



# Finger Lakes Health College of Nursing

## *Catalog*



Finger Lakes Health College of Nursing  
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## Message from the Dean



As the Dean of Finger Lakes Health College of Nursing, it is with pride and pleasure that I welcome you to explore our college. I also encourage you to peruse our website to better understand the breadth and depth of the services that we provide to prospective students, current students, alumni, and donors.

The College of Nursing is privileged to be a part of Geneva General Hospital, an affiliate of Finger Lakes Health System located in Geneva, New York. We have knowledgeable and caring faculty, in addition to well-informed staff. They take satisfaction in assisting our students from the time they show interest in our programs to their graduation, employment, and more.

Finger Lakes Health College of Nursing has a distinguished reputation throughout the Finger Lakes Region for the quality of its graduates. By joining our educational programs, you will be among the elite and highly respected individuals within the local health-care community.

We are focused on preparing students to join a workforce community of healthcare professionals who provide exemplary service and care to a diverse population.

Our faculty and staff are innovative, creative and engaged in advancing the knowledge and skills to improve the delivery of health and human services. We expect our students and our graduates to continue with the tradition and do their best in caring for the patients, clients, coworkers, and employers that they serve ethically, skillfully, proficiently, professionally, and with utmost compassion.

Finger Lakes Health College of Nursing was established in 2008 by a small group of nurses who shared the same vision and dedication to meeting the healthcare needs of the rural community of the Finger Lakes Region. Recognizing a need for Registered Nurse preparation in the region, the College of Nursing collaborated with Geneva General Hospital to establish a new associate degree program in nursing. This new degree program continued the tradition and commitment the hospital has demonstrated for over fifty years in an ever-changing healthcare environment. Staying true to meeting the needs of the community, in 2014, Finger Lakes Health College of Nursing added a certificate program in surgical technology.

Thank you for your interest in our academic programs at FLHCON! Our College staff is here to assist you, and to support prospective and current students, and our alumni. I invite you to contact us if you have any questions and/or you are interested in pursuing healthcare studies at FLHCON.

Dr. Victoria Record, Ed D, RN, CNE

## **About Finger Lakes Health College of Nursing**

### **Mission**

Finger Lakes Health College of Nursing is dedicated to educational and clinical excellence, flexibility, accessibility, leadership, and community. The offered curricula are educationally flexible and current in concert with the health professions and are taught by faculty who are committed to clinical practice and a competency-based education.

Finger Lakes Health College of Nursing is committed to preparing graduates who practice safely within the identified scope of practice, who protect and improve the health of those they care for, and who are adaptable to change and ready to face the challenges of the health care environment of the future.

Key objectives define the direction of Finger Lakes Health College of Nursing. Our strategic goals and principles are to:

- Provide high-quality, comprehensive undergraduate nursing educational experiences designed to prepare students to meet the present and future healthcare needs and expectations of the public and to excel personally and professionally as local and global citizens;
- Collaborate with the community in responsible growth to meet the current and future demand for qualified healthcare professionals;
- Graduate culturally competent healthcare professionals who value diversity and lifelong learning;
- Invest in healthcare scholarship, practices and educational processes that integrate the academic expectations/requirements of the faculty, student learning opportunities, and the healthcare needs of the community;
- Integrate current technology into teaching/learning, practice, and operational processes;
- Build and sustain relationships and economic development opportunities with our alumni, communities, and businesses; and
- Secure our financial future through efficient management, increased levels of external funding, and building a strong endowment.

### **Philosophy of Academic Programs**

The philosophy of the academic programs is based on the foundational concepts of the learners' roles in society, the delivery of patient-centered care, and personal and professional growth through life-long learning.

Our philosophy reflects the belief that nursing and surgical technology are patient-centered disciplines whose members strive for excellence and demonstrate integrity by providing safe and ethical care with consideration of a diverse population of patients. The outcome of care is dependent not only on technical competencies, but also on relationships, teamwork and collaboration with those who provide care, integrating the best current evidence with clinical expertise and values, including cultural sensitivity and competence, for delivery of optimal health care.

### **Location and Hours**

Finger Lakes Health College of Nursing is located in the heart of the Finger Lakes Region in Geneva, New York. You may contact us at the following address:

Finger Lakes Health College of Nursing  
196 North Street  
Geneva, NY 14456

You are also welcome to call us for information by contacting our student services personnel at 315-787-4005. Should you wish to stop by, our administrative offices are open Monday through Friday from 7:00 a.m. to 5:00 p.m. During the summer, the hours are variable and students should call to inquire about open hours. The College has extended hours in effect for registration and other special events.

## **ACADEMIC PROGRAMS AND COURSE DESCRIPTIONS**

### **Overview**

Our academic curricula fosters the development of individuals to deliver quality, holistic healthcare in a healing and caring way while emphasizing the individual's responsibility to professional and personal lifelong learning. In keeping with our philosophy, our students graduate with a sound base of empirical knowledge gained through general education courses as well as the theoretical knowledge that enables them to incorporate critical thinking into professional practice guided by research.

Our faculty are integral to our academic strength. They are experienced professional educators who have achieved higher education by advanced degrees and national certifications. They are committed to student learning and maintaining high academic standards. Students are attracted to our programs because of the small classroom size, faculty to student ratios, and flexibility of the programs.

Both the Nursing and Surgical Technology programs are residential programs meaning that the courses for these programs are conducted either on the Finger Lakes Health College of Nursing campus or in affiliate clinical sites. It does not mean that housing is available.

## **NURSING**

Finger Lakes Health College of Nursing in collaboration with Finger Lakes Community College (FLCC) offers a full time day/evening/weekend program that is flexible and conducive to the adult learner seeking a career as a professional registered nurse. This academic program will lead to an Associate Degree in Applied Science with a major in nursing awarded by Finger Lakes Health College of Nursing after completing four academic semesters.

Students in the program attend classes and start participating in clinical rotations in the first semester, which will give them an opportunity to apply knowledge and skills obtained in classroom and laboratory into practice immediately.

### **Advanced Placement Options**

#### ***Option #1-January Admission***

Licensed practical nurses, or those who have completed Nursing Fundamentals in another nursing program within 2 years of admission to FLHCON with a final grade of “C+” or above, may be eligible for January admission (Nursing Science II). Students must provide evidence of:

- Valid NYS LPN license at time of application **or** proof of completion of Nursing Fundamentals with a final grade of “C+” or above. Fundamentals must be completed prior to September 1<sup>st</sup> application deadline and within 2 years of application.
- High school diploma/ GED
- Successful completion of chemistry and biology or anatomy & physiology I with a grade of “C” or better within the last five years. These courses must be completed by the September 1<sup>st</sup> application deadline.
- Physical examination with required immunizations
- Current CPR
- Successful demonstration of clinical skills to include vital signs, dry sterile dressing change, head to toe physical assessment, sterile gloving, and isolation.

#### ***Option #2- MSWSPN/FLHCON 1+1 Challenge Exam***

This option is only available to currently enrolled students in the Marion S. Whelan School of Practical Nursing program and allows students to take the 1+1 Challenge Exam. If successful, the student may be offered a slot in the Finger Lakes Health College of Nursing program as a third semester student. Any current MSWSPN student interested in taking the 1+1 Challenge Exam must file an application to Finger Lakes Health College of Nursing and meet all application requirements by the application deadline of March 1<sup>st</sup> each year. Application requirements are as follows:

1. Application to Finger Lakes Health College of Nursing completed and submitted along with application fee by March 1<sup>st</sup> each year.
2. Proof of completion of Anatomy & Physiology I, and Chemistry within 5 years of application with a final grade of “C” or better.
3. Submission of high school diploma or GED

*Admission in FLHCON is based on the following:*

1. Successful completion of the MSWSPN program
2. Successful completion of the 1+1 Challenge exam with a grade of C+ (77%) or higher
3. Availability of NS III slots in the FLHCON program

### **Conceptual Framework**

The Theory of Nursing Knowledge and Nursing Practice is a systematic view of the phenomena of practice invented for the purpose of describing, explaining, predicting and prescribing care (Meintz, S. L., 1994; Van Sell, 2000). An adaptation of this theory provides the conceptual framework for the Associate Degree Nursing curricula.

The conceptual framework for the nursing program is based on the principles of the Theory of Nursing Knowledge and Nursing Practice. The theory places extreme emphasis on the individual's accountability and responsibility to participate in the attainment of knowledge and to develop his/her own practice based on that knowledge which is supported by research and evidence. The theory delineates factors which constitute professional practice, explains relationships between elements of practice and knowledge, predicts practice patterns, identifies methods to evaluate practice, and examines identified variables.

Learning is enhanced by a collaborative, student/faculty partnership which is characterized by active and responsible student involvement strategies and by faculty who function as facilitators of the learning process. Education provides a foundation of theoretical knowledge and technical skills which are common to the practice of nursing. Education at each level builds on previous knowledge to facilitate educational advancement and career mobility. The curriculum is both an organized, competency-based sequence of learning for the purpose of preparing individuals for entry-level positions in practice employing a variety of teaching/learning strategies to ensure student success. The faculty facilitation enables the students to become competent beginning practitioners who use effective critical thinking and demonstrate humanistic values and caring.

In addition, the faculty subscribe to the concept of differentiated nursing practice which "describes the system of sorting roles, functions, and work of nurses according to education, clinical experience, and defined competence and decision-making skills required by different client needs and settings in which nursing is practiced." (NLNAC, 1999).

