



Eastern
International
College

**Student Handbook
of
Associate Degree in Nursing**

Summer, 2020

www.eicollege.edu

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Dear Nursing Student:

Welcome to the Eastern International College Nursing Program. Your admission to the nursing program represents an accomplishment as you have met highly selective admissions standards!

The nursing faculty, staff, and the college administration are committed to working with you to achieve the goals you have set for yourself. In order to successfully complete the nursing curriculum, you must become familiar with the rules and regulations of the department of nursing. This handbook is provided to set forth the rights and responsibilities of Eastern International College nursing students. The Eastern International College catalogue provides general information needed for college survival. The Nursing Student Handbook supplements the catalogue and states policies which apply specifically to nursing students.

Congratulations and best wishes for your success in the nursing program.

Sincerely,

Rosemarie Rosales, DNP, MPA, RN, CCRN-K, CPHQ,
Chairperson - Jersey City, Belleville



Eastern International College

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Note: a copy of this handbook has been placed on reserve in the Library

The *Department of Nursing Student Handbook* lists the specific rules and regulations for nursing students. *The Student Handbook* and the *College Catalog* cover many areas such as Financial Aid, Student Affairs, and Student Services, Parking, etc. which are not covered in this book. The Nursing Student Handbook clarifies policies, procedures and regulations which differ from general College regulations. **You are urged to consult the College Catalog for general College information.**

Mission

The Nursing Department at Eastern International College is a student-centered and career-oriented healthcare program dedicated to the development of its diverse student body. Through innovative curricula, experiential (“Hands-on”) learning, and a caring and responsive faculty and staff, the Nursing Department will provide:

1. Challenging nursing curricula and environments that maximize student success by equipping and engaging students to critically appraise and apply knowledge and skills necessary to succeed in the nursing profession, in the service of others, and in their communities.
2. Scholarly faculty and a dedicated staff who encourage and support diversity and promote excellence in teaching, learning, and service as the department’s primary focus.
3. Both in and out of the classroom, a rigorous curriculum that fosters ethical and critical thinking informed and enriched by nationally recognized general education standards and professionally accredited career competencies to ensure a quality collegiate experience.
4. Personalized faculty-student relationships that engage in innovative, evidence-based nursing curriculum designed to anticipate and respond to the needs of a diverse population and provide the foundation for lifelong learning and professional growth.

Vision

The Nursing Department of Eastern International College will graduate nurses with an Associate of Applied Science who will be successful on the NCLEX-RN examination on the first attempt. Nursing graduates of Eastern International College will obtain employment in their areas of expertise and interest and will successfully demonstrate in their workplace sound clinical and ethical decision-making, critical thinking, cultural competence, and will pursue lifelong learning as professional nurses.

Program Philosophy

The Nursing Department believes that nursing is a profession with a unique body of knowledge. Nursing is concerned with the promotion, maintenance, prevention of illness and restoration of human health, demonstration of sound clinical nursing judgment, implementation of skilled nursing interventions, and collaboration with other health professionals. The focus of nursing care is the client, which includes families, groups, and communities. The nursing process is the method through which the nursing needs of individuals, families, and groups are met.

Registered nurses perform assessments, provide direct client according to the professional nursing Code of Ethics, and revise the plan of care as needed based on assessment and ongoing evaluation of self-care needs. Nurses are client advocates who collaborate and communicate with clients, families, and other members of the health care team. Registered nurses manage and are accountable for the care of their own clients and, at times, that of licensed practical nurses and unlicensed assistive personnel. The registered nurse must function within the legal and ethical scope of nursing practice as defined by the New Jersey State Board of Nursing.

Nursing education is based on a program of theoretical knowledge that is integrated with clinical practice. The curriculum design progresses from basic to complex and allows students to synthesize knowledge and psychomotor skills. Orem's Self-Care Deficit Theory is threaded throughout all nursing courses as the theoretical basis for nursing interventions. Nurses will play an increasingly important role in the evolving U.S. healthcare system. The Associate Degree Nursing Program is designed to prepare graduates to provide care in hospitals, outpatient clinics, health care provider offices, extended and long-term care facilities, and in client homes. Registered nurses must function within defined scope and standards, demonstrating safe, competent and legal/ethical practice.

Persons

The Nursing Department recognizes humans as sentient beings with ever-changing needs influenced by biological, spiritual, psychosocial, and cultural variables in constant interaction with a changing environment. The Department believes in the holistic nature of persons as they move along a developmental continuum throughout the lifespan. People seek to meet their own needs, especially as these relate to health status and self-care.

Environment

The Nursing Department views the environment as integral to understanding the determinants that influence individuals and groups. Determinants of health that influence human beings in their ever-changing environment can include bio- psychosocial, cultural, political, legal, and economic factors. The relationship of human being and environment is a reciprocal one. People and groups both influence and are influenced by their environment. This continuous mutual interaction between environment and person is especially evident as it is related to health status.

Health

Seen by the Nursing Department as the optimally functioning bio psychosocial state, health is objectively evaluated by biological and behavioral measures and subjectively measured by the

person's perceived reality. Health and care needs must be addressed in an environmental context and promoted through symptom/illness management. The Nursing Department believes adaptation of self-care behaviors is the fundamental reaction of persons along the health- illness continuum. The health of the person and the ability to provide self-care is dependent upon environmental variables and support system, the person's developmental level, and the individual's previous experiences with health and illness.

Nursing

Nursing is both an art and a science that is applied to assist individuals to meet their health care needs. Nursing must conform to the ever-changing needs of the world, society, and people. Scientific knowledge, evidence-based research, and an understanding of health and wellness guides nurses as they assist health care recipients to identify and meet health care needs. Nursing decisions are based on the development of clinical judgment derived from scientific knowledge and nursing process-based clinical practice. Nursing activities are directed toward helping persons of all ages maximize their potential for health. Nursing care provides only that degree of care which the person is unable to provide for oneself. The scope of nursing extends to meeting the health care needs of persons as individuals, families, and communities.

Nursing Education

Education activities at Eastern International College are based on andragogy, the theory of adult learning. Adults learn differently than children; more importantly, their reasons for learning are very different. Adults bring a wealth of information and experience to the learning situation. They generally want to be treated as equals who are free to direct themselves in the education process.

Nursing education is a life-long process that promotes the development of knowledge, skills, and personal values in a process that empowers the learner to reach their optimal potential. The domain of nursing knowledge has its foundation in the liberal arts, social, biological, and physical sciences. Nursing education helps students understand and utilize the nursing process and incorporate standards of professional nursing practice. Nursing education is a process through which adults assimilate and synthesize knowledge, develop critical thinking skills, acquire a variety of technical skills, implement nursing care strategies based on standards of care, and establish professional values.

Using the philosophy and theoretical framework of the program as a foundation, the Nursing Department believes each student will develop their own philosophy for nursing, a philosophy that includes an understanding of the past, present, and emerging roles of the nurse as well as an understanding of the current and evolving health care system. Nursing theory is balanced with evidenced based research, clinically competent, contemporary care using simulated labs and clinical experiences in healthcare facilities to provide a foundation for increasingly complex levels of knowledge development and application.

Grounded in the nursing process and Orem's Self-Care Deficit Theory, education in the Associate Degree program moves from basic to complex and focuses on the application of acquired knowledge. Learning is most likely to occur when the student is the center of the teaching/learning process and student motivation is supported by clear expectations. Students will be provided group experiences with learning activities in the classroom, laboratory, and clinical settings. A mentoring program will increase opportunities for student success. Critical thinking is encouraged through the use of observation and classification and moves to application and analysis. Students learn in different ways and varied teaching methods are required to address the varied needs and preferred styles of all learners. Socialization into the profession is an ongoing part of the educational process.

As part of teaching and learning, evaluation is a continual process which must be conducted systematically by faculty, students, and others involved in learning. The evaluation process allows faculty to determine whether the student has achieved the required level of competency in theoretical content and technical skills.

The Teaching/Learning Process

The Nursing Department believes that teaching and learning is a reciprocal, continuous process, one that facilitates personal and professional growth, varying according to individual differences among faculty, agencies, and students. The development of a spirit of inquiry and the ability to think critically is a crucial part of learning for the nursing student. Continual movement of students toward self-actualization is part of the teaching/learning process as a basic faculty responsibility is to facilitate students becoming contributing and accountable members of the profession and of society.

The Nursing Department believes that the goals of the teaching-learning process are to:

- Assist a highly diverse student body to become liberally educated professionals.
- Afford students an opportunity to explore and develop a personal philosophy of nursing that is built upon a sound theoretical foundation and incorporates practice elements into a seamless continuum of "embodied know-how".
- Achieve a balance between the theoretical and the applied framework to achieve fully dimensional learning.
- Teach students to value the evidence-based research process as one that builds on and adds to the foundation of nursing and healthcare knowledge.

The Nursing Department believes that in a facilitative academic environment:

- The educational process partners students and faculty in collaborative mentoring relationships that transcend traditional educational boundaries.
- The infrastructure aids flexible educational efforts rather than having the infrastructure dictate the education that may be offered.
- There is a synthesis of conceptual and theoretical information with the realities of the

current healthcare environment.

- Higher education is made accessible to students who are adult learners, who may have families, and who may work.

The Nursing Department believes that the role of faculty is to:

- Treat students as we treat each other, with genuine interest, egalitarian respect, and positive but realistic expectations, all based on honest and open communication.
- Committed to changing people's lives and facilitating students' desire to achieve an education, with a focus on living, learning, growing, and achieving.
- Provide education with passion and inspiration in a way that instills a commitment to lifelong learning.
- Participate in out-of-class teaching and mentoring, whenever and wherever the teachable moment occurs.
- Commit to doing whatever is necessary to help a student, whether in class, in an office, on the telephone, or email.
- Have real world experience to share with students and bring a sense of fun and adventure to the hard work.

The Nursing Department believes the assumptions that underlie the teaching of adults are:

- The need to know adult learners need to know why they need to learn something before undertaking to learn it.
- Learner self-concept: adults need to be responsible for their own decisions and to be treated as capable of self-direction.
- Role of learners' experience: adult learners have a variety of experiences of life which represent a rich resource for learning.
- Readiness to learn adults are ready to learn those things they need to know in order to cope effectively and make life transitions.
- Orientation to learning adults are motivated to learn to the extent they perceive it will help them perform tasks they confront in their life situations.
- The Nursing Department believes that the keys to adult learning are to:
 - Let adults direct themselves in the instructional process.
 - Integrate new information with previous experiences.
 - Make sure the information is relevant and readily useable for the learner.

Organizing Framework

The Associate Degree program at Eastern International College is organized around the work of Dorothea Orem and her theory, the Self-Care Deficit Nursing Theory (SCDNT). Considered

a grand nursing theory, subsumed within the model are three more focused theories: theory of self-care, theory of self-care deficit, and theory of nursing systems. The overarching theory is the theory of nursing system that contains the theory of self-care, which in turn contains the theory of self-care deficit (Alligood and Tomey, 2005).

The basic premise of Self-Care Theory is that adults learn and act in ways that direct their survival, quality of life, and well-being. According to Self-Care Deficit theory, nursing care is required when the individual is unable to perform self-care as the result of physical and/or psychosocial limitations. Under these circumstances, the nurse must perform for the client those self-care activities that the individual is unable to perform. The nursing process forms the basis of care that assists individuals to meet their self-care requisites and build their self-care or dependent-care capabilities (McEwen & Wills, 2007).

Orem's Self Care Theory makes the basic assumption that people wish to care for themselves and their dependents. At its most basic level, the theory of self-care describes why and how people care for themselves; it also describes how the provision of nursing care compensates for limitations when people are unable to fully care for themselves. Students will learn to apply concepts from the theory in meeting client needs and will provide care for clients experiencing health deviations from self-care requisites.

The concepts central to the SCDNT are self and dependent care, self and dependent care agency, self-care demand, self-care deficit, and nursing agency. The theory of self-care deficit is the basic element of Orem's theory as it identifies when nursing care is needed. "Nursing is required when adults (or in the case of a dependent, the parent or guardian), are incapable of or limited in their ability to provide continuous effective self-care" (Foster & Bennett, p. 129). Thus, nursing is needed when self-care demands are greater than self-care abilities.

The Associate Degree program will integrate the use of the SCDNT with the concepts that underlie the nursing process. According to Orem (2001), "Nursing process is a term nurses use to refer to nurses' performance of the professional-technologic operations of nursing practice." The integration of SCDNT with the nursing process provides a pragmatic educational foundation to Eastern International College nursing students that integrates theory with practice and provides a logical approach to the application of acquired knowledge.

Goals and Student Learning Outcomes: General Education

Goal 1-Communication Literacy: The student will be able to speak and write effectively, convey an evidence-based argument, and positively relate to, communicate with, and influence others.

Student Learning Outcomes

1. The student will be able to demonstrate a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses all elements of the work.
2. The student will be able to use appropriate, relevant, and compelling content to illustrate mastery of the subject, convey the writer's understanding, and shaping of the whole work.
3. The student will be able to demonstrate detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, formatting, and stylistic choices.
4. The student will be able to demonstrate skillful use of high quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing.
5. The student will be able to use appropriate language that skillfully communicates meaning to readers with clarity and fluency and is virtually error-free.
6. The student will be able to demonstrate organizational presentation skills that are clear, consistently observable, and cohesive.
7. The student will be able to demonstrate creative and memorable language choices that are appropriate to a specific audience.
8. The student will be able to demonstrate and deliver compelling presentations that appear polished and confident.
9. The student will be able to make appropriate reference to information and analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic.
10. The student will be able to demonstrate a central message that is compelling: Precisely stated, appropriately repeated, memorable, and strongly supported.

