023-2024 academic year. A copy of the current Student Handbook can be accessed on the home page of the School of Nursing website, **www.trinitasschoolofnursing.org**

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other school of nursing or college publications does not excuse the student from knowing the rules and regulations in effect at the School of Nursing or Union College at the time of enrollment.

Notice of School of Nursing policy changes during the academic year are posted in the Community shell section of the Learning Management System (CANVAS) in the "Memo from the Dean" folder and an email to all students advising of a new change in policy. Additionally, policy changes may be posted in the bulletin board outside of the Learning and Simulation Center (LSC) and the SNA Newsletter.

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Welcome from the Dean

Welcome to the 2023-2024 Academic Year! The Trinitas School of Nursing Student Handbook provides vital information to help students understand expectations while attending the School of Nursing. Trinitas School of Nursing/RWJBarnabas Health is a Cooperative nursing program with Union College of Union County, New Jersey (henceforth referred to as Union College).   The Student Handbook includes important School of Nursing policies and procedures.

All enrolled nursing students are held accountable to the School of Nursing requirements, policies and procedures outlined in the Student Handbook for the current academic year. All students are required to read this Student Handbook and provide documentation that certifies that they have been informed of School of Nursing policies and procedures.

I look forward to working with you to achieve your goal of becoming a registered professional nurse. The faculty, school administration and staff are available to assist you in achieving successful outcomes throughout the nursing program.

Sincerely,

Roseminda N. Santee, **DNP, MA, RN, NEA-BC, CNE, ANEF**
Dean, Trinitas School of Nursing

General Information

Anti-Discrimination Policy

Trinitas School of Nursing does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.

Title IX Policy

Title IX is U.S. federal law that prohibits discrimination on the basis of sex in education institutions, including Union College. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

- Sex discrimination includes sexual harassment and sexual violence, including sexual assault.
- Title IX can be found in the Education Amendments of 1972, 20 U.S.C. §1681, and its implementing regulations at 34 C.F.R. Part 106 (Title IX).
- Union College policy prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence. Union College is required to name a Title IX Coordinator to oversee all activities related to compliance with Title IX.

All faculty, students, staff, and College visitors who have a Title IX-related concern or wish to file a complaint for investigation may contact one of the following Administrators:

- Director of Human Resources MacDonald Hall (A-219) Union College 1033 Springfield Avenue, Cranford, NJ 07016 908-709-7046
- The Dean of Students of Union College, Deputy Title IX Coordinator Student Services Center (SD 121) 1033 Springfield Avenue, Cranford, NJ 07016 908-709-7516.

Student Code of Conduct

The use, possession, or distribution of an illegal drug, substance, or alcohol is not permitted on the School of Nursing, College, or Medical Center premises. In addition, weapons of any kind are not allowed on School, College, or Medical Center premises for any reason. Any student violating federal, state, or local regulations may also be subject to civil or criminal action.

Dean's Right

The Dean reserves the right to terminate the attendance of any nursing student who does not meet the requirements of health, discipline, or personal suitability for enrollment. This includes but is not limited to cheating, plagiarism, harassment, and/ or violence in any form.

Right to Make Changes

The School of Nursing reserves the right to modify, alter, or discontinue any of its courses,

programs, or services. The School of Nursing also reserves the right to change or modify any provision or policy when such action serves the interest of the School of Nursing or its students. A student at the School of Nursing is normally bound by the curriculum and the specific course requirements in effect upon his/her matriculation. The School of Nursing is not responsible for course cancellations that may alter a student's progression in the program and reserves the right to cancel any course with insufficient enrollment.

Trinitas School of Nursing/RWJBarnabas Health

Trinitas School of Nursing Address and Office Hours

The School of Nursing office is in Room 324 of the Kellogg Building and maintains regular office hours Monday through Friday 8:30 a.m.-5:00 p.m. The School of Nursing office is closed on Fridays from June through August.

The phone number for the School of Nursing office is 1-908 659-5203. A voice mail system is in place for administration, faculty, and staff. The School of Nursing FAX number is 1-908-659-5201. The email address of the School of Nursing is trinitas@ucc.edu.

The address for the Trinitas School of Nursing is:

40 West Jersey Street
Elizabeth, New Jersey 07202
Website: www.trinitasschoolofnursing.org

Change in Name/Address/Telephone Number/Social Security Number

Students who make a change in name, telephone, address and/or social security number must complete a Change of Information form in the School of Nursing office and the Registrar's Office of Union College.

Students who have a post office box must also provide the Union College Admissions Office with proof of residency to determine county residency charges. Students will be asked to show appropriate proof of residency, name, and social security number changes.

The School of Nursing is not responsible for any information that the student does not receive due to an incorrect name or address. Mail that is not returned will be considered delivered according to U.S. Postal Services.

Trinitas School of Nursing Philosophy, Goals, and Program Outcomes

Philosophy of the School of Nursing

The faculty of the Trinitas School of Nursing, in keeping with the mission of Trinitas Health, is committed to providing a high-quality nursing education program to a diverse population representative of the community it serves. The School is a part of this community and the faculty believes that it has a responsibility to be aware of and responsive to the health needs of its members. The Faculty and students interact with members of the community to assist them in meeting identified health needs.

Recognizing the challenges that result from continual changes in the structure and delivery of healthcare; the varying complexities of health conditions; the variety of healthcare settings; and the explosion of health information and technology, the School is fortified by a culture of integrity and excellence in its commitment to educate students who will be prepared to face these challenges with a spirit of fairness, justice, community service, social responsibility for others, and the courage to be innovative.

The Faculty believes that human beings are complex, rational, spiritual beings. Inherent in the human condition is one's right to dignity and value in every stage and condition of life. Human beings have created complex social systems in which they interact with each other to protect, nurture, and educate their members. Human beings exist, with varying degrees of independence, in many contexts as members of families, communities and society. Individuals are capable of using their intellects to take deliberate actions directed toward maintaining life, health and wellbeing of self, society and their environment. Human beings are accountable for their actions.

Health is a dynamic state that is influenced by an individual's reciprocal interaction with the environment. Individuals possess their own personal cultural definition of health that may differ from the beliefs of the people with whom they come in contact. Further, it is the Faculty's belief that access to health care is a basic right of all individuals.

Nursing is an art and a science characterized by interpersonal, therapeutic, and evaluative processes. It is based on a body of nursing knowledge and research and makes use of the natural and behavioral sciences. An essential element of nursing practice is caring. Nursing's goal is to collaborate with the client and family, assisting them in the acquisition of knowledge and abilities necessary to achieve the highest possible level of health.

Using critical thinking and clinical judgment the nurse assesses, analyzes, diagnoses, and treats commonly occurring human responses to actual and potential health problems, providing a holistic

response to the complex health needs of human beings. The nurse engages in collaborative relationships with members of the healthcare team to provide the range of professional nursing services that the client, family, and groups may require. The nurse respects and interacts with a diverse population in a variety of settings within the community.

Teaching/learning is an interactional lifelong process. During the learning process, students integrate new and previously held knowledge and beliefs to form insights and ideas that empower them to think critically and make clinical decisions that are appropriate to the situation. Reflecting the belief that students learn differently, the faculty guides the student to utilize a variety of learning strategies and resources to facilitate the student's learning. Learning is a self-directed activity with faculty members functioning as facilitators joining with the students in the reciprocal learning process.

Students come to the School of Nursing with diverse backgrounds and differing strengths and experiences. The School recognizes this diversity and therefore, provides opportunities to the qualified student to navigate the educational environment to maximize their individual potential well beyond their entry-level program. It is the responsibility of the School to provide an environment in which the student may successfully acquire the knowledge, skills, and attitudes necessary to practice as a safe and effective entry level registered nurse.

The graduate of the School is prepared to assume the role of a safe, caring, ethical beginning graduate nurse with varying amounts of supervision. The graduate is capable of practicing within a variety of settings. It is the responsibility of the graduate to continue the learning process to maintain competency or to advance to another level of practice. Graduates are responsible for being aware of and responsive to population-focused health care as well as making meaningful contributions to the profession of nursing and society.

Trinitas School of Nursing Goals
The School will:
1. Provide educational access to a diverse, qualified student population that is representative of the community.
2. Graduate an entry-level nurse who can practice in a variety of health care settings.
3. Produce a graduate who is successful in passing the NCLEX-RN examination on the first attempt.
4. Continue the contractual agreement with Union College to offer the student a program that leads to a Diploma in Nursing and an Associate in Science degree.
5. Provide opportunities for seamless academic progression.

6. Provide opportunities to students to be dually admitted to an accredited program with an intended Bachelor of Science in Nursing major.

Trinitas School of Nursing End of Program Student Learning Outcomes

The Graduate will:

1. Provide compassionate and coordinated patient-centered care, recognizing the patient as the source of control and as a full care partner with respect to their individual preferences, values, and needs.
2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Integrate best current evidence with clinical expertise and patient/family preferences and values when making clinical decisions in the delivery of optimal health care.
4. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Trinitas School of Nursing Program Outcomes

Four (4) quality indicators are trended by semester and program track to demonstrate evidence that graduates are achieving identified competencies consistent with the Trinitas School of Nursing Philosophy, Student Learning and Program Outcomes and professional standards. The program outcome information is publicly accessible from the Consumer Information page on the Trinitas School of Nursing website.

1. Trinitas School of Nursing NCLEX-RN licensure examination pass rate will be at least 80% for all first-time test takers for the 12-month period January 1 – December 31st.

2. 40% of the students who begin the first nursing course will graduate from the program within 100% of the time frame allotted for the program track (Generic or LPN-RN).

3. 80% of Trinitas School of Nursing graduates who are seeking employment will obtain a nursing position within 12 months of graduation, as per the Job Placement Survey.

4. 80% of Trinitas School of Nursing graduates will report satisfaction with program effectiveness as *agree or strongly agree* as per the Graduate Survey.

Accreditation
The Trinitas School of Nursing is approved and accredited by:
New Jersey State Board of Nursing
PO Box 45010, Newark, New Jersey, 07101
973-504-6430
www.njconsumeraffairs.gov

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
 404-975-5000
www.acenursing.org

Union College is approved and accredited by:
Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA. 19104
267-284-5000
www.msche.org

Trinitas School of Nursing is recognized by the National League for Nursing as a Center of Excellence in Nursing Education in the category of *Creating Environments that Enhance Student Learning and Professional Development* **from 2008-2024.**
www.nln.org

Curriculum Tracks

Generic Track

(Suggested sequence for full-time student enrollment)

First course in new Curriculum starts Fall 2023, Generic Track

Semester 1	Credits
BIO 105	4
ENG 101*	3
PSY 101	3
NURE 105	4
TOTAL	**14**

Semester 2	
BIO 106	4
PSY 204	3
NURE 106	7
TOTAL	**14**

Semester 3	
BIO 108	4
SOC 101	3
NURE 207	7
TOTAL	**14**

Semester 4	
ENG 102	3
Humanities	3
NURE 208	7
TOTAL	**13**

Semester 5	
Humanities	3
NURE 209	7
Total	**10**

Nursing credits=32 + Gen Ed credits= 33

PROGRAM TOTAL   65 Credits

*ENG 112 is an acceptable substitute for ENG 101 for non-native speakers of English.

Generic Track students: Due to the rigorous nature of nursing curriculum courses, it is recommended that if the full-time sequence of courses is chosen, students limit outside work obligations to support student success in the Nursing program.

LPN to RN Track
First course in new Curriculum starts Fall 2023,
LPN to RN

Pre-requisite courses

Course	Credits
BIO 105	4
BIO 106	4
BIO 108	4
ENG 101*	3
ENG 102	3
PSY 101	3
PSY 204	3
SOC 101	3
Gen Ed Humanities	6
TOTAL	**33**

Semester 1	Credits
NURE 213	4
TOTAL	**4**

Semester II	Credits
NURE 214	7
TOTAL	**7**

Semester III	Credits
NURE 215 (Sum 1)	3
NURE 216 (Sum 2)	3
TOTAL	**6**

Semester IV	Credits
NURE 217 (7 weeks)	3
NURE 218 (7 weeks)	3
TOTAL	**6**

LPN CURRICULUM	**9**

Nursing credits=32 + Gen Ed credits= 33
PROGRAM TOTAL   65 Credits

*ENG 112 is an acceptable substitute for ENG 101 for non-native speakers of English.

<div align="center">**Nursing Course Descriptions**</div>

<u>Generic Track, Course descriptions</u>

Nursing 105: Foundational Concepts of Nursing

This course introduces students to the profession of nursing using the QSEN framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management. Introduction of the Nursing Process allows for exploration of the knowledge, skills and attitude related to the foundational principles inherent to the nursing role and nurse-patient relationship. Concepts include but are not limited to professional behaviors, communication, culture, psycho-social and legal/ethical issues, as well as an introduction to basic health assessment, pharmacology, and leadership and management. Foundational knowledge for basic proficiency in clinical calculations is introduced in this semester. There is no associated clinical component, but competence with medical terminology is included through self-guided learning modules.