## **Nursing Program Goals**

The goal of the nursing program is to prepare students with the knowledge, skills, and attitudes necessary to function safely, efficiently, and competently in the clinical setting as a graduate nurse. This will be accomplished by:

- A. Meeting or exceeding the criteria set forth in the current accreditation standards, evidence-based practice recommendations from the NLN, IOM, QSEN, ACES and other regulatory agencies, and by,
- B. Preparing competent graduates in the cognitive, psychomotor, and affective learning domains who:
  1. Build on knowledge gained from the general education courses.
  2. Function as a graduate nurse who provides and participates in the coordination of patient care as a member of the interdisciplinary team.
  3. Make sound clinical decisions supported by evidence and theoretical knowledge, critical thinking, and technical skills.
  4. Deliver compassionate, competent, holistic patient centered care.
  5. Gain knowledge and skills from lifelong learning and educational advancement while promoting and supporting the profession of nursing.
  6. Serve the needs of the community by responding to a changing healthcare environment.

## **Program Student Learning Outcomes**

Upon completion of the program, the graduate will:

1. Integrate learning, built on the foundation of the general education, into their nursing practice to serve the community healthcare needs (Nursing Foundation).
2. Utilize nursing judgment to make sound clinical decisions supported by evidence and theoretical knowledge, critical thinking and technical skills (Methodology).
3. Provide the essence of nursing care that is holistic while encompassing the unique needs and beliefs of each individual to promote human flourishing (Nursing Essence).
4. Apply theory and research from nursing and related fields through disciplined inquiry into practice (Disciplined Inquiry).
5. Develop their professional identity through the attainment of knowledge and skills from life-long learning, educational advancement, and the integration nursing's core values and behaviors all of which promote and support the profession of nursing (Professional Identity).

## **Nursing Curriculum**

To receive an Associate in Applied Science degree in New York State, students must earn at least 60 college credits. At Finger Lakes Health College of Nursing, the student will earn 65 credits: 38 in specialized nursing courses and 27 in general education over 4 semesters, 60 weeks. FLCC College, our educational partner, provides the general education courses at both the Geneva campus as well as on the FLCC College main campus.

## **Nursing Clinical Component**

Students complete a total of 675 clinical hours throughout the two year program. Each student rotates through various clinical areas including but not limited to the emergency room, operating room, long term care, medical/surgical units, family birth, inpatient mental health, intensive care, radiology, dialysis, and physician practice. Clinical experiences begin within 2 weeks of the first semester. The combination of classroom and clinical content prepares the student to successfully complete the program outcomes which includes the National League of Nursing Educational Competencies for Associate Degree Programs.

### **Requirements for a Major in Associate Degree Nursing**

NU 100 Nursing Science I	8 credits
NU 101 Nursing Science II	9 credits
NU 102 Nursing Technology	1 credit
NU 200 Nursing Science III	9 credits
NU 201 Nursing Science IV	9 credits
NU 202 Nursing as a Profession	2 credits

In addition, all students must meet the general education requirements.

### **Clock Hours and Credits**

The conversion from clock hours to credit hours is as follows:

- 1 clock hour of lecture x 15 weeks = 1 credit hour,
- 2 clock hours of lab x 15 weeks = 1 credit hour
- 3 clock hours of clinical x 15 weeks = 1 credit hour

### **Associate Degree in Nursing Course Descriptions**

#### ***NU 100 Nursing Science I***

This 8-credit course builds on the foundation gained from the general education courses. Emphasis is placed on defining methodology that supports nursing practice such as the nursing process, critical thinking, problem solving, and clinical decision making. Students are introduced to the core values and integrated concepts of nursing essence focusing on members of the health care team, the history of nursing, therapeutic communication, health/illness continuum, infection control measures, provisions for meeting basic physical needs, nutrition, vital signs, physical assessment, tissue and wound healing, and basic principles for perioperative experience, elimination, oxygenation, diagnostics, medication administration and end of life care. In addition, an introduction to fundamental skills/procedures related to the nursing care of patients across the lifespan is introduced. Demonstration and practice of fundamental skills is evaluated in the college lab and utilized through patient care assignment selection under faculty supervision and collaboration with the interdisciplinary team. Finally, disciplined inquiry is introduced as the foundation of evidence-based practice to cultivate the spirit of inquiry.

Credit Hours:

4 hour class/week for 15 weeks = 4 credit hours

135 hours of clinical = 3 credit hours

2 hours lab/week = 30 hours of lab = 1 credit hour

Residential, First Semester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology I.

### ***NU 101 Nursing Science II***

This 9-credit course builds on the nursing foundation as it relates to the principles, concepts, and skills introduced in the previous nursing course as well as the general education courses. Students deliver care with special emphasis on the core values of the curriculum through the essence of nursing. Critical thinking, the nursing process, and the integration of pharmacological and community health standards are evaluated through a methodological approach. The complex needs of the medical surgical population are explored with the deliberate focus on providing holistic and culturally sensitivity care to patients with altered status and health concerns of the neurological, gastrointestinal respiratory, cardiac, musculoskeletal and reproductive systems. In addition, Diabetes and fluid and electrolyte imbalance are also explored. Special needs of the aged and pediatric population are also included Evidence-based practice as it relates to disease processes is studied with respective interventions through disciplined inquiry.

Credit Hours: 9

5 hours class/week for 15 weeks = 5 credit hours

180 hours of clinical = 4 credit hours

Residential, Second Semester

Pre-requisites/co-requisites: Successful completion with a grade “C+” or higher in Nu 100 and successful completion with a “C” or higher or concurrent session of Anatomy/Physiology II.

### ***NU 102 Nursing Technology***

This course introduces the student to the various technologies required for use throughout the length of Finger Lakes Health College of Nursing Associate Degree program. Finger Lakes Health College of Nursing utilizes diverse technological tools and systems to communicate, manage patient information, and track student progress. Meditech is the program through which all patient information is maintained and includes the technologically advanced bedside medication verification system (BMV) utilized by the health system. Nursing School Student Tracking (NSST), through Typhon Systems and Assessment Technologies Institute, offers the student opportunity to submit required coursework , as well as maintain a required progress record. Other technologies include student response systems and simulation. This course prepares the student to plan, coordinate, and deliver care through the use of information technology.

Credit Hours: 1

15 hours of class as scheduled =1 credit hour

Residential, First Semester or Second Semester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology I and a “C+” or higher in NU100 or NU101.

***NU 200: Nursing Science III***

This 9-credit course builds on the nursing foundation gained in the general education courses and core values and focuses on the nursing essence of three specialty areas of nursing. This course is divided into 3 separate rotating 5 week sessions of content: Critical Care, Maternal-Child, and Mental Health. All three modules present opportunities for the students to fine tune their methodological skill set utilizing the nursing process. In addition, the student is able to continue to build their knowledge of disciplined inquiry with evidence based practice in each of the specialty areas. Special needs of the aged and pediatric population are also included. Finally, students explore each specialty area as part of the professional identity of nursing. Practice of nursing skills is provided in the college lab and through client care assignment selection which is planned with concurrent theory. At times, students may be required to attend educational programs outside of regularly scheduled classes.

Credit Hours: 9

5 hours class/week for 15 weeks = 5 credit hours

180 hours of clinical = 4 credit hours

Residential, Third Semester

Pre-requisites/co-requisites: Successful completion with a grade “C+” or higher in Nu 101.

***NU 201: Nursing Science IV***

This 9-credit course builds upon mastery of core values and nursing foundation as it relates to the principles, concepts, and skills introduced in previous nursing and general education courses. The course integrates the concepts of nursing essence related to provision of holistic care for complex medical-surgical patients. The course incorporates methodology in collaboration with the interdisciplinary team, utilizing the nursing process and developmental theories when providing nursing care for patients with a variety of disease processes, such as endocrine, immunologic, sensory, skin, genitourinary, hematologic, and communicable, as well as concepts of pediatric cardiology. Through disciplined inquiry and evidence-based practice, critical thinking is evaluated through the nursing process and the integration of pharmacological community health concepts. Emphasis is placed on the professional issues and the transition from student to GN role.

Credit Hours: 9

5 hours class/week for 15 weeks = 5 credit hours

180 hours of clinical= 4 credit hours

Residential, Fourth Semester

Pre-requisites/co-requisites: Successful completion with a grade “C+” or higher in Nu 101.

### ***NU 202 Nursing as a Profession***

This 2-credit course examines through nursing essence the role and identity of the registered professional nurse while analyzing the impact of societal trends, healthcare issues, scope of practice and the responsibility and requirements of licensure. The exploration of employment and preparation is also included in the course content. Throughout the course students have opportunities to perfect their methodological skill set of critical thinking and problem solving. Finally, the student is able to utilize their knowledge of disciplined inquiry through participation in evidence-based learning activities.

Credit Hours: 2

2 hours/week x 15 weeks=2 credit hours

Residential, Third or Fourth Semester

Pre-requisites/co-requisites: Successful completion with a grade “C+” or higher in Nu 100, 101, and 200.

### **General Education Course Descriptions**

*All courses marked with an \* are taught by our partner institution, Finger Lakes Community College (academic partner):*

#### ***BIO 171 Anatomy and Physiology I \****

with Lab (4 credits=90 Clock Hours)

This course provides a study of the development, structure, and function of cells and tissues; structure and function of the nervous and endocrine system.

Theory: 4 hours per week Lab: 2 hours per week

Residential, First Semester

No prerequisite

#### ***BIO 172 Anatomy and Physiology II \****

with Lab (4 credits=90 Clock Hours)

This course is the second part of a study of the anatomy and physiology of the various systems of the human body, specifically the structure, function and interrelationships of the vertebrate organ systems.

Theory: 4 hours per week Lab: 2 hours per week

Residential, Second Semester

Pre-requisites/co-requisites: Successful completion with a “C” or higher in Anatomy/Physiology I.