Goal 2-Information Literacy: The student will be able to retrieve information and apply media and communication technologies effectively into their projects.

Student Learning Outcomes

1. The student is able to define the scope of the research question or thesis, determines key concepts and types of information (sources) selected directly related to concepts or to answer a research question.

2. The student is able to access information using effective, well-designed search strategies and most appropriate information sources.
3. The student will be able to cite a variety of information sources appropriate to the scope and discipline of the research question in American Psychological Association (APA) format.
4. The student will be able to communicate, organize, and synthesize information from sources to fully achieve a specific purpose, with clarity and depth.
5. The student is able to demonstrate a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information.

Goal 3-Technology Literacy: The student will be able to use appropriate technology to access, manage, integrate, evaluate, create, and communicate information in an ethical and responsible manner in order to improve learning across subject areas.

Student Learning Outcomes

1. The student will be able to analyze intended and unintended impacts of technology use.
2. The student will be able to evaluate, select, and integrate technologies into the school, home, and/or community.
3. The student will be able to evaluate and select technology methods that will best accommodate collaboration in research, communication, and presentations.
4. The student will be able to integrate security as well as ethical and legal standards when using technology.

Goal 4- Quantitative Literacy: The student will be able to utilize numerical data accurately and effectively to solve real world problems.

Student Learning Outcomes

1. The student will be able to provide accurate explanations of information presented in mathematical forms and make appropriate inferences based on that information.
2. The student will be able to convert relevant information into an insightful mathematical portrayal in a way that contributes to a further or deeper understanding.
3. The student will be able to perform calculations successfully to solve mathematical problems.
4. The student will be able to use the quantitative analysis of data as the basis for competent judgments, drawing reasonable and appropriately qualified conclusions from this work.
5. The student will be able to describe assumptions and provide a rationale for why each assumption is appropriate and show awareness that confidence in final conclusions is limited by the accuracy of the assumptions.
6. The student will be able to use quantitative information in connection with the argument or purpose of the work and present information in an effective format.

Goal 5- Critical Thinking: The student will be able to reflect, analyze, and draw informed conclusions.

Student Learning Outcomes

1. The student will be able to identify an issue/problem that can be considered critically and described comprehensively, delivering all relevant information necessary for full understanding.
2. The student will be able to interpret/evaluate information that is taken from a source or sources to develop a comprehensive analysis or synthesis.
3. The student will be able to analyze one's own and the assumptions of others, and carefully evaluates the relevance of contexts when presenting a position.
4. The student will be able to synthesize specific positions (perspective, thesis/hypothesis), taking into account the complexities of an issue and the limits of personal points of view.
5. The student will be able to draw conclusions and outcomes (consequences and implications) that are logical and reflect informed evaluation and the ability to place evidence and perspectives.

Goal 6- Global Competency: The student will be able to experience and promote inclusivity and diversity in school, work, and community settings, and demonstrate cultural competency through the appreciation of art and interpersonal mediums of expression.

Student Learning Outcomes

1. The student will be able to address significant issues in the natural and human world based on articulating personal identity in a multicultural context.
2. The student will be able to demonstrate an understanding of multiple worldviews, experiences, and power structures in their coursework.
3. The student will be able to address ethical, social, and environmental challenges in multicultural settings.
4. The student will be able to address complex multicultural problems using interdisciplinary perspectives independently or with others in their coursework.

Goal 7- Scientific Reasoning: The student will be able to demonstrate systematic and logical decision-making that involves empirical observations, investigation of validity of evidence, and developing evidence-based conclusions.

Student learning Outcomes

1. The student will correctly identify a scientific argument and/or phenomenon based on empirical evidence.
2. The student will be able to analyze the validity of existing data based on source and method of inquiry.
3. The student will be able to synthesize empirical evidence to support an argument

- and/or phenomenon.
4. The student will be able to evaluate interconnectedness of parts based on their existing relationships.
 5. The student will be able to draw an inference based on scientific evidence.

Nursing Program Goals

The Associate Degree program goals are to:

1. Provide a comprehensive program leading to the award of an Associate in Applied Science degree with a major in Nursing.
2. Provide an academic environment stimulating life-long commitment to learning and service.
3. Prepare registered nurses for practice according to guidelines established by faculty, professional organizations, and the State of New Jersey.
4. Prepare registered nurses who are committed to professional and personal values and responsibility.
5. Foster a commitment to critical thinking, evidence-based practice, and interdisciplinary collaboration.
6. Provide a foundation for further nursing education.
7. Prepare nurses from underrepresented and minority groups for entry level practice.

Nursing Program Outcomes

The Associate Degree nursing program has seven (7) outcomes that are derived from the College-wide learning goals, department mission, vision, and philosophy, and professional standards of practice. The graduate of the associate degree program will be able to:

1. Utilize the nursing process, critical thinking, and principles of advocacy as tools to make culturally sensitive client-centered clinical decisions in all health care settings
2. Collaborate with clients and other members of the health care team using effective communication in the planning, coordination and provision of competent care.
3. Integrate the concepts of Orem's Self Care Deficit Theory into nursing practice.
4. Promote client and staff safety utilizing the process of quality improvement based on evidence-based practice.
5. Use information and technology for communication, knowledge development, professional development and clinical decision making.
6. Demonstrate leadership behaviors and professionalism when providing care to clients across the lifespan in all care settings.
7. Integrate legal, ethical, and professional standards into nursing practice.

Thus, program graduates are prepared to assume nursing roles in a variety of settings within the healthcare delivery system and to provide nursing care collaboratively with other health care professionals.

Program Outcomes

1. Seventy (70%) of the nursing students will complete the program within thirty-six months.
2. Eighty percent (80%) of program graduates will pass the NCLEX-RN examination on the first attempt.
3. Eighty percent (80%) of program graduates will be employed within 12 months of graduation.
4. Eighty percent (80%) of employers will express satisfaction with program graduates.

Admission, Health and Clinical Requirements, Progression and Dismissal Policies

Admission

Eastern International College Nursing Program will enroll learners seeking a career in nursing. Graduates of the program will be awarded an associate degree in Applied Science (AAS) and will be eligible to take the NCLEX-RN examination for licensure.

Course requirements leading to the degree were developed using the New Jersey Board of Nursing required elements as a template and the program has been tailored to meet the EIC mission and philosophy.

Meeting the minimum criteria for admission does not guarantee acceptance into the nursing program. Eastern International College may require applicants to successfully complete or meet other conditions prior to acceptance into the nursing program, including, but not limited to, attending and successfully completing pre-nursing courses. Applicants who manifest the greatest likelihood for successful completion of the program will be selected for admission.

1. Complete and submit the official admissions application.

2. High school diploma or GED

Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Electronic transcripts (e-transcripts) are accepted.

Recipients of a State equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the United States must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. Entrance Examination

The Elsevier HESI Admission Assessment Examination (A2) for registered nursing education programs will be used to assess student competencies in the areas measured by the test as these

will allow an evaluation of student readiness for entry into the nursing program and the likelihood of student success throughout the program. Exam results will be compared to other student outcomes as well as performance on the NCLEX-RN examination as part of the Systematic Evaluation Plan. The entire exam must be taken in a single session; a 75% composite score is the minimum requirement for admission. Higher percent scores will be given preference in the admissions process

4. Essay

Submit a personal statement in response to an essay question drafted by the Chair of the Nursing Program.

5. Proof of Citizenship/Legal Status

Applicants must provide an official U.S. birth certificate with seal, green card, or naturalization paperwork. Applicants must be able to work or study legally in the United States.

6. Certified background (Castle Branch) verifies a negative criminal background check and negative drug screen.

7. Interview

All applicants selected for admission based on their entire application package will have a personal interview with the Nursing Admission Committee.

Note:

Applicants are accepted into the program based on entrance results, references, interview results, and application responses. Applicants will be notified of conditional and official acceptance or denial of admission by letter. Meeting the minimum criteria for admission does not guarantee admission to the program. **All prospective students must pass a criminal background check and drug screen with no adverse result as a condition for admission. Students must remain in good standing. It is the student's responsibility to notify the school if their criminal background status changes. Additional documentation may be required. Accepted applicants will need to meet with their admission advisors to complete this process.**

Addendum to this policy during COVID Pandemic - will waive for two months until proper sufficient documentation is obtained.

A student who failed out from another Nursing program will NOT be accepted into the Nursing program.

Clinical and Health Requirements

Students admitted to the program must have a physical examination and health clearance done by their Healthcare Provider. The student is required to submit a health clearance

form signed by their Healthcare Provider indicating their health clearance status and ability to participate in clinical rotations without limitation to the department of nursing designee. Students are eligible for advisement and registration after Certified Background verifies negative drug screen and a negative criminal background check. **Effective May 30, 2020 (Fall Semester 2020), a student will be dismissed from the Nursing Program with no right to appeal if any health and clinical requirement document/record has not been validated by the Coordinator for Nursing Clinical Compliance on or before the last day of the semester during the Nursing student's first semester in EIC. Students are also expected to upload all clinical compliance documentation in CastleBranch for further validation. Withdrawal from NUR 101 does not excuse any student from this policy.**

The health clearance includes required immunizations such as the first two injections of the hepatitis B vaccine and an initial two-step PPD test or Quantiferon Testing. If the healthcare provider determines that regular monitoring of a pre-existing condition or chronic illness is required, evidence of compliance will be necessary for continuation in the program.

The following clinical requirements must be completed:

- Physical examination and health clearance completed by a physician or other qualified Healthcare Provider (Nurse Practitioner or Physician Assistant)
- Immunization records
- Influenza immunization during the flu season - October to March annually
- Fit testing if required by clinical site
- Quantitative titers (bloodwork) indicating immunity to measles, mumps, rubella, varicella, and hepatitis B. Those who have not had immunization to hepatitis B must start the immunization process within 1 month of receiving the conditional acceptance letter or sign a declination. Some clinical facilities will not accept students who have not demonstrated immunity to hepatitis B.
- Td or Tdap if more than 10 years
- Documentation of negative 2-step PPD (TB test), or single PPD with documentation of negative PPD within the past 12 months. Quantiferon tests will be acceptable unless clinical facility does not accept it.
- For those with positive PPD: Documentation of test results and negative chest x-ray, documentation of negative chest x-ray within the past 6 months, documentation that there is no evidence of active tuberculosis infection; if latent tuberculosis infection, documentation of adequate treatment.
- CPR healthcare provider course certification (American Heart Association BLS Healthcare Provider ONLY)

- Proof of health insurance
- Malpractice insurance
- NSNA membership

Please note: Current EIC Nursing students MUST have all required documentation maintained in order to register for classes. If a student is pregnant, the Nursing faculty must be notified immediately and a medical clearance form from the healthcare provider must be submitted. This form will be placed in the student file. The clinical setting might be hazardous to a developing fetus.

If the Healthcare Provider determines that regular monitoring of a pre-existing condition or chronic illness is required, evidence of compliance will be necessary for continuation in the program.

If a student is pregnant, the Nursing faculty must be notified immediately and a medical clearance form from the healthcare provider must be submitted. This form will be placed in the student file. The clinical setting might be hazardous to a developing fetus.

EIC Nursing students MUST have all required documentation maintained and made current in order to register for classes and participate in clinicals.

Progression

Advisement is an integral part of the education process and will be available throughout the student's course of study. Each student will be assigned a faculty advisor prior to beginning the program and will continue to work with the same faculty member until completion of the program. This process will facilitate student progression through the program by allowing the student the opportunity to discuss any academic issues as well as individual personal needs. During the advisement period prior to and during registration, students must meet with a faculty member to discuss curriculum requirements and to have registration materials signed.

Dismissal from the Program

Students who are accepted and started the Nursing Program in the Fall of 2018 and succeeding semesters thereafter will be covered by this policy:

1. Students who receive a grade of less than B (80%) in NUR 101 will be dismissed from the program and will not be eligible to appeal the dismissal.
2. Students who receive grades of less than B (80%) in two nursing courses will be dismissed from the program but may appeal the dismissal. Failure of the same nursing course twice results in dismissal from the program and not subject to appeal.
3. Students who fail three (3) nursing courses, except NUR 206, will be dismissed from

- the program and will not be eligible to appeal the dismissal.
4. Students who fail a BIO course (BIO 101 or BIO 102) twice will be dismissed from the program and will not be eligible for appeal.
 5. Students who fail a BIO (BIO 101 or BIO 102) and any nursing course will be dismissed from the program. Failure of three (3) courses (Nursing and General Education) at any semester will result in dismissal from the program and not eligible for appeal.
 6. Students who fail three (3) Science General Education courses will be dismissed from the program and not eligible for appeal.
 7. Students who fail to demonstrate ethical or professional behavior may be subject to dismissal.
 8. Academic dishonesty or violations of policy are grounds for dismissal from the program.
 9. Students who fail to complete the program in the maximum allotted time of 36 months will be dismissed from the program. A student with extenuating circumstances (e.g. pregnancy) may appeal this dismissal.
 10. In addition, refer to *Academic Standing* and *Academic Standards* of this handbook

Students will be informed in writing by the Chair of the Nursing Department of the reason(s) for dismissal.