Credits: 4c, No clinical / No NREL
Co-Requisites: BIO 105, ENG 101, PSY 101

Nursing 106: Fundamental Concepts of Nursing

Using the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management this course introduces students to the knowledge, skills and attitude required for fundamental nursing practice to deliver safe and effective care in accordance with standards of professional nursing practice. Within the structure of the Nursing Process and basic health assessment fundamental principles are integrated with knowledge of anatomy and physiology and pharmacology. Building upon the concepts learned in Nursing 105, the student will be introduced to patient safety, comfort and mobility, nutrition, older adults, infection, fluid and electrolytes, elimination, and introduction to oxygenation and perfusion. Concepts related to health and physical assessment and leadership and management are continued. Students participate in clinical experiences in the Learning/Simulation Center and in acute and chronic health care settings for the application of associated nursing principles.
Credits: 7c. Clinical component, NREL 106
Pre-Requisites: BIO 105, ENG 101, PSY 101, NURE 105
Co-Requisites: NREL 106, BIO 106, PSY 204

**Nursing 207: Introduction to Acute and Chronic Nursing
Concepts**
Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to adult and pediatric patients in accordance with standards of professional

nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology and leadership and management. Building upon the concepts from Nursing 105 & 106, students are introduced to pediatric growth and development and cellular regulation and continue to explore concepts related to acute and chronic nursing. Students participate in clinical experiences in the Learning/Simulation Center, and in acute and chronic adult and pediatric health care settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 207
Pre-Requisites: BIO 106, PSY 204, NURE/NREL 106
Co-Requisites: NREL 207, BIO 108, SOC 101

Nursing 208: Advanced Acute and Chronic Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course continues to deliver the knowledge, skills and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to adult and obstetrical patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology and leadership and management. Building upon the concepts from Nursing 105, 106 & 207, students are introduced to concepts of women's health, reproduction, and mother and child ante/intra/postpartum care. Students participate in clinical experiences in the Learning/Simulation Center, acute adult and obstetrical settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 208
Pre-Requisites: BIO 108, SOC 101, NURE/NREL 207
Co-Requisites: NREL 208, ENG 102, Humanities

Nursing 209: Critical and Complex Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course builds upon concepts learned in previous nursing courses to demonstrate knowledge, skills and attitudes to deliver safe and appropriate care to patients with complex medical conditions, critical illnesses, and psychiatric/mental health conditions in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, and leadership and management. Students expand their knowledge of acute and chronic illnesses and are introduced to individual/multi-system critical illnesses and the concept of psychobiology that includes but is not limited to exploration of anxiety, depressive, schizophrenic and personality disorders. Students participate in clinical experiences in the Learning/Simulation Center, and acute adult and mental health settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 209

Pre-Requisites: ENG 102, Humanities, NURE/NREL 208

Co-Requisites: NREL 209, Humanities

LPN-RN Program Track - RN Completion track for currently Licensed Practical Nurses (LPN)

Nursing 213: Transitional Professional Nursing Practice Concepts

This course is designed to transition the LPN-RN student to professional nursing practice using the QSEN framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management. Acquisition of knowledge related to the Nursing Process and basic health assessment allows for development of the knowledge, skills and attitude related to the foundational principles inherent to the role of the professional registered nurse. Concepts include but are not limited to professional behaviors, communication, culture, psycho-social and legal/ethical issues, as well as an introduction to pharmacology, and leadership and management. Foundational knowledge for basic proficiency in clinical calculations is introduced in this semester. There is no associated clinical component.

Credits: 4c, No clinical / No NREL

Pre-Requisites: As noted above

Co-Requisites: No co-requisites

Nursing 214: Acute and Chronic Medical/Surgical Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to adult patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology and leadership and management. Building upon knowledge from the practical nurse program and the concepts learned in Nursing 213, this course will explore a variety of concepts related to acute and chronic nursing, including but not limited to infection, fluid and electrolytes, cellular regulation, endocrine, oxygenation and perfusion. Students participate in clinical experiences in the Learning/Simulation Center and in acute and chronic health care settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 214

Pre-Requisites: NURE 213

Co-Requisites: NREL 214

Nursing 215: Women's Health and Maternal/Newborn Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course continues to deliver the knowledge, skills and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to female, obstetrical and newborn patients in accordance with

standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology and leadership and management. Building upon the concepts from Nursing 213 & 214, students are introduced to concepts of women's health, reproduction, and mother and child ante/intra/postpartum care. Students participate in clinical experiences in the Learning/Simulation Center and in obstetrical settings for the application of associated nursing principles for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 215
Pre-Requisites: NURE 213, NURE /NREL 214
Co-Requisites: NREL 215

Nursing 216 Acute and Chronic Pediatric Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to pediatric patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology and leadership and management. Building upon the concepts from Nursing 213, 214, & 215, students are introduced to pediatric growth and development and apply concepts related to acute and chronic nursing to the pediatric patient. Students participate in clinical experiences in the Learning/Simulation Center, and in acute and chronic pediatric health care settings for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 216
Pre-Requisites: NURE 213, NURE 214/NREL 214 and NURE/NREL 215
Co-Requisites: NREL 216

Nursing 217: Psychiatric/Mental Health Complex Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course builds upon concepts learned in previous nursing courses to demonstrate knowledge, skills and attitudes to deliver safe and appropriate care to patients with mental health conditions in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, and leadership and management. Students are introduced to the concept of psychobiology that includes but is not limited to exploration of anxiety, depressive, schizophrenic and personality disorders, Students participate in clinical experiences in the Learning/Simulation Center, and mental health settings for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 217

Pre-Requisites: NURE 213, NURE 214/NREL 214, NURE 215/NREL 215 and NURE 216/NREL 216
Co-Requisites: NREL 217

Nursing 218: Medical/Surgical Critical and Complex Health Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course builds upon concepts learned in previous nursing courses to demonstrate knowledge, skills and attitudes to deliver safe and appropriate care to patients with complex medical conditions and critical illnesses in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, and leadership and management. Students expand their knowledge of acute and chronic illnesses while being introduced to individual/multi-system critical illnesses. Students participate in clinical experiences in the Learning/Simulation Center, and acute adult settings for the application of associated nursing principles.
Credits: 3c. Clinical component, NREL 218
Pre-Requisites: NURE 213, NURE 214/NREL 214, NURE 215/NREL 215, NURE 216/NREL 216, NURE 217/NREL 217
Co-Requisites: NREL 218

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Re-Entry Curriculum Guidance for Sequence Interruption: Generic Track

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The student who entered the program before Fall 2023 (following Catalog published before 2023-2024) and experiences a sequence interruption for any reason is required to follow the guidance in the table below when seeking re-entry. Reasons for interruptions in sequence include course withdrawal, course failure or students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

Enrolled course in Spring 2023	Course withdrawal, course failure or LOA	Course to take in Fall 2023
NURE 130	NURE 130	NURE 105 (NURE 130 retired)
NURE 131	NURE 131	NURE 131
NURE 132	NURE 132	NURE 132
NURE 231	NURE 231	NURE 231
NURE 232	NURE 232	NURE 232
Enrolled course in Fall 2023	**Course withdrawal, course failure or LOA**	**Course to take in Spring 2024**
NURE 105	NURE 105	NURE 105
NURE 131	NURE 131	NURE 106 (NURE 131 retired)
NURE 132	NURE 132	NURE 132
NURE 231	NURE 231	NURE 231
NURE 232	NURE 232	NURE 232
Enrolled course in Spring 2024	**Course withdrawal, course failure or LOA**	**Course to take in Fall 2024**
NURE 105	NURE 105	NURE 105
NURE 106	NURE 106	NURE 106
NURE 132	NURE 132	NURE 207 (NURE 132 retired)

NURE 231	NURE 231	NURE 231
NURE 232	NURE 232	NURE 232
Enrolled course in Fall 2024	**Course withdrawal, course failure or LOA**	**Course to take in Spring 2025**
NURE 105	NURE 105	NURE 105
NURE 106	NURE 106	NURE 106
NURE 207	NURE 207	NURE 207
NURE 231	NURE 231	NURE 207. NURE 208 the following semester** (NURE 231 retired) **Program completion extended by one semester
NURE 232	NURE 232	NURE 232
Enrolled course in Spring 2025	**Course withdrawal, course failure or LOA**	**Course to take in Fall 2025**
NURE 105	NURE 105	NURE 105
NURE 106	NURE 106	NURE 106
NURE 207	NURE 207	NURE 207
NURE 208	NURE 208	NURE 208
NURE 232	NURE 232	NURE 209 (NURE 232 retired)

Re-Entry Curriculum Guidance for Sequence Interruption: LPN-RN Track

The student who entered the program before Fall 2023 (following Catalog published before 2023-2024) and experiences a sequence interruption for any reason is required to follow the guidance in the table below when seeking re-entry. Reasons for interruptions in sequence include course withdrawal, course failure or students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

Enrolled course in Fall 2022	**Course withdrawal, course failure or LOA**	**Course to take in Fall 2023**
NURE 211 or 212	NURE 211 or 212	NURE 213 (NURE 211/212 retired)
Enrolled course in Spring 2023	**Course withdrawal, course failure or LOA**	**Course to take in Spring 2024**
NURE 250	NURE 250	NURE 214 (NURE 250 retired)
Enrolled course in Summer 2023	**Course withdrawal, course failure or LOA**	**Course to take in summer 2024**
NURE 260	NURE 260	NURE 215 (NURE 260 retired)
NURE 270	NURE 270	NURE 216 (NURE 270 retired)
Enrolled course in Fall 2023	**Course withdrawal, course failure or LOA**	**Course to take in Fall 2024**
NURE 280	NURE 280	NURE 217 (NURE 280 retired)
NURE 290	NURE 290	NURE 218 (NURE 290 retired)

Grading Policy

School of Nursing Grading Policy

The following system of grading is used to indicate the quality of a student's work in all nursing (NURE) courses at Trinitas School of Nursing.

C+ or 74.45 is the minimum passing grade for all NURE courses and progression to the next course.

Grade	Numerical Value	Percentage
A	4	89.45 – 100
B+	3.5	84.45 – 89.44
B	3	79.45 – 84.44
C+	2.5	74.45 – 79.44
C	2	69.45 – 74.44
D+	1.5	64.45 – 69.44
D	1	59.45 – 64.44
F	0	Below 59.44
I	Incomplete▪	0
XF	Incomplete Changed to Failing▪	0
UF	Unofficial Withdrawal▪	0
W	Official Withdrawal	0
AU	Audit – No Credit	0

Notes

An incomplete grade may be given in cases of extenuating circumstances approved by the instructor. A grade reported as "Incomplete" at the end of a semester will be permanently recorded as ▪ **XF** (F) if the incomplete is not removed within the first six weeks of the next regular semester. A ▪ **UF** is assigned if a student stopped attending; or did not officially withdraw. This is calculated as a failing grade (F).

It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If the student is unable to contact the instructor, timely notice should then be given to the Dean. **As a note, each NURE course and the associated clinical (NREL) is a pre-requisite for the next NURE course.**

It is the student's responsibility to report an error on his/her recorded grade to the instructor within two weeks of posting of the grade. Otherwise, it is assumed that the grade recorded is accurate and will be recorded permanently on the student's record.

C+ or 74.45 is the minimum passing grade for all NURE courses and progression to the next course.

1. A grade of **C** is the minimum acceptable grade for all nursing curriculum science courses taken at Union College.

2. A grade of **D** is the lowest passing grade for all other Union College courses.
3. A minimum grade of **C** is required to obtain transfer credit to Union College.
4. A student's academic standing at Union College is based upon his/her performance in all courses expressed in terms of the "academic average" he/she achieves. In computing this average, the numerical values listed below are assigned to each letter grade.
5. Instructors enter final grades online. Students must go to webservices.ucc.edu to view or print their final course grades. Instructors are not permitted to post grades by social security numbers. No information regarding grades will be offered over the phone.

Grade Point Average

      Computation of the cumulative grade point average of a student's performance in all courses is accomplished by multiplying the assigned numerical value of each letter grade by the number of credit hours that the course requires.

Quality Points

      Numerical quality points are then determined by multiplying the above values by the number of credit hours which the course carries. For example, a three-credit hour course in which the student receives a B represents 9 quality points earned.

      Academic average is determined by dividing the total number of quality points earned by the total number of credits taken, whether passed or failed. The following table is an illustration of this computation:

Grade & Quality Numerical Points

Course	Credits	Value	Per Course
HIS 101	3	C (2)	6
PSY 101	3	B (3)	9
BIO 111	4	D (1)	4
FRE 101	3	A (4)	12
ENG 101	3	B+ (3.5)	10.5
CST 101	3	F (0)	0
	19		41.5

Total credits taken= 19
Total quality points earned 41.5;   41.5 divided by 19 = 2.18 GPA

Transfer Credit from Other Colleges and Universities

      If a student completes any applicable science or general education courses at another college or university, it is the student's responsibility to ensure Union College receives official transcript

evidence for the corresponding transfer credit to be entered on the Union College transcript. Official transcripts from other colleges must be sent to the Union College Admission office for evaluation. The transcript evaluation process may take up to 6 weeks to be completed with the posting of equivalent courses to your Union College transcript. The nursing program does not accept transfer credits for nursing coursework from other academic institutions.

Students who have completed college level courses at an accredited college or university will be evaluated for transfer credit for up to 33 credits. A minimum grade of "C" or 70 is required to receive transfer credit for all general education courses.

Safety

Security

Union College security is available when the Elizabeth campus Kellogg building is open. Any security related incident should be reported to the Security Department immediately by dialing 5159 from any campus landline phone or 908-659-5159 from a cell phone. The main Security desk is located on the first floor of the Elizabeth campus.

Students should display a valid Union College ID badge when on any of the campuses including the Kellogg building. Hospital issued ID badges are to be worn while on clinical facility property.

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

Medical Emergencies

To ensure public safety in the event of a medical emergency or accident resulting in bodily harm to faculty, staff, students or visitors of the school, emergency medical services are to be contacted using the correct procedure.

Non-medical emergencies should be reported directly to the Union College Public Safety Officers while In the Kellogg building of the UC Elizabeth campus.

In the event of a medical emergency or accident, dial 9, then 911 to contact emergency medical services from any Union College phone, or 911 from any cell phone.