#### ***BIO 230 Microbiology \****

(4 credits=90 Clock Hours)

This course examines bacteria and other microorganisms and their importance; aseptic techniques; methods of staining and isolation of bacteria; and various aspects of microbial physiology and control.

Theory: 4 hours per week Lab: 2 hours per week

Residential, Third Semester

No prerequisite

***PSY 100 Introductory Psychology \****

(3 credits)

This course studies basic areas including physiology, personality, and abnormal behavior; sensation and perception; learning, memory, and cognitive behavior; social and interpersonal interaction and attraction; and psychotherapies.

Theory: 3 hours per week

Residential, First Semester

No prerequisite

***PSY 200 Developmental Psychology \****

(3 credits)

The study of human development is a scientific analysis of patterns of change and growth across the entire life span from conception through old age. This course includes the investigation of essential questions of human experience, including inherited factors, attachment to caregivers, mastery of the human body and the environment, meaningful social relationships, achievement, occupational choice, impact of societal expectations, the formulation of values and goals, the concept of generativity, and death and dying. Students analyze human development from a biopsychosocial perspective looking closely at basic patterns of normal development.

Theory: 3 hours per week

Residential Fourth Semester

Prerequisite: A grade of "C" or better in PSY 101

***SOC 100 Introductory Sociology \****

(3 credits)

The sociological perspective as applied to the contemporary world and concepts and principles used to analyze social relationships and institutions.

Theory: 3 hours per week

Residential, Third Semester

No prerequisite

***ENG 101 College English I***

(3 credits) \*

An introductory course in reading and writing, with emphasis on the writing process. Primary attention is given to providing students with practice in writing for a variety of purposes and in accordance with the principles of standard written English. Complementary work in developing speaking skills.

Theory: 3 hours per week

Residential, First Semester

Prerequisite: A grade of C- or better in GED 022 or by placement exam.

***ENG 102 Introduction to Literature***

(3 credits) \*

Continued development of the writing, reading and speaking skills introduced in College English I, with special emphasis on advanced argument and research techniques.

Theory: 3 hours per week

Residential, Fourth Semester

Prerequisite: A grade of "C" or better in English 101

### **Professional Licensing and Eligibility for New York State Licensing Exam**

Graduates of the nursing program are eligible to take the National Council Licensing Examination (NCLEX) to become licensed as a registered professional nurse. Requirements for licensure include: graduation from an accredited nursing program, passing the licensure exam and being at least 18 years of age.

New York State requires all applicants for NCLEX, as stated in the Nursing Handbook, published by the University of the State of New York Education Department, to answer whether they have:

- Been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal.
- Been convicted of a crime (felony or misdemeanor) in any state or country.
- Ever surrendered their license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country.
- Charges pending against them for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country.

If the answer to any of the above is “yes,” students must submit, in writing, a complete explanation, copies of any court records, and a copy of either the “Certificate of Relief from Disabilities” or “Certificate of Good Conduct.” Following a review of these documents, eligibility for licensure will be determined on an individual, case-by-case basis by the New York State Education Department. These forms are not submitted to the College of Nursing.

## **SURGICAL TECHNOLOGY PROGRAM**

Finger Lakes Health College of Nursing in collaboration with FLCC offers a full time clock hour program that is flexible and conducive to the adult learner seeking a career as a surgical technologist. This academic program will lead to a certificate in surgical technology awarded by Finger Lakes Health College of Nursing after completing three academic trimesters including 1292 hours of instruction delivered over 45 weeks.

Students in the program attend classes and begin clinical rotations in the second trimester which give students an opportunity to apply knowledge and skills obtained in the classroom and clinical laboratory.

### **Surgical Technology Program Goals**

The goal of the Surgical Technology Program is to prepare students with the skills necessary to function safely, efficiently, and competently in the clinical setting, and gain knowledge to become employed as an entry-level surgical technologist. This will be accomplished by:

1. Meeting or exceeding the criteria set forth in the current Accreditation Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology, and
2. Preparing competent graduates in the cognitive, psychomotor, and affective learning domains who:
  - A. Build on knowledge gained from the sciences in developing an understanding of aseptic technique, surgical procedures and instrumentation. (Cognitive)
  - B. Function as a surgical technologist who provides and participates in the coordination of patient care as a member of the surgical team. (Psychomotor)
  - C. Practice safe patient care: aseptic technique, perioperative routines and emergency procedures. (Psychomotor)
  - D. Communicate effectively via oral, written and electronic modes. (Psychomotor)
  - E. Understand ethical and legal values related to the practice of surgical technology. (Affective)
  - F. Verbalize the importance of continuing education and lifelong learning to the value of the professional attributes of the surgical technologist. (Affective)

## **Surgical Technology Student Learning Outcomes**

Upon completion of the program, the technologist will:

1. Function as a surgical technologist who provides and participates in the coordination of patient care as a member of the surgical team. (Psychomotor)
2. Correlate knowledge of surgical procedures and the knowledge gained from the general education to their role as a surgical technologist. (Cognitive)
3. Utilize methodology and judgment to apply principles of safe patient care in the preoperative, intraoperative, and postoperative settings. (Psychomotor)
4. Develop and recognize the variety of patients' needs and the impact of their personal, physical, emotional, and cultural experiences on the rendering of patient care in a surgical setting. (Cognitive, Psychomotor, and Affective)
5. Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care through the application of disciplined inquiry and evidence-based practice. (Psychomotor)
6. Develop one's personal identity through the demonstration of lifelong learning, professional responsibility in performance, attitude, and personal conduct as a surgical technologist. (Affective)

## **Surgical Technology Curriculum**

To receive a noncredit bearing certificate in New York State, students must complete at least 1292 clock hours. At Finger Lakes Health College of Nursing, the student will earn 1022 clock hours in specialized surgical technology courses and 270 clock hours in general education courses. FLCC, our educational partner, provides the general education courses at both the Geneva campus as well as on the FLCC main campus. The total program is 11 months or 45 weeks.

## **Clinical Component**

Students complete a total of 402 clinical hours throughout the 3 trimester program. Each student rotates through several clinical facilities and specialty areas. The combination of classroom and clinical content prepares the student to successfully complete the program goals.

## **Requirements for a Major in Surgical Technology**

SU 100 Fundamentals of Surgical Technology	155	Clock Hours
SU 101 Surgical Pharmacology	30	Clock Hours
SU 102 Surgical Procedures I	116	Clock Hours
SU 200 Surgical Procedures II	294	Clock Hours
SU 201 Surgical Procedures III	367	Clock Hours
SU 202 Professional Readiness	30	Clock Hours
MED 100 Medical Terminology	30	Clock

Hours In addition, all students must meet the general education requirements.

## **Surgical Technology Courses**

### ***SU 100 Fundamentals of Surgical Technology***

125 hours lecture

30 hours lab

This course introduces principles of sterile techniques and care of surgical patients. Further it correlates theory to practice through application of surgical fundamentals as defined by the AST core curriculum for Surgical Technology and through student participation in laboratory simulations. Topics include historical development, physical environment and safety measures, aseptic techniques, sterile attire, interdepartmental/peer relationships, communication and professional behaviors including patient care concepts throughout the Perioperative phase.

Residential, First Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology I and a grade of “C+” or higher in SU 101 and MED 100.

### ***SU 101 Surgical Pharmacology***

30 hours lecture

This course introduces the basic concepts of pharmacology. Emphasis is given to classification, indications, interactions and adverse reactions of commonly used medications. Topics include dosage calculation, weights and measures, terminology and abbreviations associated with drug use, and medications including anesthesia use in the Perioperative patient.

Residential, First Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology I and a grade of “C+” or higher in SU 100 and MED 100.

### ***MED 100 Medical Terminology***

30 hours lecture

This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). This will prepare the student to better understand and master the terminology related to health care delivery. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology.

The student will experience real life applications of medical terminology through the use of pathology and history and physical forms from actual hospital medical records. Fundamentals of medical terminology, with emphasis on basic rules, vocabulary building, abbreviations and knowledge of medical terms relating to body systems and medical specialties is covered.

Residential, First Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology I, and a grade of “C+” or higher in SU 100 and SU 101.

### ***SU 102 Surgical Procedures I***

45 hours lecture

15 hours lab

56 hours clinical

This course introduces general surgical procedures with review of Perioperative patient care including diagnostic testing, preoperative care and immediate post-operative care. It correlates principles and theories of general surgical procedures to clinical performance in affiliating hospitals, and includes the use of knowledge, skills and professionalism necessary for implementation of safe patient care in an operating room. Topics include surgical asepsis, sterilization and disinfection, and Perioperative patient care.

Residential, Second Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology II.

### ***SU 200 Surgical Procedures II***

120 hours lecture

30 hours lab

144 hours clinical

This course studies general surgical procedures relating to physiological aspects of surgical intervention of the gastrointestinal, genitourinary, reproductive, musculoskeletal and nervous systems. Knowledge of the involved anatomy, existing pathology, surgical hazards encountered, the surgical procedure, and a review of Perioperative patient care is further developed. It correlates principles and theories of advanced surgical procedures to clinical performance in affiliating hospitals, and includes the use of knowledge, skills and professionalism necessary for implementation of safe patient care in an operating room.

Residential, Second Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Anatomy/Physiology II, and a grade of “C+” or higher in SU 102.

### ***SU 201 Surgical Procedures III***

135 hours lecture

30 hours lab

202 hours clinical

This course studies specialized surgical procedures including those related to plastic, pediatric, ophthalmic, vascular, thoracic and cardiac surgery. Further, this course includes knowledge of the involved anatomy, existing pathology, surgical hazards encountered, the surgical procedure, and a review of Perioperative patient care. It correlates principles and theories of advanced surgical procedures to clinical performance in affiliating hospitals, and includes the use of knowledge, skills and professionalism necessary for implementation of safe patient care in an operating room.