Students who were accepted and registered prior to Fall 2018 should refer to the Summer 2018 College Catalog for the Dismissal Policy.

Unsafe Practice

Nursing faculty has an academic, legal, and ethical responsibility to prepare graduates who are competent and to protect the public and health care community from unsafe nursing practice. Within this context, students can be disciplined or dismissed from the program for behavior which threatens or has the potential to threaten the safety of a client, a family member, or substitute familial person, another student, a faculty member, or other health care provider. A student who has been deemed unsatisfactory in providing safe care in the clinical area may not be permitted readmission into the program. The decision not to allow readmission will be made by the Chair of the Nursing Department in collaboration with the clinical instructor and course faculty, based on the severity of the unsafe situation in which the student was involved.

Students are expected to maintain respect for client privacy and confidentiality, consistent with the Health Insurance Portability and Accountability Act (HIPAA) and other requirements and may be similarly disciplined for failure to adhere to these standards. Students must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a

court of law under proper authorization or legal compulsion. Students may be dismissed from the nursing program for failing to comply with these requirements.

Student Awareness

All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements. Within courses, in counseling and advising processes, and in other instructional forums, students will be provided with the opportunity to discuss the policy and its implications

Grading Criteria

The passing grade for any nursing course will be 80% (B). The final grade may be comprised of quizzes, exams, medication exams, clinical, lab, comprehensive final, and any additional coursework as outlined in the respective syllabus. Additionally, NUR 102, NUR 105, NUR 202, NUR 203, NUR 204, NUR 205 nursing courses will have a mid-curricular specialty exam. Please review grading criteria and the NUR 206 and NUR 207 Exit Exam Policy

Grading Scale

Courses in the program are either completely didactic and take place only in the classroom or combine classroom didactic content with appropriate laboratory and clinical experiences. Students are expected to attend all classes, clinical experiences, and practice laboratories. Courses will be graded based on their format as described below.

Didactic/Virtual Component of Nursing Courses

The following grading scale will be used in evaluating the theory/classroom components of all nursing courses. The method of grade assignment will be determined by the course faculty and will be reflected in course syllabi.

GRADE SCALE: Effective Fall 2018*

Letter Grade	Numerical Grade	Rating	GPA
A	90-100	Excellent	4.00
B+	85 – 89.99	Good	3.50
B	80 – 84.99	Average/Passing	3.00
C+	77 - 79.99	Failing*	2.50
C	75 – 76.99	Failing	2.00
D+	70 – 74.99	Failing	1.50
D	65 – 69.99	Failing	1.00
F	Below 65	Failing	0.00
I	None	Incomplete	N/A
IE	None	Incomplete Extended	N/A
AU	None	Audit, No Credit	N/A
W	None	Withdrawal	N/A
WL	None	Withdrawal with Permission	N/A
TR	None	Transfer	N/A

*In Nursing, a grade of less than “B” in any course is considered unsatisfactory, and the course must be repeated. Students enrolled prior to the Fall 2018 semester will need to achieve a grade of C+ (77-77.99) to pass all nursing courses.

GRADE SCALE: *Clinical/Virtual Component of Nursing Courses*

Satisfactory = Passing; Unsatisfactory = Failing

Courses may have both a didactic and clinical component and students must pass *both*. Students will receive a numerical and letter grade for the didactic component of combined courses and a Pass/Fail grade on the clinical component of such courses. The minimum passing grade for *all* nursing courses is 80% (B) for students entering the Nursing program beginning with the fall 2018 semester. For students enrolled prior to the fall 2018 semester, the minimum passing grade is 77% (C+)

Clinical instructors are responsible for identifying students at risk for clinical failure. Students will receive a clinical warning following any episode of unsatisfactory clinical practice. The circumstances will be documented by the clinical faculty member on a clinical warning form and will include strategies for remediation and improvement. Students may be referred for mandatory skills remediation at the discretion of the clinical instructor. At the end of the course, the faculty member will evaluate whether the student’s overall clinical performance has been satisfactory and determine the student’s eligibility for removal of the clinical warning.

Failure to remediate satisfactorily for a clinical warning will result in a clinical grade of unsatisfactory and failure of the course. The failure will be recorded on the student's permanent record as an F regardless of the classroom grade achieved. If a student receives an unsatisfactory grade in the clinical component of a course, the student will receive an F for the clinical component and will fail the entire course. If a student fails the theoretical or didactic part of the course, the student will similarly fail the entire course.

Medication Calculation Testing

At the beginning of each nursing course with a clinical component, students will be required to take a basic medication calculation exam. A grade of 90% is required to pass. Students who do not pass on the first attempt will be allowed a second and third opportunity to retest. A maximum of three attempts will be provided to students to achieve the minimum score. Failure on all three attempts to meet the minimum score will result in failure of the course. The student may opt to withdraw from the course, if desired, after failure of the second attempt.

Progression through the program is dependent upon students meeting the following criteria:

- Passing medication calculation exams with a minimum score of 90%
- Successful passing of all courses with a grade of B or better
- Satisfactory completion of all clinical/laboratory experiences including skills assessments

Mid-Curricular HESI Examinations

Mid-Curricular Specialty Standardized HESI Exams Policy for: NUR 102, NUR 105, NUR 202, NUR 203, NUR 204, NUR 205

The purpose of the HESI assessment is to provide students with the opportunity to identify and address their gaps in learning and application as they progress through the program. This approach facilitates identification of those students who are “at risk” and promotes early intervention to improve retention. The program will utilize Elsevier resource package which includes practice and proctored Assessments, adaptive quizzing, case studies and reviews and Tutorials in every Nursing Course. A score of **875** is the minimally acceptable level for passing HESI exams. The proctored HESI assessments are given within the last 3 weeks prior to the end of semester to measure students' progress. HESI specialty exams are used to assess student knowledge and decision-making skills in 6 areas: Fundamentals, Maternal Child Health, Nursing Care of Children, Medical-Surgical, Geriatrics, Pharmacology and Mental Health. These online assessments are scheduled each semester as outlined in Table 1. Students who receive **raw 875** will be awarded 10 points to their final grade. Students not achieving the 875 raw score on the first (1st) HESI exam are required to retake the HESI after remediation. Final grade will reflect the conversion score of the second (2nd) exam.

Table 1:

Course	HESI Assessments Planned: All associated with course grade
NUR 102	Fundamentals of Nursing
NUR 105	Pharmacology II
NUR 202	Medical-Surgical Nursing
NUR 203	Mental Health Nursing
NUR 204	Maternal/Newborn Nursing
NUR 205	Nursing Care of Children

All students regardless of score achieved have to complete post-assessment focused review and turn in to instructor within 2 weeks of the assessment. **Students who fail to complete all remediation work from the initial Hesi Exam, will not be able to take the Retest and a grade of Zero will be assigned.**

PLEASE REFER TO THE SCHOOL CALENDAR FOR HESI TEST DATES AND RETAKE DATES.

- First time HESI Specialty Exams are scheduled during week 13.
- Students are required to take the exam at the scheduled time or fail the course.
- HESI Retakes are scheduled on the last week of the semester.
- A schedule will be posted, please plan accordingly.

Incomplete Grades

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two (2) weeks of the end of the course. An (IE) is an Extended Incomplete. If the minimum course requirements are still not met, the “I” is converted to “F”. An “I” does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A “W” is given when a student either withdraws or is dropped from a class. The “W” remains on a student’s academic transcript.

Students accepted into the nursing program must follow the identified curriculum and must take all courses in sequence. If a student drops a course that is a prerequisite or corequisite to a nursing course, the student must take a Leave of Absence (LOA) and return the next time the course is offered.

Academic Standing

Students who are accepted and started the Nursing Program in the Fall of 2018 and succeeding semesters thereafter will be covered by the following academic standards and policy:

To progress through the program, students must adhere to the following regulations:

- A grade of “B” or 80% is necessary to pass a nursing course

- A student must achieve a passing grade in each prerequisite course in order to progress to the course for which it is a prerequisite.
- A student will be placed on academic probation when the cumulative GPA falls below 2.50 in any given term. The student will be required to participate in remediation activities for all courses in which the student received a grade below a B (80%).

A GPA less than 2.50 for two consecutive semesters will result in dismissal from the program. The student may appeal this dismissal.

A student who fails NUR 101 will be dismissed from the program, and will not be allowed to appeal the dismissal

- A student who fails a nursing course (NUR 102, NUR 103, NUR 104, NUR 105, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 207) may repeat the course one time only and must do so the next time the course is offered. A failed grade in a repeated nursing course will result in dismissal from the Program and will not be eligible for appeal. A student who fails two (2) different Nursing courses in any semester during matriculation will be dismissed from the program but may appeal for reinstatement.
- A student who fails three (3) or more Nursing courses in any given semester will be dismissed from the program and will not be eligible to appeal for reinstatement.
- A student who fails two (2) or more Nursing courses except 206 in any given semester and has failed a previous Nursing course will be dismissed from the program. The dismissal will NOT be subject to appeal.
- Any student who meets the criteria and believes that he/she was dismissed according to Eastern International College policies but has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Nursing Chairperson. Students are allowed to exercise their appeal option once during their career at Eastern International College.
- The Academic Appeals Committee makes all final decisions regarding probation, dismissal and reinstatement. The Nursing Chairperson will provide written notification to students of changes in academic standing.
- The ADN program must be completed within a maximum of two and a half years (36 months) from the date of initial admission to graduation. A student may be dismissed from the Program but may appeal for extension with extenuating circumstances (e.g. pregnancy). A committee will make the decision.

Exit Policy for NUR 206 and NUR 207 HESI Exit Examination – Remediation and Preparation Requirements

HESI Exit Exams (RN Exit and CAT Exit) will be administered in NUR 206 and NUR 207 respectively. The costs for these exams are included in nursing student fees. These exams are given to help students identify areas of weakness or “knowledge gaps,” and to provide

remediation and test preparation plan to mitigate the knowledge gaps and maximize the student’s probability of passing the NCLEX-RN exam on the first attempt. Remediation and/or test preparation is **required** for **all** students regardless of whether they pass the HESI RN Exit and or CAT-Exit Exams.

Failure to achieve the benchmark score (**875 for RN Exit**) and (**a score of 16.00 or higher on the CAT Exit**) on the **FIRST** proctored exam demonstrates a knowledge gap that requires remediation. All students will initiate remediation or preparation immediately after the first proctored exam, regardless of the score.

The **Table below** explains the requirements for all remediation and test preparation activities.

<p style="text-align: center;">Remediation Students who did not achieve the Benchmark score on the first attempt either RN Exit (NUR 206) and CAT Exit (NUR 207)</p>	<p style="text-align: center;">Explanation of Test Preparation Requirement for NCLEX This is a Pass / Fail requirement towards the overall course grade as outlined in the syllabus.</p>
<ol style="list-style-type: none"> 1. Schedule an appointment with the course instructor to create a personalized remediation plan. 2. Remediation activity should start immediately and must be completed within 2 weeks from the first HESI test date unless extenuating circumstances arise (i.e., hospitalization or death in family). 3. The remediation plan must include, at a minimum: <ol style="list-style-type: none"> a. at least twelve (12) hours of weekly remediation activities from the online HESI NCLEX-RN Review, Adaptive Testing, and RN case studies specific to the student’s knowledge gaps. b. Review of content knowledge gaps as indicated on the HESI RN Exit exam analysis report and completion of note cards. CAT Exit does not provide remediation reports. 4. Verification of completion of all remediation plan requirements must be submitted to the course instructor 48 hours prior to the date of the second HESI exam specified in the remediation plan. 5. Successful completion of the remediation plan will allow the student to take the second proctored HESI exam. 6. Failure to complete the assigned remediation activities and to take the second proctored HESI exam as required 	<ol style="list-style-type: none"> 1. Schedule an appointment with the course instructor to create a personalized preparation plan. 2. Test preparation activity should start after the passing the CAT Exam and must be completed within 6 weeks of the last date of the semester. 3. The test preparation plan must include, at a minimum: <ol style="list-style-type: none"> a. Attending the four-day Kaplan course the week after completing the didactic portion of NUR 206 (provided by Kaplan to all students) and taking the readiness and diagnostic tests. b. Completing at least 1000 RN Q-bank questions from the Kaplan Online Integrated review. The 1000 questions should be completed in sessions of 75-100 questions with a minimum score of 70%. c. Completion of note cards to remediate missed Q-bank questions and prepare study notes over missed content. 4. Verification of completion of all test preparation requirements must be submitted to the course instructor 5. Students must complete all test preparation requirements within six (6) weeks of the last semester date for NUR 206. An (IE) will be assigned until converted either by satisfactory grade or failure of completion.

<p>by this policy will result in course failure (F).</p> <p>7. Students who fail to achieve the benchmark on the second attempt will earn the conversion score on the HESI exam</p>	
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PASS: Promoting Activities for Student Success

The college provides student services under the auspices of the Student Life and Activities Director. However, PASS, the Student Success program of the Nursing Department, will supplement the student services activities of Eastern International College. Specifically, this mentoring and retention program will provide support for students’ personal challenges in dealing with the stresses of a rigorous academic program of this type. The Faculty will meet with students on a regular basis to discuss any issues related to their academic and personal lives and to facilitate solutions.