- After contacting Emergency Medical Services, notify the Union College Public Safety office (Kellogg Building, Elizabeth campus) of the emergency by dialing 5159 from any Union College landline phone or by calling 908-659-5159 from any cell phone.
- Union College Public Safety officers will complete an Incident Report describing the emergency or accident.
- Use the red emergency distress buttons in the hallways and in the bathrooms of the Kellogg building to alert public safety officers in the event of an emergency on campus.

- All emergencies are to be reported to the Trinitas School of Nursing office (Room 324) or by calling 908-659-5200.

Faculty and students are to follow the procedure for the reporting of emergency medical incidents respective to each healthcare organization during off-campus clinical experiences. The Dean of the School of Nursing is to be notified by email by the faculty or course coordinator of any medical emergency involving a student or faculty of the TSON.

Parking

- Elizabeth campus (Kellogg building): Parking Permits may be obtained at the Union College Office of Student Accounts. Student parking is available in the J. Christian Bollwage Garage with allocated spaces for Union County College. Parking is permitted between 7 a.m. and 11 p.m.

- Handicapped parking is available in the rear of the Lessner and Kellogg Buildings.

- Trinitas Regional Medical Center/RWJBarnabas Health, Williamson Street campus: Parking is available for the evening and weekend students and faculty in the hospital parking garage (4th floor and above). Prior to leaving the hospital, students are required to swipe activated ID badges or have their parking ticket validated at the Security Base. Student valid Trinitas student ID is required. The student inserts the "validated" ticket into the gate "machine" upon exiting the garage. Garage attendants are no longer available to accept tickets. Students and faculty will be notified if there are changes in the parking procedure.

- During emergencies, when the parking procedure is impacted, the students will be notified through the Learning Management System of temporary arrangements.

- Trinitas Regional Medical Center, New Point Campus, parking is available for students.

- Please refer to course clinical syllabus or clinical instructor for further information regarding parking at clinical sites other than Trinitas Regional Medical Center.

Inclement Weather Policy (School Closing/Delayed Opening)

The School of Nursing and Union College will be open for classes according to the Union College academic school calendar unless inclement weather conditions or other emergencies compel the administration of either institution to close school or postpone the start of the regular school day.

If Union College is closed, the School of Nursing may also cancel in-person class sessions (theory or clinical) for that day. The Dean or designee of the School of Nursing will make the decision

by 6:30 a.m. for day classes and by 1:00 p.m. for evening classes.

Delayed openings are announced on the Union College website. The decision to close Union College buildings or delay classes is posted on the homepage of the Union College website, www.ucc.edu. The Dean of the School of Nursing may authorize remote classes/virtual clinical for nursing courses.

Emergency Notification Process
Union College utilizes the emergency notification system. All Trinitas School of Nursing students are automatically entered in the database for emergency notifications. Students can choose to be removed from the database at their request.

Smoking Policy
 All Union College property, including the Trinitas School of Nursing, is smoke-free, which includes the use of electronic cigarettes.
- Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.
- Students are required to follow the smoking policies for all clinical facilities while on facility grounds.
- Fines and disciplinary action may be imposed on students violating this policy as defined by the Trinitas School of Nursing and Union College Student Code of Conduct.

Family Educational Rights and Privacy Act of 1974 (FERPA)

It is the policy of the School of Nursing to allow students to have access to certain records maintained by the School and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.

The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended. This handbook serves to notify all students of the provisions of the act.

Provisions:
- Students enrolled at the School of Nursing have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.
- Because the School of Nursing is an institution of post-secondary education, the permission or consent required of, and the rights accorded to parents of students who have not attained

eighteen years of age shall only be required of and accorded to the student.

- The Registrar of Union College has the responsibility for maintenance of transcript of academic grades and other documents relative to the student's enrollment.
- The Dean of the School of Nursing has the responsibility of maintenance of the students "clinical educational record".
- The term "clinical educational record" at the School of Nursing includes only the following materials and documents.
    - o   Program Application
    - o   Completed re-entry packets
    - o   Clinical evaluations, warnings/failures
    - o   Any official school communications pertaining to academic matters
    - o   Awards and scholarships

"Clinical educational record" does not include the following:
- Financial records of parents or students
- Transcript of academic grades
- Records of administrative and teaching faculty which are in the sole possession of the maker and which are not accessible to or revealed to any other person
- Health Record
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information. Such a waiver shall apply to recommendations only if the student is, upon request, notified of the names of all persons making confidential recommendations. Such recommendations are used only for the purpose specifically intended.

The School of Nursing may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance unless the student has designated that it should not be released without his/her prior consent. See U.S. Department of Education link: **https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html**

Students requesting that their directory information not be released must:
   a.   Submit their request in writing and include the following:
   - o Their name, student ID number, current address, and current telephone number.
   - o A statement specifically stating which items of directory information the student does not wish released.
   - o The semester for which this information should be withheld.
   - o The student's signature.

b. Submit a request each semester that the student wishes his/her directory information withheld before the tenth day of classes for that semester.
c. It is not necessary to submit a request to withhold directory information for summer semesters; any request for a spring semester will remain in effect throughout the summer session.
d. Requests to withhold directory information should be addressed to: Registrar - Union College.

The School of Nursing will not permit access to or release of any record or personally identifiable information (other than directory information) without the written consent of the student to any party other than the following:
a. School officials
b. Union College officials when designated appropriate by the Dean of the School of Nursing
c. The New Jersey State Board of Nursing
d. Accrediting organizations to carry out their accrediting functions.
e. Organizations conducting studies for or on behalf of educational agencies and institutions for education purposes if such studies do not permit personal identification of students by person's other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.
f. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities about the audit and evaluation of this program.
g. Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of Risk Management of Trinitas Regional Medical Center (TRMC) where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of TRMC/UCC will then arrange to personally deliver the required student record to the court on the date of the hearing.
h. Organizations or agencies connected with a student's application for or receipt of financial aid.

Consent must be in writing, signed and dated by the student giving consent, and shall include:
(1) specification of the portions of the educational record to be released.
(2) the reason for such release, and

(3) the name(s) of the person(s) to whom the records will be released.

The School of Nursing will not release personal information on a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.

Students may request access to their own clinical educational records at the School of Nursing by writing to the Dean of the School of Nursing, 40 West Jersey Street, Elizabeth, New Jersey 07202. The student must specify the type of inspection he/she desires:

(a) it is to be an in-person review

(b) a copy of the record is to be sent to the student; or

(c) both.

An access date and time will be sent to the student for an in-person review.

- In any case, first review of the educational record by the student will be granted within forty-five (45) days after the request has been made.

Students may obtain copies of any material or document contained in their clinical educational record except official copies of documents received from other agencies and institutions such as high school or college transcripts.

Students may request explanations and interpretations of any portion of their educational record. Such requests will be in writing and will receive a response within twenty-eight (28) days.

If a dispute arises regarding the content of the clinical educational record, the Dean of the School of Nursing or his/her designee, will attempt to settle it with the student through informal meetings or discussions. Upon request of the Dean of the School of Nursing or the student, a formal hearing will be held.

Students may request a hearing:

(1) to challenge the content of the clinical educational record to ensure that the record is accurate, not misleading, or otherwise in violation of the privacy or other rights of the students

(2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data; and/or

(3) to insert into the clinical educational record a written explanation by the student in respect to the content of the clinical educational record.

The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Dean of the School of Nursing or his/her designee will hear the student. A decision will be rendered within ten (10) working days after the conclusion of the hearing.

Refer to Union College policy on access to academic records through this link:
https://www.ucc.edu/admissions/the-family-education-rights-and-privacy-act/

Financial Information and Scholarships

Tuition and Fees

Students are referred to the current Union College Student Handbook and website, www.ucc.edu , for current information on Union College course tuition, fees, refund policy, and payment options.

The School of Nursing website, www.trinitasschoolofnursing.org, has current information on School of Nursing specific tuition, fees, and refund policy under the Application and Documents tab.

Financial Aid

Union College offers many types of financial aid from federal, state, and institutional sources to help students fund their educational goals. For information on the various types of aid available, please visit: https://www.ucc.edu/admissions/paying-for-college/

Students seeking financial aid need to complete two forms to apply for all federal and state scholarships and grants, federal loans, federal work-study, and all institutional scholarships:

- The Free Application for Federal Student Aid (FAFSA)
- Union College Scholarship Application

Full and part-time students may be eligible for financial aid; however, some forms of aid will be adjusted for students who are less than full-time.

Steps to the Financial Aid Application Process

Step 1: **Complete the FAFSA**. The first step is to complete the FAFSA (Free Application for Federal Student Aid) at https://fafsa.ed.gov/ Remember to enter the school code of 002643 for Union College. You will need to apply for a Personal Federal Student Aid ID (FSA-ID). If you are a dependent student, you and one parent will need to apply for separate FSA-IDs and use the FSA-IDs to electronically sign your FAFSA. You and/or parents must complete a federal tax return if required. While completing the FAFSA on-line, you and/or parents can import their federal tax information from the IRS using a secure data retrieval tool (DRT). Once you reach the Web confirmation page, locate the link entitled "Optional Feature – Start your State Application." Respond to the questions and submit the additional information to the State of New Jersey.

Step 2: **Apply for Scholarships**. Once a student has submitted a FAFSA, they should also complete the Scholarship Application. This is the application for all Union College and Trinitas awarded scholarships. If you are interested in applying for scholarships, please visit https://www.ucc.edu/admissions/paying-for-college/scholarships/

Step 3: **Review your Student Aid Report.** Once you have submitted a FAFSA, the U.S. Department of Education will process your FAFSA and send you a copy in the form of a Student Aid Report (SAR). The SAR will be sent to the you electronically if you have listed an e-mail address on your FAFSA. Please review your SAR and notify the Union College Student Services Center. If you have made any mistakes, the Financial Aid staff will walk you through how to correct them.

Step 4: **Review your Correspondence from HESAA**. The U.S. Department of Education will also send your information to the college listed on your FAFSA, as well as to the New Jersey Higher Education Student Assistance Authority (HESAA). HESAA will notify you of your eligibility for TAG or to request additional information.

Step 5: Check your financial aid status online. All communication from Financial Aid is in an electronic format. It is essential that you check Web Services to view your financial aid status and/or any documents required to complete your financial aid application. You should check your Owl's Nest e-mail account daily because all communication we send to a student is sent through this e-mail.

Financial Aid Application Deadlines

A free FAFSA application must be completed each year and serves the entire academic year (Fall, Spring, and Summer terms). The FAFSA becomes available each October for the following Fall and will remain available through the following Summer. It is recommended students complete the FAFSA as soon as possible.

For more information on state grants, please visit the website for the State of New Jersey Higher Education Student Assistance Authority (HESAA) at www.hesaa.org. Certain funds are available on a limited basis; therefore, it is in your best interest to apply as early as possible.

To be eligible for Federal and State financial aid programs, you must:
- Be accepted as a student in an eligible certificate or degree program.
- Be making satisfactory academic progress for financial aid purposes.
- Have a high school diploma, General Education Development (GED) certificate, or a secondary school completion credential for home school.
- Be a U.S. citizen or eligible non-citizen (This includes legal permanent residents, or green card holders.).
- Have a valid Social Security Number.
- Register with Selective Service if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Different forms of financial aid may have additional eligibility criteria.

Trinitas School of Nursing Scholarships

The School of Nursing awards scholarships each semester to students who demonstrate academic excellence. A minimum Union College GPA of 3.25 is required for Kellogg scholarship award consideration. A minimum Union College GPA of 3.0 is required for all other nursing scholarship award consideration. Scholarships are awarded based on the funds available, the number of students who meet the GPA eligibility criteria, and other specific scholarship eligibility requirements.

Applications for the School of Nursing scholarships are available on the TSON website. https://www.rwjbh.org/trinitas-school-of-nursing/

An application must be completed **each semester** by the published deadline (January 15th for Spring semester award consideration and July 15th for Fall semester award consideration) to be considered for all nursing scholarship awards. Late applications will not be accepted.

A Free Application for Federal Student Aid (FAFSA) and a Union College Financial Aid application must be on file in the Union College Financial Aid office to be eligible for Trinitas nursing scholarships.

Students who have failed a nursing course are not eligible for nursing scholarships.

List of Nursing Scholarships Available

- **JC Kellogg Foundation Scholarship:** Kellogg Scholarships are awarded on a competitive basis each semester to students who have completed NURE 132 or NURE 250 and who have a cumulative GPA of 3.25 or higher. Scholarships will be awarded based on GPA rank order. The award amount is based on the nursing course being taken as well as the scholarship funds available each semester. There is a moderate "Give Back" component to earning the Kellogg Scholarship. Details are available in the School's Main Office.
- **Switzer Foundation Scholarship(s):** Awarded each semester to female students who are US Citizens, who have legal residency within 50 miles of New York City, and who have a demonstrated financial need.
- **Trinitas Professional Education Assistance Program Scholarship(s):** Awarded each semester to students entering a clinical nursing course who have demonstrated academic excellence and/or a financial need.
- **Hetzel Family Scholarship(s):** Awarded each semester to a male and a female student who demonstrate satisfactory academic progress with a cumulative GPA of 3.0 or above. Financial need may be considered. Eligible students will have completed NURE 131 or NURE 250.
- **Summit Area Public Foundation – Cole-Matreyek Memorial Fund Scholarship(s):** Awarded each semester to students entering a clinical nursing course. This scholarship award is based on academic performance. A cumulative GPA of 3.0 is required. Financial need may be considered.
- **Janice B. Pasko Memorial Scholarship** – Awarded each semester to a Generic program student

with a minimum GPA of 3.0 and documented financial need. The student must also show evidence of being a caring individual.