Residential, Third Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Microbiology and a grade of “C+” or higher in SU 200.

### ***SU 202 Professional Readiness***

30 hours lecture

Leadership aspects of the surgical technologist as a technical professional are the capstone experience of the program. State-of-the-art issues in health care and in clinical practice; emerging into the work world; career opportunities; career seeking and achieving strategies are discussed. Certification, registration, licensure are also selected topics. An overview of professional readiness for employment, attaining certification and maintaining certification status, job-seeking skills, and identifying strengths and weaknesses in preparation for the certification examination are also covered.

Residential, Third Trimester

Pre-requisites/co-requisites: Successful completion with a “C” or higher or concurrent session of Microbiology and a grade of “C+” or higher in SU 201.

### **General Education Course Descriptions**

*All courses marked with an \* are taught by our partner institution, Finger Lakes Community College:*

#### ***BIO 171 Anatomy and Physiology I \****

(4 credits=90 Clock Hours)

This course provides a study of the development, structure, and function of cells and tissues; structure and function of the nervous and endocrine system.

Theory: 4 hours per week

Lab: 2 hours per week

Residential, First Semester

No prerequisite

#### ***BIO 172 Anatomy and Physiology II\****

(4 credits=90 Clock Hours)

This course is the second part of a study of the anatomy and physiology of the various systems of the human body, specifically the structure, function and interrelationships of the vertebrate organ systems.

Theory: 4 hours per week Lab: 2 hours per week

Residential, Second Semester

Pre-requisites/co-requisites: Successful completion with a “C” or higher of Anatomy/Physiology I

#### ***BIO 230 Microbiology \****

(4 credits=90 Clock Hours)

This course examines bacteria and other microorganisms and their importance; aseptic techniques, methods of staining and isolation of bacteria and various aspects of microbial physiology and control.

Theory: 4 hours per week

Lab: 2 hours per week

Residential, Third Semester

No prerequisite

### Surgical Rotation Case Requirements

As part of the surgical technology program, there are a minimum number of cases that are needed in order for a student to progress toward graduation. The following is an outline of the cases needed:

<b>SURGICAL ROTATION CASE REQUIREMENTS (once Student is in the program)</b>			
Surgical Specialty	Total # of Cases required	Min. # of First Scrub Cases required	Max. # of Second Scrub Cases that can be applied towards 120 cases
General Surgery	30	20	10
Surgical Specialties	90	60	30
<ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• Ob-Gyn</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral Vascular</li> <li>• Plastics</li> <li>• Procurement</li> </ul>			
<ul style="list-style-type: none"> <li>• Transplant</li> </ul>			
Diagnostic Endoscopy <ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Sinoscopy</li> <li>• Ureteroscopy</li> </ul>			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases.
<b>Totals</b>	<b>120</b>	<b>80</b>	<b>40</b>

- The total number of cases the student must complete is 120.
- Students are required to complete 30 cases in general surgery and 20 of the cases must be in the First Scrub Role.
- Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
- The surgical technology program is required to verify through the surgical rotation documentation of the student's progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.
- Observation cases must be documented, but do not count towards the 120 required cases.
- Counting cases will be according to surgical specialty; for example if a trauma patient requires a splenectomy and repair of a Lefort 1 fracture, this is counted as 2 cases. However, a breast biopsy followed by mastectomy, is counted as one procedure because it is one pathology and the specialty is general surgery.

### **First Scrub Role**

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

### **Second Scrub Role**

The second scrub role is defined as the student who is at the sterile field, but has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

**Observation**

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not included in the required case count, but must be documented by the program.

Adopted from the Association of Surgical Technologists, *Core Curriculum for Surgical Technology*, 6<sup>th</sup> ed., pp. 173-175.

## **CLINICAL INFORMATION**

### **CPR/Preclinical**

Students are required to be certified in Professional Rescuer Cardiopulmonary Resuscitation (CPR) [American Heart Association or American Red Cross, health care provider, adult/child/infant]. They must give evidence of current certification. It is the student's responsibility to maintain current certification. Students will not be allowed to go to the clinical area without completion of preclinical education and CPR documentation. Students are required to be educated concerning OSHA standards. This education is obtained by completing the preclinical courses located on Net Learning. Students should complete the mandatory preclinical education by logging on to <https://www.mynetlearning.com/fingerlakes> with the last four digits of their social security number. Please note that if you are a current employee of the health system, you will use your employee ID to log in. Students are to provide CPR and preclinical documentation to the Student Services Coordinator to be copied and placed in the academic file of each student.

### **Professional Confidentiality**

The importance of confidentiality cannot be overemphasized. It is mandatory that you adhere to all HIPAA (Health Insurance Portability and Accountability Act) standards. Discussion of patients must be limited to pre- and post-conferences and classroom discussions. At no time are patients to be discussed at breaks, on elevators, in the cafeteria, or in other inappropriate settings. Only patient's initials may be used on written work. Patient charts are confidential records and may not be photocopied. See Confidentiality Agreement in appendices.

# **STANDARDS OF ACADEMIC PROGRESS**

## **Satisfactory Academic Progress**

Students must maintain a grade point average of 2.33 in major courses and a 2.0 in general education courses. The student must complete their program within one and one-half (1½) times the published credits/clock hours of the program. Finger Lakes Health College of Nursing's satisfactory academic progress policy consists of two components: a qualitative measure (GPA) and a quantitative measure (maximum time frame).

## **Academic Standing/Probation**

Students are in good academic standing when they have a GPA of 2.33 or better. A student is considered on academic probation when he or she has a cumulative GPA of less than a 2.33. Faculty members systematically evaluate students' progress throughout the program. This evaluation includes both theory and clinical practice. Students receive a copy of their grades at the end of each semester/trimester. All obligations, financial or otherwise, must be cleared in order for students to receive grades, be promoted or graduate.

## **Criteria for Repeating Courses**

Clinical Courses:

A student must successfully repeat a failed clinical course (GPA and course requirements must be followed. A second failure in any clinical course will result in academic dismissal).

Please Note: If a student wishes to repeat any course he/she must have a cumulative grade point average of 2.0.

A student must successfully repeat a failed general education course. A second failure in any general education course may result in academic dismissal.

## **Clinical Failure**

A clinical failure may result when a student consistently

- Demonstrates a pattern of unsafe execution of psychomotor skills
- Fails to consistently apply theory to practice
- Does not distinguish between normal and abnormal data, or fails to take action based on data
- Does not demonstrate critical thinking
- Fails to seek guidance in uncertain situations
- Fails to act on constructive feedback
- Fails to meet the student learning outcomes due to excessive tardiness or absenteeism.

## Dismissal

The Dean of the College of Nursing reserves the right to dismiss a student for unsatisfactory academic or clinical achievement, physical health or unacceptable social or moral conduct, or failure to develop the personal and ethical standards essential to the profession of nursing or surgical technology.

A student may also be dismissed from the school when there is sufficient evidence to show:

- violations of The College of Nursing code of honor (see *Academic Integrity* policy); academic failure (see *Academic Progress* and *Grading* policy);
- unsafe clinical practice;
- a failure to comply with College/Hospital/Agency policies and procedures;
- excessive absences with failure to initiate a plan for make-up experiences, or absences; beyond the college's ability to accommodate the make-up experiences;
- behavior which is unprofessional/inappropriate;
- conduct that jeopardizes the safety of self, students, patients or others;
- failure to meet financial obligations or health requirements;
- violation of the drug/alcohol policy;
- inappropriate use of social media;
- failure to complete all assigned lab skills and assignments.

If a student is unsuccessful in a core course due to mental or physical illness, a plan of treatment and written proof of completion, by an appropriate authority, must be submitted before the student will be considered for readmission.

Students who are accepted into the either program and are unsuccessful can be readmitted one time. Students who are accepted for readmission and subsequently are unsuccessful a second time are not eligible to return.

Students have the right to appeal and the right to be heard on grievances in accordance with the procedures established by the faculty of the College of Nursing, as described in the Student Handbook.

## Grading Policies

Course grade is based on a point system—see individual course requirements for course grade. Letter grades are based on quality points:

<b>A</b> = 96-100% (4.0)	<b>A-</b> = 90-95% (3.67)	<b>B+=</b> 87-89% (3.33)	<b>B</b> = 83-86% (3.0)
<b>B-</b> = 80-82% (2.67)	<b>C+</b> = 77-79% (2.33)	<b>C=</b> 73-76% (2.0)	<b>C-</b> = 70-72% (1.67)
<b>D+</b> = 67-69% (1.33)	<b>D=</b> 63-66% (1.00)	<b>D-</b> = 60-62% ( .67)	<b>F</b> = 0-59% (0 quality points)

Any student receiving below a “C+” in any nursing/surgical technology course or below a “C” in any general education courses will be dismissed from the program and must submit to reapply to either program.

**INC:** Incomplete indicates the student has failed to complete course requirements. It is a temporary grade assigned by faculty and must be resolved within the time period specified in writing by faculty. Failure to do so results in the grade of “F.”

**W:** Withdrawal indicates that the student is in good academic/ clinical standing before designated drop date.

**AD:** Administrative Dismissal due to failure to meet school obligations, including financial, moral, ethical or any College of Nursing policies.

A student who receives an administrative dismissal (AD) from a course will receive an “F” for that course, which will appear and be calculated as a grade of “F” on the transcript.

A “P” (Pass) “F” (Fail) in clinical practice results in failure of the course.

Grade point averages (GPA) will be computed at the end of each semester/trimester.