As part of Student Success initiatives, full-time faculty will provide remediation in their nursing specialty areas to students having difficulty in those areas. Students may choose to avail themselves of the opportunity for remediation or they may be referred by their academic advisor or course instructor. Open lab hours will be provided during the day to supplement evening open lab hours. Open lab hours will be conducted by the Skills/Simulation Lab Coordinator, in collaboration with course faculty. Every student will be assigned to a faculty Advisor to provide academic advisement and mentoring. The early intervention plan requires faculty to identify at risk students and they are required to meet with the didactic faculty if they scored below 80% on any nursing examination for an individualized remediation plan. In addition, one-hour tutorial time is added to each individual course to provide further remediation and assistance.

Satisfactory Academic Policy (SAP) Policy- Please refer to the College Catalog

Academic Integrity Guidelines

The academic integrity guidelines and student appeals process at Eastern International College are noted below:

An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. Eastern International College is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics, and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Academic integrity is the obligation of all members of the Eastern International College community: students, faculty, and administration. Maintaining a high level of integrity is not a passive act. Academic dishonesty must be actively deterred; apathy or acquiescence in its presence is not a neutral act.

All members of the Eastern International College community have an obligation to be informed about:

- What constitutes acts of academic dishonesty.
- The penalties imposed for acts of academic dishonesty and the consequences of these penalties.
- The process by which penalties are imposed.

The College maintains that all students are expected to embrace the highest standards of academic integrity in their course work. Any violation of such may be subject to a penalty based on the infraction that may include a reprimand, reduction in grade, failing grade, suspension, or dismissal from the College.

Faculty, students, and administrators must report all violations of academic integrity other than those at Level I; such violations represent serious infractions and undermine the Mission of Eastern International College.

Penalties for Violations for Academic Integrity

Penalties are classified into three categories based on the level of seriousness of the behaviors.

Level I

Level I penalties apply in circumstances involving ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a minor portion of the course work. The imposition of these penalties is considered an academic issue and not disciplinary.

Example: Improper documentation of sources or unauthorized collaboration on an academic exercise.

Possible Penalties: Make-up assignment, assignment of no-credit for the work in question, or a required assignment on preparation of term papers.

These penalties are subject to the discretion of the faculty member. Faculty will meet with the student offender to discuss the allegation and possible penalties. No record of this event will be reported to the Program Coordinator, Chairperson of the Nursing Department, Vice President of Academic Affairs, or other officer of Eastern International College.

Level II

Level II penalties involve incidents of a more serious nature and affect a significant aspect or portion of the course.

Example: Copying from or giving assistance to others on a mid-term, final or other examination; plagiarizing major portions of an assignment; using unauthorized material on an examination; or altering a graded examination for the purposes of re- grading.

Possible penalties: A failing grade on the assignment and/or in the course.

A failing grade on the assignment and/or in the course may be given at the discretion of the faculty member. Violations at this level will be reported to the Nursing Department Chairperson. A notation of plagiarism shall be placed in the student's record following this offense and the student will not be allowed to expunge the grade of F from their GPA should the course be retaken.

Should the Chairperson find that a student has a prior record of plagiarism the offense will be upgraded to Level III and the instructor and the Vice President of Academic Affairs will be notified so appropriate action may be taken. Any violation that involves repeat offenses at Level I will be considered a Level III violation.

Level III

Level III penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion of course work, such as a major paper, mid- term, final exam or other examination.

Example: Using a purchased term paper presenting the work of another as one's own; having a substitute take an examination; or possessing or obtaining an examination without the professor's authority or prior knowledge.

Possible Penalties: A failing grade on the assignment and/or in the course at the discretion of the Faculty. Violations at this level will be reported to the Chairperson of the Nursing Department and the Vice President of Academic Affairs. A notation of plagiarism shall be placed in the student's record following this offense and the student will not be allowed to expunge the grade of F from his/her GPA should the course be retaken.

In the event the faculty member determines that the violation is sufficiently severe, a recommendation may be made to the Department Chair and Vice President that the student be placed on probation, suspension, or expulsion for one or more semesters with a notation of "disciplinary suspension" indicated on the student's record, or that the student be permanently dismissed from the College in case of repeat offenses. The Vice President of Academic Affairs, in consultation with the Nursing Department Chairperson and faculty member, will be responsible for deciding the additional penalty.

Appeal Process

I. Program dismissal due to poor academic performance

Any student who meets the criteria as described in the Policy for Academic Standing and believes has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o Chair, Nursing Department. The Academic Appeals Committee may consist of the Dean or campus Director, Nursing Department Chair, and one or more faculty members. The letter should include the following:

- Student's full name, address, program, and College ID
- A full explanation of the circumstances surrounding the appeal.
- Supporting documents (e.g. letter from a health care provider) when necessary must be attached with the letter. Submission by email is acceptable.

An appeal must be done within 3 business days from the date final grades were posted and/or released. The decision of the committee to approve or deny the appeal must be done in writing (an email is acceptable) within 7 business days of receipt of the letter. The decision of the AAC is final and not subject to further appeal.

Students are allowed only one program dismissal appeal during their career in EIC.

II. Grade Appeal

- An appeal must be done within 3 business days from the date of final grades were posted and/or released.
- When a student brings forth issues of unfair evaluation of assigned work, the following procedure will be followed:

1. Level One: Faculty

The student shall request a review by the faculty. Every effort should be made to resolve the matter at this level. A grade appeal must be initiated with a request in writing (an email is acceptable) to the faculty involved, and a copy to the Chair to review the grade in question. The faculty must notify the student in writing of the decision of the review regardless of the outcome within 3 business days.

2. Level Two: Department Chairperson

A student who is not satisfied with the decision rendered by the faculty member may write a request for further review to the Department Chairperson. All supporting documents must be included in the letter. The Department Chairperson must inform the student and faculty member in writing of the decision within 3 business days after receipt of the appeal letter.

3. Level Three: Academic Appeals Committee

A student who is not satisfied with the decision rendered by the Department Chairperson may write a request for further review to the Academic Appeals Committee (AAC). All supporting documents must be included in the letter. The AAC must inform the student, faculty, and Chairperson of the decision within 7 business days after receipt of the appeal letter. The decision of the AAC is final and not subject to further appeal.

I. Other Academic Concerns

Any academic appeals, other than the ones mentioned above, must be discussed with the Department Chairperson. The Department Chair determines if the appeal would need to be coursed through the Academic Appeals Committee (AAC) or not. If the appeal has to go through the AAC, the Chair advises the student to write a formal letter of appeal to the Academic Appeals Committee. The appeal must be done 7 working days after the student and Department Chair consultation.

The letter must include the following:

- Student's full name, address, program, and College ID
- A full explanation of the circumstances surrounding the appeal.
- Supporting documents when necessary must be attached with the letter. Submission by email is acceptable.

The decision of the AAC to approve or deny the appeal must be done within 7 working days after the receipt of the letter. The decision of the AAC is final and not subject to further appeal.

Graduation Requirements

The requirements for graduation are:

- Pass every course, including labs and clinical, in accordance with program guidelines
- Earn a cumulative GPA of 2.50
- Nursing students must meet the Nursing remediation and preparation requirements for NCLEX as outlined in this handbook
- All financial obligations to Eastern International College must be fulfilled

Other Appeal Options

If a student does not feel that Eastern International College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's complaint form is available at the school and may be obtained by contacting the Dean of Education or the Campus Director. Concerns should be directed to:

Accrediting Commission of Career Schools and Colleges (ACCSC)

**2101 Wilson Boulevard, Suite 302
Arlington, Virginia, 22201
Phone: (703) 247-4212
Fax: (703) 247-4533**

Students seeking clarification of best nursing education practice are welcome to contact:

**State of New Jersey
New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
Telephone (973) 504-6430
Student Services**

Eastern International College meets or exceeds student service standards and expectations as required by the Accrediting Commission of Career Schools and Colleges (ACCSC). Student services cover a broad range of functions including Admissions, Bursar, Financial Aid, Registrar, and Student Life.

Learning Resource Center

The Learning Resource Center is comprised of the Nursing Skills Laboratory and the Video Reference Collection. The Nursing Skills Lab is available for students to practice and develop their clinical nursing skills and/or review course manikins, practice models, and hospital equipment and supplies for the effective simulation of client care interventions. Students receive access to Clinical Skills Videos as part of their classroom learning resources. The videos reflect a broad range of nursing clinical specialty areas and contain information and demonstrations of essential psychomotor nursing assessment and intervention skills.

Skills lab instructors will be available during Open Lab sessions (Day and/or Evening) for individual or group tutoring and review of nursing skills. Students identified as having difficulty in clinical courses or who have received a Clinical Warning may be referred by the course faculty member, clinical instructor, or academic advisor.

Library Services

The Eastern International College Library is open Monday through Thursday from 8:30 am to 10:30 pm and Friday from 9:00 am to 4:00 pm with Saturday hours as posted. As part of the students' orientation to the program, the Librarian will give an orientation to Eastern International College Library services. Students will be oriented to the library and the online library databases, to which Eastern International College subscribes, as well as receive their passwords for online library access.

The Librarian works as a resource for reference information for students working on course or clinical assignments and will assist with online database searches. Students have Internet access to the E-global library and may research and retrieve reference materials on a wide variety of subjects.

Students have loan privileges for the bound collection; bound materials must be charged out by

the Librarian. Books circulate for a maximum of two (2) weeks and may be renewed upon approval of the Librarian.

Financial Aid Services

The Office of Financial Aid Services advises students about financial options from the time of their acceptance to Eastern International College and continues this guidance throughout the student's enrollment. Eastern International College participates in Title IV programs and is required to comply with the Higher Education Amendments of 2005. All financial aid programs are monitored by the Director of Financial Aid Services to ensure their compliance with State and Federal regulations.

Students will be informed about financial aid options upon acceptance to the program. The Office of Financial Aid Services will assist students in obtaining needed financial aid and is able to refer students to several sources for financing their education. The Office continues to aid students in managing their financial aid packages throughout the program and advises students, who have finished or left the program, on their student loan obligations with respect to repayment and deferment options.

Student Health Services

Should a student become ill or injured while on campus in the classroom or nursing laboratory, a referral will be made to the student's private health care practitioner and will be provided any assistance necessary to contact and be seen by that practitioner. If the student requires more urgent or complex attention, emergency services will be contacted, and the student will be taken to the nearest Emergency Department. If a student becomes ill or injured in the clinical setting, assistance will be provided in order to contact the student's personal health care practitioner. If the student requires more urgent or complex attention, arrangements will be made to take the student to the closest Emergency Department.

Placement and Career Planning Services

Career preparation begins at orientation and will be available on a continuing basis to students in the nursing program. Eastern International College students and graduates have access to assistance with résumé development, interview techniques, and job searches.

Consistent with current practice for students in other diploma and certificate programs, students in the nursing program will place their résumés and reference letters with the Student Services Office prior to graduation. The Office of Student Services will send out resumes and reference letters on behalf of students ~~and~~ graduates for one year following completion of the program. Although the school cannot guarantee placement, the Office of Student Services will make every effort to assist students in obtaining employment. Job openings will be posted, and job fairs held at which recruiters and employers will be invited to the school to interview prospective employees.

Counseling Services and Student Life

Counseling at Eastern International College is provided by a Master's-level counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the counselor to discuss concerns related to family, friends, general anxiety, low self-esteem, etc. The counselor will meet with students on an "as needed" basis.

Eastern International College students are advised by faculty members, as well as program directors, when needed. These Academic Advisors who are well-versed in program-specific scheduling, grading, and curricula, motivated to help students achieve their academic goals. In some special circumstances, the Dean or Vice-President for Academic Affairs may also advise the students. Students may be referred by faculty or by self-direction. Students needing counseling can contact the counselor directly by calling 973.751. 9051.

Eastern International College has a Student Council that shares in governance. Members of the Council are invited to attend curriculum and faculty meetings, as well as being invited to attend Program Advisory Council meetings.

Transfer Credit Policy: Transfer of General Education Courses (Effective Fall 2018)

This policy applies to students who were accepted and registered starting Fall semester 2018.

Transfer credits will be awarded for general education courses completed from an accredited higher institution of learning approved by the US Department of Education.

- i. Credit will be awarded only with an official transcript of records. Official electronic transcripts (e-transcripts) are accepted
- ii. Students must earn a grade of "C" or better in their English or Math courses for transfer credit to be awarded. Students who took Anatomy and Physiology and/or Microbiology from another institution must achieve a grade of B (80%) for transfer credit to be awarded.
- iii. Maximum transferable credit will be no more than 21 credits.
- iv. Transfer credit for science courses (Anatomy & Physiology I and II, Microbiology) will be accepted if the course was taken no more than five years ago
- v. Transfer credit for Anatomy and Physiology will be accepted:
 - If the course was taken no more than five years ago.
 - If the student passed the A&P section of the HESI A2 entrance examination with a score of 80 or higher
 - A student with a score below 80 in A&P will be required to repeat
 - A&P I & II irrespective of the fact that the student took the class before.
- vii. Transfer credit for English Composition I & II will be accepted if,
 - The Student passed the English section of the HESI A2 entrance examination with a composite score of 70 or higher

- A student with a score below 70 in English will be required to repeat English Composition irrespective of the fact that the student took the class before.
- vi. Transfer credit for Mathematics (College Algebra) will be accepted if,
- the Student passed the Math section of the HESI A2 entrance examination with a composite score of 80 or higher
 - a student who scores < 80 in the HESI (A2) Math will be required to take and pass Elementary Algebra (MAT 099). A student who completed and passed College Algebra or any Calculus course within the last ten years from an accredited college and scored < 80 in the HESI- Math will be exempt from taking Elementary Algebra (MAT 099). The following courses can be accepted for Math transfer credit if the student scores at least 80 in the HESI (A2)-Math: College Algebra, Pre-Calculus, Calculus, Differential or Integral Calculus, Differential Equations

A student with a score below 80 in the HESI-A2- Math will be required to repeat College Algebra irrespective of the fact that the student took the class before.

