

# Montefiore | School of Nursing

## ***STUDENT HANDBOOK***

***2024 – 2025***

*Montefiore School of Nursing  
53 Valentine Street  
Mount Vernon, New York 10550  
(914) 361-6221  
Fax: (914) 665-7047*

## TABLE OF CONTENTS

General Information	5
Facilities	11
School Safety	13
Policies	16
Clinical	25
Services	27
School Activities	29
Personal Safety	31

Please see Student Catalog for Academic Policies

### Appendices:

E = End of Program Student Learning Outcomes

F = Grading Criteria for Clinical Evaluations

G = Patient Information Confidentiality  
Agreement for All Users

# Montefiore | School of Nursing

## ACADEMIC CALENDAR - 2024 – 2025

<b>Fall 2024 Semester</b>	
Friday August 2	Deadline for Submission of Official Transcripts to Registrar
Tuesday Aug. 6 - Thursday Aug.8	New Student Orientation
Wednesday August 7	Tuition Payment Due
Friday August 9	Registration Dropped for Non-Payment
Saturday August 10	Clinical Starts for Evening Students
Monday August 12	Classes Begin Day Students
Saturday August 17	Deadline for Withdrawal - with Full Refund
Saturday August 24	Deadline Withdrawal Policy 75% Refund
Saturday August 31	Deadline Withdrawal Policy 50% Refund
Monday Sept. 2	No Classes/Clinical -Labor Day
Saturday September 7 <sup>th</sup>	Deadline Withdrawal Policy 25% Refund (No Refunds 100% tuition Liability)
<b>Monday September 16</b>	<b>Graduation Application Opens (N4 Only)</b>
Friday October 4	Mid-Term Grade Notification
Friday October 11	Last Day to Withdraw with a "W"
Saturday October 12	Withdrawal with a WF WP Period Begins
Monday October 28	Course Registration Begins for Spring 2025
<b>Monday October 28</b>	<b>Graduation Application Deadline (N4 Only)</b>
Monday November 18	Last Date to Withdraw with WF or WP
Monday November 25	Last Day of Classes
<b>Tuesday Nov. 26-Sunday Dec. 1</b>	<b>Thanksgiving Break</b>
Monday Dec .2-Friday Dec. 6	Final Exam Week
Friday December 6	Fall Semester Ends
Monday December 9	Final Grades Due
Tuesday December 10	Pinning Ceremony
Friday December 20	Course Registration Deadline for Spring 2025
Friday Jan 3	Deadline to Resolve Incompletes from Fall 2024

<b>Spring 2025 Semester</b>	
Friday January 3	Deadline for Submission of Official Transcripts to Registrar
January 4, 7, 9	New Student Orientation
Monday January 6	Tuition Payment Due
Wednesday January 8	Registration Dropped for Non-Payment
Saturday January 11	Clinical Starts for Evening Students
Monday January 13	Classes Begin Day Students
Friday January 17	Deadline for Withdrawal- with Full Refund
Monday January 20	No Classes/Clinicals – Martin Luther King Day
Saturday January 25	Deadline Withdrawal Policy 75% Refund
Saturday February 1	Deadline Withdrawal Policy 50% Refund
Saturday February 8	Deadline Withdrawal Policy 25% Refund (No Refunds 100% tuition Liability)
Monday February 17	No Classes/Clinicals – President's Day

<b>Tuesday Feb. 18</b>	<b>Graduation Application Opens (N4 Only)</b>
Friday March 7	Mid-Term Grade Notification
Friday March 14	Last Day to Withdraw with a "W"
Saturday March 15	Withdrawal with WF or WP Period Begins
<b>Tuesday March 25–Sunday Mar. 30</b>	<b>No Classes/Clinicals – Spring Break</b>
<b>Tuesday April 1</b>	<b>Graduation Application Deadline (N4 Only)</b>
Tuesday April 15	Course Registration for Fall 2025
Friday May 2	Last Day of Classes
Friday April 25, 2025	Last Date to Withdraw with WF or WP
Monday May 5–Friday May 9	Final Exam Week
Friday May 9	Spring Semester Ends
Monday May 12	Final Grades Due
Monday May 12	Pinning Ceremony
Tuesday May 13	Commencement Ceremony
Friday June 13	Deadline for Resolution of Incompletes from SP 25

## **FACULTY & STAFF ROSTER**

### **STUDENT SERVICES**

<b>POSITION</b>	<b>NAME</b>	<b>ROOM</b>	<b>NUMBER</b>
Admissions Coordinator/ Registrar	Michael Main	1 <sup>st</sup> Floor	(914) 361-6472
Financial Aid Administrator	Martine Dorelian	4 <sup>th</sup> Floor - 408	6081
Student Services Assistant	Sharna Walker	1 <sup>st</sup> Floor	6537

### **ACADEMIC AFFAIRS**

<b>POSITION</b>	<b>NAME</b>	<b>ROOM</b>	<b>NUMBER</b>
Dean	Rebecca Greer	410	(914) 361-6220
Assistant Dean/Faculty	Susan Joseph	409	6315
Faculty	Patricia Coyne	415	6305
Faculty	Benita Jones	405	6306
Faculty	Joan Gibson-Parkes	406	6308
Faculty	TBA	404	6304
Academic Affairs Assistant	Liz Chimento	401	6311

## **TITLE IX COORDINATOR**

<b>OSITION</b>	<b>NAME</b>	<b>ROOM</b>	<b>NUMBER</b>	<b>EMAIL</b>
Title IX Coordinator	Frank Di Giovanni	Montefiore New Rochelle Hospital	914-365-3976	fdgiova@montefiore.org

If Mr. Di Giovanni is needed after hours, please notify Campus Security at 914-361-6009 or 914-361-6314.

## **GENERAL INFORMATION**

When students acknowledge receipt of acceptance and enter the Montefiore School of Nursing, they enter into a contractual arrangement with the school. The School Catalog and the Student Handbook are meant to provide direction for faculty and students as to rights and responsibilities toward one another. Here is specific information to give further clarification on those rights and responsibilities.

Student responsibilities include:

- Adhering to the Code of Conduct and policies published in the Catalog and Handbook
- Communicating to Montefiore School of Nursing regarding issues that affect ability to comply with responsibilities as a student
- Following the chain of command to resolve concerns starting with faculty and moving to Assistant Dean, and finally, the Dean if concerns are not resolved
- Following the Grievance Procedure as outlined in the Catalog and Handbook
- Checking your montefiore.org email and Moodle daily for course information and resource materials updates, understanding the instructor may update materials within 2 hours prior to class
- Purchasing textbooks and course resources listed in the course syllabus
- Reading assigned materials prior to class and lab
- Submitting assigned course work by the deadline
- Bringing laptop, with minimum system requirements, to class on exam dates
- Study time outside of class for nursing courses at least 30 hours per week
- Arrival on time for class, clinical rotations, and laboratory experiences
- Reliable transportation

## **ADMINISTRATIVE HOURS**

Academic offices are located on the 4<sup>th</sup> floor of the school and are generally open Monday through Thursday from 8:30 am to 5:00 pm, Friday from 8:30 am to 4:30 pm. You may reach an Administrative Assistant at (914) 361- 6311 or 6537. The Student Services Office is generally open on Monday through Thursday from 8:30 am-5:00 pm and Friday from 8:30 am - 4:00 pm. Please email or phone Student Services if you need to meet with them after office hours. If you need to speak to the Dean or Asst. Dean, it is best to make an appointment to assure availability. Summer hours vary. You may contact the Financial Aid Administrator at 914-361-6081.

## **ACCESS**

Only students registered for classes at Montefiore School of Nursing are allowed to be on the premises, no guests or children. During the school semester rooms are generally available for study on the 5<sup>th</sup> floor Monday through Thursday from 8:30 am - 11:30 pm, Friday 8:30 am – 4:00 pm, and most Sundays 10:00 am – 6:00 pm. The Sunday schedule will be posted in Moodle. Students **MUST** exit the building by 11:30 pm Monday through Thursday, 4:00 p.m. on Fridays, and 6:00 pm on Sundays. Failure to comply may result in suspension or termination. The Montefiore School of Nursing assumes **no** responsibility for individuals on premise without authorization. No students are allowed in the SON on the following observed holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break, Spring Break, and between the last final exam of the semester and the start date of classes for the upcoming semester.

## **CANCELLATION OF CLASSES**

Cancellation of Montefiore School of Nursing classes and clinical experiences due to extraordinary weather conditions will be determined by the Dean/Assistant Dean. If classes are in session and the student is not able to attend class, the attendance policy remains in effect. The student will be responsible to make-up all missed clinical and lab hours. Make your decision based on your safety. Students will be notified via our mass notification system. Announcements are posted on Moodle.

Cancellation of **Westchester Community College classes** will be announced by Westchester Community College.

The decision whether to attend if classes are in session during inclement weather rests solely with the student.

## **CODE OF ETHICS**

The school adopts the ethical principles/provisions of the American Nurses' Association. Students are expected to adhere to the principles in practice and conduct.

- 1) The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- 2) The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
- 3) The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- 4) The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- 5) The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- 6) The nurse, through individual and collective effort, established, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- 7) The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

- 8) The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
- 9) The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

## **CREDIT CARDS**

The Montefiore School of Nursing **prohibits** the advertising, marketing, or merchandising of credit cards on college campus to students.

## **ACADEMIC ADVISEMENT**

Students are advised by their nursing course instructor. Students are provided with their academic advisor's name, contact number, etc. in the beginning of each semester. Students should meet with their advisors at least once a semester. The advisor is someone the student can go to when the need arises and who will assist in planning the program of study, clarify areas of concern, and give guidance on academic issues. If the student has continuing concerns after speaking with his/her advisor, the student is encouraged to speak with the Assistant Dean or Dean. Students should contact the Registrar regarding registration for general education courses.

## **ACADEMIC CODE OF CONDUCT**

Students are expected to conduct themselves with honesty. Behavior that indicates suspicion of, or attempt to, cheat on tests or plagiarize assignments, alter a grade or any other unethical behavior in class or clinical will be grounds for disciplinary action including dismissal.

## **ACADEMIC HONESTY**

As a condition of enrollment, students are expected to adhere to a policy of integrity, which involves not giving or receiving aid on examinations, and if a witness to such a violation, shall notify the instructor involved in the course. Cell phones must be silenced and placed in the front of the classroom prior to and during exams. A break in exam integrity may result in invalidation of all grades. Any student participating in an activity resulting in a break in exam integrity is subject to immediate dismissal from Montefiore School of Nursing.

## **ACADEMIC INTEGRITY**

Students are expected to conduct themselves with honesty and integrity in the classroom, lab, and clinical settings. Behavior that indicates suspicion of violating academic integrity such as **cheating, falsifying a document, altering grades, unethical behavior, plagiarism, and copyright infringement** is grounds for immediate dismissal.

Students may not give or receive aid on examinations, and if a witness to such a violation shall notify the instructor involved in the course. A break in exam integrity may result in invalidation of all grades. Any student participating in an activity resulting in a break in exam integrity is subject to immediate dismissal from Montefiore School of Nursing.

Plagiarism is considered academic dishonesty and will be grounds for dismissal. Plagiarism is using the work, ideas, and/or opinions of another person as if it were your own. Examples of plagiarism may include quoting and/or using someone's work and copying and pasting information from online resources without proper citation and without acknowledgment.

Copyright infringement is reproducing, displaying, and/or distributing another person's work without the person's written permission.