In the event a student fails a course and later retakes it, both grades will be recorded. However, only the second grade will be computed in the GPA index. If the student retakes a course at an institution other than Finger Lakes Health College of Nursing or FLCC, the course will revert to a transfer status credit and neither grade will be computed in the index. All grades received from the College of Nursing or FLCC will be computed in the GPA. Transfer credit may only be given for courses with a “C” or better. Grading of non-nursing courses is governed by FLCC or other academic institutions.

### **Graduation Requirements**

Participation in the graduation and pinning ceremonies is an earned honor. In order to be eligible to participate in the pinning and graduation ceremonies, a student must meet all of the following conditions:

- Successful completion of all required coursework as outlined in the curriculum;
- Satisfactory clinical evaluation;
- No more than 3 (three) outstanding credits in the required general education courses;
- All tuition and fees paid in full;
- All borrowed library materials returned; and
- Completion of Kaplan Review Course (nursing program only).

Review of each student's completion status regarding general education courses is done at the end of each semester by both the Student Services Coordinator and the student's Academic Advisor. Results of this review are communicated to the student to make them aware of unfulfilled requirements so that students have the opportunity to seek out and register into needed courses in the next semester/trimester. Students are expected to meet with their academic advisor at least once per semester/trimester to review their degree audit status. Students may also review their degree audit status via their Empower account. Students who do not successfully meet all of the above-stated criteria will not be allowed to participate in either the pinning or graduation ceremonies. Graduation from Finger Lakes Health College of Nursing programs does not guarantee employment.

## **Honors and Awards**

### ***Dean's List***

All student grades are calculated at the end of each semester/trimester. Any student who has a GPA of 3.5 or above, are named to the Dean's List for excellent academic performance. Media releases will be posted in local newspapers and on the bulletin board each semester/trimester. Honor cords will be worn at graduation and special mention of academic achievement of 3.5 or better cumulative average for all semesters will be recognized during graduation ceremonies.

At graduation those students who have a cumulative GPA of 3.9 will receive "Summa Cum Laude" designation; those who achieve a cumulative GPA of 3.7 will receive "Magna Cum Laude" designation; and those who achieve a GPA of 3.5 will receive "Cum Laude" designation.

### ***Alpha Delta Nu Honor Society***

All students, in the associate's degree program for nursing, who have earned a 3.0 in Nursing Science 1 and 2, have no history of failures in any nursing courses, and who demonstrate conduct on campus and in the clinical areas that reflects integrity and professionalism as determined by faculty, are eligible candidates for the Alpha Delta Nu Nursing Honor Society. Any student fitting these criteria will be sent an application and introductory letter. Upon receipt of the application and dues of \$25, the student will be granted provisional membership. During Nursing Science 3, all students who are provisional members must take part in either an educational or recruitment project which will be determined as a joint effort between the faculty advisor and provisional members. Students who participate in the project with successful completion, and who maintain a GPA of 3.0 in the 3<sup>rd</sup> semester, will be granted full membership. An induction ceremony will be held during the 4<sup>th</sup> semester and a special honor cord will be worn during graduation ceremonies for recognition.

The faculty further supports the recognition of student achievement throughout the nursing program. At each graduation ceremony, students will be recognized for various achievements and strengths.

## **Pinning Ceremony Guidelines**

Pinning ceremonies are part of the tradition in healthcare and it is both a celebration of achieving a goal and a promise to assume the responsibilities your new career will require. The date of the pinning ceremony will be selected by the faculty to avoid class scheduling conflicts for students and faculty.

## **Promotion and Continuance**

Criteria for promotion:

- A cumulative grade point average of 2.33 or above for all core courses
- A minimum grade of “C” in all other general education courses
- A satisfactory clinical grade for each core course
- Completion of all lab validation skills

All courses must be completed within 150% of the program length. For nursing, completion must be within 3 years and for surgical technology completion must be within 18 months. If a student is unable to complete within the required timeframe in either program he/she will need to reapply.

## **Program extension**

Students in good academic standing may request to extend their program of studies. Students must submit a request for extension in writing to the Dean of the College of Nursing. The Dean grants this request on an individual basis.

## **Reinstatement**

Students may request reinstatement by submitting a letter to the Dean of the College of Nursing. Reinstatement is based on current criteria for admission to the College of Nursing, as well as completion of any contingencies placed on the student prior to leaving. Admission and placement of these students will be considered on an individual basis. Recommendations made by the faculty/advisor at the time of withdrawal will be reviewed as part of the reinstatement process. Access to student records in compliance with the Family Education Rights and Privacy Act of 1974 (PL 93-579), students have the right to review their records. These records include the following: academic folder which is maintained in the Office of the Student Services Coordinator. In order to access the records, a request must be made in writing by the student to the Student Services Coordinator 72 hours in advance. Students must give written permission before educational information (including health records), transcripts or references will be released to another educational institution. If students feel any portion of their file is false or misleading, they may request an amendment to the record. They may challenge the contents of their educational record through a formal grievance. They also have the right to file a complaint with the New York State Education Department if they feel their access to their education records has been limited.

## **Transcripts**

Students are assessed a \$20 per semester/trimester Transcript Fee which covers all transcript requests. Unofficial transcripts are released to the student/graduate by submitting a written request to the Student Services Coordinator. No transcript or reference will be sent without the student's written permission. All financial obligations must be cleared in order to be eligible for a transcript and/or a letter of recommendation.

## **Withdrawal**

If a student wishes to withdraw from any course or the program for personal, medical or academic reasons, a written request identifying the reason for the withdrawal must be submitted to the Dean of the College. A meeting will then be scheduled. A student withdrawing prior to the designated drop date (identified on the academic calendar) will receive a "W" on his or her transcript. All financial and college obligations must be cleared in order to be eligible for an official transcript and/or letter of recommendation.

Students may be administratively withdrawn as of their last date of attendance due to excessive absence from academically related activity, or for failure to satisfy a balance on the student's account. A student's last date of attendance is defined as the last day a student had academically related activity, which includes class, clinical experience, lab, remediation, or examination. Students who are absent from all periods of instruction for 10 calendar days and fail to provide the appropriate notification as outlined in the attendance policy will be administratively withdrawn. Students who are in good academic standing at the time of administrative withdrawal will be assigned a grade of "W" unless the last day to withdraw from courses and receive a "W" (as outlined on the College Calendar) has passed. If the Administrative Withdrawal is processed after the last day to withdraw and receive a "W" (as outlined on the College Calendar) or the student is not in good academic standing, a grade of "F" will be assigned. An "F" will be calculated into the student's grade point average as an "F." Please note a "W" may affect future financial aid.

The date of determination that the student withdrew is that date the student began the official withdrawal process with the appropriate college personnel, otherwise expressed intent to withdraw from the college, or was administratively withdrawn.

## **Tuition Recalculation When a Student Withdraws/ Cancels Enrollment**

Tuition and fees are refunded in full if registration is cancelled or the student withdraws prior to the first day of classes. The enrollment deposit is nonrefundable unless the student is unable to attend due to an unsatisfactory physical, per admission policy.

Students who officially withdraw, are dismissed, or administratively withdrawn from the college are subject to the following tuition refund policies regardless of whether or not they receive financial aid. Proration is based on the student's last date of attendance in an academic related activity as defined above:

<b><u>GGH Tuition Recalculation</u></b>	
Tuition Reduction %	Period of Attendance
75%	1 week day through 3 week days after the start of the semester
50%	4 week days through 6 week days after the start of the semester
25%	7 week day through 9 week days after the start of the semester
0%	withdrawal on or after 10 week days after the start of the semester

Once the semester/trimester begins, all fees are non-refundable. (The acceptance fee may be refunded if the student is unable to attend due to an unsatisfactory physical, per admission policy.)The official withdrawal date used for tuition recalculation is the students last day of academically related activity as reported on the official withdrawal form and verified by attendance records.

## **STUDENT SERVICES**

### **Admission**

In order to be considered for admission, applicants must submit all qualifying documents prior to the end date of the application period; i.e., by March 1st for September admission. January admissions for the nursing program must be in by September 1st. Qualifying documents for the AD in nursing program include proof of high school graduation or GED, LPN licensure (if applicable) and proof of completion of biology and chemistry within 5 years of application with a final grade of “C” or better. For the Surgical Technology Program, proof of graduation or GED and proof of completion of biology within 5 years of application with a final grade of “C” or better is required.

Applicant transcripts are evaluated for required coursework that has been completed and are awarded admission points based on the final grade earned for each completed course that is required. Applicant files are then ranked by academic points and admission is offered based on total academic points as well as available seats for each admission period. Former students applying for readmission will be ranked along with new applicants. Applicants who do not receive an offer of acceptance are encouraged to contact the College of Nursing to discuss an academic plan for future application consideration.

Students who are accepted into either program and are unsuccessful can only be readmitted one time. Students who are accepted for readmission and subsequently are unsuccessful a second time are not eligible to apply or return to the same program.

Decisions are sent out the first week of October for the September admission period and during the first week of April for the January admission period.

***Please note that a criminal record may prohibit a student from completing required clinical experiences at a clinical affiliate that requires a background check. In addition, a criminal record may hinder an individual’s ability to become certified as a surgical technologist or licensed as a registered nurse in NYS. This determination for license or certification is not made by Finger Lakes Health College of Nursing but by the regulatory agency of which the students seeks certification or licensure. For more information regarding NYS licensure or certification, contact the Office of Professions at New York State Education Department 89 Washington Ave, Albany NY 12234”.***

### ***How to Apply***

All applicants are required to apply online. For questions related to the admission process, please contact the Student Services Office at 315-787-4005.