Graduates of foreign schools who are seeking transfer credit must have a course-by-course transcript evaluation done by accredited evaluators. A list of accredited evaluators can be found on the National Association of Credential Evaluation Services (NACES) website at www.naces.org. The evaluation is done for a fee which the student needs to pay directly to the evaluation agency of their choice. It is also the responsibility of the student, NOT the college, to fulfill/send requirements needed by the evaluating agency.

To request transfer credits, have your school or the evaluating agency send official transcript directly to:

**Registrar Office
Eastern International College
251 Washington Avenue
Belleville, NJ 07109**

**Registrar Office
Eastern International College
684 Newark Avenue
Jersey City, NJ 07306**

Associate of Applied Science in Nursing (ADN) Curriculum List and Sequence of Courses (70 Credits)

GENERAL EDUCATION REQUIREMENTS 24 Credits

Oral and Written Communication 6 Credits

ENG 101	English Composition I	3
ENG 102	English Composition II	3

Social/Behavioral Science 3 Credits

PSY 102	Developmental Psychology	3
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Natural/Life Sciences 12 Credits

BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
MIC 101	Microbiology	4

Mathematics 3 Credits

MAT 103	College Algebra	3
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MAJOR COURSE REQUIREMENTS 46 Credits

NUR 101	Introduction to Nursing	3
NUR 102	Nursing Fundamentals	6
NUR 103	Health Assessment	2
NUR 104	Pharmacology I	3
NUR 105	Pharmacology II	2
NUR 201	Adult Health I	6
NUR 202	Adult Health II	6
NUR 203	Mental Health	3
NUR 204	Maternal- Child Health	3
NUR 205	Pediatric Health	3
NUR 206	Nursing Synthesis Capstone	3
NUR 207	Senior Clinical Practicum	6

Total Degree Course Credits 70

The minimum passing grade for all nursing courses is “B” (80).

Semester:

SEQUENCE OF COURSES (without MAT 099)

First Semester	16 Credits
ENG 101	3
MAT 103	3
BIO 101	4
PSY 102	3
NUR 101	3
Second Semester	18 Credits
ENG 102	3
BIO 102	4
NUR 104	3
NUR 102	6
NUR 103	2
Third Semester	12 Credits
MIC 101	4
NUR 201	6
NUR 105	2
Fourth Semester	12 Credits
NUR 202	6
NUR 204	3
NUR 205	3
Fifth Semester	12 Credits
NUR 206	3
NUR 207	6
NUR 203	3

SEQUENCE OF COURSES (With MAT 099)

First Semester	16 Credits
ENG 101	3
MAT 099	3
BIO 101	4
PSY 102	3
NUR 101	3
SECOND SEMESTER	18 Credits
MAT 103	3
BIO 102	4
NUR 104	3
NUR 102	6
NUR 103	2
THIRD SEMESTER	15 Credits
MIC 101	4
NUR 201	6
NUR 105	2
ENG 102	3
<u>SEMESTERS 4 AND 5 ARE SAME AS ABOVE</u>	

GENERAL EDUCATION REQUIREMENTS (27 Credits)

Oral and Written Communication its	6
ENG 101 College Composition I	3
ENG 102 College Composition II	3
Social/Behavioral Science	3 Credits
PSY 102 Developmental Psychology	3
Natura/Life Sciences	15 Credits
BIO 101 Anatomy & Physiology I	4
BIO 102 Anatomy & Physiology II	4
MIC 101 Microbiology	4
NUT 101 Nutrition	3
Mathematics	3 Credits
MAT 103 College Algebra	3
MAJOR COURSE REQUIREMENTS	51 Credits
NUR 101 Intro to Nursing	3
NUR 102 Nursing Fundamentals	6
NUR 103 Health Assessment	2
NUR 104 Pharmacology I	3
NUR 105 Pharmacology II	2
NUR 106 Gerontology	2
NUR 107 Nursing Research	3
NUR 201 Adult Health I	6
NUR 202 Adult Health II	6
NUR 203 Mental Health	3
NUR 204 Maternal-Child Health	3
NUR 205 Pediatric Health	3
NUR 206 Nursing Synthesis Capstone	3
NUR 207 Senior Clinical Practicum	6
Total Credits Required for AAS Degree:	78

SEQUENCE OF COURSES*

First Semester	Status	13 Credits
3	ENG 101 College Composition I	3
3	MAT 103 College Algebra	3
	BIO 101 Anatomy & Physiology I	4
	NUT 101 Nutrition	3
Second Semester	Status	13 Credits
	ENG 102 College Composition II	3
	BIO 102 Anatomy & Physiology II	4
	PSY 102 Developmental Psychology	3
	NUR 101 Introduction to Nursing	3
Third Semester	Status	15 Credits
	MIC 101 Microbiology	4
	NUR 102 Nursing Fundamentals	6
	NUR 103 Health Assessment	2
	NUR 104 Pharmacology I	3
Fourth Semester	Status	13 Credits
	NUR 201 Adult Health I	6
	NUR 203 Mental Health	3
	NUR 106 Gerontology	2
	NUR 105 Pharmacology II	2
Fifth Semester	Status	12 Credits
	NUR 202 Adult Health II	6
	NUR 204 Maternal-Child Health	3
	NUR 205 Pediatric Health	3
Sixth Semester	Status	12 Credits
	NUR 206 Nursing Synthesis Capstone	3
	NUR 207 Senior Clinical Practicum	6
	NUR 107 Nursing Research	3

Associate of Applied Science in Nursing (ADN) 78 Credits Old Curriculum List

Nursing Program Requirements

CRIMINAL BACKGROUND CHECKS

Clinical agencies mandate criminal history background checks for all individuals participating in client care. All students must undergo criminal history background checks upon admission. **Adverse reports from a criminal background check, *regardless of severity*, will disqualify students from admission.**

The student will need to visit www.castlebranch.com and follow the instructions. EIC package code is EB19. The student will need to follow instructions for uploading completed criminal background check, drug screening, and immunization records.

If a student who is already enrolled in the program has an adverse result from the criminal history information, the student will have to withdraw from the nursing program due to inability to meet clinical objectives.

CPR CERTIFICATION

All students must have the American Heart Association BLS Healthcare Provider CPR prior to entrance into the Nursing program. This certification must remain current throughout the program. Community/consumer type CPR programs are not acceptable. Internet based certification programs are NOT acceptable forms of initial CPR certification. **No student is permitted into clinical area without evidence of current CPR certification. Exclusion from the clinical area due to lack of current CPR certification constitutes an unexcused absence.**

HEALTH CLEARANCE

Health Clearance which includes physical examination, immunization records, quantitative titers, PPD, and proof of health insurance is required. Health clearance from a licensed independent health care practitioner is required for participation in clinical rotation. The health clearance form can be obtained from the nursing department. Drug screen, 2 – Step PPD or Quantiferon testing unless Clinical site will not accept it, and immunizations/titers are required for all students prior to clinical rotation. Individuals with positive PPD or who received BCG at birth require a CXR within 3 months of start date of program. TB questionnaire must be submitted annually. For all health clearance requirements, see the medical clearance form/checklist. Effective Spring 2019, a student who has not completed and downloaded all clinical and health requirements in Castle Branch within the student's first semester in the Nursing Program will automatically be dismissed and will have no eligibility to appeal.

MALPRACTICE INSURANCE

New Jersey Board of Nursing regulations require that nursing students carry individual malpractice and liability insurance. Every student nurse at Eastern International College is required to have a malpractice insurance in the aggregate of \$1,000,000 / \$3,000,000.

You can obtain coverage by visiting

<http://www.nso.com/professional-liability-insurance/student-coverage.jsp>. A copy of your malpractice insurance must be on file prior to nursing fundamentals course. The Medical Specialty Code is 80964 “Registered Nurse”.

STUDENT NURSES ORGANIZATION (SNO): NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

Membership in NSNA is mandatory for all students in the nursing major. NSNA is the largest independent student organization in the country and the only national organization for students in nursing. Details and membership applications are available on the NJNS website: <https://www.njnsinc.org>. Proof of membership must be uploaded to Castle Branch.

The Student Nurses Organization (SNO) is composed of students enrolled in the Nursing Program. The purpose of the SNO is to assist in the professional development of the student. The SNO is a local chapter of the National Student Nursing Association. Participation in the New Jersey Student Nurses Convention is encouraged. Participation is in lieu of one clinical day.

Attendance Policies

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Nursing practice is licensed, and nurses must adhere to the professional standards established by the American Nurses Association and other professional organizations. Therefore, attendance and professional behavior is expected in all classroom, laboratory, and clinical settings. Attendance and prompt arrival correspond to professionalism and professional accountability. Students are expected to attend every class and clinical experience and to arrive on time. **Attendance is essential for student learning and for the maintenance of Federal Financial Aid.** Students are expected to be prepared for all classroom, laboratory, or clinical settings prior to scheduled sessions and to be respectful of peers and faculty in these settings.

Attendance will be taken by the course instructor in all courses. Students who fraudulently sign for another student are demonstrating a lack of academic honesty and integrity. Such students will be subject to sanctions up to and including dismissal from the program.

At the start of each course the student will receive a course syllabus in which attendance

requirements are included. Attendance will be taken in every class and records maintained to comply with institutional requirements.

A. Tardiness

Students are expected to be on time for each class, laboratory, and clinical experience. Students are also expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor. If a student is late for class or, returns from a scheduled break late or leaves early, the following processes will be implemented:

- A tardiness of 30 minutes or more **will be considered an absence and student will receive a written attendance warning**
- First offense: **Meeting with the instructor with verbal attendance warning**
- Second offense: **Meeting with the instructor with written attendance warning**
- Third and each additional offense: **Student will be marked absent for the class and receives a written attendance warning**

B. Absenteeism

Attendance to all lectures, lab and tutorial sections are required. Students are expected to provide documentation to support the reason for any absence, but the documentation **does not constitute an excused absence**. Consequences for absences are as follows:

- A student who misses 2 classes will **meet with faculty and have a documented verbal warning**
- A student who misses 3 classes will **meet with faculty and have a written warning**
- A student who misses more than 3 classes will be administratively withdrawn from the course.

C. Attendance Policy for Clinical

Missed clinical times are missed opportunities to meet course objectives. The total number of hours required for the clinical component of a course are outlined by the Board of Nursing and must be completed. Attendance and punctuality at **all clinical** experiences are required. *Any clinical day for which a student is absent must be made up within two weeks in a clinical setting or in the clinical laboratory. Failure to do so results in course failure. Please call the Nursing office to schedule your makeup. Once your makeup is scheduled it is a committed clinical session. Tardiness or absenteeism of the scheduled makeup is subject to the same policy and may result in course failure.* Students are expected to provide documentation to support the reason for any absence, but the documentation **does not constitute an excused absence**.

First Absence: Meet with faculty and written warning. Make up hours are required within two weeks by appointment in the Nursing office.

Two or more Clinical Absences: Meet with faculty, written warning and automatic failure of clinical portion of course.

Should a student become ill during a clinical session, the student must go to the facility Emergency Department for assessment. The student may refuse treatment at the point of care,

but documentation must be received that the student was medically evaluated.

Academic Evaluation

Evaluation takes several forms, depending on particular course objectives. In the clinical or college skills laboratory, evaluation is based on observation of student participation, oral and written reports. Final grades are based on written examinations, oral reports, written reports, papers, clinical and laboratory objectives as stipulated in the course outlines.

Students are encouraged to achieve excellence in communication skills. Presentation and writing assignments in class are geared towards excellence in communication.

Examinations are administered in all nursing courses. Unit exams can be reviewed with the instructor within two weeks after results are published.

The number of tests is determined by the teaching team. The course outline will state in clear, specific terms the objectives and learning activities for the course. Theory and clinical laboratory evaluations are based on the stated objectives.

Clinical laboratory objectives are clearly stated on the Clinical Evaluation form which will be given to each student on the first clinical day. The form has an area for self-evaluation; students are encouraged to appraise their own performance. There will be periodic clinical evaluation, usually at the end of each clinical rotation. At this time, student and instructor should review strengths and weaknesses. If the student's performance is unsatisfactory, the instructor will indicate this on the periodic clinical report. The periodic and final clinical evaluations will be placed in the student's folder. The copies should be signed by the student and the instructor.

Students who receive an unsatisfactory periodic clinical evaluation will receive a mid-semester failing grade report. Verification of a conference with the faculty is necessary in order to continue in the program. Failure in either area of a nursing course, theory or clinical practice, will result in failure of the entire nursing course.