## **ACADEMIC SUPPORT**

Prior to admission to the program, an admission test is administered to help determine specific needs of students so that early intervention can occur to maximize success. The student may bring a copy of the test results to their advisor, who will assist the student in identifying their learning needs.

Instructors provide remediation for test-taking strategies, note taking, study skills, and assistance with clinical skills and understanding of theoretical content. Students who are not passing the nursing course at mid-point are notified by their instructor (advisor). Students receiving this notification are encouraged to make an appointment with their advisor for remediation. Students may independently seek this assistance and are encouraged to do so at the first indication of difficulty mastering course content.

Standardized testing will be utilized throughout the program. Your semester fee will cover all testing costs and specific remediation diagnosed upon your individual test results will be provided. In addition, in the final semester you will be given a diagnostic exam that will help you to prepare for NCLEX RN.

Access: <http://www.atitesting.com>

**Montefiore School of Nursing students enrolled at Westchester Community College for general education courses will have access to all Westchester Community College programs and activities including but not limited to support services such as tutoring, learning centers, and libraries at any Westchester Community College campus or online.**

## **HEALTH RECORDS**

The student's health record is maintained in the Occupational Health Office. The Occupational Health Office (OHS) may release a copy of the Immunization and Titer Report required for clinical rotation clearance. Upon request of the clinical agency where the student is doing his/her clinical rotation, OHS may release the student's health record. Students are required to keep copies of all documents.

## **HEALTH SERVICES**

The primary concern of the school is the health and welfare of the students. It shows this concern by offering students an environment conducive to health and safety, and an integration of health information throughout the curriculum.



**The primary responsibility for health lies with the individual.** While enrolled, students should retain their personal primary care providers and health insurance. The school and the hospital cooperatively provide assistance in meeting problems of episodic illness or injury while students are on the premises. When the Occupational Health Office is not open, or when emergency care is needed, students are to report to the Emergency Department. Use of ED cost is the responsibility of the student.

The Occupational Health Office:

- Provides health counseling and referrals as necessary.
- Provides emergency care for accidents or sudden illness occurring on the premises.
- Clears students for class, lab, and clinical rotations following COVID-19 exposure or diagnosis.
- Clears students for return to class, lab, and clinical rotations following illness, injury, surgery, childbirth or other health conditions.

Student responsibilities:

- Provide the school and hospital with information and documentation for the cumulative health record if under the care of a primary care provider for any serious problem that has necessitated significant absence.
- Submit authorization from the healthcare provider to return to class/clinical, without restrictions, after serious or prolonged illness requiring medical care, and submit a clearance form to the instructor.
- Submit authorization from the healthcare provider to return to class and clinical settings, without restrictions, following childbirth.
- Assume responsibility for own health and that of unborn child, as appropriate
- Report accidents or injuries in the hospital or school immediately on the correct form the day the accident occurred.
- Submit the necessary pre-entrance health assessment and initial drug screen.
- Meet the ongoing requirements for a yearly health assessment, immunizations, and current BLS certification for healthcare providers.
- Submit COVID-19 Vaccination records to MNR - OHS.

**Clinical agencies request proof that the student is free of illegal substances and will deny clinical experience to any student testing positive. Students must have a blood sample screened for the presence of illegal substances; this will be required with the health assessment needed for health clearance and will be the student's financial responsibility. Student Services will provide details to direct the student in obtaining the drug screen.**

## LICENSURE

To be legally employed as a graduate of a program leading to RN licensure in New York State, a permit to practice is required during the interim between graduation and the issuance of a license. Graduates are eligible to apply for a Limited Permit. Detailed information regarding the Limited Permit is given to Nursing 4 students prior to graduation.

The Registrar will submit the names of students who successfully complete the nursing program to the New York State Education Department. Graduates are eligible to take the NCLEX-RN following graduation from MSON.

The graduate applies for licensure with the Board of Nursing in the state in which he/she desires to practice. In New York the graduate applies to the New York State Education Department and pays the fee of \$143.00. The graduate must also register with Pearson Vue to take the exam and pay the \$200.00 exam fee.

Once the student's name has been submitted by the Registrar, the student has submitted their application to the New York State Education Department, and the student has also registered with Pearson Vue, the student will receive an Acknowledgement of Receipt of Registration and Authorization to Test (ATT) from Pearson Vue. The student may then schedule their testing date for NCLEX-RN with Pearson Vue. Graduates who successfully complete the program are also eligible to take NCLEX-PN, if they wish.

A record of a felony conviction may disallow licensure. Students are cautioned that graduation from the school does not assure licensure. The Office of Professional Discipline (OPD) will review each felony conviction on the grounds of remorse, retribution, and rehabilitation. The decision to grant licensure lies with the OPD and occurs after candidate passes NCLEX-RN. (Refer to Felony Conviction policy in the School Catalog).

## LIMITED PERMIT

NYSED issues limited permits to nursing school graduates who have:

1. applied to NYSED for a licensure as an RN and limited permit; and
2. have met all requirements for licensure as an RN in New York State except for taking the National Council License Examination for Registered Nurses (NCLEX-RN).

A limited permit holder (called a "Graduate Nurse" or "GN") can temporarily practice nursing under RN supervision at the health care facility noted on the limited permit. The GN must be employed by the health care facility and the supervising RN must be on the care unit with the GN when the GN provides care.

A limited permit is valid for up to 1 year or until 10 days after the GN is notified that they failed the NCLEX-RN, whichever happens first. A GN who fails the NCLEX-RN must cease practicing nursing when the limited permit expires. A GN who changes employers will have to obtain a new limited permit from NYSED to practice nursing for the new employer.

**New Graduate Practice:** If you graduated from a nursing education program registered by NYSED as licensure qualifying for RN and you applied for licensure and a limited permit for RN, **you may be legally allowed to practice nursing for 90 days immediately following graduation.** To find out if you graduated from a qualifying New York nursing school, visit [here](#). During the 90-day period, you must practice nursing as a GN while employed at the health care facility identified on your limited permit application and you must be personally supervised by an RN. The supervising RN must be on the patient care unit with you while you practice nursing.

**If you have ever taken the NCLEX-RN, you are not eligible for a limited permit.**

## **STUDENTS' BILL OF RIGHTS AND RESPONSIBILITIES**

Nursing Student Bill of Rights and Responsibilities can be found in the Code of Ethics on pages 13 – 17 at the National Student Nurses Association website <https://www.nsna.org/nsna-code-of-ethics.html>

## **VOICE MAIL**

All employees of the school have Voice Mail. Messages should be left at each person's extension. Please do not leave messages with Academic Affairs Assistant unless it is an emergency. Refer to roster listing extensions and room numbers. If voice mail messages are not returned by the next workday, send an email to the person who you are trying to contact.

## **FACILITIES**

### **AUDITORIUM**

Belsky Auditorium is located on the main floor of the school and is accessed through the doors near the elevator. Special events and general assemblies are held there. Students may schedule school related activities in the auditorium by requests to Dean's office.

### **CLASSROOMS**

Most classes are conducted in Belsky Auditorium or classrooms located on the first or third floor of the school. Refer to course syllabus regarding classroom eating policy.

### **EATING FACILITIES**

The cafeteria is on the 2<sup>nd</sup> floor of the school. Hours are Monday-Saturday, 6:00 am - 3:00 pm. Vending machines are available in the cafeteria. A microwave is also provided for your use in the cafeteria.

### **STUDENT LOUNGE**

The student lounge is located on the 5<sup>th</sup> floor. There is a microwave, coffee maker, and refrigerator. All food, condiments, plastic containers, etc., left in the refrigerator will be discarded if left for several days. All users must leave the room clean & neat. Alcoholic beverages are not permitted on school or hospital premises.

### **FACULTY HOURS**

Faculty offices are located on the fourth floor of the school. Five office hours a week are posted for each faculty member in the course syllabus. Students are encouraged to email faculty to request an appointment during office hours, or if needed outside posted office hours.

### **NURSING SKILLS LABORATORY**

Students practice skills under the guidance of an instructor as part of their course work. In addition, students may be sent to the lab by a clinical instructor to practice a specific skill. The skills lab is available for student practice during open lab and by appointment for instruction. Please see posted hours. Your instructor and faculty advisor are also available to assist you during their posted office hours. Fundamental's lab is on 1<sup>st</sup> floor, Med-Surg I & II lab on 3<sup>rd</sup> floor, and Maternal Child Health lab on 3<sup>rd</sup> floor.

## **PARKING IN MOUNT VERNON**

There is limited street parking in the area, and this should be taken into consideration when attending class or clinical. Alternate side of the street parking and meter expirations are **STRICTLY ENFORCED**. Parking meters in Mt. Vernon are in effect until 8:00 pm. **Suspended alternate side of the street parking for NYC does not include Mount Vernon.** Tickets are a reduced price if paid by the next day. During inclement weather, call the Department of Public Works at (914) 665-2382 for information on suspension of alternate side of the street parking regulations.

Students can park in the lot across the street from the main entrance of the Montefiore Mt. Vernon Hospital. The parking fee is \$8.00 per day or students may opt to pay the discounted rate of \$25.00 per month/\$125.00 per semester (August-December & January-May). Contact Quik Park directly to apply at 914-668-6095 between the hours of 12:00 pm - 4:00 pm - Monday through Friday. Parking is also available in the municipal parking lot located 2 blocks from the school on Stevens Avenue (Between North Fifth & Wilson Avenues). 12-hour meters are available.

Clinical site parking is the responsibility of the student.

## **RESTROOMS**

Restrooms for men and women are located on the second and third floor. The fifth-floor restrooms are for women.

## **STUDY AREAS**

The study areas on the 5<sup>th</sup> floor are available for student use during the semester on the following days/times: Monday through Thursday - 8:30 am - 11:30 pm; Friday between 8:30 am – 5:00 pm, and most Sundays from 10:00 a.m. – 6:00 p.m. The Sunday schedule will be posted in Moodle. Do not use the library on the 3<sup>rd</sup> floor for group study. **PLEASE RESPECT THE RIGHTS OF OTHERS AND MAINTAIN CLEANLINESS OF THESE AREAS OR THE PRIVILEGE TO USE THESE AREAS WILL BE RESCINDED. CHILDREN ARE NOT ALLOWED IN STUDY AREAS. FOOD OR DRINK RESTRICTED IN COMPUTER ROOMS.** Students must maintain cleanliness of the area.

During the school semester, students may not enter the building before 6:00 am and must leave the building by 11:30 pm Monday - Thursday, and by 5:00 pm on Mondays & Friday; 6:00 pm on Sunday. Students are not allowed in the building when school is closed for the MSON observed holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break, Spring Break, and between the last final exam of the semester and the start date of classes for the upcoming semester.

Summer hours vary. Any student who violates this policy is subject to disciplinary measures including suspension and/or dismissal.

## **TELEPHONES**

For emergencies dial 911. To notify campus security in the event of an emergency dial “2222” using the internal phones in the hallways and classrooms which are available on the first, third, fourth and fifth floors for **emergency notification** throughout MSON. These phones may also be used to activate an intercom system throughout the school.

## **TRANSPORTATION**

MTA - NYC Subways, Buses, Trains

<https://new.mta.info>

For all MTA services, dial **511**, the NYS transit & traffic line

Westchester Bee-Line Buses

(914) 813-7777 or

<https://transportation.westchestergov.com/>

## **SCHOOL SAFETY**

### **Community Resources**

Information regarding community resources and counseling sources are available in the Student Services Coordinator’s Office on 1<sup>st</sup> floor or from your faculty advisor. An abridged list is published in your student handbook.