- **Richel Endowment**
Awarded to a Trinitas School of Nursing student with a minimum GPA of 3.0.

Student Financial Obligations

Students are expected to be aware of financial obligations to Union College and the Trinitas School of Nursing. Student with outstanding financial obligations will be withdrawn from nursing and/or college courses and will not be permitted to register for NURE courses or obtain grades or transcripts until financial obligations are met.

Academic Policies

Academic Advising

Academic advising is available to all students through the School of Nursing and Union College. Nursing course changes are to be made through the School of Nursing. Students may register and adjust non-nursing college courses with the academic advisors at Union College.

Transcripts

An official Union College transcript is a copy of the student's academic record, which may be issued at any time during and following attendance at the College and the School of Nursing, showing all subjects completed.

Requests for transcripts can be made online by visiting: https://www.ucc.edu/admissions/online-transcript-request .

Union College Transcripts cost $10.00 per transcript. Students are not entitled to transcripts unless all financial obligations to the College have been met. Unofficial transcripts are available online through Web Services. Contact the Registrar for additional information at registrar@ucc.edu or 908-709-7132.

A currently enrolled student can print an unofficial academic transcript through Union College web services by logging into the Union College Owl's Nest student portal and following the directions below:

1. Scroll down to Self-Service
2. Click on Academic Profile
3. Click on transcript
4. Print the transcript

Bookstore

The Bookstore located on the Elizabeth Campus Kellogg Building, first floor, carries all required textbooks and other educational resources for the School of Nursing. The bookstore hours vary. For additional information, check the bookstore website at https://www.ucc.edu/campus-life/college-facilities/college-bookstore/ or call 908-709-7619.

Student Activities, Services, and Support

Trinitas Student Nurses' Association

All Trinitas nursing students are invited to participate in the Trinitas School of Nursing Student Nurses Association (SNA). The Dean of the School of Nursing and faculty advisors guide and assist the SNA to function effectively and efficiently.

Consult the SNA bulletin boards located in the Kellogg building third floor lounge area for current information. Information about the SNA can also be found in the learning management system CANVAS, under the Trinitas Students, Faculty, & Administration Information, and on the Trinitas School of Nursing Website https://www.rwjbh.org/trinitas-school-of-nursing/

The SNA promotes leadership among students through opportunities to participate as a SNA officer, class representative, peer mentor or tutor.

Union College Student Activities

There are numerous activities and functions in which the School of Nursing's student body may participate at Union College. The Union College Student Handbook and website provide a full description of all college programs and activities.

Trinitas School of Nursing Student Support Program (SSP)

The Student Support Program is provided by RWJBH One Source EAP, available to all Trinitas nursing students to aid with resolving personal problems. The program provides confidential consultation regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems.

In addition, the sessions can focus on relaxation techniques, building effective study skills and test taking strategies. The program schedules follow-up sessions, and if needed, makes referrals for outside assistance. The Student Support Counselor also makes suggestions for immediate action and follow-up in the event of an emergency.

To access services, the student can call **1-800-300-0628**.
- All calls are answered by Central Access specialists, live, 24/7/365
- 6 free counseling sessions per incident per year

- Services are completely confidential
- Providers are Licensed Clinical Social Workers and Licensed Psychologists
- Sessions can be virtual, face-to-face, or telephonic sessions
- Services are provided in a private practice setting

Student Success Program

1. **The Student Success Through Effort, Planning and Support (STEPS)**
   The STEPS program is a set of activities, coordinated by Student Success Coordinator, that is designed to assist students with their academic success and retention in the nursing program.

2. **Orientation to the nursing program** is offered to students of the first nursing courses, NURE 105 (generic track) and NURE 213 (LPN-RN track). The focus is for the students to identify information needed while in TSON. Time management strategies are highlighted, as well as how to navigate the Learning Management System (LMS-Canvas) to obtain course related materials and to find general school information.

3. **STEPS Workshops**

   There are five (5) workshops in the program, offered virtually. They are offered in both day and evening time frames. The titles of the seminars are:
   - Success in Nursing School: Using Critical Thinking for Basic Success Skills
   - Test Taking Strategies: Introduction to Foundational Testing Taking Skills
   - Test-Taking Strategies: Advanced Test-Taking Skills
   - Use Basic "Nurse Think" First Steps for Clinical Judgment
   - Think like a nurse! Clinical Judgment, Reasoning and Decision Making

4. **Individualized advising and support**. The faculty teaching the first course of each track (NURE 105 and NURE 213) form the core advising and counseling team.

5. **Jump Start**
   Is an optional success seminar offered during the school breaks to students entering their first clinical course to prepare them for the rigor of the next (clinical) course.

School of Nursing Learning Resources

Various learning resources are available to assist students to develop nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Using computer-

assisted instruction, educational media, skills practice simulations and tutorial services; the student can enhance his/her academic performance and personal growth.

Students are strongly encouraged to utilize all available resources at the School of Nursing and Union College. These services are generally available during the day, evening, and weekend, with hours announced and/or posted at the beginning of each semester.

1. Academic Learning Centers

The Academic Learning Centers (ALC), located on the Cranford, Plainfield and Elizabeth Campuses provide one-to-one supplemental instruction for students. Instructors, professional tutors, and peer tutors are available to help students with biology, chemistry, English, reading, writing, languages, mathematics, psychology, and other subjects. Tutors are available for a wide range of subject areas including nursing. Students may also have their learning styles assessed by Learning Center instructors.

2. Computer Learning Centers

The School of Nursing computer laboratory has 29 desktop stations and managed by Union College that are available to students during school normal operating hours. Printers are available. T h e lab is designed as a quiet area for students to utilize available educational resources, and/ or to study. The lab has Windows environment computers. Windows-based software provides some of the latest spreadsheet, database, and presentation software. Students are also able to access the Learning Management System, the Internet, and their UCC e-mail accounts. The Lab is open 7 days a week when school is in session. Students may use any available desktop computer in any campus of Union College.

3. Learning/Simulation Center (LSC)

The Learning/Simulation Center is located on the 3rd floor of the Kellogg building. The LSC offers students with the opportunity to practice their clinical in a real-world, safe, and non-threatening environment. The LSC instructors are available 7 days a week for assisting students with practicing and evaluating their clinical skills. Students are required to schedule a practice or evaluation appointment by using the appropriate link found in the announcement section of their Learning Management System (LMS) course shell in (CANVAS). For further information, refer to the LSC Student Users' Guide posted in the LMS course shell.

4. Libraries

Libraries-Union College

Libraries are located on all three campuses. The Kellogg library located on the Elizabeth campus houses the main collection of nursing books. Check the college website for library hours. The

college libraries have remote database access. Students have access from their home computers or from any other computer outside the campus network.

For access follow these directions:

- Go to https://www.ucc.edu/library/
- When prompted for a username and password, enter your UC student ID and password.
- Click on "Databases: Articles."
- Click on the database you wish to search.

5. **ATI Student Resources**

The Trinitas School of Nursing utilizes the ATI Nursing Education web-based learning system as an additional support and resource for students. Students entering NURE 105 and NURE 213 will receive an orientation to the resources and assessment testing which are offered through ATI. Students have access to the ATI resources throughout the program.

6. **Student Academic Support Program**

The faculty of the Trinitas School of Nursing are committed to promoting the academic success of students. The S.T.E.P.S. (Success Through Effort Planning and Support) to Success program offers students access to workshops focusing on strategies which will promote their success throughout the program. A list of workshops will be published each semester on Canvas in the Community section. An email to all students is sent when a workshop is ready to be presented.

7. **Tutoring Services**

Free tutoring services are available to all Trinitas School of Nursing students. Dosage calculation math tutoring is available through the Trinitas Learning Simulation Center. General nursing tutoring is available through the Trinitas Student Nurses Association and through the Union College Academic Learning Centers on both the Cranford and Elizabeth campuses.

Student Participation in Nursing Program

Student Input into the Nursing Curriculum

Each semester the nursing program encourages students, through the Trinitas Student Nurses Association (SNA), to participate in program governance activities. The Curriculum Committee invites student representatives to participate in monthly Curriculum Committee meetings as a member of the community of interest impacted by the School of Nursing curriculum.

Communities of Interest Input into the School of Nursing

The school of nursing holds regular biannual School of Nursing Advisory Board meetings with the goal of obtaining input from communities of interest. The School of Nursing Advisory Board members represent local healthcare agencies, alumni, academic partners, and community members. A student representative is invited to participate in the Advisory Board meetings of the school.

Special Requirements of the School of Nursing

Requirements for Licensure as a Registered Professional Nurse

The Nurse Practice Act of the State of New Jersey, the Board of Nursing Statutes (NJSA 45:11-26 et seq.) and Regulations (NJSA 13:37) govern the legal practice of nursing in the state. It is important for students who plan to study nursing to know the licensure requirements, which include the following:

"An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo contendere, non-vult contendere or non-vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs."

There are three elements that are required for licensure as a nurse in New Jersey:
1. Graduation from an approved school of professional nursing
2. Criminal history background check clearance
3. Pass the NCLEX-RN licensing examination.

In addition, the official application for professional nurse licensure by examination requires that applicants provide documents listed below. If applying to the NJ Board of Nursing, the graduate will be required to submit the following (per communication from the NJBON Licensing Department):

1. Completed application
2. Color headshot photo
3. Birth Certificate or Passport
4. Valid NJ Driver's License
5. Marriage Certificate or Divorce decree if applicable
6. Letter of Completion from NJ School (submitted directly by the School of Nursing to NJBON)
7. Degree Awarded Transcript (only if the school is out of state).
8. Complete the fingerprint process/ background check if they already hold a license with the Division.
9. If with a criminal history or have been arrested, please submit all documents pertaining to that

case.

The State Board of Nursing has the authority to deny licensure if the applicant has a criminal record.

The Board of Nursing for each state decides on an individual case basis at the time of application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study to ensure that, even though successful in completing the nursing program, they are ineligible for licensure.

Questions and concerns regarding these requirements may be discussed in confidence with the Executive Director of the NJBON. Applicants may, if they prefer, call anonymously to discuss their situation with the Director. The full application and detailed information can be found at

Login (mylicense.com)

Licensure Exam (NCLEX-RN)

To receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). The NCLEX is developed to measure the minimum knowledge, skills, and abilities required to deliver safe, effective nursing care at the entry level. It is written and administered by the National Council of State Boards of Nursing (NCSBN).

National Council of State Boards of Nursing (NCSBN), "is an independent, not-for-profit organization through which nursing regulatory bodies act and counsel together on matters of common interest and concern affecting public health, safety, and welfare, including the development of nursing licensure examinations."

The School of Nursing's goal is for students to pass the NCLEX-RN on the first attempt of taking the exam. All nursing students must be familiar with the NCLEX-RN test plan, located on the home page of the school website: https://www.rwjbh.org/trinitas-school-of-nursing/. The current test plan was effective on April 1, 2023.

The NCLEX-RN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-RN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills, and abilities that are essential for the nurse to use to meet the needs of patients requiring the promotion, maintenance, or restoration of health. The NCLEX-RN Test Plan® outlines beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the licensing examination. Further information on the NCLEX-RN and licensure can be found at **www.ncsbn.org.**

Students graduating from the program have access to an NCLEX-RN Review Course. This on-campus review course provides students with strategies for NCLEX-RN Success. All students

graduating from the School of Nursing are required to take the course, which is covered through either a grant or an NCLEX fee charged in the final semester of the program track.

<p align="center">**School of Nursing Admission and Progression**</p>

Admission to the School of Nursing

Prior to applying to the Trinitas School of Nursing program, prospective students must apply to Union College as a Health Science major. Students then apply directly to Trinitas School of Nursing for the specific program track for which they are interested. NURE 105 (Generic Track) applications are accepted twice a year. LPN to RN admission (NURE 213) is once a year in the Fall. Both generic and LPN-RN track application dates are available on the school's website. Applications are available online at https://www.rwjbh.org/trinitas-school-of-nursing/admission-registration/applications-and-documents/

Students must complete the following minimum requirements to be eligible to apply for the School of Nursing:

 Generic Program Track

- Have successfully completed, be in progress, or registered for the co-requisite courses for NURE 105 validated by a transcript.

- Attend a Trinitas Nursing Information Session, within 12 months prior to submitting application. Check the school website for more information about the Information Sessions.

- A minimum Union College GPA of 2.5 (If the student does not have a Union College GPA, the high school GPA will be used if the student is within a year from high school graduation).

- Students without Union College GPA are encouraged to apply if all other requirements are met.

- Complete the ATI TEAS Admission Exam with a minimum cumulative score of 55%.

Acceptance into Trinitas School of Nursing generic track (NURE 105) is based on the following criteria:

- The number of available NURE 105 seats per semester
- The status of co-requisite courses
- The Union College GPA, quality (grade) points, and TEAS score.
- A minimum Union College GPA of 2.5 (If the student does not have a Union College GPA, the high school GPA will be used if the student is within a year from high school graduation).
- A ranking score calculation based on Union College GPA, quality points, and TEAS score.
    - o The quality points (grade X credits) will only be derived from Union College courses that are relevant to Trinitas School of Nursing curriculum. For example, ENG 101, BIO 105 & BIO 106, etc.

- Documented attendance at an Information Session, within 12 months prior to submitting application. Check the school website for more information about the Information sessions.

Note: Nursing courses are highly challenging and may require many hours of study time for successful completion. It is highly recommended that students complete all science and general education courses prior to seeking enrollment in NURE 105, especially if the student continues to work while attending nursing school.