Any student who receives a "warning form" must demonstrate compliance with recommendations made by the Faculty member who issued the form. The student must return the warning form signed by the appropriate faculty or tutor within one week of its issue in order to continue in the program.

Academic Standards

Students who are accepted and started the Nursing Program in the Fall of 2018 and succeeding semesters thereafter will be covered by the following academic standards and policy:

1. A minimum grade of "B" (80) must be achieved in all nursing courses. Achievement of

- a grade below “B” requires the student to repeat the course.
2. A nursing course grade consists of a combination of didactic, clinical, and laboratory work. Clinical work is graded with a rubric; students must achieve a level “2” on the rubric at the end of semester clinical evaluation to pass the clinical portion of the course. Laboratory work is graded as SATISFACTORY OR UNSATISFACTORY. A satisfactory grade must be achieved in order to pass the course. If the clinical grade is unsatisfactory, an “F” will be recorded as the course grade.
 3. A cumulative GPA of 2.50 is necessary to progress into the Nursing Program. A student whose cumulative GPA is less than 2.50 will be on academic probation. A cumulative GPA of less than 2.50 for two consecutive semesters will result in dismissal from the program. The student may appeal this dismissal.
 4. A student who fails NUR 101 will be dismissed from the program *and may not appeal the dismissal*.

Withdrawal from the Nursing Program

1. The student who is withdrawing from the nursing program notifies the Chair of Nursing in writing and completes the official withdrawal form from the Registrar. The student will be advised to complete the Eastern International College exit counseling.
2. A student who officially withdraws from and desires to return to the program may petition to re-enter the program as outlined in the *Re-Admission Policy*. Re-admission into the Nursing program is neither automatic nor guaranteed.

Withdrawal from a Nursing Course

1. A student who officially withdraws from a course after the drop period will earn a grade of *W*. This *W* grade will not be computed into the student’s GPA but will be counted toward attempted credits, which may affect the student’s Satisfactory Academic Progress. A student may withdraw from a course once. The second withdrawal in the same course will result in dismissal from the program and must successfully appeal this decision to the Academic Appeals Committee (AAC) for reinstatement.
2. A student who officially withdraws from all courses and wishes to return must comply with the *Readmission Policy*. A student who withdraws from a course and has been out for more than one (1) semester must comply with the *Validation Policy*.

Withdrawal from a General Education Course

1. A student who officially withdraws from a course within the withdrawal period will earn a grade of *W*. Withdrawing the same course twice will result in dismissal from the program. The student may appeal this dismissal.

Repeating a Nursing Course

A student who fails NUR 101 will be dismissed from the Nursing program and will not be allowed to appeal the dismissal.

A student who fails any other Nursing course (NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 206, NUR 207) may repeat the course one (1) time only and must do so the next time the course is offered, depending upon seat availability. A failing grade in a repeated Nursing course will result in dismissal from the Nursing program, **and the student may not appeal the dismissal.** Any student who fails two (2) Nursing courses will be dismissed from the Nursing program but may appeal for reinstatement. ***Failure of any Nursing course after reinstatement will result in dismissal from the program and will not be subject to appeal.***

Failure of more than two (2) nursing courses except NUR 206 in a semester will result in dismissal from the nursing program and will not be subject to appeal.

Students who failed two (2) Nursing courses and are dismissed from the program but believe that mitigating or extenuating circumstances exist should submit a written appeal to the Academic Appeals Committee c/o Chair, Nursing Department. *Students may only exercise the appeal option once during their time attending Eastern International College.*

Re-admission Policy

A student who wishes to be reinstated into the Nursing program must apply for re-admission and comply with the following:

1. The student must have good academic standing at the College.
2. Write a letter to the Chair of Nursing asking to be reinstated. The letter must include the following:
 - a) Updated transcript of all college courses
 - b) Name, ID number, working phone number, and mailing address
 - c) Semester in which the student wishes to be reinstated
 - d) Mitigating or extenuating circumstances that resulted in the withdrawal from the program or all courses
 - e) Supporting documents
 - f) Any resolution of the problem (s) that previously resulted in the need to withdraw from or failure to achieve a satisfactory grade in the last nursing or nursing curriculum support course must also be included.
3. Submit the letter at least four (4) weeks prior to the start of the next semester.
4. Interview with the Nursing Admissions Committee

5. A student who has been out of the program for more than one (1) consecutive semesters must comply with the *Validation Policy*.
6. Application for re-admission does not guarantee reinstatement into the Nursing program.
7. A student may apply for re-admission only once during their time at eastern International College

Validation Policy

A student re-entering any nursing course after one full semester of absence must pass a comprehensive skills test-off related to the last nursing course completed. The student will be required to demonstrate competency in oral and parenteral medication administration and pass a written medication dosage calculation examination with a grade of 90%. The student will be given the opportunity to practice the required skills prior to skills testing and will then be allowed two (2) chances to pass the required skills to the satisfaction of the nursing faculty. If the skills are not demonstrated satisfactorily, the student will be dismissed from the nursing program, or a student application for re-admission will be denied. *It is the responsibility of the student to contact the Nursing Chair to schedule test-off time with a member of the Nursing faculty. The student must pass both the didactic and clinical portions of the Validation process to be considered for reinstatement.*

A comprehensive standardized examination from the last successfully completed nursing course (s) will be used to validate knowledge of the didactic portion of the course. A remediation plan consisting of assigned readings and practice questions from the last successfully completed nursing course(s) will be provided to the student at least two (2) weeks prior to administration of the comprehensive examination.

All validation assessments must be completed prior to the first day of class

Failure or withdrawal from a nursing course terminates active status in the nursing program. An application for re-admission is required.

PROGRAM COMPLETION

In order to graduate from the nursing program, the student must:

- a. Complete all courses listed on the Nursing curriculum guide with a grade of B (80%) or better
- b. Successfully complete the Nursing Concept Synthesis Course and all associated remediation.
- c. Register and attend an NCLEX-RN review course identified by the program faculty

STUDENT RESPONSIBILITIES DURING DIDACTIC/VIRTUAL CLASSES

Students must:

1. Participate in discussion; ask questions when unsure about major concepts.

2. Request clarification of any information presented in reading materials, learning labs, or lectures.
3. Perform on written and oral examinations and written materials at a minimum of B (80%) to maintain acceptable standing in the course. All computerized answer sheets and test booklets must be turned in at the completion of the exam and/ concept review. Failure to return the papers to the instructor prior to leaving the classroom will result in the student receiving a grade of zero (0) on the exam.
4. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. Students may be asked to pay a minimal registration fee for some of these educational opportunities.
5. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or any other assignments given by the instructor, whether case studies, computer-based assignments, etc.
6. Accept responsibility and be accountable for one's own conduct not limited to, but including the following:
 - a. Cell Phones are to be turned OFF or turned to vibrate during class time. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and faculty.
 - b. All caps/hats are to be removed IN THE CLASSROOM, unless required for religious reasons.
 - c. No children are to be brought to class or left unattended in the Nursing Building while the adult is attending class or participating in campus lab/skills lab. ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM.
 - d. Maintaining appropriate respect and boundaries for faculty, staff, and fellow students.

REQUIREMENTS FOR ASSIGNMENTS

The student will:

Exhibit a clear understanding of the guidelines for written work using APA FORMAT. The library has the APA Manual available. You may also go to www.apastyle.org or Purdue Online Writing Lab (OWL) for a general overview <https://owl.english.purdue.edu/>

1. Demonstrate organizational ability.
2. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.
3. Exhibit scholarship by depth and breadth of content and extent of bibliography.
4. Show originality and creative thinking.
5. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
6. Complete projects on schedule.

Rules And Regulations

It is the student's responsibility to adhere to all rules and regulations set forth by Eastern International College. The College reserves the right to make changes in any area of the College, and all changes are effective thirty (30) days after the announcement, circulation, and/or posting.

Professional Behavior Policy

Students are expected to adhere to standards of conduct, both in the classroom and at clinical externship sites.

The College reserves the right to discipline a student, up to and including dismissal from the program at any time for behavior that is deemed unethical or unprofessional. Unethical or unprofessional behavior includes, but is not limited to:

1. Noncompliance with the civil law at the local, state or federal levels
2. Smoking on the College premises, including the parking lot and sidewalks immediately around the College.
3. Eating or drinking in any laboratories, patient care facilities, or classrooms
4. Noncompliance with the dress code
5. Verbal or physical abuse towards peers, faculty, administrative and/or support staff
6. Falsification of documents
7. Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating, etc.)
8. Destruction of College or building property
9. Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
10. Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature
11. Unwanted sexual advances or intimidation
12. Carrying or concealing firearms or any unlawful weapon
13. Use or under the influence of alcohol or illegal drugs on the College premises or in any affiliating agency
14. Disruptive classroom behavior and persistent violation of College rules and regulations. (Students are not permitted to use cellular phones, iPods, or any other electronic devices, while in the classroom)
15. Slander or libel against the College
16. Other actions deemed unethical or unprofessional by the faculty and administration

17. *Any student who has been dismissed for violating any policy, rule, and/or regulation set forth by Eastern International College has the right to appeal the dismissal and/or be granted permission by the Campus Director*

COLLEGE SKILLS LABORATORY

1. Please adhere to the following while in the Nursing Skills Laboratory:
 - No eating food, gum chewing, or drinking beverages.
 - Children are not permitted in the Nursing Skills laboratory.
2. After each laboratory session, each “client unit” should be left with all items of furniture and articles in their respective places. All supplies utilized for practice must be returned to the appropriate location.

Student Responsibilities

1. Study the concepts, principles, anatomy, physiology and technique necessary for each skill.
2. Demonstrate ability to state the objectives for each skill.
3. Complete the laboratory guide objectives related to the skill, prior to the laboratory presentation.
4. Prepare for a return demonstration following the instructor’s presentation.
5. Evaluate one’s own and peer performance.
6. Seek tutorial assistance, if needed, to develop competency in the skill.
7. Use sign in/out book for attendance.

Instructor Responsibilities

1. Briefly discuss the skills, principles and concepts.
2. Demonstrate the specific skill.
3. Clarify questions presented.
4. Provide assistance necessary for the development of competence in the performance of the skills.
5. Plan test-off of specific skills.

REFERRAL OF STUDENT FROM THE CLINICAL AREA TO THE NURSING SKILLS LABORATORY

A student nurse who needs further faculty assistance in the performance of nursing skills to safe competency level may be directed by the clinical instructor to withdraw from the clinical area and report to the nursing skills laboratory. The instructor must document the specific deficiency or deficiencies, and submit it to the didactic instructor, Nursing Skills Laboratory instructor, and Nursing Department Chair. Documentation will be placed in the student file.

Faculty assistance or supervision will be available to the student.

The determination of whether or not the student receives full credit for the clinical day will be made by the clinical instructor. (See referral form in the appendix section)

CLINICAL LABORATORY / UNIFORM REGULATIONS

1. Each student must have:
 - An EIC student uniform that must be purchased from the uniform vendor. The uniform consists of a jacket, shirt, slacks or skirt, shoes and appropriate hose.
 - One functioning wristwatch with a second hand.
 - An EIC emblem placed in the center, one inch below the shoulder seam of the left sleeve.
 - One (1) stethoscope with a bell and diaphragm.
 - An EIC student name tag (worn on the left lapel).
2. In addition to the above items:
 - Bandage scissors, a black and blue ball-point pen are required equipment.
(A packet to hold your pens will protect your uniform.)
3. Uniforms must be clean and in good condition at all times. Uniform skirt length is at or below the knee, whichever looks best on the individual. Pant length must be to the top of the shoe. Uniform shirts which have faded must be re-purchased through the Uniform vendor.
4. Shoes must be white professional type leather, rubber sole shoe, with good support. Shoelace and shoes must be clean. White stockings must be worn with skirts; white socks are to be worn with slacks.
5. Have fingernails short and neatly filed. Only clear nail polish may be worn. The length of the fingernails should not exceed the fingertip. Artificial nails/wraps are not permitted.
6. Have hair neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed. If a head covering is required for religious reasons, it must be either black or white, with no additional ornamentation.
7. Wear only plain band rings, small post earrings, and a functioning watch with a second hand. No visible tattoos or body piercing, including on the face, is permitted.
8. Light makeup is permissible. The student is responsible for appropriate personal hygiene.
9. Uniforms are to be worn for clinical course work only. Uniforms are not to be worn at any other time. The Eastern International College uniform may not be worn by the student in any agency in which the student is employed. Scrubs are to be worn to class only.
10. Failure to comply with uniform standards will cause the student to be excluded from the clinical area.
11. Appropriate business clothing is required for certain clinical experiences. The specific guidelines will be discussed by the clinical instructor.