### **How to Report a Crime**

All students have the right to notify campus security, local law enforcement, and/or state police of criminal incidents or emergencies. Campus security department can be reached by calling 914-361-6007 or 6314. In an emergency dial “2222.” The Mount Vernon Police can be contacted directly by dialing 911 from any telephone.

Security will record, classify, and log all reports received. Individuals reporting incidents will be informed of their rights and given an opportunity to file a police report for insurance or criminal purposes. All reported incidents are reviewed on an ongoing basis to determine patterns and required corrective action. Third party reports will not be accepted by a police officer.

In the event of a major emergency or anything that poses a threat to students, employees, or others, students will be notified through the mass communication system and email via Moodle.

**Montefiore Crime Statistic Information:** The Advisory Committee on Campus Safety will provide a hard copy to the individual requesting campus crime statistics, as reported to the United States Department of Education, within 10 days of the request. Statistics Information related to crime statistics at the Montefiore School of Nursing can also be obtained from the Safety and Security Officer at the Montefiore Mount Vernon Hospital. See Student Catalog for specific details. The information can also be viewed at the United States Department of Education website: <http://ope.ed.gov/security>

## CODES

Students are oriented to codes for each affiliation.

When a fire alarm sounds, it may be either a drill or the real thing. The paging system for the hospital is not heard in the school; therefore, all fire alarms should be considered the real thing unless otherwise notified.

When school is in session regardless of location, everyone must vacate when the first set of bells ring 5 times.

### **“IF IT RINGS 5 – GET OUT ALIVE”**

Depending on location, the procedure to follow in case of fire or smoke in the school or hospital buildings is:

- remain as calm as possible.
- remove anyone in immediate danger.
- sound the fire alarm at once by pulling the handle all the way down and letting go.
- dial “2222” and give the exact location of fire or smoke.
- close all room and hallway windows and doors.
- do not use elevators.
- do not use telephones except to call the operator; and
- do not return to the building until you are instructed to do so.

Participate intelligently in periodic fire drills. In the event of a fire remember the word ‘RACE’.

<b>“R”</b>	<b>“A”</b>	<b>“C”</b>	<b>“E”</b>
<b>RESCUE</b>	<b>ALARM</b>	<b>CONFINE</b>	<b>EXTINGUISH &amp; EVACUATE</b>

To properly use fire equipment:

- hold the unit upright
- aim at the fuel source
- use a sweeping motion, extending at least 6 inches on each side of the edge of flames
- maintain a proper distance to avoid being splashed by burning liquids
- keep the extinguisher flowing to prevent re-ignition

**Fire only Exit doors should not be used except in the event of an emergency. Be advised that these doors are under surveillance and improper use will be reviewed for disciplinary action.**

**In event of emergency: To exit the SON from the Lobby without a swipe, push red exit button.**

**Students may be suspended or dismissed for failure to comply with evacuation protocol.**

## INCIDENT REPORTING

**All incidents must be reported on the same day of the occurrence.** The person witnessing or experiencing the incident is responsible for filing the report or documenting the incident. Please complete with instructor’s guidance.

Students suffering from injuries, including minor ones, must be directed to the **Employee Health Office/Emergency Dept.** The instructor or another classmate may accompany the student to the Health Office. The incident must be reported to CorVel Nurse Triage Advocacy Line at 1-800-683-6778. The student and instructor will notify CorVel and complete the incident report.

In case of a serious injury go directly to the **Emergency Dept. or call 911** for ambulance assistance and notify Hospital Security.

## **REGISTRATION FOR MASS NOTIFICATION SYSTEM**

The school is required to have a mass notification system for emergencies. You are automatically registered for mass notification when you completed the student contact information form. You must keep the Student Services Office informed of any changes to your contact information.

## **REPORTING CRIMES AND EMERGENCIES**

Students, faculty, and staff are encouraged to report all suspicious activities and/or persons observed on campus to Hospital Security.

Call 911 and Hospital Security (x-2222) immediately for emergency and criminal incidents. Calls should be made promptly to improve the ability of Hospital Security or Police to prevent potential crimes, to apprehend suspects, and/or to investigate situations. Upon receipt of a call, a Security Officer will respond immediately to the site of the emergency.

## **SAFETY OFFICER**

Students' alert faculty to concerns & questions about environmental safety issues. If you have any concerns or questions about environmental safety on or near the campus, contact the Safety Manager, Angela Grant at Montefiore Medical Center (718) 920-5077.

## **SECURITY**

It is of utmost importance that students adhere to the following policies:

- The Montefiore SON ID must always be worn during clinical rotations or on the school campus.
- Use your badge to allow **ONLY** yourself into the school building – access is provided through electronic sensors mounted to the outside of the building and exit through sensors on the inside.
- **NEVER** prop the door open.
- During the school semester, students may not be on the premises prior to 6:00 am and are expected to vacate the premises by 11:30 pm Monday through Thursday, 4:00 pm

on Friday. Students may not be on the premises on weekends or designated School of Nursing holidays. See Academic Calendar.

Report any unusual person or incident to hospital security at x-2222

- The hospital ID doubles as your college identification and must be worn when at Westchester Community College or affiliating agencies.
- Only the Main Entrances/Exits should be used to enter and exit the building. Fire or Emergency Exits should NOT be used as a means of exiting the building except during a fire or emergency.

### **Orders of Protection**

- Those who have orders of protection must meet with Security Department prior to next class session and follow their protocol, which may include providing a photograph of the individual(s). Faculty & Staff will be alerted as appropriate.

## **POLICIES**

**(PLEASE SEE STUDENT CATALOG FOR ACADEMIC POLICIES)**

### **DIPLOMA**

Graduates receive a diploma upon successful completion of courses on the Program of Study. A written request is required for a duplicate diploma and MSON charges a fee. A written request and a court order are required for a duplicate diploma with a name change.

### **FACULTY MAILBOXES**

Materials are to be given to an administrative staff member for deposit in faculty mailboxes.

### **RECORDS**

The school adheres to the regulations of the Family Rights and Privacy Act of 1974, which requires the right of access by students to educational records. Although information is not released without student consent, an exception to this occurs when an agency providing financial aid requests a report on student academic progress.

Students need to give three days' notice to review records. Records are not allowed out of the Dean's office.

The permanent record of the student contains:

- The academic transcript
- Transcripts from previously attended colleges and/or high school

### **REFERENCES**



Students are encouraged to request instructor references as they know their clinical performance best. The student/graduate **MUST** write a letter or email requesting the reference to faculty and/or the dean. Processing may take 10 days.

## **TRANSCRIPTS**

Official transcripts are requested through the Student Services office and only released to a school or employer upon written request and authorization. A fee is charged.

## **DRESS CODE**

Appropriate attire must be worn in class and labs. Shorts must be knee length or longer, no plunging necklines or bare abdomen are permitted in class or public areas of the hospital including the cafeteria. Undergarments are not to be visible. No tank tops, no low-rise jeans. Students must wear I.D. badges above the waist while on MSON/Montefiore Hospital's premises. Students must also maintain good personal hygiene. Clinical agency policy re: tattoos will be followed. MSON cannot guarantee clinical experience if the student cannot comply with such policies.

Clinical Attire: The Montefiore School of Nursing uniform is required in the clinical setting except for Mental Health clinical. Hair should be neatly arranged away from the face and above the shoulders. Fingernails must be clean and free of polish or other decorations. Artificial nails are not permitted. The only jewelry permitted is a wedding band, wristwatch, and one pair of small plain stud earrings. Eyebrow, nose, and tongue rings, and bracelets are not permitted.

## **DOCUMENTATION**

All handwritten documents must be legible. Refer to the course syllabus for details regarding submission of assignments.

## **IDENTIFICATION (ID) BADGE**

The hospital identification badge is mandatory on school, hospital, or affiliated agency property. **Students will be asked to leave the property if the required ID is not worn.** This is in keeping with NYS Department of Health requirements and will count as a clinical absence if this occurs in the clinical setting and will count as an absence in the classroom or lab setting. Montefiore School of Nursing ID's must be submitted upon completion or termination of program.

## **SOCIAL NETWORKS**

Faculty are not to be linked to enrolled students' social networks; nor are students to be invited to communicate with faculty social networks. Anyone involved in placing a posting on a social network that casts a negative light on the MSON program, administration, faculty, or staff may be terminated from the nursing program.

## **BEHAVIOR/CODE OF CONDUCT**

Students are expected to abide by governmental laws and school/hospital policies. Neither exclusively nor inclusively binding, the intent of these guidelines is to provide the student with information relevant to their actions.

Disruptive behavior is defined as speech or action which is disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of school services; and/or has a negative impact on the learning environment. Disruptive behavior includes physically, verbally or psychologically harassing, threatening, or acting abusively toward the Dean, faculty, staff member, another student or patients. Disruptive behavior also includes consistent late arrival to class, labs, and clinical rotations.

The behavior may stem from a conflict with the instructor, staff or another student, from the course itself, or personal problems that may be causing inappropriate behavior. For example, the student deliberately distracts other students from the task at hand, talks loudly out of turn during lecture, monopolizes the discussion, makes disrespectful comments (written or verbal) to the instructor or to another student, comes late and is disruptive settling in, hinders cooperation, harasses or intimidates an employee or another student.

The following actions are specifically **PROHIBITED** and will lead to disciplinary actions that may include warning, probation, restitution, suspension, expulsion, or dismissal. The following categories and specific situations of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and specific interests of the school.

While these impermissible behaviors are stated as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation of the school's special interests will necessarily involve the school applying some degree of judgment to the facts and circumstances as they are presented. Examples include:

- Disruptive behavior
- Consistent late arrival to class
- Any offensive or disorderly act which interferes with the rights of any member of the school community, including sexual harassment, bullying, physical threat.
- Obstruction of teaching, research, administration, and disciplinary procedures or any conduct which disrupts the holding of classes or any other normal functioning of the school.
- Willful or careless destruction, defacement, theft or tampering with school property or the property of others or threatening the destruction of property.
- Removal of books, media, or other materials from the school facilities without following prescribed procedure.

- Willful falsification of information on school or hospital records or willfully providing false information for purposes of obtaining services or furnishing false information or academic credentials with the intent to deceive or mislead.
- Possession, use, or distribution of illegal drugs, chemicals, alcohol, or weapons.
- Giving false alarm of fire, tampering with fire alarm devices, failure to adhere to evacuation procedures or setting any fire.
- Aiding or abetting another person in the violation of a school regulation.
- Inappropriate/unsafe clinical behavior.
- Use of physical means or abusive language to resolve conflicts.
- Willful violation of established health, safety, and infection control procedures.
- Smoking cigarettes, marijuana, or vaping in the school or hospital.
- Failure to comply with directions of school or hospital officials, including hours of operation.
- Being contemptuous or disorderly on Montefiore School of Nursing property or during clinical rotations.
- Use of disruptive electronic devices such as beepers, cellular phones, etc., in class, lab, or clinical areas.
- Posting pictures on internet or social media of faculty, staff, students, patients or of the school, facilities, exams, tests, quizzes, or logos.
- Taking photographs and or videotaping on school premises or clinical facilities.

Off-campus behavior must comply with applicable federal and state laws. Off-campus behavior shall not be subject to the school's disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the school community or the clients it serves.

## **BEHAVIORAL SANCTIONS**

One or more of the following sanctions may be imposed by Assistant Dean/Dean – whenever a student is found to have violated any of the rules of the Code of Conduct.

**Warning** - Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for further disciplinary action. If a student

is found guilty of further violating this code, the student will usually be subject to more severe disciplinary action.