***Please note that enrollment in either program does not promise or guarantee employment to any student or graduate.***

## **Advisement**

Each student will be assigned an academic advisor before the beginning of the program. Faculty members encourage each student to make an appointment for student advisement. Faculty meets with their advisee once at the beginning of the semester to develop/review the degree audit for academic progress and advancement. An evaluation meeting to review academic, clinical and attendance progress is required every 5 weeks. The student will also meet with their clinical faculty for clinical progress as deemed necessary throughout the semester/trimester. In addition, the student may take advantage of FLCC's academic support program and tutoring assistance. An appointment with an advisor may be made at any time by calling the student services offices at 315-787-4005.

## **Career Services**

Career Services is a vital part of the student's educational program. Although employment cannot be guaranteed, the purpose of these services is to actively assist students and graduates in obtaining desirable employment.

Selected individuals with expertise in career services assists students and graduates in a broad range of career planning and advising including: interviewing skills and follow - up; the full hiring cycle starting with resumes and job applications; and professional attire workshops.

One of the main reasons you selected a healthcare related career is to work with people in a variety of settings. At FLHCON, we take that very seriously. We want to do all we can to prepare you for the working world and to start your new career. Our assists students and graduates with the following:

- Career planning and advising
- Interviewing skills
- Techniques of resume preparation
- Job leads
- Completing job applications
- Interview follow-up
- Professional Networking
- Professional attire workshops
- Time management skills

## **Credit from Previous Coursework**

### ***Transfer Credits***

Finger Lakes Health College of Nursing accepts transfer credits from any educational institution within the United States provided the institution is recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). For coursework completed at an educational institution outside of the United States, no transfer credit will be granted without an evaluation of the transcript from the foreign institution by either the National Association of Credential Evaluation Services (NACES) or from the Association of International Credential Evaluators, Inc. (AICE).

Transfer credit may be awarded for courses that were previously taken at an accredited institution, passed with a grade of “C” or better, and are similar in content and credit hours to those in the College of Nursing program curriculums. Science courses taken more than five years prior to entry will need to be repeated.

Transferred courses are not included in the computation of the cumulative GPA. A student must complete at least 21 nursing credits at Finger Lakes Health College of Nursing. A surgical technology student must complete 1022 clock hours in surgical technology.

### ***Credit by Examination***

Finger Lakes College of Nursing accepts college credits from AP and CLEP. Course credit varies by performance on the exam.

### ***Advanced Placement (AP)***

FLHCON recognizes the Advanced Placement program and will grant transfer credit for courses required for our programs to those students who have completed the Advanced Placement Test with a score of 3 or higher. A score of 4 or 5 is required on the English Comp/Lit or English Lang/Comp exam in order for a student to be granted credit for both Freshman English and Introduction to Literature, which are required for the nursing program only. Advanced Placement credit is accumulated with transfer credit. There is no credit given for experiential learning.

### ***College-Level Examination Program (CLEP)***

FLHCON accepts credits earned by students completing the subject examinations for courses required for our programs taken through the College Level Examination Program (CLEP). A minimum score of 50 must be achieved in order for transfer credit to be granted.

### **English as a Second Language (ESL)**

FLHCON is diverse and we often have students where English is their second language. Should students need assistance with writing, speaking or reading, a student may contact Ontario County Literacy Volunteers. An assessment will be conducted to assure a student is connected with a volunteer who can help with their needs.

### **Financial Aid**

Financial aid is available for FLH College of Nursing Students enrolled in the AD nursing program. Please refer to the Financial Aid Handbook available on our website for further information about the types of financial aid available, how to apply, and your responsibilities, along with other pertinent information. A financial aid counselor is available to meet with students for any questions or concerns or to help with the application process. An appointment may be made by calling 315-787-4005.

### **Housing**

Currently, the available facilities do not support housing, however, often times community residents may have housing available. Please contact student services for further information.

### **Job Placement**

Finger Lakes Health College of Nursing is committed to helping students with job placement opportunities. Available jobs are posted on respective program bulletin boards or emailed to enrolled students by the respective program coordinator or dean. Employment opportunities through Finger Lakes Health are shared through the Finger Lakes Health Website as well as the recruitment office. HR specialists are invited to the classroom to share job opportunities with students in both programs. FLHCON does not guarantee employment for any graduate.

### **New Student Orientation**

All students are invited to attend a new student orientation prior to the start of the first semester/trimester. The students receive a welcome address by the College President or designee and the Dean of the college. Pertinent policies and procedures are reviewed and the student is given a chance to meet the student services support team. College safety is also covered. For current statistics related to safety on the FLH College of Nursing Campus, please go to <http://www.flhcon.com>.

### **Student Responsibilities for Registration**

The student is responsible for seeking academic advisement from their advisor prior to registering each semester/trimester. The student will register for all courses, including the general education courses, through student services at the College of Nursing. Students do not register for courses directly with FLCC. The student is responsible for withdrawing prior to the withdrawal date. The student must inform the student services coordinator of any withdrawal. Completion of all required courses for the curriculum is ultimately the student's responsibility.

### **Transportation and Parking**

The student will be responsible for his/her own transportation to and from agencies utilized for clinical experiences. It is necessary for students to have reliable transportation. Parking is available on campus free of charge. A parking lot security system is in effect at all times.

### **Veterans**

Educational benefits may be available to veterans. The "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## **STUDENT DEVELOPMENT AND CAMPUS LIFE**

### **Fund Raising**

Students may be involved in fund raising for their class. Monies raised are used to support the emergency nurse's fund, class gift and graduation celebration. All activities are voluntary.

### **Student Activities**

Student activities are planned and organized throughout the year by dedicated faculty for the purpose of fostering positive student relations by bringing faculty together with students to recognize accomplishments, celebrate milestones, and support students. All activities are open to any student who wishes to participate and have fun. Students may at times be asked to assist with organizing an activity or they may wish to sponsor an activity themselves. For student sponsored activities, a faculty member will serve as an advisor.

### **Student Association**

All students are encouraged to participate in the Student Association. The association exists to:

- Provide an opportunity for students to participate as a democratic citizen individually and as a member of a group.
- Encourage the student to promote and maintain high educational and professional standards.
- Promote professional and social unity among students within the college.
- Provide an opportunity for exchange of ideas and self-expression.
- Encourage an interest in professional organizations and the Alumni Association.
- Provide a channel of communication between the faculty and the student body.

## **OUR FACILITIES**

### **Classrooms**

FLH College of Nursing has classroom space to facilitate the operations of the academic programs. Classrooms have available space to accommodate between 12 and 50 students. Each classroom has a computer station with internet access, a ceiling-mounted projector for PowerPoint lectures, and a big viewing screen that is used during lectures and for videos.

### **Computers**

Currently there is a 33-seat computer training lab where most of the technology training is done. The 33-seat computer lab is available for student use if there are no classes scheduled. There are also several areas available for student use while they are on campus including a small computer center with 5 computers and a printer. Computers all have high speed internet connection and all relevant clinical learning programs.

### **Laboratory**

Laboratory space consists of a nursing laboratory and an operating room suite. The nursing lab contains nine simulated hospital rooms where students can practice newly acquired skills. There are 3 high fidelity simulation manikins that can be programmed to model real-life clinical situations for student learning. The Operating Room suite contains 2 real-life OR rooms with equipment and supplies that allow the student to practice as if they were in a real OR suite.

### **Library Services**

There is a full library that houses health-related books, journals, VHS tapes and DVD/CD ROMs to aid in student learning. The videos and DVD/CD ROMs are not located in the library but a listing is available and all resources may be signed out. In addition to this library, students have access to the Beck library program, which allows access to the Guthrie Health System and is available to students for full text articles, patient teaching tools, and evidence-based research at no cost via online access and through individual request. The College of Nursing library is open Monday-Friday from 6am- 8pm at the College of Nursing. The seating capacity at the College of Nursing library is 16.

Through an academic partnership with FLCC, the Charles J. Meder Library on the FLCC campus is available to students at no charge. This library provides students, as well as community residents, with access to information resources in print and media formats. The College's collection consists of 70,000 volumes, 450 current periodical titles, and 4,000 media programs.

Online databases are available 24 hours a day through FLCC and the Ovid Online Database Librarians are available to provide individual assistance in locating and using information resource.

**Study Areas/Lounges**

Several study areas and lounges are available on campus. All areas are open and available to students when they are on campus and are ADA accessible.

## **POLICIES**

### **Academic Integrity Policy**

Finger Lakes Health College of Nursing recognizes the impact of enhanced learning through a collaborative student/teacher partnership. As an academic community, faculty, staff, and students work together to acquire and extend knowledge, and develop skills and competencies in an effort to serve the health care needs of our community.

Integrity is one of the foundations of each program's core concept of professional behavior. The philosophy emphasizes a holistic approach to care for the individual and inherent in this holistic approach is that the integrity of the individual has impact on self, others, the College, and the community at large. Therefore, all members of the academic community are expected to commit themselves to personal and academic integrity inside and outside the classroom through the following Honor Code.

### ***Commitment Statement***

As a student at Finger Lakes Health College of Nursing:

- I will be honest in actions and words and expect honesty from others.
- I will demonstrate only behaviors that reflect personal integrity by not giving or receiving aid on examinations or individually graded coursework at any time during my education. This includes discussing the examination content, questions, topics or answers at any time.
- I will trust others and be worthy of trust.
- I will arrive on time and leave the area promptly so as not to arouse suspicion about my behavior.
- I will forthrightly oppose any instance of academic dishonesty.
- I will leave cell phones, paper, and calculators outside the testing area to avoid the temptation to violate my honor code.
- I will not remove anything that is property of the college of nursing without prior permission.
- I will not discuss/ text any components of the exams as this may lead to disciplinary action.
- I will treat others with respect and expect respect for myself, my views, and my abilities.
- I will observe silence during testing so that my peers and I may do our best work.
- I will treat others fairly and expect fair consequences when mistakes are made.
- I will take an active part in ensuring that my peers and I uphold the integrity and spirit of the honor code.
- I will discourage bigotry while striving to learn from differences in people, ideas, and opinions.
- I will demonstrate open, honest, and tolerant behavior at all times, refraining from behaviors which may threaten the freedom and respect owed to each individual.
- I will demonstrate concern for others, their feelings, and their need for an environment to support their work and development.