UNIFORM REGULATIONS/DIDACTIC CLASSES

1. Students must be in complete uniform when on campus. Nursing students must wear the teal scrubs obtained from the uniform vendor.
2. Footwear must be solid white, professional type leather, rubber soled shoe with good support. White stockings must be worn with skirts; white socks must be worn with pants.
3. In case of inclement weather, the student must bring the required footwear to the College to be changed into for classes. NO boots, moccasins, or shoes of any color other than white are permitted.
4. Outerwear must be solid black or white, no hoodies
5. A solid black or white shirt may be worn under the scrub top for comfort. No patterns, stripes, etc.
6. No headwear may be worn indoors, unless for religious reasons. Headwear required for religious reasons must be black or white only, with no additional ornamentation.
7. Uniforms must be clean and in good condition at all times. Uniform skirt length is at or below the knee, whichever looks best on the individual. Pant length must be to the top of the shoe. Uniform tops which have faded must be purchased from the uniform vendor.
8. Fingernails must be short (no longer than the tip of the finger) and neatly filed. Only clear nail polish may be worn. Artificial fingernails/wraps are not permitted
9. Hair must be neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed.
10. Wear only plain band rings, small post earrings, and a functioning watch with a second hand. No visible tattoos or body piercing, including on the face, is permitted.
11. Light makeup is permissible. The student is responsible for appropriate personal hygiene.
12. Scrubs are to be worn to class only. The Eastern International College may not be worn by the student in any agency in which the student is employed.
13. Failure to comply with the dress code will result in the student being excluded from class, and the student will be subject to the disciplinary policy of the College.

GUIDELINES FOR CLINICAL AGENCY BEHAVIOR

Each student is expected to:

1. Arrive in the clinical area in full school uniform ten (10) minutes before designated time so that:
 - a. Personal items are secured e.g., handbag, books, coats.
 - b. Client's chart may be read quickly before an actual report is given.
 - c. Students are fully prepared to participate in pre-conference at the start of the clinical day.
2. Communicate with faculty members and/or with team leaders or nurse managers about patient behaviors on an ongoing basis and before leaving the clinical area.

3. Continually use resources available at the clinical agency, charts, text, and/or other health workers, in order to enhance understandings about client's present or past circumstances.
4. Investigate specific nursing protocols, policies and procedures used within a particular agency so that "rules are not broken" and/or communication patterns between student and health agency personnel are continually open.
5. Apply safety measures whenever functioning in a clinical setting.
6. If you are ill or have an emergency, call the assigned clinical unit one hour prior to the start of clinical and leave a message for the instructor. In addition, contact the faculty via e-mail or telephone directly.

The College instructor is directly responsible for the student in the clinical agency. If any special circumstances arise which are not an expected part of your clinical assignment, discuss it with your instructor. For example, if a client requests that a student witness a signature, or to bring an amount of money to the Accounting Office-DISCUSS THIS WITH THE CLINICAL INSTRUCTOR FIRST.

It is a privilege for Eastern International College to have permission for students to have permission for clinical experiences at varied healthcare agencies. Students are expected to conduct themselves in a manner that enhances the image of Eastern International College. Misconduct in a clinical setting is grounds for dismissal from the program.

Body Substance Exposure Protocol

Health care providers are at risk for body fluids that may carry blood-borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to clients and others. Pathogens at risk for transmission in healthcare environments include the tuberculosis bacillus; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus (HIV), as well as others. All health care agencies have specific policies and it is the student's responsibility to be informed of such policy for each clinical site attended.

The following measures are to be followed in the clinical area:

Exposure Prevention:

Handwashing: Performed for at least 15 seconds with soap, running water, and friction any time the hands are visibly soiled and between most client contacts even when gloves are worn.

Gloves: Gloves are used when in contact with mucous membranes, non-intact skin, or moist body substances is likely to occur. Gloves can be "leaky," and while they provide substantial protection, their use does not decrease the importance of hand washing after each patient contact. Body fluids that require protection include: Blood, semen, vaginal secretions, stool, urine, cerebrospinal fluid, synovial fluid, peritoneal fluid, pericardial fluid, amniotic fluid (and

vernix), or anybody fluid that contains visible blood. Gloves must be worn when administering injections and performing intravenous punctures.

Masks and/or Eye Protection: Worn when the eyes, nose, or mouth may be splashed with body substances, or when working with large open lesions.

Needle/syringe and other sharp instruments: Used needles are not to be removed from disposable syringes, recapped or purposely bent or broken or otherwise manipulated by hand. All sharp instruments are disposed of in a rigid, puncture resistant container located preferably near the site of use.

Trash and Linen: Used linens are to be securely bagged in leak proof containers and cleaned or disposed of according to institutional policy.

Private Rooms: Desirable for clients who have airborne communicable diseases, or who may frequently soil the environment with body substance.

Ambu Bags: Shall be used in administering CPR to clients, if available. In the event of unavailability, other protective airway mechanisms/devices should be used.

Exposure Guidelines:

The Occupational Safety and Health Administration (OSHA) implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All healthcare facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the clinical facility. Students will be required to follow the institutional protocol.

Definition of Exposure: Parenteral or mucosal contact with blood, serum, or plasma. Examples include: Accidental needle sticks after client contact, contamination of fresh cutaneous scratches or abrasions, prolonged or extensive contact with blood, mouth pipetting accidents, and accidental splashes to the eyes, nose, or mouth.

Common Protocol: The student or health care provider is offered a series of post exposure testing for blood-borne pathogens, especially Human Immunodeficiency Virus (HIV). Most commonly, testing is offered at the time of the occurrence, or within 24 hours, at six weeks 12 weeks, six months, and 12 months post-occurrence. The institution will offer counseling regarding the signs and symptoms of AIDS, as well as instructions to prevent transmission. If the source can be identified, there is a confidential recording of the HIV status of the source, the type and time of occurrence, and the follow-up results of testing kept at the institution where the incident occurred.

Each health care facility has its own protocol, but all must comply with OSHA guidelines, with modifications as implemented.

The Nursing faculty of Eastern International College will interact with the facility to obtain information and may require the student to be evaluated within 24 hours of the incident. The student will complete an Accident Form as soon as possible to be filed at the Nursing Department. The student's tetanus immune status will be evaluated, even when the sharp injury was not following client contact. While most nursing students will have had hepatitis B prophylaxis, their individual status will be reviewed.

What does the Health Insurance Portability and Accountability Act (HIPAA) privacy rule do?

- HIPAA provides national standards to protect individuals' medical records and other personal health information.
- HIPAA gives people more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds violators accountable with civil and criminal penalties that can be imposed if they violate one's privacy rights.

PRIVACY regulations were written to protect every person's health information in any form:

- Written
- Oral
- Electronic

SECURITY regulations were written to ensure integrity and protect health information from:

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons

HIPAA Terms

Protected Health Information (PHI) applies to individually identifiable health information transmitted or maintained that relates to:

- Past, present, or future health conditions
- Health care provided
- Payment for health care

Protected Health Information (PHI) is any health information by which an individual can be identified. There are currently 18 elements of PHI.

1. Names
2. All Geographies
3. All Dates
4. Telephone Numbers
5. Fax Numbers
6. E-mail Addresses

7. Social Security Numbers
8. Medical Record Numbers
9. Health Plan Numbers
10. Account Numbers
11. Certificate/License Numbers
12. Vehicle IDs and Serial Numbers
13. Device Identifiers
14. URLs
15. Internet Protocol Address Numbers
16. Biometric Identifiers
17. Photographic Images
18. Any other unique numbers or code

More HIPAA Terms

USE is sharing of PHI *within* the healthcare facility.

DISCLOSURE is the release of PHI *outside* the healthcare facility.

AUTHORIZATION is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

Notice of Privacy Practices (NPP)

The healthcare facility must provide clients with a notice that describes privacy practices and includes:

- How they use and disclose PHI
- Patients' rights
- Their responsibilities under HIPAA

Minimum Necessary

- HIPAA requires healthcare facilities to use or disclose the least amount of information necessary to accomplish their job functions.
- Healthcare facilities may designate job classifications for electronic client folder access.

"Need-to-Know" Rule

- Before looking at a client's PHI, ask yourself this question, "Do I need to know this to do my job?"
- Even doctors and nurses don't have the right to look at every client's medical record.
- If you need to see client information to perform your job, you are allowed to do so.

Business Associates

- Business Associates (BA) are companies or individuals that provide services to healthcare facilities or who perform, or assist with, a function of the facility. Nursing schools qualify as "Business Associates" under HIPAA regulations.
- The healthcare facility may disclose PHI to BA without client authorization if

satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement.

THE FOCUS FOR NURSING PROGRAMS IS SECURITY AND PRIVACY OF CLIENT INFORMATION

Enforcement

- Clients cannot sue for violations.
- Civil Money Penalties - \$100 per violation with a \$25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.
- Criminal Penalties - \$50,000 to \$25,000 in fines and up to 10 years in prison enforced by the Department of Justice.

HIPAA Resources and Websites

- DHHS Administrative Simplification <http://aspe.hhs.gov/admsimp>
- Office of Civil Rights Privacy (OCR) <http://www.hhs.gov/crihipaa>
- Workgroup for Electronic Data Interchange (WEDI!) <http://www.wedi.org>
- Arkansas State Board of Nursing www.arsbn.org
- American Association of Colleges of Nursing www.aacn.nche.edu

"Confidentiality is everyone's job, not everyone's business."

Source: HIPAA- The Health Insurance Portability & Accountability Act of 1996

SOCIAL MEDIA

Students must not take photos or videos of clients on personal devices including cell phones, or other electronic devices. Students must not post, share, or otherwise disseminate information that may lead to the identification of the client related to clinical experiences. (Adapted from National Council of State Boards of Nursing (NCSBN), "A Nurse's guide to the use of Social Media" 2/2012)

A student's online presence reflects the College and Department of Nursing. Be aware that actions captured via images, posts, or comments can reflect that of Eastern International College. In a professional role as a healthcare provider, students are not to mention any information related to clinical experiences or agencies, client care, or the personal health information (PHI) of any individual, on any internet social media site (Facebook, Twitter, emails, Whatsapp, etc). Removal of an individual's name does not constitute proper deidentification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information can "live" beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on the website or any other social networking

site. Inappropriate behaviors related to confidentiality of a client and/or other information is of a very serious nature **and will result in program dismissal.**

Cyber-bullying is the use of cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying may include, ***but is not limited to***, unwanted or unsolicited emails to others, threats, sexual remarks, pejorative labels (i.e. hate speech), making victims the subject of ridicule in forums, and posting false statements as fact aimed at humiliation. Cyber-bullies may be direct or take indirect form, ***including, but not limited to***, assuming false identity or using another person's identity to disclose the victim's personal data (e.g. real name and address) at websites or forums for the purpose of publishing material that defames or ridicules the victim. Cyberbullies may send threatening and harassing emails and instant messages to the victims, while others may post rumors or gossip and instigate others to dislike the victim.

The penalty for cyber-bullying can be found in the Eastern International College Catalog.

SCHOOL CLOSINGS

When severe weather warrants closing of the college will send out push notifications to EICollege app users and send out notification via email messages. Announcements will also be posted to ecollege.edu and on the college's social media that include Facebook, Instagram and Twitter. The Nursing Department Clinical Laboratory instructors will formulate calling chains which will be initiated as early as possible on a clinical day.

State Board of Nursing Eligibility Requirements

Graduates of the Eastern International College Associate Degree Program in Nursing are eligible to apply for the NCLEX/ RN licensure examination. Satisfactory completion of this examination results in Registered Professional Nurse Licensure.

A graduate applying for licensure must submit to the Board of Nursing evidence in such form as the board may prescribe that the applicant:

1. Graduate must be at least eighteen years old
2. 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.
3. Holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education
4. Has completed a course of professional nursing study in an accredited school of

professional nursing as defined by the board and holds a diploma therefrom.

45:1-21 Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license

A board may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board upon proof that the applicant or holder of such certificate, registration or license:

- a) Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception, or misrepresentation;
- b) Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- c) Has engaged in gross negligence, gross malpractice or gross incompetence;
- d) Has engaged in repeated acts of negligence, malpractice or incompetence;
- e) Has engaged in professional or occupational misconduct as may be determined by the board;
- f) Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;
- g) Has had the authority to engage in an activity regulated by the board revoked or suspended by any other state, agency or authority for reasons consistent with this section; h. Has violated or failed to comply with the provisions of any act or regulation administered by the board;
- h) Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare;
- i) Has repeatedly failed to submit completed applications, or parts of, or documentation submitted in conjunction with such applications, required to be filed with the Department of Environmental Protection;
- j) Has violated any provision of P.L. 1983, c.320 (C.17:33A-1 et seq.) or any insurance fraud prevention law or act of another jurisdiction.

(Regulation 45:1-21, Board of Nursing website:
www.njconsumeraffairs.gov/medical/nursing.html).

Accrediting Agencies

Eastern International College Nursing Program was granted full accreditation by:

New Jersey Board of Nursing

124 Halsey Street, 6th Floor, Newark, New Jersey 07102

Tel: (973) 504-6430

Web address: www.state.nj.us/lps/ca/home.htm

Eastern International College Nursing Program was granted Candidacy Status in August 2016 by:

Accrediting Commission of Education in Nursing (ACEN)

3343 Peachtree Road, NE (Suite 850) Atlanta GA 30326

Tel: (404) 975-5000

Web address: www.acenursing.org

Appendices

Clinical Performance Warning

Student: _____

Course: _____

Instructor: _____

Date: _____

Problem Assessment

- Absence/lateness without notification
- Excessive absence
- Written requirements late/missing
- Non-therapeutic communication skills
- Lack of adequate preparation for clinical assignment (e.g. medication administration)
- Previous learning (theoretical/clinical) not applied in the clinical setting.
- Other _____

Comments

Interventions

The student will:

- Review course number _____ clinical guidelines for completion of written assignments
- Complete and submit all written requirements as per clinical guidelines
- Seek instructor guidelines/guidance for completion of clinical requirements
- Review student handbook for familiarization with school/program policies
- Notify instructor of subsequent lateness/absence in accordance with policy
- Come prepared for clinical experience
- Demonstrate appropriate communication patterns/technique
- Follow up as indicated by the referral: (signature of designating person)

Tutoring _____ Other: _____

*Student signature: _____ Date: _____

Instructors signature _____ Date: _____

Evaluation

Goal achieved Goal not achieved Action: _____

*Student _____ Date: _____ Instructor _____ Date: _____

* denotes that a student has read and received a copy of this document and not necessarily constitutes agreement

**EASTERN INTERNATIONAL COLLEGE
DEPARTMENT OF NURSING**

Release of Information Consent Form

I authorize the release of documentation of a current TB skin test (or chest x-ray), Hepatitis vaccination, CPR, CBC, and MMR immunizations to the clinical facility being used for my clinical rotation.