- Probation** - A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. If a student while on disciplinary probation, is found to have committed further violations of the code, the student will usually be subject to more severe disciplinary action.
- Restitution** - Reimbursement for damage to or misappropriation of property, which may take the form of direct financial compensation, of service, or other forms of indirect compensation. Any student who does not make restitution as required, will be deemed to have a financial obligation and will be subject to the provisions of the school's policy regarding delinquent financial accounts.
- Temporary Suspension** - In an emergency, the Dean, or Instructor, are authorized to alter or suspend the rights of a student to be present on campus or to attend classes for an interim period. An emergency will include such situations as when it is believed that the student poses a danger of inflicting bodily harm on self or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction.
- Suspension** - Exclusion from classes and from other privileges or activities, or from the campus itself for a specified period.
- Expulsion** - Termination of student status for an indefinite period.
- Dismissal** - Termination of student from MSON. Student may not apply for readmissions if he or she were dismissed for violation of the code of conduct.

## **DISCRIMINATION**

**The school is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age (40 or older) or genetic information (including family medical history).** Students who believe that they have been discriminated against are encouraged to contact the Dean in accordance with Title IX regulations.

## **DRUG AND ALCOHOL USE**

Students, faculty, staff and visitors to the campus are prohibited from engaging in actions or situations which recklessly or intentionally endanger mental or physical health or involves the forced consumption of liquor or drugs for initiation into or affiliation with any organization. Persons engaging in such actions will be subject to disciplinary action which may include civil, criminal, and/or monetary penalties as well as suspension or dismissal from the Montefiore School of Nursing.

The possession, use, or distribution of illegal drugs and alcohol is strictly prohibited in the school or affiliating agencies. Students suspected of using substances will be referred to the Occupational Health Office or Emergency Department for intervention and follow-up. Non-compliance with a drug or alcohol rehab program, or obvious impairment, will lead to progressive disciplinary action.

## **SUBSTANCE ABUSE and IMPAIRMENT**

### **Assumptions:**

- Substance abuse and Impairment compromises student learning and patient safety.
- Substance abusers often need help identifying their problem.
- Addiction is a treatable illness.
- Students with substance abuse problems should have an opportunity for treatment and re-entry into their program of study in a controlled environment.

### **Questionable Behaviors Indicative of Substance Abuse and/or Impairment include:**

#### Physiological

- slurred or rapid speech
- trembling hands
- persistent rhinorrhea
- altered pupil dilation
- somnolence
- flushed face
- red eyes
- odor of alcohol
- odor of smoke
- unsteady gait
- declining health

#### Behavioral

- irritability and mood swings
- isolation or avoidance of group work
- pattern of absenteeism and tardiness
- decreased clinical and academic productivity
- fluctuating clinical and academic performance
- change in dress or appearance
- inappropriate responses
- elaborate excuses for behavior
- decreased alertness/falling asleep in class
- dishonesty

### **The above criteria may be used in determining action.**

#### Procedure

- student privacy and an opportunity to explain the behavior will be provided
- the faculty member may request an immediate urine drug/alcohol screen at the main campus hospital or an affiliating agency
- if substance abuse is suspected, the student will not be allowed to drive home and will be escorted to the Emergency Department
- the faculty member, student and Dean will meet to review the incident(s)

- the student will be referred to Occupational Health Services and/or the Employee Assistance Program for follow-up
- if the student follows the prescribed treatment, follow-up and monitoring, she/he may return to the program of study without academic consequences
- an appeal process is available through the Behavioral Grievance Policy

## **BEHAVIORAL GRIEVANCE POLICY**

**PURPOSE:** In order to facilitate the protection of student rights and privileges, the following systematic procedure has been established. Any student having a non- academic grievance will follow this procedure.

### **DEFINITIONS OF GRIEVANCE TERMINOLOGY:**

- **Academic:** Any issue that concerns the student's academic performance such as grades on a test or clinical component which result in or affect a grade will not be subject to this grievance procedure. Refer to the Grade Appeal Policy for guidance on academic grievances in the Student Catalog.
- **Non-Academic:** Any injustice or unfair treatment that a student feels has been incurred which is not related to his/her academic performance or evaluation.
- **Grievant:** The student filing a grievance under this procedure.
- **Respondent:** The person or institution defending against the grievance.
- **Grievance Committee:** The Grievance Committee is responsible for hearing and determining the validity of a grievance advanced to Step II and makes a determination. The Grievance Committee shall be composed of the Assistant Dean, two faculty members (one full-time faculty and one adjunct or part-time faculty), a student representative from the MSON Advisory Council or the President of Student Council. If a member of the Committee is involved or has a conflict of interest, an alternate will be appointed by the Dean. The Assistant Dean (or Dean, if applicable) will chair the Grievance Committee.
- **Grievance Appeal Committee:** The Grievance Appeal Committee is responsible for reviewing a student appeal of the Grievance Committee's decision. The Grievance Appeal Committee shall consist of the Dean and the President of MSON.

**GRIEVANCE PROCEDURE:** The student who believes that he/she has a grievance will go through the following steps:

- **STEP I:** Within 5 days after the alleged incident, the student will confer with the person with whom they have a grievance (i.e., faculty member or advisor) stating the evidence

and reason for questioning the incident. The faculty member or advisor will review the matter and discuss the reasons for the incident in question with the student.

- **STEP II:** If these discussions are not adequate to resolve the matter to the student's satisfaction, within 5 days he/she may then submit a written signed grievance stating: 1) the nature of the grievance, 2) the person(s) or policy to which it is directed, 3) documentation of the efforts made to resolve the issue(s), and 4) the reasons for the student's continuing dissatisfaction to the Assistant Dean. The Assistant Dean will then call upon the Grievance Committee to review the grievance and make a determination.

## **GRIEVANCE COMMITTEE PROCEDURE**

1. Upon receipt of the Step II request, the Assistant Dean shall make reasonable efforts to convene the committee to meet within five (5) days of receipt of the Step II request or as soon as is practicable. The Grievant shall be notified in writing of the date and time of the conference. Failure of the Grievant to appear at the conference shall result in the grievance being withdrawn and dismissed.
2. Participation in the conference is limited to the Grievance Committee members, the Grievant, the Respondent, one advisor for the Grievant, and one advisor for each Respondent. However, the advisor(s) must be another student, employee, or friend, and not legal counsel. Advisors are permitted to speak only to the person(s) they are advising and not actively participate as a spokesperson or vocal advocate.
3. The Assistant Dean or designee shall convene and conduct the conference. The Grievant shall have the burden of establishing the validity of the grievance.
4. The Grievance Committee shall receive evidence through testimony and written documentation. Signed written statements may, when necessary, be submitted by individuals and witnesses if unable to attend. The Grievance Committee shall determine what evidence it deems relevant and is not limited to the standard legal rules of evidence.
5. The Grievant may make statements relevant to the grievance and/or present evidence.
6. Witnesses are called individually in the order designated by the Grievant and then in the order designated by the Respondent. The Grievance Committee may direct questions to the Grievant, Respondent and witnesses, and each party may reasonably direct questions to the other party and their witnesses.
7. Summary statements may be made by the parties.
8. The Grievance Committee will deliberate in closed session to reach a decision. The decision of the Grievance Committee will be by closed ballot. A majority vote is necessary to reach a decision. The Grievant will be notified in writing of the Grievance Committee's decision.

**APPEAL PROCEDURE:** For Code of Conduct Violations and non-academic grievances in which the student wishes to appeal a determination by the grievance committee, the student will follow the following steps:

- **STEP I:** Within 5 days of the determination, the student will submit a written appeal to the Dean stating circumstances surrounding the determination, the persons involved in the Code of Conduct Violation or other non-academic grievance, findings of the determination, and reasons for the appeal.
- **STEP II:** The Dean will call upon the Grievance Appeal Committee to review the appeal.

The written appeal must specify the grounds for the appeal. No additional substantive information may be submitted by any party. The Dean and Vice President/Executive Director of Montefiore New Rochelle Hospital will review the record of the proceedings and may consult with the Grievance Committee members for any needed clarification. The appeal decision will be sent to the Grievant within five (5) days to ten (10) days of receipt of the appeal request. The decision of the Dean and President of MSON shall be final.

The New York State Education Department will assist in the resolution of student complaints about academic quality, refunds, and proper application of published Montefiore SON policies. The State Education Department (S.E.D.) will not take action until all grievance procedures at the School of Nursing have been followed. Additionally, S.E.D. will not intervene when the complaint concerns a grade or an examination request. **The New York State Education Department, Education Building, Albany, New York 12234.**

Complaints about discrimination against enrolled students on the part of the institution or faculty should be filed with the U.S. Office of Civil Rights at <http://www.state.gov/s/ocr/>

## **SMOKING**

Montefiore School of Nursing is a smoke free campus. Smoking and vaping, without exception, are prohibited in any school or hospital building, or on hospital property. Violation of this policy may lead to dismissal.

## **STATUS CHANGE**

It is imperative that students inform the school office in writing of any changes in name, address, telephone number and email address as well as any changes in the name and telephone number of the person to be notified in case of an emergency. Complete the form in the Student Services Office.

## **WEAPONS**

The possession or use of lethal weapons on school or hospital premises is strictly prohibited. Students found in violation of this policy are subject to criminal prosecution and disciplinary action including immediate dismissal.



## CLINICAL

### EPIC TRAINING / PATIENT RECORDS ACCESS

EPIC: Students attending clinical rotations will be granted EPIC access. Modules have been developed that must be viewed prior to attending clinical so students are prepared to use the system once on the units. Students will be notified how to access the modules. You must **remember and retain** your password to prevent the need to have it reset. MSON does not have access to your password. **DO NOT SHARE YOUR USER-ID OR YOUR PASSWORD.**

### CLINICAL ASSIGNMENTS

Student assignments are made in the clinical area without regard to sex in accordance with Title IX, Education Amendment of 1972, prohibiting sex discrimination in education. Assignments are based on individual needs and the discretion of the instructor. Clients have a right to know that the person assigned to their care is a student and client objections to such care will be respected and honored.

### STUDENT NURSE DRESS CODE ON CLINICAL UNITS

The following guidelines for attire will be **STRICTLY ENFORCED**. The student uniform is worn at all clinical sites except for mental health clinical rotations.

Student identification badge must be worn above the waist.

All parts of the uniform should be clean, neat, and laundered after each use.

White shirts may be worn under uniforms.

All white shoes/leather sneakers must be polished and have clean laces.

Clogs and sandals are prohibited in the clinical area.

Lab coats, jackets or sweaters are not worn during clinical experiences. The WHITE Snap Front Warm Up Jacket with embroidering is permitted. No fragrances can be worn. Jewelry may only consist of a smooth band and 1 pair of small, studded earrings. Hair should be neatly arranged, secured off the face, free of ornaments, and above the collar. Nails must be manicured, kept short and have no polish. Artificial nails or wraps are not permitted.

Required accessories include a watch with a second hand, black pens, stethoscope, writing paper and penlight. If a student requires eyeglasses for reading, they must bring them to class/clinical.

The clinical dress code holds for public functions. **Students will receive a verbal warning and will be asked to leave the clinical area if they are inappropriately attired. This will count as a clinical absence. A second violation of the dress code will result in clinical failure and failure of the associated nursing course.**

### STUDENT NURSE ATTIRE ON BEHAVIORAL HEALTH UNITS

Professional business attire is required for behavioral health clinical experiences. No jeans, no tight clothing, bright colors, no bare midriffs or plunging necklines. Skirts should be knee length, flat shoes, no sneakers, and no jewelry around the neck.