- I will recognize that my positive actions today may have benefit and influence not only on myself and my peers, but the college and community, at large.

### ***Suspected Acts of Dishonesty***

When a student is suspected of committing an act of dishonesty, the student will meet with the faculty as soon after the incident as possible. The faculty will inform the student of the accusation and review the evidence with the student. The student will have an opportunity to respond and/or present evidence or comment on the evidence that has been presented. If it is determined that a violation has taken place, the faculty will inform the student, in a timely manner, of the proposed action.

A student may not withdraw from a course in order to avoid possible academic and disciplinary sanctions. If a student is suspected of committing an act of academic dishonesty, the case must be resolved before the student can initiate a withdrawal. In addition to any academic sanction, a student found to have committed an act of academic dishonesty may be immediately dismissed.

### ***Plagiarism***

Finger Lakes Health College of Nursing is committed to academic excellence. Plagiarism, which is a form of academic dishonesty, is a serious offense that affects the integrity of the college and will not be tolerated.

### ***What is plagiarism?***

Plagiarism is using another person's ideas, processes, results, or words taken or borrowed, and using them as if they were your own without giving the appropriate credit.

Plagiarism is any of the following:

- Using direct quotes without citing the source
- Paraphrasing an author's work or copying text without citing the source
- Summarizing an article or other form of information without citing the source
- Copying statements, paragraphs, or entire documents
- Cutting and pasting material directly from the internet without crediting the source
- Using art, photos, statistics, charts, or graphs without permission
- Putting your name on a document that someone else, including another student, wrote
- Using essays or other materials copied from the web and used as your own (cyber- cheating)
- Purchasing a paper and using it as your own

### ***What does not constitute plagiarism?***

Plagiarism does not include personal opinion or common knowledge. If you are unsure whether or not something is common knowledge, always err on the side of caution and cite it. Common knowledge is generally something that appears in five or more independent sources and is commonly known by everyone, e.g. George Washington was the first president of the United States.

### ***Sanctions***

Students who are found guilty of plagiarism will face disciplinary actions which may result in dismissal from the program.

### **Disability and Accommodation Policy**

The students of FLHCON are protected from discrimination by the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 when diagnosed with a disability. Special accommodations may be granted when a documented existence of a disability substantially limits a major life activity.

Each individual is evaluated on an individual basis. Analysis of the following may determine whether limitation of a major life activity exist in a substantial manner:

- 1) The nature and severity of the impairment;
- 2) The duration of the impairment;
- 3) The permanent or long-term impact of the impairment.

If you are a student that is seeking accommodations related to your documented disability, it is your responsibility to confidentially and voluntarily disclose information regarding the nature of the disability to the Student Services Coordinator and/or Vicki Record, Dean at FLHCON. Requests for accommodations should be submitted as early as possible with supporting documentation. Please see the Student Services Coordinator for a form specific to request testing modifications. Submit this form with supportive documentation. Requests will be reviewed in a timely manner and the student will be notified of the determination of the request for accommodations.

### ***Guidelines for Supportive Documentation***

Each individual student will provide the following with the student request form for special accommodations:

1. A statement of the learning, physical or mental disability (diagnosis) from a licensed professional who uses language specific for substantiating the diagnosis. NOTE: Stating an individual has test anxiety, learning differences or various learning styles independently, does not constitute substantiated evidence of a learning disability.
2. A written clinical summary with rationales substantiating the need for the requested accommodations must include specific testing data, a diagnostic interview with case history, and any other supporting documents. Testing results should reflect that a substantial limitation to learning exists and how it relates to the specific functional limitations requiring the requested accommodation. All supportive data from testing must be recent (within 3 years) and validate the need for requested service.
3. A student who has an IEP or 504 Plan may submit this with supporting documentation of completed testing (must be recent – within 3 years).

***Supportive documentation may typically include, but not be limited to the following: For a student diagnosed with a learning disability:***

- A. A complete intellectual assessment with all standard scores is to be reported.
- B. A comprehensive achievement test assessing math, reading, and written/oral language skills must be completed. The report must include all available scores. The tests should include current levels of functioning.
- C. An assessment of information processing skills (memory, processing, and motor skills) must be completed.
- D. A written summary is required to accompany all requests made for accommodations. The summary must include:
  - a. A statement of how the testing results correlate to and substantiate the student's diagnosis.
  - b. The specific request for accommodation(s) with an explanation as to why each accommodation is necessary. Recommendations must be supported with specific test results and/or clinical observations attached.
  - c. Identify previous use of special accommodations the student has required and information regarding when specific accommodations were previously used.

***For physical and/or psychological disability:***

1. Documentation must include the student's specific diagnosis, prognosis and medications used. Submitted written documentation must meet the requirements as stated above under "**Guidelines for Supportive Documentation**".

Reference: Learning Disabilities Association of America [www.LDAAmerica.org](http://www.LDAAmerica.org)

**For further information regarding accommodations and testing please call student services at 315-787-4005.**

### **Drug Use Policy**

Finger Lakes Health College of Nursing is committed to the establishment and maintenance of a drug-free school for its students and employees. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on hospital-owned or controlled property. The use of alcohol while on hospital-owned or controlled grounds are absolutely prohibited except when authorized by the hospital for approved school functions.

### ***Procedures***

To insure compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the following procedures shall be established and maintained:

- A. Annually all students and employees shall receive in writing the following:
  - 1. Standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on hospital property or as part of any of its activities except when authorized by the hospital for approved school functions.
  - 2. The disciplinary sanctions the school will impose for violations of law and standards of conduct. Such sanctions shall include, but not limited to, expulsion, termination of employment, and referral for prosecution.
  - 3. The health risks associated with the use of illicit drugs and alcohol abuse.
  - 4. The legal sanctions imposed by local, state, and federal laws for the illegal possession or distribution of illicit drugs or alcohol.
  - 5. The rehabilitation, counseling, or re-entry programs available to students and employees.
  
- B. A biennial review to determine the program's effectiveness and, if necessary, make appropriate changes and to insure consistent enforcement or disciplinary sanctions.
  
- C. The accountability for the coordination of this program will be with the Dean of the College of Nursing. The team members appointed by the Chief Executive Officer to implement this policy shall consist of, but not be limited to, the Dean of the College of Nursing, the Dean of Human Resources (or designee) and the Safety/Security Manager.

### ***Guidelines***

- A. Sanctions for Violation of Noncompliance: In accordance with the school's corrective discipline policy and to provisions in the Employee Handbook, corrective action will be imposed and/or satisfactory participation in a drug rehabilitation program may be required by a student who is found to be in violation of this policy.
  
- B. Compliance as a Condition of Employment and/or Enrollment: Compliance with the provisions of this policy shall be a condition of employment/enrollment at Finger Lakes Health College of Nursing.
  
- C. Employee/Student Obligation of Notification of Conviction: In compliance with federal law, any staff member convicted of any criminal drug statute violation which has occurred in or on the workplace premises is required to notify the employer within five (5) calendar days following such conviction.

D. **Employer/Student Obligation of Notification:** The school is obligated to notify the appropriate federal contracting agency, if applicable, within ten (10) days of receipt of notice of an employee/student conviction as described in "C" above.

E. **Maintenance of a Drug-Free School Environment:** Good faith efforts on the part of the College of Nursing to establish and maintain a drug-free school will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the staff and students, as well as implementation and strict enforcement of this policy.

### **Learning Expectations**

Students should expect 2 hours of outside work for every hour of instruction (i.e., a 4 hour lecture would typically require 8 hours of outside work) to supplement learning. Outside work would include homework assignments, reading, watching videos, preparing for tests, etc.

### **Nondiscrimination Policy**

Finger Lakes Health College of Nursing admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College of Nursing. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and other school-administered programs.

Information in this catalog should not be considered an irrevocable contract between the student and the College. The College reserves the right to change policies and revise costs without notice or obligation as deemed necessary. For current information, call 315-787-4005.

### **Pregnancy Policy**

Due to the nature of the surgical services area, once a student has confirmed with their physician that she is pregnant; a physician note with due date and verification of pregnancy must be submitted to the student services office. The note should specify whether the student needs to either:

- A. Immediately withdraw from the program –or-
- B. Continue despite possible exposure to anesthetic gases, laser plume, and hazardous chemicals; lifting of patients, trays of instruments and movement of heavy equipment; radiation; or long periods of time standing in the same position.

It is expected that the student will adhere to safety precautions for personal protection and will keep the program coordinator and clinical faculty informed of changes or problems with the pregnancy. If at any time an activity may seem detrimental either to the student or to the fetus, she will stop the activity and discuss with the clinical faculty.

## **Title IX**

The faculty and staff of Finger Lakes Health College of Nursing recognize the intrinsic dignity and value of every person and support the efforts of Finger Lakes Health, the parent organization, to provide an environment in which relationships between faculty, students, staff, patients, and families are based on mutual trust, respect, and responsibility. Verbal and non-verbal harassment are detrimental to this environment. It is the policy of the Finger Lakes Health College of Nursing that sexual harassment is strictly prohibited.

### ***Definition***

Sexual harassment is defined as unsolicited, unwelcome conduct of a sexual nature toward another person. It includes sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes sexual violence and misconduct.