LPN-RN Program Track

Acceptance into the Trinitas School of Nursing LPN-RN track requires the following:
- Successful completion of all pre-requisite general education and science curriculum course work. A minimum grade of C is required for science curriculum courses.
- Union College GPA of 2.5 or higher.
- Complete the ATI TEAS Admission Exam with a minimum composite score of 55%.
- A ranking score calculation based on Union College GPA, quality points and TEAS score.
- The quality points (grade X credits) will only be derived from Union College courses that are relevant to the Trinitas School of Nursing curriculum. For example, ENG 101, BIO 105 & BIO 106, Union College PNU courses, etc.
- Attendance at a Trinitas School of Nursing Information Session, within 12 months, prior to submitting LPN-RN track application. Check the school website for more information about the Information sessions.
- Valid unencumbered LPN license from any state or territory of the USA.

Meeting the minimum admission criteria is not a guarantee of seat availability or acceptance into the Trinitas School of Nursing.

Registration for Nursing Courses

Students are expected to register for Fall, Spring, and summer nursing classes during the designated times established by the School of Nursing. Students will be informed in advance of the registration dates through the Trinitas School of Nursing website and the Learning Management System (Canvas community shell).

Students register for nursing through Union College Self-service during a specific date/time frame. Student registering for clinical courses must register for a paired theory and clinical component (NURE/NREL) of the nursing course. When the section is full, the section is closed to further enrollment. A student who registers for NURE or NREL separately will be automatically de-registered.

If payment deadlines are not met, students will be dropped from courses and will be required to register for an open section. All course-related tuition and fees must be paid as determined by

the Union College payment plan. Non-payment will result in the student being dropped from the course and will result in the student not being able to attend class for the semester.

Students who wish to register for Union College general education courses may do so directly at Union College or online. Students who have questions regarding their course selections are advised to discuss concerns with a Union College academic advisor or a Trinitas School of Nursing staff or faculty prior to registration.

Essential Functions of Nursing

The School of Nursing defines functions that are essential for student participation in educational programs at the school and the procedures to be followed if a student does not meet the defined standards. The school has identified the essential functions for the safe and effective practice of nursing that must be achievable by students. These essential functions are set forth in writing to guide the school in consideration of any student.

The School of Nursing is required to provide reasonable accommodations to students who are qualified individuals with disabilities and who can, with or without reasonable accommodations, perform the essential functions required of nursing students.

The practice of nursing must not pose a threat to the health and safety of the patients that it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Dean of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be not continue in the nursing program.

Student Essential Functions are as follows:
1. Knowledge, skills, and attitudes to function in diverse clinical settings and perform within their scope of practice.
2. Functional use of sensory and motor functions to permit them to carry out the activities in the areas listed.
3. Ability to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed and the intellectual ability to learn, integrate, analyze, and synthesize data.
4. Capability to perform in a reasonably independent manner. Clinical decision-making and exercising clinical judgment are essential functions of the role of the student.

School of Nursing students must have abilities and skills in the following areas:

A. Sensory Abilities (Visual, Auditory and Tactile)

- Must be able to observe a patient's appearance and changes such as skin color or condition and perform procedures that require visual accuracy such as preparing the right dose of a medication in a syringe.
- Sufficient ability to perform health assessments by inspection, palpation, auscultation, and percussion.

B. Communication Abilities

- Able to communicate with accuracy, clarity and efficiency with patients, families, and other members of the health care team (including spoken and non-verbal communications).
- Communication abilities include speech, hearing, reading, writing, language skills and computer literacy.
- Possess the ability to use and comprehend standard professional nursing and medical terminology when using or documenting the patient's medical record.

C. Cognitive, Conceptual and Critical Thinking Abilities

- Ability to read and understand written documents in English.
- Ability to measure, calculate, reason, analyze and synthesize.
- Ability to comprehend spatial relationships, for example, determine intramuscular injection sites.
- Ability to problem solve and use critical thinking to identify the cause/effect relationships in clinical situations.
- Ability to evaluate the effectiveness of nursing interventions.
- Possess the ability to efficiently observe and interpret patient vital signs (heartbeat, blood pressure).

D. Psychomotor Abilities

- Has motor function sufficient to provide safe and effective general care and treatment to patients in all health care settings.
- Motor functions required include gross and fine motor skills, physical endurance, physical strength and mobility to safely and effectively perform nursing procedures and provide routine and emergency care and treatment to patients such as cardiopulmonary resuscitation, the ability to apply pressure to stop bleeding and the ability to open an obstructed airway.

E. Behavioral and Social Abilities

- Possess the emotional health required for the full utilization of intellectual abilities

and the practice of good judgement in clinical decision making.

- Possess the ability to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings.

The Trinitas School of Nursing along with Union College are committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008.

The School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified enrolled students unless (a) such accommodations impose an undue hardship to the institution or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodation available that would allow the student to perform the essential functions; or (c) such accommodations fundamentally alter the educational program or academic standards.

Students Requesting Disability Services

In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the needs of students with documented disabilities.

Disability Support Services is designed to assist students with documented disabilities. The goals are to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a disabling condition. Students who have documented disabilities can receive assistance by following the School of Nursing procedure:

1. Students requesting accommodations should self-identify to the Union College Coordinator of Disability Services. The contact information is as follows: phone: 908-709-7164 or email: disabilitysvc@ucc.edu).

2. As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations, and the need for accommodations. Students must meet all requirements and institutional standards for all classes. Refer to the Union College Disability Support Services Handbook for examples of appropriate documentation.

3. Students requesting accommodations must complete and submit the Disability Support Services Application, which is located on the following website: https://www.ucc.edu/administration/the-office-for-equal-opportunity/disability-services/

4. Students requesting accommodations should also review the Union College Disability Support Services Handbook, which is located on the following website: https://www.ucc.edu/documents/administration/Disability_Support_Services_Handbook.pdf

5. Request for accommodations should be completed as soon as possible after acceptance into the nursing program and before registering for the course where the accommodation will be needed. Once eligible for accommodations, the student must submit the Accommodations Alert Form to the appropriate course faculty each semester.

Students Requesting Testing Accommodations

Students who present a request for accommodations related to course testing from the Office of Disability Support Services will be accommodated in accordance with Union College policy.

1. Students are required to provide a copy of the Union College Accommodations Alert Form from the Office of Disability Support Services to the course faculty each semester. Accommodations alert forms should be submitted prior to the start of the semester.
2. In the event the need for accommodation is identified during the semester, the student must submit the Union College Accommodation Alert Form to the course faculty at least one week prior to a scheduled exam/quiz for specific arrangements to be made with the Union College Testing Center.
3. The course faculty is responsible for signing the faculty section of the Union College Accommodation Alert Form. The specific time frame for testing will be designated on the form.
4. NURE testing for accommodated Trinitas School of Nursing students will occur in a designated space at the Trinitas School of Nursing, Elizabeth campus, or at the Testing Center in the Elizabeth campus.

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Requirements for Clinical Experience

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Mandatory Student Requirements to Participate in Clinical Activities

To participate in clinical experiences, all students are required to complete the following mandatory requirements before registering for the first clinical course of their respective curriculum

track (Generic track- NURE 106; LPN-RN track NURE 214).

All requirements are to be completed, uploaded, and reviewed by Trinitas School of Nursing contracted document repository. **Documentation of completed requirements are to be submitted before registration to a clinical course can occur.**

The School of Nursing has contracted with CastleBranch, LLC to review the results of the clinical requirements based on parameters provided by the School of Nursing. The student will find instruction on establishing a student portal to CastleBranch in the school website, www.trinitasschoolofnursing.org

There will be a one-time fee paid by the student to establish individual student portal. Documents can then be uploaded by the student except for those that require a chain of custody. These documents will be uploaded directly by the service provider (criminal background check and drug testing). The other documents can be uploaded by the student (Physical Exam form, lab titers, TB screening, CPR, malpractice insurance, attestations, etc.).

CPR certification, malpractice insurance and Tuberculosis screening test must remain current and valid for the entire semester for which the student is enrolling.

Please direct all questions concerning health/registration requirements to the Associate Dean.

Additional information related to the mandatory student requirements to participate in clinical activities can be found under the **Registration** tab on the Trinitas School of Nursing website https://www.rwjbh.org/trinitas-school-of-nursing/

Students must keep copies of all their records submitted for uploading to the CastleBranch portal.
  1. **Cardio-Pulmonary Resuscitation (CPR Certification)**
     Students are required to obtain and maintain current **American Heart Association (AHA) CPR Certification for the Basic Life Support (BLS) for Health Care Professionals**. This is the only CPR course accepted by the School of Nursing. The certification needs to remain current throughout the entire semester that the student is enrolled in.

  2. **Criminal Background Check**
     All students enrolled in Trinitas School of Nursing are required to have a negative or clear criminal background check to register for a NURE clinical nursing course, starting with NURE 131 or 106 and NURE 214. The background check will then be repeated prior to NURE 231 or 207. Criminal Background check must be ordered through CastleBranch or an approved School of Nursing vendor.

The background check is required as a reentry clinical requirement if a student has been out a semester or more.

In addition, the New Jersey State Board of Nursing require a criminal background check prior to licensure as a Registered Nurse.

3. **Urine Drug Screen**

All students entering the first clinical course (NURE 106, NURE 214) must complete an 11-panel urine drug screen through CastleBranch contracted laboratory. The Trinitas Occupational Health is the collection site for the drug screen specimen. All drug screens must be negative or clear for all 11 substances for the student. The Medical Review Officer (MRO) of the contracted laboratory will contact the student directly for positive results of the urine drug test. Any student with a positive urine drug screen who cannot provide documentation that the medication is prescribed by a healthcare provider or who submits an adulterated drug screen will not be permitted to remain in the Trinitas nursing program. Random urine drug testing may be required of any student as deemed necessary by the School of Nursing Administration. The urine drug screen is required as a reentry clinical requirement if a student has been out a semester or more. The urine drug screen must be ordered through CastleBranch.

4. **Malpractice/Liability Insurance**

All students who are enrolled in a clinical nursing course are required to purchase individual liability insurance for a **Registered Nurse student.**   Insurance is purchased on an annual basis and must remain current throughout the academic year. Insurance coverage needs to be renewed each year. Students must have the following coverage listed on the policy:

- $2 million for each occurrence
- $4 million aggregate.

The insurance policy must provide coverage for the entire semester in which the student is enrolled.

5. **Student Health Requirements**

Students enrolling for the first clinical course are to complete and satisfy the following health requirements:

- Physical exam form completed by a licensed health care provider (form located in CastleBranch, document repository) indicating "*no limitations*"-must be repeated if not enrolled for two consecutive semesters.
- Blood titers* Rubella (German Measles), Rubeola (Measles), Mumps (showing immunity/vaccination)
- Varicella/Herpes Zoster Titer* (showing immunity/vaccination)
- Hepatitis B Antibody Titer (showing immunity/vaccination)
  * you may sign the Hepatitis B waiver form (located in CastleBranch, document repository) to

decline the vaccination.

- Hepatitis B Antigen Titer (if positive, indicates the disease is present, health clearance from licensed HCP required)
- Hepatitis C (if positive, indicates the disease is present, health clearance from licensed HCP required)

*Students are required to have immunity to Measles/Mumps/Rubella, Varicella and Hepatitis B; <u>if not immune, student must take a booster vaccine</u>. A follow-up titer is required in <u>3 months</u> following the immunizations. If the student is not immune to Hepatitis B, it is recommended that the student take the three (3)-dose Hepatitis B vaccine. Student may sign a Hepatitis B declination waiver if the student chooses to do so.

6. **Tdap (adult version) vaccine-** TSON will accept documentation of Tdap vaccine administered not more than 10 years prior to first clinical semester.

7. **Tuberculosis (TB) Screening**

   All students are required to provide proof of negative results from tuberculosis testing annually. Testing may be accomplished via the traditional Mantoux/PPD skin testing or QuantiFERON-TB blood test. If Mantoux testing is performed, the initial test is a two-step test. Annual testing thereafter is a one-step test. If a student has a positive Mantoux test, a copy of a clear chest x-ray report or negative QuantiFERON test is required. In addition, any student with a positive Mantoux and clear chest x-ray must submit a TB questionnaire completed by the student to verify absence of symptoms. TB questionnaire is available in CastleBranch, document repository.

*All TB testing needs to be current for the <u>entire</u> academic semester in which student is enrolled.

8. **Seasonal Flu Vaccination**

   All students are required to provide proof of influenza vaccination on an annual basis. Students must receive the current year's influenza vaccine as published or risk not being allowed to complete the fall semester. Students enrolling for the Spring semester must provide proof of influenza vaccine documentation at the time of Spring semester course registration. A declination form must be completed if vaccine cannot be given for medical reasons. Clinical faculty and students who submit a declination form must wear a properly fitting mask when in patient care areas of all clinical facilities.

9. **COVID-19 vaccine**

   All incoming students are required to receive full initial COVID vaccination. Students registering for their first clinical course are required to receive at least (1) booster COVID vaccine. Depending on the clinical site, COVID testing, and vaccine requirements may vary. Trinitas Regional Medical Center, all its campuses, and all RWJBarnabas Health facilities no longer require COVID-19 vaccination for vendors, contractors and volunteers including students, effective Monday, July 17, 2023. Other

facilities outside of RWJBarnabas Health system may still require COVID-19 vaccination and a booster dose, a negative COVID test or a documented medical or religious exception prior to the clinical experience regardless of the vaccination status. Since the student may be assigned for clinical experience outside of RWJBarnabas Health, all students enrolling into the Trinitas School of Nursing program are required to have the COVID-19 vaccination.

10. Trinitas Regional Medical Center Annual Mandatory Education Modules

All students are required to complete these online mandatory education modules for Trinitas Regional Medical Center prior to registration for Fall semester and Spring semesters. If there is a delay in the posting of the "NEW" module by TRMC in January for the New Year, students will be advised. Students are required to complete these modules on an annual basis. Instructions for accessing the modules can be found on the TSON website. Instructions for creating a transcript of the completed annual modules are on the TSON website. Completed education modules transcript must be uploaded to CastleBranch, document repository.