**REMEMBER – WE ARE GUESTS IN THE CLINICAL AREA.** The following guidelines should be observed in the clinical area:

- Courtesy in speech and manner.
- No offensive or disorderly acts; no taking of photographs permitted.
- No gum, mints, snacks or drinks.
- Safeguarding the client's right to privacy and confidentiality.
- No cell phones or pagers are to be used in audible mode on clinical units. No personal use of cell phones is permitted in the clinical area. Certain areas of health care facilities prevent any cell phone use. No texting.
- Smart devices may be used for accessing academic information only, with the permission of the clinical instructor.
- Observance of all HIPAA policies.

### **OBSERVATIONAL CLINICAL**

Evening students will be required to attend 2 -3 clinical activities for observational experiences during weekday hours. Students assigned to observational clinical (pull out) are there only to observe. Students may not deliver or assist in the delivery of nursing care unless their clinical instructor is present.

It is the students' responsibility to attend. Students may not switch without faculty approval. Students are not permitted to enter late; and the event will be considered absent time. Failure to complete the required hours for the pullout experience without faculty approval to do so may result in clinical failure. This includes arriving at the site late and/or leaving the site early. Students must observe only and are not allowed to provide patient care during these experiences since they are not directly supervised by faculty.

### **DRESS CODE IN SKILLS LAB**

Students are required to wear lab coats during skills lab and Open Lab instruction. Lab coats must be clean, and shoes must be closed toe shoes.

### **EVALUATIONS**

Students are evaluated based on the end of program student learning outcomes. Refer to course syllabus for evaluation process.

During evaluations, students meet with the clinical instructor and can discuss clinical progress. Signing evaluations merely indicates that the student has read the evaluation. It does not imply total agreement. It is, therefore, imperative that you write comments when you disagree. During the clinical experience students may receive a Guidance or Counseling record if the clinical objectives are not met and the student did not perform the objective satisfactorily. The student's signature indicates that they have been in receipt of the Guidance/Counseling record and can comment on the record.

At the end of each nursing course, the final evaluation becomes part of the student's permanent record. The student signs this summary at the end of each course. This record documents attendance and lateness, and states whether the clinical component was passed or failed.

### **LIABILITY**

The school does not require students to carry their own liability insurance. The hospital insurance covers students who practice under the direction of a nursing instructor. **No student may provide nursing services to a client without the presence of an instructor on the unit. Administration of medication without an instructor present is not permitted. Students are legally responsible for their own actions.**

### **N95 MASKS**

Students may be assigned to care for a client requiring this mask. Students will be fit tested annually prior to the beginning their clinical experience.

## **SERVICES**

### **LIBRARY/RESOURCE CENTER**

Students have access to the online library through links in Moodle and may use the computers located on the third floor of the school. A copy machine is available on the third floor. The librarian is based at Einstein Medical College from 9:00 am to 5:00 pm and can be reached at [ssmallin@montefiore.org](mailto:ssmallin@montefiore.org) or 718-920-2320. Students have access to the Westchester Community College library when enrolled.

The Mount Vernon Public Library is located on Second Avenue between First and Second Streets. Students must show school ID and proof of address when applying for card accessing privileges. Residents of Westchester County who have current local cards may already have borrowing privileges.

**Electronic Library Resources:** All students have access to the following electronic library resources:

- Nursing Reference Center
  - Link to EBSCO Discovery Health which contains electronic nursing books
- CINAHL with FULL TEXT (over 600 full text titles)
- OVID Library
- R2 Digital Library - Metropolitan New York Library Council
- STATRef

Students and faculty may access these through Moodle/Universal Forms/Library Resources and also on the intranet <http://newrochelle.montefiore.org/> Clinical Departments / Medical Library

**OR**

<http://mountvernon.montefiore.org/> Clinical Departments / Medical Library

## **COMPUTER LAB**

Computer labs are located on the 3<sup>rd</sup> floor of the school in the library. Students have access to computers during normal operating school hours. Eating, drinking, using cell phones and talking which is disturbing to others is prohibited. Students will read the “Patient Confidentiality Agreement” (in appendix) and sign a statement that they have done so. These policies are also required for EPIC.

The Library and the School of Nursing computers have internet access. Students may be online only for research pertaining to School of Nursing matters. No one is permitted to use internet for personal matters, including accessing personal email. Students are not to download any programs from computers. Anyone found in violation of these or any laws and/or copyright regulations are subject to severe penalties, not limited to possible termination from the program.

## **HEALTH COUNSELING AND GUIDANCE**

The Employee Assistance Program (EAP) is available to students. Please see the Dean, Faculty, or Coordinator of Student Services for additional information. EAP offers counseling, information resource benefits, and online resource centers. Students may contact EAP directly for free, confidential assistance 24 hours a day, seven days a week at: 1-844-300-6072 or at [clientservice@carebridge.com](mailto:clientservice@carebridge.com). The website address is [www.myliferesource.com](http://www.myliferesource.com) This service is confidential, and the school is not notified when students use this service.

In addition to the EAP program, below is a partial list of community agencies that students might find useful. Students assume full responsibility for any fees. Contact each agency directly for information. Confidentiality is maintained.

**CDC HIV/AIDS**  
**Center for Disease Control**

**Hotline 800-232-4636**  
**1-800-CDC-INFO**

**New York State HOPEline**  
**(Drug, Alcohol and Gambling Treatment)**

**Helpline 1-877-8-HOPENY**

**THE COUNSELING CENTER**  
**(Therapy–Individual/Couples/Child/Family)**  
**<https://counselingcenter.org>**

**180 Pondfield Road**  
**Bronxville, New York**  
**(914) 793-3388**

**MOUNT VERNON NEIGHBORHOOD**  
**HEALTH CENTER**

**107 West 4<sup>th</sup> Street**  
**Mt. Vernon, New York**  
**(914) 699-7200**

**PLANNED PARENTHOOD**  
**NEW ROCHELLE HEALTH CENTER**

**150 Lockwood Avenue, Suite LL-1**  
**New Rochelle, NY 10801**  
**(914) 632-4442**

**FAMILY SERVICES OF**  
**WESTCHESTER**

**6 Gramatan Ave., Suite 401**  
**Mt. Vernon, NY 10550**

**www.fsw.org**

**914-668-9124**

**Main Office: 2975 Westchester Avenue  
Suite 401  
Purchase, NY 10577  
914-937-2320**

**WESTCHESTER JEWISH  
COMMUNITY SERVICES  
www.wjcs.com**

**Headquarters: 845 N. Broadway  
White Plains, NY 10603  
914-761-0600**

**MY SISTERS PLACE  
www.mspny.org**

**Crisis Hotline (800) 298-7233 (SAFE)  
Administrative Offices:  
3 Barker Avenue  
White Plains, NY 10601, 914-683-1333**

**HOPE'S DOOR  
www.hopesdoorny.org**

**Crisis Hotline: 888-438-8700  
50 Broadway  
Hawthorne, NY 10532  
(914) 747-0828 by appointment**

**WESTCHESTER COUNTY SERVICES**

**[www3.westchestergov.com](http://www3.westchestergov.com)**

## **DRUG AND ALCOHOL ABUSE PREVENTION**

The Institution annually distributes information regarding the Employee Assistance Counseling Services and flyers titled "Using Carebridge for Assistance with Your Substance Abuse" and "Treatment Approaches for Drug Addiction." Students are notified by the publishing of the same document in the Fall Term Schedule of Classes. Students get a flyer with information regarding the substance abuse counseling benefit through the Employee Assistance Program that is part their Nursing 1 orientation packet and a speaker from the EAP discusses this benefit during orientation. More information can be found at [www.myliferesource.com](http://www.myliferesource.com)

## **SCHOOL ACTIVITIES**

### **CLASS ORGANIZATIONS AND OFFICERS**

Each class elects' officers (President, Vice President, Treasurer and Secretary), and establishes its own activities in keeping with the belief that students should have self-governance and an open forum for resolving problems. Class officers must be in good academic standing and be capable of accepting the responsibility of office. All class officers are members of Student Council. The Class President is a member of the Grievance Committee. Elections are held during Nursing 1 & Nursing 3.

## **GRADUATION & PINNING**

The graduation fee entitles students to their diploma, diploma cover, school pin, lamp, cap and gown, and guest invitations.

Commencement and the awarding of diplomas takes place at the end of the spring semester. Students are recognized for achieving a cumulative grade point average of 3.5 or higher. The student may attend the ceremony after s/he completes the entire program. Students will be allowed to walk with their cohort if they lack 3 credit hours or less in a liberal arts course. Official transcripts, degree, and permission to take the NCLEX-RN exam will be withheld until the student successfully completes the course.

The pinning ceremony will be held each semester.

## **NATIONAL STUDENT NURSES' ASSOCIATION (NSNA)**

NSNA is an organization of nursing students for nursing students. Its goal is to establish a firm foundation and communication network for nursing students. Membership is optional for students.

## **RECRUITMENT**

Students are encouraged to be involved in organized recruitment activities. Students can share their knowledge and experience and portray a positive image of nursing.

## **SCHOOL COMMITTEES**

Students are encouraged to enhance personal and professional growth by attending meetings of school committees. Students are welcome to attend meetings of the Faculty Organization Committee to discuss academic policies. Students are also invited to attend Curriculum Committee meetings to have input into curriculum development. Please contact the Assistant Dean for the Curriculum Committee schedule and to request an item be placed on the meeting agenda. Please contact the Dean for Faculty Organization meeting schedule and to request an item be placed on the meeting agenda.

Students may attend the first 10 minutes of the meeting to discuss concerns.

## **STUDENT COUNCIL**

The Montefiore School of Nursing Student Council (MSON Student Council) is the student government organization for the Montefiore School of Nursing. The MSON Student Council consists of individuals elected by each nursing class to handle matters as they pertain to the entire School of Nursing. The organization's mission is to create a positive and professional atmosphere for students through sponsoring various activities within MSON as well as

representing MSON in the community through service projects. The Student Council meets monthly.

The purposes of Student Council are:

- a. to serve as the official student body organization of Montefiore School of Nursing.
- b. to serve as an intermediary between the student body and Montefiore School of Nursing administration and nursing school faculty.
- c. to provide students with social activities.
- d. to execute other functions and duties as determined by the Constitution.
- e. to act as the student body service organization for Montefiore School of Nursing.
- f. to provide programs representative of fundamental interests and concerns to nursing students.

The officers of Student Council will consist of the Nursing 4 Class Student Council Officers: President, Vice-President, Secretary, and Treasurer. One member of the faculty and the Coordinator of Student Services will act as advisors. Each class representative will cast one vote. Other students may attend meetings that do not involve grievance issues.

## **CONSTITUTION AND CITIZENSHIP DAY**

The school notifies faculty and students of educational events and provides a link with information pertaining to the United States Constitution at the Office of Financial Aid on September 17<sup>th</sup> of each year. This event includes free informational materials educating students about the United States Constitution. This information is highlighted on Moodle each year.

## **PERSONAL SAFETY**

### **SAFETY PRECAUTIONS**

A successful campus safety program needs the cooperation, involvement, and support of students, staff, and faculty. Exercise these simple, common-sense precautions:

- travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.
- report any suspicious person or activity; report all incidents no matter how minor; report losses immediately.
- lock your vehicle and store valuables out of view.
- never loan keys to anyone as they are easily lost, stolen, or duplicated; and
- mark or engrave your belongings; do not leave belongings/valuables unattended.