Such sexual behavior includes, but is not limited to:

- 1) Comments of a sexual nature
- 2) Explicit sexual statements, questions, jokes, or anecdotes, either in person or sent electronically
- 3) Propositions of a sexual nature
- 4) Subtle pressure for sexual activity
- 5) Touching, patting, hugging, or brushing against a person's body
- 6) Remarks about sexual activity, experience, or orientation
- 7) Display of inappropriate sexually oriented materials where others can see it
- 8) Repeated or unwanted staring

### ***Procedure***

All students are responsible for promoting an environment that does not tolerate abuse or sexual harassment and for immediately reporting any such acts to the Dean of the College. The Dean, or their designee, shall conduct a timely investigation of any formal written complaint of sexual harassment on a "need to know" basis, protecting the privacy of all parties (alleged victim and accused offenders) to the extent that is possible. Such investigation shall be completed no later than 10 business days from receipt of the complaint. If the allegation of harassment involves an employee of Finger Lakes Health or the College of Nursing, the VP of Human Resources of FLH shall be kept apprised of the status of the investigation. If sexual harassment is found to exist, the process may involve disciplinary action up to and including suspension from the program.

## **Smoking Policy**

Finger Lakes Health College of Nursing is committed to promoting health, wellness, prevention, and treatment of diseases within the community we service, as well as providing a clean, safe and healthy environment. The tobacco free environment is driven by our strategic goals to improve the health status of the community and our workforce, to improve quality and safety, and to create a healing environment. It is our responsibility to promote good health, reduce fire hazards, and present a positive image to the communities we serve. We are committed to maintaining a tobacco free environment at all employer facilities. Finger Lakes Health does not permit the use of tobacco on any hospital property. This includes all building entranceways, sidewalks, driveways, green spaces, parking lots and vestibules. This also includes any personal vehicle parked on Finger Lakes Health property.

## **Student Health Records**

All students must have a history and physical, latex allergy screen, and immunization certificate signed by a licensed provider, or a record of immunizations received, submitted prior to admission. The health record must include a current PPD, which is an annual requirement before a student is allowed in the clinical area. For students who are unable to receive the PPD due to an allergy or previous reaction, evidence of a negative chest x-ray must be submitted in its place. All health records are screened for completeness and are signed off by a RN. Health records must be kept current during the entire time a student is enrolled in a program offered by Finger Lakes Health. Clinical rotations will be affected when health records are not up to date, i.e. PPD is out of date.

## **Vaccination Policy**

New York State Department of Health sets requirements for vaccinations for hospital employees, including students.

Proof of vaccination or evidence of immunity for anyone born after January 1, 1957, is required for the following:

- Measles, Mumps, and Rubella

Proof of vaccination or evidence of immunity for Hepatitis B is highly recommended due to the exposure to blood and body fluids in the hospital environment. Vaccination for Tetanus-Diphtheria is also highly recommended.

Each student must provide a signed vaccination record specifically for meningococcal disease which indicates the student, and their parent or guardian if under the age of 18, has received information about meningococcal disease and its risks, and has either received or declined the vaccine.

Influenza vaccine is offered to students on a yearly basis free of charge. If a student elects not to receive the vaccine, a statement of declination must be signed and, in accordance with the directives of NY State Health Department, they must wear a mask when in direct contact with patients.

A certificate of immunization signed by a licensed provider (physician, nurse practitioner, or physician assistant) or an immunization record is required that shows the dates of immunization or the evidence of immunity or medical exemption.

Other policies that may be applicable to either the AD Program for nursing or the Surgical Technology program may be found in the policy section of the Student Handbook.

## **Program Approvals & Administrative Personnel Accrediting Agencies or Organizations**

The New York State Education Department  
Professional Education Program Review  
Albany, New York 12230  
Phone: (518) 486-2967

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Phone: 404-975-5000  
Nursing Program Accreditation

The Nursing program is registered by the University of the State of New York,  
The State Education Department, Office of the Professions, Division of Professional Licensing  
Services 89 Washington Ave., Albany, NY 12234-1000  
www.op.nysed.gov; 518-474-3817, ext. 280  
Nursing Program HEGIS Code: 5208.10

The Surgical Technology program is registered by the University of the State of New York,  
The State Education Department, Office of the Professions, Division of Professional  
Licensing Services 89 Washington Ave., Albany, NY 12234-1000  
www.op.nysed.gov; 518-474-3817, ext. 280  
Surgical Technology HEGIS Code: 5211.00

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike Suite 314  
N Falls Church, VA 22043  
Phone: 703-917-9503  
Surgical Technology Program Accreditation.  
Finger Lakes Health College of Nursing Institutional Accreditation

Commission on Accreditation of Allied Health Programs  
25400 U. S. Highway 19 North Suite 158  
Clearwater, FL 33763  
Surgical Technology Program Accreditation

FLHCON is approved by the NYS Division of Veterans Affairs for the training of veterans and  
other eligible persons (GI Bill).

## **Memberships and Affiliations**

### ***Nursing Program***

Council of Independent Colleges and Universities  
Finger Lakes Community College  
National Organization for Associate Degree Nursing  
The National League for Nursing  
NYS Council of Associate Degree Programs  
New York State Council of Hospital Schools of Professional Nursing

### ***Surgical Technology Program***

Council of Independent Colleges and Universities  
Finger Lakes Community College  
Association of Surgical Technologists  
Association of Operating Room Nurses

## **College Administration**

- Jose Acevedo, MBA, MD – President, San Juan Bautista School of Medicine, San Juan, Puerto Rico New York Institute of Technology, New York, NY
- Victoria Record, EdD, RN, CNE -- Dean Walden University, Minneapolis, MN

## **Program Coordinators**

- Martha Eddy DiCicco, MS, MEd, RN, CNE, WOCN -- Nursing Program Coordinator Alfred University, Roberts Wesleyan College, Rochester, NY
- Melissa Daniels-Dolan, CST -- Surgical Technology Program Coordinator , NY

## **Faculty**

### ***Faculty – Full Time:***

- Tina Dickinson, MS, RN- Keuka College, Keuka Park, NY
- Alicia Gower, BS RN - Roberts Wesleyan College, Rochester, NY
- Chrissy Lotyczewski MS RN-University of Rochester, Rochester, NY
- Kristine Lounsbury MS RN, University of Phoenix, Phoenix, AZ
- Nichole McDermott, BS, RN-Nazareth College, Rochester, NY
- Barbara Mellor, MS, RN –Roberts Wesleyan College, Rochester, NY
- Deanna Mills, MS, RN –Walden University, Minneapolis, MN
- Kathleen Mills, MS, RN –Walden University, Minneapolis, MN
- Diane Morrison, MS, RN-Roberts Wesleyan College, Rochester, NY
- Justine Perovich MS RN- Keuka College, Keuka Park, NY

### ***Faculty – Part Time***

- Quinta Borys, BS, RN-Keuka College, Keuka Park, NY
- Sue Conrey MS, RN-St. John Fisher College, Rochester, NY
- Mary Donahue, MS, RN, CNE St. John Fisher College, Rochester, NY  
Post Masters Certificate Nursing Education – Nazareth College, Rochester, NY
- Laurie Rowe-Richardson, BS, RN-Keuka College, Keuka Park, NY
- Patricia Predmore MS RN-Keuka College, Keuka Park, NY
- Nancy Bonk,, BS, RN
- Scott McHenry, BS, RN, Roberts Wesleyan College, Rochester, NY
- Carah Everts, BS, RN

### **Student Services**

- Roni Bain Student Services Assistant
- Kathy Bement, MS, RN - Manager Student Services, Alumni, and Special Projects  
Nazareth College, Rochester, NY
- Ann Spayd, AS - Student Services Coordinator Finger Lakes Community college,  
Canandaigua, NY
- Karen Cook, AAS - Education Dept. Secretary Finger Lakes Community College,  
Canandaigua, NY
- Lisa Eldridge, MS - Financial Aid Counselor Keuka College, Keuka Park, NY
- Linda Egburtson, BS, RN - Database Administrator Nazareth College, Rochester, NY

### **Board of Trustees**

- Mr. Patrick Boyle, VP, Human Resources, Finger Lakes Health Jose Acevedo, MD,  
MBA, President FLHCON
- Dr. Vicki Record EdD RN CNE, Dean, FLHCON
- Mrs. Eileen Gage, VP, Nursing, Finger Lakes Health
- Mrs. Pam Johnson, Treasurer & CFO, Finger Lakes Health Mrs. Kim Coffey, Asst. VP,  
Corporate Affairs
- Dr. Anne Weed Keuka College
- Mrs. Caryl Dooley Community Member
- Mrs. Mary Ann Co Community Member

### **Advisory Board Membership**

#### ***Nursing Program***

- Dr. Victoria Record, Dean, FLHCON
- Mary Coriale RN, Chairperson, FLCC Nursing Dept
- Dr. Charlene Smith, St. John Fisher College, Dept of Nursing
- Debbie Stamps, Newark Wayne Community Hospital
- Debra Crane, RN, Alumni
- Dr. Susan Bezek, faculty, Keuka College ASAP
- Dr. Jack Houk, Community Member
- Martha DiCicco, MS, RN, FLHCON Program Coordinator

- Jason Haag, Finger Lakes Ambulance, Community member
- Bill Comella, Finger Lakes Ambulance, Community member

***Surgical Technology Program***

- Dr. Victoria Record, Ed D RN CNE ,Dean, FLHCON
- Dr. Peter D'Silva, Tri-County Surgical
- Melissa Daniels-Dolan, CST NY
- Susan Jeffery, CST, Surgical Services, Finger Lakes Health
- Mary DeMatties, Community Member
- Nancy Whyte, Community Member
- Bret Bonney, Student Representative