Student injury or illness affecting clinical performance

Any student, who has experienced any type of injury/illness/condition that may impede their clinical performance or put patient population at risk, must present a physician/nurse practitioner note certifying the student's ability to **resume full clinical activities without restrictions**. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor. This medical clearance must state the students may return to clinically related activities **without restriction**.

Students must carry their own personal health insurance. They are not covered by Trinitas School of Nursing or Trinitas Regional Medical Center/RWJBarnabas Health for the cost of medical treatment or care while they are students in the program.

School Policies

Attendance Policy and Procedure

Commensurate with the ANA *Code of Ethics for Nurses* statement and Trinitas School of Nursing Student Code of Conduct, students are expected to attend all theory classes and clinical experiences for which the student is registered. Information regarding course and clinical attendance, as well as the specific notification processes to be followed are communicated to the students at the beginning of the semester in the Theoretical Syllabus and Clinical Guidelines.

1. Absences in excess of the policy can lead to a progressive disciplinary action up to and including dismissal from the program. In the event of a:
   - Theory class absence, it is the student's responsibility to obtain any missed material.
   - Clinical absence, the student is required to make up the missed clinical time.

2. Absence from a scheduled theory class and/or clinical experience without faculty/course coordinator notification via Learning Management System (LMS) email is considered a NO SHOW-NO CALL and is subject to additional disciplinary action.
3. Certain unanticipated medical emergencies may require medical clearance, with no physical limitations to return to scheduled clinical experiences or class.
4. Excessive tardiness to class or clinical and/or unexcused departure before the end of a class session is also a violation of the Code of Conduct and may be subject to progressive disciplinary action.

Note: ANA Code of Ethics for Nurses statement
"Inherent in professional nursing is a process of education and formation. That process involves the ongoing acquisition and development of the knowledge, skills, dispositions, practice experiences, commitment, relational maturity, and personal integrity essential for professional practice. Nurse educators, whether in academic or direct care settings must ensure that basic competence and commitment to professional standards exist prior to entry into practice… In this way nurses—individually, collectively and as a profession—are responsible and accountable for nursing practice and professional behavior." (American Nurses Association [ANA], 2015, p. 11).

Theory Class

Class Absence <u>with</u> notification of faculty
1. <u>First occurrence</u>: Absence will be documented on the attendance sheet and student will receive an electronic communication from the course faculty acknowledging that the absence has been recorded. It will include information on the potential impact of absences on learning and reiteration of this policy.
2. <u>Second occurrence</u>: Student will receive a **written warning** from the course faculty using the **Trinitas School of Nursing Attendance Action Form**. This warning will advise the student that any further absences will result in disciplinary action following the process outlined in this policy. Student may also be scheduled for a mandatory meeting with the course coordinator.
3. <u>Additional incidences of class absence</u> with faculty notification will result in a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing "Inconsistent or lack of accountability …" **AND** a written agreement with faculty outlining expectations to meet course requirements.
4. Any breach of the student's signed agreement will be considered a failure to meet course objectives that can result in course failure.

Class Absences <u>without</u> notification of faculty: NO SHOW-NO CALL
1. <u>First incident</u>: Student will receive a written warning from the course coordinator using the Trinitas School of Nursing Attendance Action Form outlining the student's failure to notify faculty regarding absence. It will include information on the potential impact of absences on learning and reiteration of this policy.
2. Additional Incidences will result in a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing "Inconsistent or lack of accountability …" **AND** a written agreement with faculty outlining expectations to meet course requirements. The student will sign both documents.

3. Any breach of the student's signed agreement will be considered a failure to meet course objectives that can result in course failure.

Clinical Experience

Clinical Absence <u>with</u> notification of clinical and course faculty

1. In the event of an emergency requiring a clinical absence, the student will receive an electronic communication from faculty acknowledging that the absence has been recorded. It will include information on the potential impact of absences on learning and reiteration of this policy. It will also include a reminder that a clinical makeup session is required.
   - The number of hours missed by the student will be the number of hours to be made up (not to exceed 12 hours).
   - The full-time faculty will determine the clinical make-up schedule.
2. A second clinical absence will result in a **written Clinical Warning**.
3. If there are any further clinical absences, a mandatory meeting will be scheduled with the course coordinator. At that time, the student will receive a second written **Clinical Warning**, as well as a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing "Inconsistent or lack of accountability". This event will be considered a failure to meet clinical outcomes, resulting in a clinical failure. A clinical failure results in a failure of the course.

Clinical Absence <u>without</u> notification of clinical and course faculty: NO SHOW-NO CALL

1. <u>First Incident</u>: Student will receive a **written Clinical Warning** outlining the student's lack of accountability in not following procedure for notifying faculty regarding absence.
2. <u>Additional Incidences</u> will result in a mandatory meeting with the course coordinator. At that time, the student will receive another **written Clinical Warning**, as well as a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing "Inconsistent or lack of accountability". This event will be considered a failure to meet clinical outcomes, **resulting in a clinical failure**. A clinical failure results in a failure of the course.

Procedure for Notification of Absence (Theory Class and/or Clinical)

1. Send email to course faculty prior to, or within 24 hours of absence using the learning management system (LMS) providing the general reason for absence.
2. Follow additional steps for Clinical absence:
   a. Notify clinical instructor immediately prior to start of clinical session by using phone chain/texting clinical group member, so that clinical instructor is aware that student will not be in clinical session.

b. Send email to Clinical Instructor in addition to course faculty prior to, or within 24 hours of absence using the learning management system (LMS) providing the general reason for absence.

c. Use dates on course calendar to plan for clinical make up of hours missed.

Learning Simulation Center (LSC) Practice/Evaluation Session Attendance

Students are expected to attend all self-scheduled skills practice and evaluation sessions at the Learning/Simulation Center. Excessive late cancellations (less than 2 hours), lateness, and/or absenteeism are in direct violation to the Trinitas School of Nursing Code of Conduct and will lead to a progressive disciplinary action up to and including dismissal from the program. Student must email: sim@tsonlsc.com if they need to cancel any appointments. Please refer to the Learning/Simulation Center User Guide for more information.

Learning Management System

Canvas Learning Management System (CANVAS)

Canvas is the on-line learning management system utilized by Trinitas School of Nursing and Union College. Students are oriented to CANVAS upon registration into a Union College course. Faculty will use the Canvas course environment to distribute grades, course outlines, and supplemental instructional materials. Canvas is also the platform used to communicate important information to Trinitas School of Nursing students including changes to policies, scholarship opportunities, and special announcements. Instructions for course registration are emailed to students through CANVAS.

Student Conduct in Class and Clinical

Theory Class Policy

Theory class consists of classroom learning activities that assist students with applying nursing concepts using various interactive strategies. Students should refer to the course syllabus for weekly student learning objectives and pre-class assignments. Students are expected to prepare for learning activities prior to attending class.

The letter grade received for every nursing course is determined by successful completion of all course requirements. The student must succeed in both the clinical and theoretical components to successfully pass the course.   Students are expected to attend the lecture class sessions for which they are registered. Theory class resources such as the course syllabus, power point slides and other class materials are available to students in the Canvas course shell.

Clinical Policy

1. Clinical learning takes place in a hospital, healthcare facility, community healthcare agencies, and course-arranged simulation environment. Most clinical experiences will include a

conference activity, as well as direct patient care under the guidance and supervision of Trinitas School of Nursing faculty.

2. Clinical performance is evaluated on an on-going basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system.

3. Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience.

4. **<u>Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared; the student presents a health hazard to patients; when performance falls below a competent level with regard to patient safety; or when the student does not meet agency health or professional standards.</u>** In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance.

5. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed with their clinical instructor.

6. Students are required to wear their Trinitas ID badge or ID badge issued by the clinical facility during all clinical-related experiences. A fee will be charged to replace a lost name badge. The ID badge must be returned to faculty upon course withdrawal or   at the end of the course as instructed by course faculty.

7. Students are not permitted to visit any patient in the hospital while in uniform nor may they go to any area of the hospital, other than their assigned unit, unless they have permission from their clinical instructor.

8. Telephones in the hospital are not for personal use. **Students do not make or receive telephone calls while on the unit**. Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Cell phones are to be used only in areas designated by clinical facilities during scheduled break times only.

9. Chewing gum is not permitted in patient care areas. All agencies in this area are "smoke free." Cigarette smoking or any tobacco use is not permitted while on clinical agency property.

10. Students are required to wear the Trinitas School of Nursing uniform during clinical experiences and follow the dress code policy. Please refer to the Uniform Dress Code policy below for more information.

11. Students may not discuss patients or patient care in elevators, corridors, or other public areas of the hospital; this is a potential violation of patient rights.

12. Students are not permitted to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality and can result in program dismissal.

13. Students may not act as a witness for any consent form. The student may not transact any business for patients.

14. Students are not to make engagements with or to take gifts from patients, nor are students to

give patients gifts.   This is both unprofessional and unethical.

15. Students are never permitted to take or receive medications from the clinical unit in the hospital.
16. All breakage of equipment should be reported to the clinical instructor and charge nurse of the patient care unit.
17. Students are responsible for their transportation to and from all clinical activities.
18. The student must pass all segments of the clinical experience to pass the course.

The respective course clinical syllabus contains information necessary to complete clinical requirements for each nursing course. Clinical objectives will be met in the Learning/Simulation Center and/or in a clinical/community setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective.

Clinical evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a Clinical Failure and a failure in the course.

A student who has received a Clinical Failure may not withdraw from the current course.

Student Injuries During Clinical Activities

All incidents/accidents that occur in the Medical Center or in an affiliating agency during clinical activities are to be reported immediately to the clinical faculty and to the facility supervisor on duty. A facility Incident Report and/or an agency report are to be completed by the clinical faculty and/or the nursing supervisor to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department, if necessary. Faculty members will report all incidents/accidents to the Dean or designee. Students are responsible for any emergency room visit expenses related to the injury or accident.

Uniform Dress Code Policy

The Trinitas School of Nursing uniform is purchased by the student from the school-approved vendor, Uniform Creations (https://www.uniformcreations.com/trinitasnursing), to be worn for all hospital or healthcare agency clinical experiences. The uniform lab coat is to be worn while practicing or testing in the Learning Simulation Lab. The school uniform with the school logo must be worn for clinical experiences.

A long sleeve, proper-fitting white lab coat with a TSON/RWJBH ID badge and school logo must be worn over appropriate professional attire in all clinical areas when visiting a nursing unit for any purpose other than to provide direct patient care. Clothes and appearance must be neat, clean, appropriate, and professional. Clothing should not include any graphics, logos, or slogans.

Please refer to the specific course guidelines and/or faculty directions for expected attire in the clinical area. Clothes and appearance must be neat, clean, appropriate, and professional at all times. The uniform is purchased prior to the start of the first clinical course **(Generic track- prior to the start of NURE 106; LPN-RN track- prior to the start of NURE 214**).

Approved Uniform Dress Code

Lab Coat - A white long –sleeve lab coat with the Trinitas/RWJBH Logo must be worn in the LSC, but due to infection control, should not be worn while in patient rooms.

Shoes - Clean, low-heeled white or black rubber-soled shoes. Must **not** be made of absorbable material such as canvas.

Hose/Socks- Must be worn with shoes.

Hair - Hair should be securely fixed, close to the head, and off the back of neck. Long hair (below chin length) must be tied back. Beard and Mustaches must be neatly trimmed.

Nails - Short and neatly trimmed with no nail polish. Artificial nails, including tips, extenders, overlays, wraps and acrylic or nail jewelry is strictly prohibited. Nails must be no longer than 0.5 mm.

Jewelry - Only flat bands may be worn. Small, modest post earrings are permitted. For safety reasons, dangling earrings, necklaces, or facial hoop piercings are not permitted.

Equipment- All students are required to have a watch with a second hand (no smart watches allowed [see Student Policy IV.45: Student Use of Personal Electronic Devices]), bandage scissors, stethoscope, and pen light for clinical.

Zero Tolerance Policy

All students enrolled in a Trinitas School of Nursing NURE course will be required to read and uphold the Zero Tolerance Policy. The School adheres to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero

tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work.

   The full Zero Tolerance Policy is in the Learning Management System community shell.

Student Code of Conduct

   Students are to read, complete, sign, and upload the Student Code of Conduct prior to registration every semester to CastleBranch.

   It is expected that each student in addition to adhering to the standards and maintains appropriate professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

• Maintaining confidentiality by not discussing or duplicating patient information or discussing exam questions outside of the appropriate area.
• Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
• Refraining from using cell phones or other electronic devices at any time during class or clinical, unless instructed otherwise by instructor
• Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

   Any student misconduct is subject to dismissal and may be reportable to the New Jersey State Board of Nursing. Violation of Federal, State, and local laws are applicable.

   Students are accountable for their actions in the School of Nursing, Union College, clinical facilities, and all outside clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for the academic and professional environment.