### **Safety Tips:**

Most important – BE AWARE. When walking, be aware of what is going on around you. Walk assertively. If you look like you know where you are going and what is happening around you, you are less likely to become a target for crime.

Use the buddy system. Do not study alone in classrooms during non-business hours. If studying after hours is necessary, make sure that you have a study partner.

Carry a cell phone, even if it is for emergencies only. You can get a pre-paid phone.

Trust your instincts. If something “feels wrong” (with a person, building, situation, etc.) something probably is wrong. Even if you don’t know why you are uncomfortable, change your plans, move away from the person, get out of the area – whatever is necessary to make the feeling go away.

If you feel like you are being followed, stay in well lighted areas, and go into a building where there are other people such as a store or restaurant. If these are not available, join a group of people and ask them to walk with you until it is safe.

Report Suspicious Activity. If you see a person who is acting suspiciously or some type of activity that doesn’t look right, or you feel like you are being followed, call security, dial “0” for operator, or the police immediately and report it.

## **TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS**

MSON makes timely warnings to the campus community about certain crimes reported to campus security authorities or local police agencies and considered threats to students and employees. MSON also follows emergency notification as well as emergency response and evacuation procedures if there is an immediate threat to the health or safety of students or employees occurring on campus.

## **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

Montefiore School of Nursing has a Comprehensive Emergency Management Plan (CEMP) for emergencies and disasters. The plan is located in the Student Services Office, Dean’s office, hallways, classrooms and is posted in Moodle.

## **Institutional security policies and crime statistics – CLERY (Campus Security Act)**

All institution policies and crime statistics, along with annual reports and CLERY Act information can be found on the Campus Public Safety Office website at <https://www.montefiorehealthsystem.org/SchoolofNursing>

## **Campus Crime Log**

The campus security department maintains and makes available a campus crime log.

## **Annual Security Report**

An annual campus security report is made available by Campus Safety. These statistics are published in a report covering the previous three calendar years. Campus Safety submits a statistical report the US Department of Education on an annual basis.



## **SUBSTANCE ABUSE**

The physical effects of alcohol and sedating drugs are very similar and include impaired judgment and motor coordination, disinhibition, dizziness, confusion and extreme drowsiness. If enough alcohol or sedating substances are consumed, an individual may fall unconscious or may not remember the details of what occurred. Depending on the substance and the presence of alcohol and other drugs in the person's system, more dangerous and sometimes life-threatening side effects may occur.

Substance abuse counseling is available through the Employee Assistance Program. To reach the EAP [clientservice@carebridge.com](mailto:clientservice@carebridge.com). The website address is [www.myliferesource.com](http://www.myliferesource.com) This service is confidential, and the school is not notified when students use this service.

### **Penalties Associated with Impairment and Drug-Related Offenses**

The use and sale of illicit drugs by students and employees is strictly prohibited in accordance with federal and state regulations and laws. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances in violation of the law on Institution property or at Institution events may be subject to both administrative disciplinary actions and criminal proceedings. All drug related violations by students on campus and at Institution sponsored events off campus may be handled under procedures outlined in the Student Conduct Code. The Institution will take appropriate personnel actions for infractions by employees, up to and including termination. Violations of state and federal laws may be referred to the appropriate authorities.

## **BULLYING**

Montefiore School of Nursing is committed to protecting its' students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and or any type. The school believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment, or discrimination, as defined herein is prohibited.

### **I. Definitions**

**A. "Bullying"** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an employee or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to unwanted teasing, cyberbullying, cyberstalking, sexual, religious, or racial harassment, public humiliation, threatening, physical violence, and theft.

**B. “Cyberbullying”** is defined as the willful and repeated harassment and intimidation of a person using digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging.

## **II. Reporting**

Complaints of bullying should be reported immediately to the Assistant Dean, Coordinator of Student Services, or the Dean.

## **III. Disciplinary Action and Due Process.**

Violations of this policy by students are subject to disciplinary action in accordance with School policy as outlined in the Behavior/Code of Conduct section of the Student Handbook. Those accused of such violation will receive due process as outlined in the Behavioral Grievance Policy found in the Student Handbook.

Violations by faculty or staff of the Montefiore School of Nursing will be subject to disciplinary action and due process as outlined in Faculty Handbook or Policy of the Montefiore New Rochelle Hospital.

## **CRIME INFORMATION**

### **Bias Crimes Information**

Generally, a person commits a hate crime when he or she commits a specified offense and is motivated in whole or in part by bias on the part of the offender toward the race, color, national origin, gender, religion, age (sixty or older), or disability of the victim.

Penalties for bias related crimes range from monetary fines up to a minimum of twenty years in prison, depending on the nature of a specific offense. Specific information regarding hate crime offenses and related penalties may be obtained from article 485 of the New York State Penal Law.

Whenever a member of the college community becomes a victim of a bias related crime, that member shall notify the Montefiore Mount Vernon Hospital Security Department as soon as possible. The Security Department will respond, ascertain information for a report, and make the following notifications as appropriate:

- Local police and Other notifications where warranted.

All reports of bias crimes will be investigated, and perpetrators will be subject to administrative discipline consistent with Montefiore Mount Vernon Hospital/School of Nursing policies and procedures as well as criminal prosecution as allowed by law.

The Security Department utilizes the following methods to advise students, faculty and staff about security measures on campus:

- Postings on Student Bulletin Boards on the 3<sup>rd</sup> floor at the School of Nursing
- Emails as appropriate to the Dean

### **Sexual Crimes Information**

Montefiore School of Nursing is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by State and Federal law will not be tolerated at School of Nursing supported events or activities, on or off campus. The School of Nursing will take action, as needed, to discourage, prevent, correct and if necessary, discipline behavior that violates this standard of conduct. Such discipline will depend on the nature of the offense and may range from a disciplinary warning up to and including expulsion or dismissal from the school. Please see Title IX Misconduct Policy and Complaint Procedures for Students.

### **Substance Abuse and Sexual Assault**

Some Basic Facts on the criminal use of sedating substances to facilitate sexual assault:

For centuries alcohol has been used to facilitate sexual assault. Today it remains the substance most frequently associated with date rape, and the most accessible sedating substance. Other sedating drugs are increasingly being misused to commit sexual assault by spiking victims' beverages. These are referred to by a number of street names of which you should be aware. These include Liquid Ecstasy, Liquid X, Grievous Bodily Harm and Easy Lay for GHB, and Special K for ketamine. Common street names for Rohypnol include Roofies, Roachies, La Rocha and the forget pill.

How to reduce the risk of being drugged and sexually assaulted:

- Do not leave beverages unattended.
- Do not take any beverages, including alcohol, from someone you do not know well and trust.
- At a bar or club, accept drinks only from the bartender or server.
- At parties, do not accept open-container drinks from anyone.
- Be alert to the behavior of friends and ask them to watch out for you. Anyone extremely intoxicated after consuming only a small amount of alcohol may be in danger.
- Limit alcohol consumption so you are better able to assess your surroundings and eat substantive food before drinking to help curb its sedating effects.
- When drinking in social settings, make arrangements with a friend so that you can leave together.

Most importantly, remember that whether you follow these tips or not, if someone sexually assaults you, it is not your fault. You are never to blame for someone else's actions.

## Precautions

Even the best self-defense program cannot completely prevent sexual assault.

Be aware that everyone is a potential victim of sexual assault. The most vulnerable target is a woman alone. It is a myth that assault is provoked by a woman's dress or mannerisms.

Opportunity and vulnerability are the key factors. Over 80 percent of all sexual assaults are committed by an acquaintance of the victim, but almost half of these victims tell no one about the attack. Many attacks begin with casual conversation. If your gut-level response to a stranger or friend is uneasiness, try and get out of the situation as quickly as possible, even if it means being rude or making a scene. The keys to prevention are awareness, trusting your intuition, and assertive behavior. Take the time to think ahead about what you might do in the event of an attack.

The following tips are designed to increase your awareness of personal safety and to encourage you to think ahead about how you would react if you were assaulted:

- Be alert to your surroundings
  - Know your route and stay in well-lit areas.
  - Walk confidently. Walk with other people whenever possible.
  - Consider carrying a whistle on your key chain and use it if you find yourself in danger.
  - Know the locations of public and blue light telephones and keep change handy.
  - If you are walking alone, don't use headphones; they distract you and prevent you from being alert.
- If you travel by car
  - Always keep your car locked, while you are riding and when it is parked.
  - When returning to your car, do so with your keys in your hand.
  - Check the back seat before you get in.
  - After you get in, re-lock the car immediately and keep the windows up.
  - Do not stop to assist stalled drivers. Drive on and call the police. Do not accept assistance if your car is stalled. Tell anyone who offers help to call the police.
  - Do not pick up hitchhikers.
- If you travel by bus
  - Go to the bus stop with other people whenever possible, particularly at night.
  - Don't accept rides from strangers.
- If you feel you are being followed
  - Walk to the nearest occupied or well-lighted building, not to your car or a bus stop. If on campus, contact security for assistance; if off-campus, call the police. Note the appearance of the person or persons; note the license plate number of the car. Your personal safety should come before the security of belongings, such as books, bags, etc. When in doubt, leave them behind.
- If you feel threatened

- Shout “Leave me alone.” Others may hear you and/or the potential criminal may be frightened away.
  - Trust your instincts. If you feel in danger, you probably are and don’t be embarrassed to seek assistance.
- At home, keep the doors and windows locked. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment.
  - Learn to defend yourself.
  - Teach children about the potential for sexual assault and what to do if they are ever approached inappropriately. Children should be told that they are never responsible for sexual assault and to tell a trusted adult if an assault should ever occur.
  - Report all incidents to Security if on campus, to the police if off campus.

## **Sexual Harassment**

Sexual harassment includes any unwanted verbal or physical sexual advances, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminating remarks which are offensive or objectionable to the person at whom they are directed, or which cause a person discomfort or humiliation.

Sexual harassment can be as subtle as a look or as blatant as rape. Women are most often, though not solely, its victims.

Verbal harassment may include “humor” or “jokes” about women, sex, or sexual orientation, or remarks connecting a person’s sex with intellectual or academic abilities. Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and New York State Human Rights law. Verbal harassment may include sexual innuendos and comments and sexual remarks about clothing, body, or sexual activities; suggestive or insulting sounds; sexual propositions, invitations or other pressure for sex (“My office hours are limited. Why don’t you come by my house, or we can have dinner, and get to know each other better in privacy.”); implied or overt threats (“It’s simple; if you want to pass the course, you have to be nice to me and sex is the nicest thing I can think of. It’s up to you.”)

Physical harassment may include patting, pinching or other inappropriate touching or feeling; brushing against the body; attempted or actual kissing or fondling; coerced sexual intercourse. Other kinds of sexual harassment may include leering or ogling (for example, an advisor who meets with a student and stares at her breasts); obscene gestures. If you feel you are being sexually harassed at The Montefiore School of Nursing, you may request help from several sources: **School Personnel** Allegations of sexual harassment should be reported to the School’s Dean extension 6220 or your faculty advisor.