Name:

Date:

**EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
STUDENT CONFIDENTIALITY AGREEMENT**

GENERAL CONFIDENTIALITY AGREEMENT – I, the undersigned, reviewed and understand the following statements:

- All patient, employee, student, and proprietary information are considered confidential and should not be used for purposes other than its intended use.
- I have an ethical and legal obligation to protect confidential information used or obtained in the course of delivering healthcare or performing other duties and I understand that all policies on confidentiality apply equally to data stored both on the computer and on paper records.
- Authorization to disclose information is made only by managers and only on a need-to-know basis as part of healthcare delivery, education, or research.
- Media contacts concerning any patient, employee, student, or research project must be referred to the office of the appropriate dean, Vice-President of Administration and General Counsel, or department chair.
- Education administrators are responsible for communicating EIC's confidentiality policy to their students.
- Unauthorized use of, or access to, confidential information may result in discipline up to and including termination of employment and/or dismissal from an academic program.
- Violation of confidentiality may also create civil and criminal liability.
- **COMPUTER ACCESS CONFIDENTIALITY AGREEMENT - *Persons with Computer Access***

I, the undersigned, acknowledge that in the course of my study at EIC or during clinical lab/practicum, I will be privileged to information confidential to EIC or to an individual patient, employee, or student. I acknowledge receipt of my sign-on code to the facility and understand the following:

- My application systems (any patient records, student records, or financial record systems) sign- on and password code(s) are equivalent to my signature.
- I will be responsible for any use or misuse of my network or application system sign-on code(s).
- I will not attempt to access information on the EIC or clinical facility's network except to meet learning needs to my job/position.
- I, the undersigned, further understand and agree that the consequences of a violation of the above statements may result in disciplinary action up to and including termination, dismissal from an academic program, loss of privileges, or termination of the relationship.

Signed:

ID#:

Date:

Print: Name: First Name

Middle Initial

Last Name

THIS AGREEMENT IS TO BE SIGNED AT THE BEGINNING OF EACH SEMESTER AND TURNED IN TO THE COURSE COORDINATOR AS REQUIRED.

**EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
MENTAL AND PHYSICAL ABILITIES STATEMENT**

Students enrolled in the Department of Nursing must possess intellectual, ethical, physical, and emotional capacity required to undertake the full curriculum and to achieve the level of competence required for safe professional practice. The student must have the mental and physical abilities necessary to perform at each level within the nursing curriculum. Certain technical abilities and expectations are expected of all students admitted to the nursing program. In the event a student is unable to fulfill these technical standards, the student will not be allowed to continue in the nursing program. The student must:

1. Be able to work in a standing position and walk frequently in campus/clinical lab settings.
2. Have physical abilities sufficient for movement from room to room and in small spaces.
3. Be able to lift and transfer clients up to six inches or more from a stooped position, then push/pull weight up to three feet (e.g., bed to stretcher; wheelchair).
4. Be able to lift and transfer patients from a stooped to an upright position to accomplish bed- to- chair and chair-to-bed transfers.
5. Have gross and fine motor abilities sufficient for providing safe, effective nursing care.
6. Be able to apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
7. Have auditory ability sufficient for monitoring and assessing health needs; respond and react immediately to auditory instructions, request, and/or monitor equipment; perform auditory auscultation without auditory impediment.
8. Perform up to twelve hours in a clinical laboratory setting.
9. Have visual ability sufficient for observation and assessment necessary in nursing care. Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
10. Have tactile ability sufficient for physical assessment; discriminate between sharp/dull and hot/cold.
11. Perform mathematical calculations for medication administration and be able to reason, analyze, and synthesize information.
12. Have interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds; and communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
13. Have critical thinking ability sufficient for clinical judgment; make quick decisions under stressful situations; and respond and act immediately to emergency situations.

My signature below reflects my understanding of the required performance of these mental and physical expectations during the nursing program.

Student Signature _____ Date _____

EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
Update of Health Status

This is to certify that I, _____, a nursing student at Eastern International College, have recently had a change in my health status or medication since completing my original health conditions form.

I have been informed by my physician of the risks that may be involved to me under my new treatment/medication, and hereby release the faculty of the Nursing Department and the University from any ill effects, which may result from performing the required functions in order to meet the objectives of the course.

I understand that the faculty may require me to show documented evidence of my new prescriptions and that I may be required to submit a letter from my physician stating that I am physically able to participate in my clinical assignment and am able to perform while under the influence of my new medication.

New physical conditions, limitations and/or disorders **including medications currently prescribed and in use:**

Student Signature

Date

EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
Drug/Alcohol Testing Consent Form

The Eastern International College Department of Nursing is hereby granted permission to test for drugs/alcohol during my enrollment in the nursing program at Eastern International College. I agree to cooperate by providing a specimen for testing and I understand that should the test prove positive; I would be subject to dismissal from the nursing program. Failure to submit to testing will result in dismissal from the nursing program.

Please print:

Name:

(LAST)

(FIRST)

(MIDDLE)

Address:

Social Security Number:

Student ID Number:

I hereby declare that I have read the Drug/Alcohol Testing Consent Statement above and fully understand the policy of the EIC Nursing Department in regard to substance abuse and testing.

(SIGNATURE)

(DATE)

Behaviors Warranting Drug or Alcohol Screening Request by Faculty (not a conclusive list):

- Deteriorating job performance.
- Decreased responsibility; withdrawal from activities.
- Dismisses details; forgetfulness in routine duties; cuts corners.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Irritable, unpredictable mood swings.
- Social isolation.
- Inability to get along; receive complaints about performance from patients, nurses, families and/or fellow students.
- Challenges departmental policies and procedures repeatedly.
- Solicitous of patients, families, supervisors, and clinical site staff.
- Rationalizes negative feedback.
- Defensive beyond expectations when questioned about errors/poor patient care.
- Decline in grooming and care of clothing.
- Weight gain or loss.
- Skin changes in tone and integrity around face and arms.
- Slight, noticeable hand tremors.
- Sluggish pupillary size change and/or bloodshot eyes.
- Increase in pain medications administered during the student's clinical time.
- Patients complain that pain medication is ineffective when previously relieved by the same medication.
- Preoccupied with medications/narcotics.
- Frequent checks of narcotic supply.
- Frequently asks physicians on unit for prescriptions.
- Frequently visits the emergency room for prescriptions during clinical rotation.
- Frequently visits the emergency room for problems and/or injuries occurring during the clinical day.
- Waits for other personnel to leave and enters narcotic area alone and unsupervised.
- "Disappears" unexpectedly or without notifying supervisor, team leader, or nursing faculty.
- Takes a break or visits the restroom immediately after visiting medication room or assessing narcotics.
- Excessive tardiness at the beginning of shift or after breaks.
- Volunteers to give narcotics to patients not assigned to the student's care.

EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
Makeup Examination Policy

EXAMINATIONS

All Nursing Department examinations are delivered in a timed, computerized format, designed to prepare students for the NCLEX licensure examination.

All examinations must be taken on the day and at the time scheduled. A student who misses an exam must make up the exam within (3) three days following the original exam date.

Failure to do so will result in earning a zero for the exam. The instructor retains the right to administer a different test and weight the test at a five-point deficit. When a student is late for an examination, he/she will be permitted to take the exam but will not be given additional time.

HESI Specialty Exams may only be taken on the scheduled date. Students who miss the scheduled HESI Exam may fail the course.

Student Name: (printed):

Student Signature:

Date:

EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
Insurance Policy

Eastern International College and the Department of Nursing strongly recommend the student purchase and maintain personal health insurance. The clinical agencies agree to provide first aid for clinical lab related accidents and illnesses, such as blood and body fluid exposures, to students. The charges for any medical services shall be billed to the student or their insurance carrier. The College and clinical agency assumes no responsibility, financial or otherwise, beyond the initial first aid provided immediately after the injury, and any services or other liability shall not be borne by the College or clinical agency, but shall be the responsibility of the individual student regardless of whether these services are covered by the student's insurance.

Please print:

Name:

(LAST)

(FIRST)

(MIDDLE)

I hereby declare that I have read the Department of Nursing personal health insurance statement and fully understand the policy of the EIC Nursing Department in regard to health care insurance.

**Eastern International College Department of Nursing
STUDENT ACCIDENT FORM**

Date:

Name:

Date of Occurrence

Time:

Place of Occurrence:

Type of Accident:

Specific Activity Engaged In:

Summary of Accident: _

Witnesses: (Name, Address, Phone Number) _____

Health Care Provider:

Action Taken:

**Eastern International College Department of Nursing
Academic Integrity Policy Affecting Plagiarism and Cheating
REPORT OF INCIDENT**

A faculty member is to use this form to report an incident of plagiarism or cheating in his/her classroom or in other graded material submitted by a student when the student is assigned a failing grade on submitted material and/or in the course and the offense is serious enough to be recorded, with documentation, in the Office of the Vice President for Academic Affairs. Students who have two academic integrity offenses filed with the Office of the Vice President for Academic Affairs will be recommended for disciplinary suspension or dismissal.

Student's Name: _____

Last

First

Middle

Student's Address: _____

Course Name/Number:

Day and Hour of Class:

Semester:

Date of Incident:

Time of Incident:

Place of Incident:

Detailed Description of Incident (attach additional pages if necessary): _____

Names of any witnesses (attach statements from witnesses):

Name

Address

Name

Address

To the student: I understand the seriousness of this incident and that I am in jeopardy of being suspended, dismissed, or expelled from EIC should further incidences of academic dishonesty occur.

Student Name

Date

Instructor's Printed Name and Signature

Date

NOTE: All supporting documentation must accompany the submission of this form.

Eastern International College Department of Nursing

Notification of Unsatisfactory Lab/Classroom Grade

INSTRUCTIONS: This report is to be completed by the instructor when a student is given a grade of unsatisfactory laboratory or classroom performance. A copy of this report is to be included in the student's file. An example of unsatisfactory classroom performance includes, but is not limited to, sleeping in the classroom, failure to complete assignments on time, etc. An example of unsatisfactory laboratory performance includes but is not limited to, medication errors, lack of preparedness for laboratory experience, dress code violations, etc. A student who accumulates a total of three unsatisfactory laboratory/ classroom performance grades while in the nursing program will appear before faculty and may be dismissed from the program.

1. Student:

2. Instructor:

3. Date:

4. Description of Incident

5. Action by Instructor

6. Action by Student

7. Remarks

Instructor's Signature

Date of Signature

Student's Signature

Date of Signature

**Eastern International College
Department of Nursing**

Notification of Inappropriate or Unacceptable Student Conduct

Student's Name

Date of Incident

Location of Incident

Time of Incident

Check: Inappropriate Conduct Unacceptable Conduct

Objective Details of Incident

Any witnesses of the incident:

Circumstances surrounding the incident:

Behavior exhibited by the student:

Response of instructor; actions taken:

Interpretation of the Incident

Student Comments:

Instructor Comments:

Significance of the Incident to the Student

I am aware of the Nursing Department's policy regarding inappropriate and unacceptable conduct as stated in the Nursing Student Handbook.

I understand the serious nature of this incident and that I am in jeopardy of being dismissed from the Nursing Program and the College.

Signatures
Student

Date

Instructor

Course Coordinator

Department Chair

4. Do you plan to apply for re-entry?

Within one year

Within two years

Never

Transfer: (specify)

Re-admission Policy: location, deadlines, procedures, and other relative information provided to student.

Student signature below verifies receipt of information.

Not eligible for re-admission – Student signature below verifies acknowledgement of status.

Student Signature:

Additional Comments:

**EASTERN INTERNATIONAL COLLEGE
NURSING STUDENT HANDBOOK
2019**

I HAVE RECEIVED AND READ THE DEPARTMENT OF NURSING HANDBOOK AND HAVE HAD THE CONTENTS FULLY EXPLAINED BY A MEMBER OF THE NURSING FACULTY.

I UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND AGREE TO COMPLY WITH ALL REGULATIONS, POLICIES AND PROCEDURES CONTAINED WITHIN IT.

MY SIGNATURE BELOW CONFIRMS THAT I AM RESPONSIBLE FOR FOLLOWING THE POLICIES AND PROCEDURES DESCRIBED HEREIN.

NAME: (PRINT)

STUDENT ID NUMBER:

DATE:

SIGNATURE:

Note: a copy of this handbook has been placed on reserve in the Library