   Trinitas School of Nursing is committed to providing each student with the best possible environment for learning and acquiring the knowledge and skills necessary to function as a Registered Professional Nurse. To ensure such an environment, Trinitas School of Nursing has adopted administrative regulations in accordance with Federal and State law, and professional nursing and academic parameters that include but not limited to:

• New Jersey State Board of Nursing Regulations
• American Nurses' Association *Code for Ethics*
• American Nurses' Association *Nursing: Scope and Standards of Practice*
• Trinitas School of Nursing Course Requirements and Clinical Guidelines
• Trinitas Regional Medical Center/RWJBH Customer Service Excellence Standards

- Information published in the Trinitas School of Nursing and Union College Student Handbooks
- The Family Educational Rights and Privacy Act of 1974

Conduct for which students are subject to disciplinary action includes, but is not limited to the following:

- Dishonesty, such as cheating or plagiarism, or knowingly giving false information to the school, an agency, or a website.
- Disseminating information that was fraudulently obtained from the School or from a course.
- Discussing test questions or patient information outside of the appropriate context.
- Interfering with teaching, administration, or any activity of the school.
- Not promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators.
- Unauthorized entry into or use of the School, College, or RWJBarnabas Health facilities/resources, and other clinical sites.
- Theft of or damage to School, College, and/or RWJBarnabas Health system property, or other clinical sites.
- Unprofessional conduct in relationship to communication about hospital business or patient information.
- Use, possession of, or distribution of narcotics, alcohol, other dangerous substances, or weapons on School, College, or clinical facilities.
- Harassment and/or intimidation of employees or students, including actions that constitute a threat of or actual bodily harm or property damage.
- Assault and/or battery, including rape, acquaintance rape or other sexual offenses.
- Violation of any school policies and procedures; or federal, state, or local laws.
- Posting any material or information on social media sites that could potentially violate patient confidentiality or professional behavior guidelines.
- Violating the confidentiality of patient information including the unauthorized duplication or copying of private patient information.

Disciplinary action may result in a warning (oral or written), probation, suspension, or dismissal. If a student is placed on disciplinary probation, the student may not participate in student nursing association (SNA) activities or hold a school/class office for the duration of the probationary period.

Any individual in the School of Nursing, including students, faculty, administration, and staff may initiate grievance procedures by following the school's grievance policy.

Student Rights and Responsibilities

Rights

Students have the following rights while participating in the academic environment at the School of Nursing:

1. Right to Freedom of Expression
    a. Freedom to take reasoned and reasonable exception to data and views presented in any course without fear of arbitrary dismissal from that course.
    b. Freedom to express scholarly opinions within orderly procedures.

2. Right to Experience Academic Opportunities
    a. Encouragement to develop to their fullest potential.
    b. Appraisal of theoretical and clinical status.
    c. Experiences that facilitate the acquisition of knowledge.
    d. Evaluation based on actual performance.
    e. Participation in the evaluation of self and academic experiences.
    f. Utilization of available resources within the school.

3. Right to express Grievances regarding academic and non-academic issues.

4. Right to Review of Student Concerns.

5. Right to Appeal Due Process Issues.

Use of Social Media

Policy

The policy on the use of social media applies to all Trinitas School of Nursing students. Students must adhere to all applicable state/federal laws, and Trinitas Medical Center/RWJBarnabas Health (TRMC/RWJBH) and Union College (UC) policies regarding social media. Violation of this policy while enrolled as a student at RWJBH/Trinitas School of Nursing will result in disciplinary action up to and including dismissal from the nursing program. Reports may be anonymous however formal decisions will not be based solely on anonymous reports. Students filing false reports are subject to imposition of similar sanctions.

Procedure

1. Violation of the above policy will be considered a Zero Tolerance event (see Policy on Zero Tolerance).
2. The Dean of the School of Nursing will meet with the student.   A Zero tolerance report will be initiated.

3. Applicable disciplinary action will be taken.
4. Violations of this policy and the action taken by the School of Nursing will be reported by the Dean of the School of Nursing to the Dean of Students of Union College.

RWJBarnabas Health/Trinitas Regional Medical Center policy on the use of social media:
Trinitas Regional Medical Center/RWJBH has published the following policies available through the Intranet or by contacting RWJBH's Human Resources Department and Employee Handbook.
Critical elements for nursing students are listed as follows:

a. Social media activities are not permitted during working/clinical hours, including accessing social media sites through a company-owned or personal computer, smartphone, or other devices during work/clinical unless otherwise previously approved.
b. Internet postings and forms of social media or technology include but are not limited to the following:
    ▪ Multi-media and social networking applications and websites, including but not limited to MySpace, Facebook, Twitter, Yahoo Groups, YouTube, Flickr, Chat rooms, Instagram, Snapchat, TikTok, External blogs (defined as a website, usually maintained by an individual with regular entries to commentary, descriptions of events, or other material such as graphics or video, or other similar forms of online journals, diaries, or personal newsletters) not affiliated to RWJBH.
    ▪ Video postings or wiki postings (e.g., Wikipedia and any other site where text can be posted).
    *Any posting activities, including multi-media, social networking sites, blogs, online forums, photo sharing, video sharing, microblogging, podcasts, and posted comments, are referred to as "Internet Postings" in this policy.
c. Employees/students are not authorized, at any time, to speak on behalf of RWJBH or represent authority to do so unless previously approved in writing by RWJBH. Nor should an employee/student claim or simply post as an authorized representative of RWJBH. Employee/student who refers to RWJBH work and/or provides a link on the RWJBH website is required to include the following or a similar disclaimer in a reasonably prominent place: "The posts on this site including but not limited to images, links, and comments left by readers, are mine alone and do not represent the views, positions, strategies or opinion of RWJBH."
d. Employees/students cannot use RWJBH-owned equipment, including computers, company-licensed software, or other electronic equipment, to conduct personal blogging, internet postings, or social networking activities without prior written approval.
e. Employees/students are prohibited from posting any patient information, which may include but is not limited to name, date of birth, photograph, Social Security number, address, diagnosis or prognosis, treatment, date of admission or discharge, or any other information which would identify the patient or any other information protected by the Health Insurance Portability and Accountability Act (HIPAA) and/or other federal, state, or local law. Posting information that might disclose the identity of other patients, visitors, or vendors is prohibited.

f. Employees/students cannot, for commercial purposes, post on personal blogs or social media websites any advertisements or photographs of RWJBH's products or services, nor sell any RWJBH products or services.

g. Employees/students should comply with the said personal disclosure, expressing personal points of view. Employees/students are solely responsible for their own postings and, therefore, liable for posts that are perceived to be defamatory, libelous, obscene, harassing, discriminatory, threatening, or proprietary by another party, not just RWJBH.

Example: Conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion, or any other status protected by law or RWJHB policy. Be respectful in all communications and blogs.

National Council of State Boards of Nursing (NCSBN) Guidelines re Patient Privacy, Electronic/social media

Selected components appropriate for nursing students are as follows:

a. "Nurses are strictly prohibited from transmitting by way of any electronic media any patient related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality, or otherwise degrade or embarrass the patient.

b. Nurses must not share, post, or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient care-related matter need to disclose the information or other legal obligations to do so.

c. Nurses must not refer to patients in a disparaging manner, even if the patient is not identified.

d. Nurses must maintain professional boundaries in the use of electronic media. Nurses must consult employer policies or a leader within the organization for guidance for issues with current or former patients.

e. Nurses must not make disparaging comments about employers or co-workers."

Personal Electronics and Use of Cell Phones Policy

Students may not engage in any non-approved use of a cell phone or other electronic devices while in the clinical area. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor. Students are not to use cell phones or other recording devices to audio or video record instructors without first obtaining permission from the instructor.

Students may not use cell phones or other electronic devices to photograph, copy or duplicate patient information contained within the medical record. Violation of this policy can result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

Academic Policies

Nursing Course Withdrawal Policy

Students are permitted two NURE course withdrawals while enrolled in the School of Nursing. Students with more than two NURE course withdrawals are ineligible for NURE course re-entry, unless under extenuating circumstances. Approval for registration to a nursing course after two NURE withdrawals is obtained from the Dean.

NURE course withdrawal must be done prior to the Union College published withdrawal deadlines. Students requesting NURE course withdrawal are required to:

1. Students requesting course withdrawal due to extenuating circumstances (significant personal or medical reasons) are required to provide documentation supporting the extenuating circumstance to the Dean prior to the withdrawal deadline and follow the NURE Course Re-entry policy. The Dean will consider the extenuating circumstance in the re-entry decision.
2. Students requesting course withdrawal who are not passing the course at the time of withdrawal are required to follow the specific course re-entry instructions per the NURE Course Re-entry Policy.

Curriculum Progression

Students must successfully complete each semester of nursing and/or college course before permission will be given to progress in the curriculum semester sequence.

The Promotion and Evaluation Committee assumes the responsibility for evaluating and promoting the student.

The following policies are in effect:

1. A grade of "C" or better must be earned in all sciences and mathematics.

2. A grade of C+ or better must be earned in NURE courses.

3. Students enrolled in remedial courses in English may be permitted to register for credit courses according to Union College policy.

To complete the nursing program within the recommended 100% completion rate timeframe, students should finish the program in the number of semesters seen below:

a. Generic track: Within 5 semesters from the time of enrollment in NURE 105 (NURE 130)
b. LPN-RN track: Within 4 semesters from the time of enrollment in NURE 213 (NURE 211/212)

To complete the program within 150% completion rate, the student must finish the program in the number of semesters seen below:

a. Generic track: Within 7 semesters from the time of enrollment in NURE 105 (NURE 130)
b. LPN-RN track: Within 6 semesters from the time of enrollment in NURE 213 (NURE 211/212)

4. Students will not be allowed to register for a nursing course and/or change sections upon completion of the first-class meeting.

5. If a student receives a grade of C, D, D+ or F in a nursing course the following policies apply:

   a. The student is required to submit a re-entry application.

   b. The student is not guaranteed a seat in that nursing course in the following semester.

   c. Two failures in a NURE course will result in dismissal from the program except if the second failure is in the last course of the program in either track (See the Policy on Re-admission).

   Students are responsible for their curriculum plan. This means that each student has a working knowledge of all curriculum course requirements (including general education courses) and timeframes for program track completion. The student is expected to maintain his/her own personal record of courses completed, course grades; and is expected to ensure the accuracy of these records.

Re-Entry into a Nursing (NURE) Course Policy

   Students who have not maintained the published sequence of nursing (NURE) curriculum courses for the respective program track are required to seek re-entry into the NURE course. The break in course sequence may be due to course withdrawal, course failure or for students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

1. Students in the Generic program track are required to complete the nursing program within **7 semesters of the initial start of NURE 105**. Students in the LPN-RN program track are required to **complete the nursing program within 6 semesters of the initial start of NURE 213.**
2. Students who have not been enrolled in any nursing course for **three (3) consecutive semesters** in the generic track will begin from the first nursing course (ex: NURE 105) and follow the curriculum sequence. Students must submit a completed **Application Form** and will be subject to the requirements and admission policies in place at the time of this application for NURE

105.

3. Students who have not been enrolled in a nursing course in the LPN to RN track **for more than one year** will need to repeat the first nursing course (NURE 213) and follow the curriculum sequence. Students must submit a completed **Application Form** and must follow all application requirements and admission policies in place at the time of this application.

4. Students seeking re-entry to any nursing course within **one to two semesters** of leaving that course, are required to submit a **Re-entry Application,** and supporting documents as outlined in the re-entry packet by stated deadline. The re-entry packet is available on request by emailing trinitas@ucc.edu. Since the student is technically still matriculated in the program, they are subject to the admission policies in place at the time of their initial enrollment into the program (Trinitas Catalog Year).

5. Students seeking re-entry are required to have a minimum Union College GPA of **2.5**.

6. Students are granted course re-entry on a space-available basis after all progressing students have seats.

7. Students returning to any nursing course will be held to all current policies and standards in effect at the time of course re-entry.

8. Students are required to complete a new physical exam form (if the student has been out for two semesters or more).

9. Students granted course re-entry are required to obtain a new criminal background check, urine drug screen (if the student has been out for a semester or more).

10. Students granted course re-entry are required to obtain current TB, Malpractice Insurance and CPR.

11. Students who have two nursing course failures are not eligible for re-entry. However, students who have two nursing course failures and applying to return to the last course in the Generic Track Curriculum (NURE 209) or NURE 217/218 (LPN to RN) may apply for **Readmission**.

There is no guarantee of course re-entry after curriculum sequence has been interrupted.

Procedure for Re-entry into a Nursing Course (NURE 105 or NURE 213 and above):

1. Submit a re-entry application along with a current Union College unofficial transcript to the School of Nursing, trinitas@ucc.edu by email attachment. Re-entry applications are due December 20th (those not currently enrolled) and January 4th (currently enrolled) for Spring semester re-entry consideration and June 1st for Fall semester re-entry consideration. For NURE 215 and NURE 216, submit re-entry application by May 1st.

2. **Re-entry applications submitted after the due date will not be processed**.

3. Available re-entry seats are offered to eligible students in the following order:
   - Out of sequence with approved LOA (documentation provided of reason for LOA request)

taking course for the first time or course withdrawal for an approved extenuating circumstance.

   o Re-entry following course failure or course withdrawal with a failing grade (ranked by GPA, highest to lowest).

Course re-entry is contingent upon:

1. Seat availability (based on rank order by GPA).
2. Completion of material from the Re-entry packet that is submitted to the TSON Nursing office along with a tracking sheet.
3. Submission of a completed re-entry application with all completed assignments and student transcript, by DUE DATE.
4. The student is required to submit a new application for each re-entry attempt.
5. Re-entry applications are ranked by GPA order for admission.
6. Students with two NURE course failures are ineligible for course re-entry except for students who fail in the last semester of their respective curriculum track.
7. Students who have two nursing course failures after completing the final course in their specified curriculum (Generic track: NURE 209; LPN-RN track: NURE 217 and NURE 218) may apply for Re-Admission. (See Re-Admission Policy).