## **Title IX Violation**

**For crimes of violence, including, but not limited to sexual violence, MSON shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For a Respondent who withdraws from the MSON while such conduct charges are pending, and declines to complete the disciplinary process, MSON shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." In cases of suspension, MSON will consider removing the notation one year after conclusion of the suspension. Requests should be sent to Title IX Coordinator. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.**

NAME	PHONE NUMBER	WEBSITE
<b>Safe Horizon</b> Domestic Violence, Child Abuse, Rape & Sexual Assault, Human Trafficking, Stalking, Youth Homelessness	Domestic Violence Hotline: 1-800-621-HOPE (4673)  Crime Victims Hotline: 1-866-689-HELP (4357)  Rape & Sexual Assault Hotline: 1-212-227-3000	<a href="http://www.safehorizon.org">www.safehorizon.org</a>
<b>Office for the Prevention of            Domestic Violence - New York            State</b> Domestic and Sexual Violence	NY State Hotline 1-800-942-6906  TEXT – 844-997-2121	<a href="http://www.opdv.ny.gov">www.opdv.ny.gov</a>
<b>Westchester County –            Office for Women</b> Domestic Violence Resources	Family Helpline/Hotline Weekdays 9am – 5pm (914) 995-5972 Weekend & After Hours (914) 995-2099 Sexual Assault Hotline 1-833-220-2444	<a href="http://www.women.westchestergov.com">www.women.westchestergov.com</a>
<b>Hopes Doors</b> Domestic Violence, Emergency Shelter, Support and Counseling, Referrals for Assistance.	Crisis Hotline 1-888-438-8700	<a href="http://www.hopesdoorny.org">www.hopesdoorny.org</a>
<b>My Sister’s Place</b> Domestic Violence, Emergency Shelter, Support and Counseling, Legal Services, Human Trafficking	1-800-298-SAFE (7233)	<a href="http://www.mspny.org">www.mspny.org</a>
<b>Pace Women’s Justice Center</b> Legal Assistance, Orders of Protection, Custody, Divorce, Wills	Legal Advice Hotline (914) 287-0739 - Helpline (914) 422-4188 – Clinic Family Court Legal Program (914) 422-4035	<a href="http://www.law.pace.edu/wjc">www.law.pace.edu/wjc</a>
<b>Westchester Community            Opportunity Program            (WESTCOP)/Victims Assistance            Program (VAS)</b> Early Childhood Development, Community Action Partnerships, Support Services for Veterans and Their Families, Victims Assistance, Weatherization, Foster Grandparent Program	Local Hotline Number: (914) 592-5600  Victim Assistance Program (855) 827-2255	<a href="http://www.westcop.org">www.westcop.org</a>
<b>The Samaritans</b> Helping People in Crisis (Suicide Prevention, etc.)	Completely Confidential Hotline: 212-673-3000	<a href="http://samaritansnyc.org/">http://samaritansnyc.org/</a>
<b>National Hotlines</b>	National Domestic Violence Hotline - 1-800-799-7233  National Sexual Assault Hotline 1-800-656-4673 (HOPE)  National Hotline for Crime Victims 1-855-4-VICTIM (1-855-484-2846)  National Alliance on Mental Illness 1-800-950-6264 (NAMI)  National Hotline for Suicide Prevention – 988	<a href="http://www.victimsofcrime.org/">www.victimsofcrime.org/</a>

**Appendices:**

**Appendix A:** Students' Bill of Rights

**Appendix B:** Student Alcohol and Drug Use Amnesty Policy

**Appendix C:** A Plain Language Explanation of Distinctions between the New York State Penal Law and the MSON Disciplinary Processes

**Appendix D:** Resources and Reporting Options



## **Appendix A: Students' Bill of Rights**

MSON is committed to providing options, support and assistance to victims/survivors of Sexual Abuse/Assault, Stalking, Domestic Violence and/or Dating Violence to ensure that they can continue to participate in MSON-wide and campus programs, activities, and employment. All MSON community members have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All MSON students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of Domestic Violence, Dating Violence, Stalking, and Sexual Assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

See Section VIII.A. for information about filing a Report or Complaint, Section VIII.C. for information about confidentiality during the Report/Complaint process and an investigation and Appendix D for confidential support options.

## **Appendix B: Student Alcohol and Drug Use Amnesty Policy**

The health and safety of every student at MSON is of utmost importance. MSON recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to Domestic Violence, Dating Violence, Stalking or Sexual Assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. MSON strongly encourages students to report Domestic Violence, Dating Violence, Stalking, or Sexual Assault to MSON officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of Domestic Violence, Dating Violence, Stalking, or Sexual Assault to MSON's officials or law enforcement will not be subject to a code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the Domestic Violence, Dating Violence, Stalking, or Sexual Assault.

MSON will provide students with the assistance needed to respond to high risk drinking and/or other drug abuse. In a crisis, students are encouraged to seek such assistance by contacting the MMV or MNR Security Department or 911.

[Montefiore New Rochelle Hospital Security Department](#)  
[16 Guion Place](#)  
[New Rochelle, New York 10801](#)  
[914-365-3562](#)  
[dmosher@montefiore.org](mailto:dmosher@montefiore.org)

[Montefiore Mount Vernon Hospital Security Department](#)  
[53 Valentine Street](#)  
[Mount Vernon, New York 10550](#)  
[914-361-6007](#)  
[fcabbelljr@montefiore.org](mailto:fcabbelljr@montefiore.org)

Additional resources and information can be found in MSON's Drug and Alcohol Policy.

## Appendix C: A Plain Language Explanation of Distinctions between the New York State Penal Law and the MSON Disciplinary Processes

New York State Education Law Article 129-B requires that MSON officials explain differences between MSON processes and the criminal justice process in addressing sexual and interpersonal violence.

There are significant differences between the two systems because they have different, important goals. In the criminal justice system, prosecutors pursue cases when they believe there is sufficient evidence to prove, beyond a reasonable doubt, that an individual has committed a criminal act. A person who is convicted of a crime will face criminal penalties, such as incarceration, probation, or the imposition of a fine. MSON’s disciplinary process seeks to determine whether an individual has violated MSON policy. In this process, a clear and convincing standard of proof is used to determine responsibility for alleged Title IX Violations, whereas a preponderance of the evidence standard will apply to allegations of other violations. A person who is found to have violated MSON policy may be suspended, expelled or otherwise restricted from full participation in the MSON community. This document is intended to help explain the differences between the criminal justice system and MSON disciplinary processes.

	<b>Criminal Justice System</b>	<b>MSON Disciplinary System</b>
<b>Goals.</b>	Public safety, deterrence, and punishment.	Education; safety; safe and supportive campus environment.
<b>Governing Law.</b>	NYS Penal Code; NYS Rules of Criminal Procedure (or another state’s rules if the crime took place there), Federal Criminal Law, and Rules of Evidence.	Title IX; The Clery Act, as amended by the Violence Against Women Act; NYS Education Law Articles 129-A and 129-B; MSON’s Policy and Procedures for Addressing Sex Discrimination and Gender-Based Misconduct; Student Bill of Rights; Faculty Policies; Code of Conduct.
<b>How to report and whether there must be action once a report is made.</b>	Crimes involving sexual violence may be reported to the local police agency or to the New York State Police. Certain crimes may also be reported to federal law enforcement agents. Once a report is made, the decision whether to investigate is made by the police/law enforcement agency, often in consultation with a District Attorney or other prosecuting agency. An investigation may be conducted without the consent or participation of a reporting individual. The ultimate decision of whether to initiate a criminal prosecution is initially made by a prosecutor. In cases involving felony charges, the final charging decision is made by a Grand	Victims may disclose sexual violence to confidential resources identified in Appendix D or to MSON employees who will ensure privacy to the extent consistent with MSON’s obligation to provide a safe educational environment. Disclosures made to a confidential resource will not trigger an investigation. When a Report or Complaint is made to the Title IX Coordinator or another MSON employees, the Title IX Coordinator will conduct outreach to the reporting individual and will generally commence an investigation of the incident.

	Jury.	
<b>Who investigates?</b>	Police or other law enforcement officials.	Investigators employed or retained by MSON.
<b>Procedures.</b>	See Governing Law. Procedures established by police departments, prosecutors' offices, etc.	Policy and Procedures for Addressing Sex Discrimination and Gender-Based Misconduct
<b>Standard of Evidence.</b>	Crimes must be proven "Beyond a Reasonable Doubt."	A violation of prohibited conduct must be proven by a "Preponderance of the Evidence" standard.
<b>Confidentiality.</b>	Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.	MSON offers confidential resources, but filing a Complaint requires that relevant information be shared with those involved.
<b>Privacy.</b>	Criminal trials must be public.	Investigations and disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within MSON, the parties to the proceedings, and pursuant to law.
<b>Who are the parties?</b>	The prosecution/State and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution.	Complainant and accused/Respondent.
<b>Participation in the process.</b>	In limited circumstances, a criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual's participation, it is generally more difficult to prove a crime beyond a reasonable doubt.	Students are encouraged, but not required to participate in MSON's process. Employees are required to cooperate with investigations. MSON will be limited in its ability to respond if a Complainant does not participate.
<b>Who initiates the proceedings?</b>	A prosecutor, acting on behalf of the State (or the United States in federal cases).	MSON initiates proceedings, with the Complainant generally having an active role.
<b>Testimony.</b>	In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.	Parties and witnesses will be questioned by the investigator. Parties may suggest follow-up questions, which will be reviewed and asked by the investigator in follow-up meetings.
<b>Role of attorneys.</b>	Both the State and the defendant are represented by counsel; counsel may question witnesses.	The parties may have an Advisor of their choice and at their expense (who may or may not be an attorney) present with them during any MSON meeting or interview. The role of an advisor is limited and does not change if the advisor is an

		attorney.
<b>Mental Health and Sexual History.</b>	In New York, a reporting individual's prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.	Evidence regarding sexual history is generally not admissible, but subject to quite limited exceptions, , such as if evidence about prior sexual behavior is offered to prove that someone other than Respondent committed the conduct alleged, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and is offered to prove consent. NYS Education Law Article 129-B also permits parties to exclude information about their own mental health history in the fact-finding phase of the disciplinary process.
<b>Possible Results.</b>	If a prosecution takes place, the defendant may <ul style="list-style-type: none"> <li>• plead guilty or “no contest”</li> <li>• have the case dismissed by the judge (on legal grounds)</li> <li>• be found “guilty” or “not guilty” by a judge or jury</li> </ul>	The Respondent may be found “responsible” or “not responsible” for violations of MSON's Policy. Alternatively, parties may choose a method of Informal Resolution, such as mediation.
<b>Sanctions.</b>	An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.	An individual found responsible for violating MSON policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from MSON (for students), and up to and including termination (for employees).

\* Adapted from SUNY, available at <https://system.suny.edu/media/suny/content-assets/documents/sexualviolenceprevention/College-and-Criminal-Process-Resource.pdf?bcs-agent-scanner=22624693-1166-7240-b9e7-8ab3f887c299>.

## **Appendix D: Resources and Reporting Options**

### **On-Campus Resources**

#### Confidential MSON Resources

A report made to the following MSON resources will not trigger an investigation by MSON:

Carebridge Employee Assistance Program  
844-300-6072  
clientservice@carebridge.com

Additionally, if an individual discloses information through a public awareness event, such as candlelight vigils, protests, or other public event, the institution is not obligated to begin an investigation based on such information, though it may use the information to inform its efforts for additional education and prevention.

### **Non-Confidential MSON Resources**

A report also may be made to MSON's Title IX Coordinator, Security Department, Dean, Assistant Dean, or other "campus security authorities" (See Section VIII.A.) however it will trigger an investigation by MSON.

### **Off-Campus Resources<sup>1</sup>**

#### Law Enforcement

MSON's first and foremost concern for anyone who has been the victim of an incident of Sexual Abuse/Assault, Stalking, Domestic violence, dating violence, or any other crime is their physical safety. Thus, if anyone who has been a victim of such unlawful behavior is feeling physically unsafe, he/she should immediately call the Security Department, the local police precinct, 911, or the state police for assistance.

**New York City Police Department & State Police**  
911 (Emergency)

**Local Police Precincts**  
Mount Vernon Police Department  
1 Roosevelt Square  
Mount Vernon, NY 10550  
914-665-2500

### **Medical Care & Evidence Preservation**

If anyone has been the victim of an incident of Sexual Abuse/Assault, Stalking, Domestic Violence, Dating Violence, or any other crime needs immediate medical treatment, he/she should go to the nearest hospital emergency room or call 911.

Additionally, victims of Sexual Assault should consider the following:

### **Sexual Assault Forensic Examination**

Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged

---

<sup>1</sup> Fees may apply to off-campus resources. Complainants should check with each resource to determine whether reporting is confidential.

to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

To obtain a **Sexual Assault Forensic Examination (SAFE)**, a sexual assault victim may contact Jacobi Medical Center, Social Work Department, 1400 Pelham Parkway, room 1E4, Bronx, NY 10467, tel. 718-918-5800, or the North Central Bronx Hospital, Sexual Assault Treatment Program, 3424 Kossuth Avenue, Bronx, NY 10467, tel. 718-519-4912. Both Jacobi Medical Center and North Central Bronx Hospital are SAFE-designated hospitals. Emergency care and support is available 24 hours/7 days a week, and a Victim Service Program social worker or volunteer advocate is on call at all times.

#### Financial Assistance for Healthcare

The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <https://ovs.ny.gov/help-crime-victims>, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

#### Sexually Transmitted Infections

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available from Planned Parenthood in New Rochelle, New York.

Victims of Sexual Assault, Stalking, Domestic Violence, Dating Violence or other crime should also consider seeking mental health services.

MSON is well aware of the emotional trauma often suffered by a victim of sexual violence, and therefore it has designated trained counselors in its Counseling Center to serve as sexual assault coordinators for MSON. They can be reached by calling (929) 246-6791 or emailing [oasc@MSON.med.edu](mailto:oasc@MSON.med.edu) and asking for a sexual assault coordinator. Advice and support will be offered on a confidential basis as the victim begins to make choices regarding how to proceed post-assault.

#### Other Resources Not Affiliated with MSON

**The NYC Alliance Against Sexual Assault** on-line at [www.svfreenyc.org](http://www.svfreenyc.org) or (212) 229-0345 has compiled numerous resources available to victims.

SOVRI (Support for Orthodox Victims of Rape and Incest) Hotline at Beth Israel Medical Center, (888) 613-1613 is a confidential hotline (no caller- ID is used) that may be called anonymously for information and support.

**Manhattan Family Justice Center can provide a wide range of services and support.** The Manhattan location is at 80 Centre Street, New York, NY, 10013; **Phone:** (212) 602-2800; <https://www.nyc.gov/site/ocdv/programs/family-justice-centers.page>

**Family Court Volunteer Lawyer Program** (part of the New York State Access to Justice Program)

900 Sheridan Avenue  
Bronx, NY 10451  
Phone: (718) 618-2150  
Hotline: (718) 618-2150  
[volunteerattorneys@nycourts.gov](mailto:volunteerattorneys@nycourts.gov)

#### Safe Horizon (NYC)

2 Lafayette Street, 3rd Floor  
New York, NY 10007  
Phone: (212) 227-3000  
<https://www.safehorizon.org>  
Hotline: (866) 689-4357

Family Services of Westchester  
6 Gramatan Ave.  
Mount Vernon, NY 10550  
Phone: (914) 668-9124

Planned Parenthood  
New Rochelle Health Center  
150 Lockwood Avenue, Suite LL-1  
New Rochelle, NY 10801  
Phone: (914) 632-4625

**Lifenet Helpline** (800) LIFENET [1-800-543-3638] is a general crisis hotline

**Immigration & Visa Assistance Services for Victims of Sexual & Interpersonal Violence:**

U.S. Citizenship and Immigration Services (USCIS)  
<http://www.uscis.gov/citizenship/learners/find-help-your-community>

USCIS Find Legal Services Webpage  
<http://www.uscis.gov/avoid-scams/find-legal-services>

Board of Immigration Appeals (BIA) (Listing of attorneys by state who provide immigration services either for free or for little cost)  
<http://www.justice.gov/eoir/probono/states.htm>

American Immigration Lawyers Association (AILA) Immigration Lawyer Referral Service  
<http://www.ailalawyer.org/>

American Bar Association (ABA) (Information on finding legal services by state)  
[https://www.americanbar.org/groups/legal\\_services/flh-home/](https://www.americanbar.org/groups/legal_services/flh-home/)



## **APPENDIX E**

### **END OF PROGRAM STUDENT LEARNING OUTCOMES**

Upon completion of the Montefiore School of Nursing Associate Degree Program the graduate will:

1. Communicate effectively with clients, colleagues, intraprofessional, and interprofessional health team members through caring modalities and advanced information and communication technologies.
2. Apply critical thinking skills and demonstrate intellectual curiosity, critical reasoning, problem solving skills, and creativity through utilization of the nursing process when delivering client centered care.
3. Practice culturally competent, holistic client centered care to a variety of individuals, families, and communities.
4. Apply leadership concepts, principles of advocacy and decision making in the provision of quality client care, healthcare team coordination and accountability for delivery of care in a variety of settings.
5. Accept responsibility and accountability for personal and professional behavior and the ethical, legal and professional standards of the discipline of Nursing.
6. Apply knowledge and experience in identifying client needs that will direct clinical judgments and actions resulting in optimal client outcomes and minimize the risk of harm through system effectiveness and individual performance.
7. Prioritize and delegate nursing care, incorporating knowledge of growth and development, population health, health promotion, and disease prevention to achieve optimal health outcomes.
8. Evaluate alterations in physiological, psychological, and psychosocial integrity in order to provide safe and effective nursing care to clients and their families.

## APPENDIX F

### Grading Criteria for Clinical Evaluations:

- 4 Criterion met consistently and independently. Is consistent in safe performance and student demonstrates clinical preparation.
- 3 Criterion met in a safe manner. Needs average guidance to organize and deliver care.
- 2 Criterion met at minimum level. Needs guidance, structure, prompting, and direction to meet criterion successfully.
- 1 Criterion not met as behavior/skill was either not demonstrated correctly or student did not perform despite the opportunity to do so. Does not perform the behavior or skill consistently. Requires maximum assistance to function. Is unsafe/does not meet required agency, regulatory, nursing standards when functioning in the clinical area. Uses poor judgment & is consistently unprepared for clinical experiences.

**Nursing 4 Students are expected to score a minimum of 3.50 or higher to pass clinical.**

**Nursing 3 Students are expected to score a minimum of 3.00 and maximum of 3.25 to pass clinical**

**Nursing 2 Students are expected to score a minimum of 2.50 and maximum of 2.75 to pass clinical.**

**Nursing 1 Students are expected to score a minimum of 2.00 and maximum of 2.25 to pass clinical.**

## APPENDIX G



### Patient Information Confidentiality Agreement for All Users

Name: \_\_\_\_\_

Position: \_\_\_\_\_

#### Confidentiality Agreement/Computer Access Agreement:

I recognize that, in the course of performing services at Montefiore, I may gain access to Montefiore patient information, which is protected by federal and state law and by Montefiore Administrative Policies and Procedures.

I may be assigned a unique computer identification number and instructed to develop a personal password so that I may access Montefiore electronic medical record systems. In order to receive an identification number and password, I will be required to complete training in the use and responsibilities of the Montefiore electronic medical record systems. I understand that my access identifiers are the equivalent of my legal signature and I will take all reasonable and necessary precautions to protect them in order to maintain confidentiality of patient information stored in Montefiore electronic medical record systems, I agree that:

- I will keep confidential all patient information to which I gain access whether in the direct provision of care or otherwise.
- I will access and use patient information only on a "need to know" basis as necessary for the provision of patient services and/or hospital operations.
- I will disclose patient information only to the extent authorized and necessary to perform my job responsibilities.
- I will not discuss patient information in public places or outside of work.
- It is my obligation and responsibility to ensure the confidentiality of all patient information.
- I will keep my computer identification number and passwords confidential and will not share them with anyone for any reason. I understand that I will be responsible for all transactions performed using my access identifiers.
- I will not attempt to access information in the system using a user ID and password other than my own.
- I will not leave an in-hospital or remote computer terminal unattended without first logging off.
- I will take all reasonable and necessary precautions to ensure both in-hospital and remote terminals are protected from unauthorized access.
- I will contact security administration (718-920-4554) immediately if I have reason to believe that my computer identification number or password has been revealed for any system or if I suspect any unauthorized access to patient information.
- I will inform Montefiore's security administration (718-920-4554) if I leave my current employment so that my access to all Montefiore electronic medical record systems will be deactivated.

It is my responsibility to maintain the confidentiality of Montefiore's patient information even when I am no longer a member of Montefiore's workforce or no longer permitted access to the Montefiore information systems.

I understand that Montefiore will use my identification number and/or password to monitor Montefiore electronic medical record systems by means of patient and user-specific audit trails and that my use of the systems may be audited at any time. It is my obligation and responsibility to protect my unique user identification number and password from improper use, and not to do so is a breach of Montefiore policy, which will result in disciplinary action including possible loss of access to the Montefiore electronic medical record systems and/or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date revised October 2017

## INDEX

Academic Advisement	7	Grievance Procedure	22
Academic Calendar	3	Health Counseling & Guidance	28
Academic Code of Conduct	7	Health Records	8
Academic Honesty	7	Health Services	8
Academic Integrity	7	Identification Badge	17
Academic Support	8	Incident Reporting	14
Access	6	Liability	27
Administrative Hours	5	Library / Resource Center	28
Attire, Clinical	28	Licensure	10
Attire, Behavioral Health Units	26	Limited Permit	10
Auditorium	10	National Student Nurses' Assn.	30
Behavior/Code of Conduct	18	Nursing Skills Laboratory	11
Behavioral Grievance Policy	22	Order of Protection	16
Behavioral Sanctions	19	Parking in Mt. Vernon	12
Bullying	33	Particulate Mask - N95	27
Cancellation of Classes	6	Observational Clinical	26
Clinical Assignments	25	Records	16
Credit Cards	7	Recruitment	30
Crime Information	13 & 32	References	17
Class Organizations & Officers	30	Registration for Mass Notification System	15
Classrooms	11	Reporting Crimes and Emergencies	15
Code of Ethics	6	Restrooms	12
Codes / Fire	14	Safety Officer	15
Comprehensive Emergency		Safety Precautions	31
Management Plan	32	School Committees	30
Computer Lab	28	Security	16
Constitution & Citizenship Day	31	Smoking	24
Definitions of Grievance Terminology	22	Social Networks	17
Diploma	16	Status Change	24
Discrimination	20	Student Council	30
Documentation	17	Student Lounge	11
Dress Code	17 & 25	Study Areas	12
Dress Code in Skills Lab	26	Student Bill of Rights	11
Drug & Alcohol Abuse Preventions	29	Substance Abuse	20&33
Drug & Alcohol Use	20	Telephones	13
Eating Facilities	11	Timely Warnings and	
EPIC Training	25	Emergency Notifications	32
Evaluations	26	Title IX Coordinator Contact Information	5
Faculty & Staff Roster	4	Title IX Violations	37
Faculty Hours	11	Transcripts	17
Faculty Mailboxes	16	Transportation	13
Graduation & Pinning	30	Voice Mail	11
Grievance Committee Procedure	22	Weapons	24