Readmission into the Nursing Program Policy

Students who have two nursing course failures will not be considered for readmission unless they are requesting reentry into the last course of their specified curriculum track (Generic track- NURE 209; LPN-RN track- NURE 217 and NURE 218). If a student should fail the final course (Generic track- NURE 209; LPN-RN track- NURE 217 and NURE 218) for a second time, he or she is ineligible for readmission.

Readmission into the nursing program to complete the final course(s) requires the following:

1. Minimum Union College GPA of 2.5
2. Evidence of successful completion of required pre- and co-requisites courses.
3. Time out of nursing program will be a factor in the Readmission decision.

Readmission Procedure

1. The student will submit a letter to the chairperson of the School of Nursing Promotion & Evaluation Committee (contact the Nursing office for the chairperson's name) outlining a plan for future success in the nursing program. The letter should include the student's contact information (full name, UC student ID number, address, phone number, and UC email address). A copy of the student's current UC transcript (printed through the Owl's Nest student portal) should also be attached.

2. The School of Nursing faculty will review the application.
3. The Chairperson of the Promotion and Evaluation Committee will notify the student of any decision by mail/UC email.

Graduation Requirements Policy

Eligibility for the Diploma in Nursing and the Associate in Science degree is dependent upon completion of the Cooperative Nursing Program curriculum requirements with a minimum cumulative grade point average of 2.5 and successful completion of all required and elective curriculum courses.

A student must fulfill all financial/library obligations prior to graduation. It is the student's responsibility to determine if the courses for the diploma and the AS degree have been successfully completed.

Nursing Convocation Ceremony

Students graduating from the Trinitas School of Nursing participate in a Convocation ceremony where they receive a nursing pin and the School of Nursing diploma. The ceremony is held after classes end for the semester. Family and friends are invited to attend this event. A graduation uniform is purchased from the uniform vendor approved by the school. Students graduating from Trinitas who completed the requirements for the associate in science (AS) degree will participate in Union College Commencement exercises which are held in January and May. Commencement cap and gown are available from Union College.

School of Nursing Academic Honors

Graduating students will be named to the Dean's List based on their final cumulative average in the nursing courses according to the following:

Honors: A 3.0 cumulative grade point average in nursing courses only.

High Honors: A 3.5 cumulative grade point average in nursing courses only.

The distinction of academic honors is announced at the Trinitas Convocation Ceremony.

Nursing Exam Make-Up Policy

There is no make-up for a missed unit exam. Students are only permitted to miss one (1) unit exam with faculty notification. The percentage of this exam will be added to the course final exam.

For example: if the missed exam is 20% of the course grade and the final exam is 35% of the course grade, the final exam will now be worth 55% of the course grade (adding the missed exam percentage to the final exam percentage).

In the event another unit exam is missed, it will result in a grade of zero (0) unless it is due to an extraordinary, documented event that is out of the student's control (i.e. emergency hospitalization or death of a family member).

If a student misses the final exam, an incomplete grade may be given in cases of documented illness or extenuating circumstances only if the student has informed the faculty of the circumstances. Without notification of the faculty, a grade of zero (0) will be given for the missed final exam.

Examination Administration Policy
The following guidelines will be implemented during all Trinitas School of Nursing in-person course examinations:

1. Infection control measures will be strictly followed during a public health emergency including symptoms screening, social distancing, mask wearing, frequent hand hygiene, and limited social interactions.
2. The Student to Exam Proctor ratio for all Trinitas School of Nursing examinations is 25:1.
3. The faculty, assisted by exam proctors, determines the room configuration for exams.   A small number of seats are left by the door for late arrivals.
4. The following items are permitted at the student's desk:
    - Trinitas or Union College ID badge
    - Calculator (provided)
    - Pencils (provided)
    - Tissues (provided)
    - Exam Booklet (provided)
    - Eyeglasses (may be randomly checked by exam proctors or faculty)
5. The following items are not permitted at the student's desk during examinations:
    - Ear plugs
    - Water bottles
    - Food, lollipops, candy, or gum
    - Backpacks and other personal belongings including watches
    - Electronic devices including cell phones

No extra time will be permitted if a student arrives late for an exam. Students arriving late to an exam are seated at the discretion of the faculty.

Prior to the start of the examination: Students will:
1. Attend to all personal needs.
2. Attach the school of nursing ID badge to their left upper lapel.
    - ID badges may be randomly checked for security.
    - ID badges will be collected at the final exam.
3. Enter the examination room as directed by faculty/proctor.

4. Place all personal belongings in the back or front of room, as designated by faculty.
5. Turn off and secure all electronic devices (including cell phone) and remove all watches.
6. Remove hats or turn caps with brims backwards; Remove all scarves and other outerwear.
7. If necessary, based on room temperature, outerwear may be allowed at faculty discretion, but is subject to random check for security.

At the start of examination: Students will:
1. Receive scantron answer sheet to be used during exam.
2. Accurately complete scantron sheet as directed by faculty.
3. Refrain from all further talking in preparation for distribution of exams.
4. Raise hand if there is a question.
5. Initial, sign and date exam cover sheet upon receipt of examination from faculty

During the examination: Students will:
1. Be provided with the start and finish time of exam.
2. Remain seated, facing forward in seat.
3. Be constantly monitored by faculty and proctors.
4. Raise their hand if there is a question. Faculty will come to the student once continued room observation is ensured.
5. Raise hand if use of rest room is required. Proctor will escort student to rest rooms located in the front office and wait to escort student back to examination room.
6. Be provided with time update at the 30-minute mark and 10-minute mark.
   - At the 10-minute mark, students completing exam will remain in their seat until time is up and all exam materials have been collected.
   - Students completing the exam prior to that time may leave the room but cannot congregate in the hallway near the testing area.

7. Remain seated at the end of the exam and refrain from talking until all exams and testing materials are collected.
8. Be asked to leave the examination room and receive a grade of zero if academic dishonesty is identified by course faculty monitoring the exam.

Following the examination: Students will:
1. Leave the testing area as directed by faculty.
2. Not congregate in the hallway near the testing area or third floor lobby
3. Strictly adhere to the Code of Conduct and Zero Tolerance Policy by not discussing the exam.

A zero tolerance – critical event warning may be issued if a student is identified violating these policies.

Calculator Use During Exams

Faculty or proctors will distribute School of Nursing approved calculators to all students prior to taking an exam for use with math calculation questions. Faculty or proctors will collect calculators after the exam is completed. No other calculators are permitted.

Exam Review Policy

Grades will be provided to students individually via the learning management system. Exam review will be scheduled within one week of the exam as allowed by the calendar. There is no review of quizzes or the final exam.

- Only students who have taken an exam may participate in the exam review.
- Students are expected to adhere to the Code of Conduct and Zero Tolerance Policy during exam reviews.
- The faculty retains the right to stop the review for a student who is not adhering to above policies and/or the outlined procedure.
- A schedule for post exam review meeting opportunities will be provided by the course faculty.
- Once the new exam is taken, the review of the previous exam(s) is not permitted.

<div align="center">Procedure</div>

1. Exam review will be set up in a controlled environment / classroom with at least 1 faculty member per 5 students. Maximum number of students in the room is 10 with two faculty and/or 1 faculty and 1 proctor.

2. Students must present their Trinitas ID/UC badge or some form of government issued photo identification to enter the exam review.

3. Students may not bring anything into the exam review room including but not limited to bags, ear plugs, writing materials, watches, and cell phones. Eyeglasses are permitted but are subject to random check for security.

4. Students will be given access to their test report and original Scantron form, both of which will be collected before student exits the room.

5. Faculty will post a copy of the exam with the correct answers highlighted.

6. There will be no student conversations in the room during the exam review.

7. If a student has a question, they will raise their hand and wait for a faculty member to respond. The faculty will then briefly discuss the concept(s) / content related to the question.

Posting of grades

Grades received in the preparatory or developmental courses are not included in the computation of averages but are considered in the calculation for assigning probation or dismissal by the Academic Progress Committee. Instructors enter final grades online. Students must go to Union College's Self-Service to view or print their final course grades. Instructors are not permitted to post grades by social security numbers. No information regarding grades will be offered over the phone.

Incomplete Grades for NURE Courses

The course instructor, in cases of student illness or extenuating circumstances, may assign an "incomplete" grade if the student has informed the instructor of the circumstances in advance. The student assigned an "Incomplete grade" is required to successfully complete all outstanding course work by the sixth week of the next regular semester or the incomplete grade is converted to a failing or F grade. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

<div align="center">

Grievance and Appeals

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Student Grievance /Complaints

The student has the right to express a grievance regarding academic and non-academic issues. Grievances or complaints hold equal status in gravitas at the School of Nursing and are defined as formal written signed allegations against the Trinitas Nursing Program asking for some form of remediation. This written statement must be submitted to the appropriate personnel following the chain of command described in the procedure below. A file will be kept with the date, nature, and resolution of each incident. The student has the right to seek a faculty member as advisor to assist them in the process of their grievance.

Procedure for filing grievance or formal complaint

The student must utilize the following chain of command:

1. The student will approach the involved person to try to resolve the matter.

2. If remediation is not reached, the student may then contact the Associate Dean within five (5) business days with a written, signed, dated statement via electronic communication using the college email address (with the student using the @owl.ucc.edu and faculty using the @ucc.edu email address).

3. The Associate Dean will respond in writing to the student within fifteen (15) business days via electronic communication using the college email address (with the student using the @owl.ucc.edu and faculty using the @ucc.edu email address).

4. All written, signed correspondence are kept on file in the School of Nursing Administrative Office.

5. If at the end of the grievance process, a student perceives an unsatisfactory outcome, the student is entitled to initiate the appeal process with in 5 business days of receiving the grievance response.

6. Depending on the nature of the occurrence and at the discretion of the course faculty, the student may participate in course activities during this process.

Student Appeal Policy

At the end of the grievance process, if a student perceives an unsatisfactory outcome, the student is entitled to initiate the appeals process.

Procedure for Filing a Student Appeal:
1. The student may initiate the appeal process by submitting a written, signed and dated letter to the Chairperson of the Appeals Committee (obtain the contact number of the chairperson of this committee from the School Office) within five (5) business days of receipt of written correspondence of the grievance decision via electronic communication using the college email address (with the student using the @owl.ucc.edu and faculty using the @ucc.edu email address).

2. The student may seek a faculty member as an advisor to assist them throughout the process.

3. The Appeals Committee will consist of two full-time faculty members, two representatives from the Student Nurses Association of the School of Nursing and one representative from Union College Student Services staff. The Appeals Committee will honor the standards of confidentiality as per the Buckley Amendment. Chair + 2 Faculty + 2 students +**Union College Representative (non-voting).

4. The Chairperson of the Promotion and Evaluation Committee or faculty designee will chair the Appeals Committee and will notify the involved parties within 10 business days with the date, time, and place of the Appeals Committee meeting. The chairperson will vote only if there is a tie.

5. All written documents from the involved parties must be available no later than one hour prior to the scheduled meeting time for review by both parties and the members of the Appeals Committee. The involved parties have no more than 15 minutes to present their information to the Committee.

6. The student has the option to be present at the meeting and bring a support person. The support person is a non-verbal participant.

7.   No legal counsel will be permitted at the meeting.

8.   The Committee will make a recommendation to the Dean.

9.   The Dean will respond in writing to the student within 15 business days upon receipt of the Appeals Committee decision.

10. Minutes of the meeting, recommendations and related documents will be filed in the School of Nursing's administrative office.

Academic Probation Policy

The School of Nursing policy requires a minimum cumulative grade point average of 2.5 for each semester to progress to the next course and graduate from the program. The Grade Point Average (GPA) is based on the total number of credits attempted and completed to date at the completion of each semester.

The School of Nursing defines satisfactory academic performance or good academic standing as maintaining the appropriate GPA of 2.5 to continue progression through the nursing program. Students on academic probation or dismissed from the program would not be considered in good academic standing.

Students who fail to maintain the minimum required cumulative grade point average will be placed on probation for one semester or will be dismissed from the program.

Students on probation must relinquish any office they may hold in any student organization and are restricted to carrying no more than twelve (12) credits. Unless obvious improvement is noted at the end of the period of probation, the student will be dismissed from the program.

All decisions regarding requests for readmission to the School of Nursing are referred to the Promotion and Evaluation Committee.

Clinical Warning/Failure Policy

Clinical warnings/failures for unsatisfactory clinical performance may be issued at any time within a semester. These warnings are issued to alert the student of unsatisfactory clinical progress. It is recommended that a student who receives a clinical warning utilize the support services to improve his/her clinical performance. The student will receive a warning/failure notice as a part of the procedure listed below.

1.   The faculty member will provide the student with a copy of the clinical warning/failure notification form at the time the student is informed of his/her status.
2.   From the time of notification, the faculty member has two (2) additional clinical days to

complete the addendum portion of the clinical warning/failure notification form. Any additional materials (i.e., anecdotal notes) may also be compiled during this time. After the two (2) additional clinical days, the student will be presented with the addendum for his/her signature.

3. A student may, at any time during the semester, immediately receive a clinical failure for blatantly unsafe behavior or misconduct. Indications for immediate failure are determined by the incident and the situation surrounding it per the concept of "res ipse loquitur - the thing will speak for itself."

4. It is the student's responsibility to familiarize himself/herself with the information contained in the clinical warning/failure notification form.

5. **A student who receives a clinical failure may not withdraw from the course.**

Dismissal Policy
Academic Dismissal for Students on Probation
     The Dean of the School of Nursing, upon recommendation of the Promotion and Evaluation Committee reserves the right to dismiss a student for unsatisfactory academic performance.

Academic Dismissal for Students Failing Two (2) Nursing Courses or Three (3) Course Withdrawals
     Any student who has received a failing grade (less than C+) in two (2) nursing courses or has withdrawn for a third time from a nursing course will be dismissed from the School of Nursing.