



HOFSTRA NORTHWELL  
SCHOOL *of* GRADUATE NURSING  
AND  
PHYSICIAN ASSISTANT STUDIES®

**Master of Science Program**  
**Cardiovascular Sciences and Perfusion Medicine**  
**Student Handbook**

April, 2019

## Table of Contents

<b>ADMINISTRATION</b> .....	1
Program Administration.....	1
Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies Administration.....	1
<b>THE PROFESSION</b> .....	2
Curriculum .....	2
Statement of Fair Practice .....	3
Program Advisory Board .....	3
Program Philosophy.....	3
<b>OVERVIEW OF THE CURRICULUM</b> .....	3
<b>STUDENT REQUIREMENTS</b> .....	3
Student Employment Policy .....	3
<b>ACADEMIC POLICIES</b> .....	4
Academic Standing .....	4
Grade Equivalents.....	4
Evaluation Process .....	4
Clinical Courses .....	4
Assignments and Evaluation.....	4
Academic Support.....	4
Program Outcomes.....	5
Remediation .....	6
Incomplete Policy .....	6
Attendance Policy .....	6
Absences for Religious Observance .....	6
Academic Progression Policy .....	7
Academic Probation.....	7
Grade Appeal Policy .....	7
Dismissal and Appeal .....	7
Leave of Absence.....	7
Withdrawal from the Program .....	8
Professional Conduct .....	8
Code of Ethical Conduct.....	8
Professionalism.....	8
Academic Honesty and Dishonesty .....	9
Student Access Services (SAS) .....	9
Discriminatory Harassment, Relationship Violence and Sexual Misconduct.....	9
Complaint Process .....	10
Dress Code.....	10
Electronic Media Policy.....	10
E-Mail .....	10
Social Media Policy .....	10
Confidentiality .....	11
Patient Rights and Confidentiality .....	11
Health Insurance .....	11
Health Clearance.....	11
Program Faculty and Student Health Center.....	11
Exposure Policy and Incident Reporting .....	11
Transportation to Class .....	12
<b>CLINICAL ROTATIONS</b> .....	12
Scheduling Rotations .....	12

Determinations of Student Clinical Assignments .....	12
Students On-Call.....	12
<b>STUDENT RESOURCES</b> .....	12
Academic Calendars .....	12
Computing Services .....	12
Health Sciences Library.....	13
Financial Aid and Academic Records.....	13
Hofstra University Student Health and Counseling Center .....	13
Emergency/Urgent Service Contact Information.....	14
<b>CAMPUS SERVICES</b> .....	14
Dining Options.....	14
Campus Safety .....	14
Hofstra University Bookstore .....	15
Banking .....	16
Visitors Center .....	16
Diane Lindner-Goldberg Child Care Institute .....	16
Recreation and Intramural Sports .....	16
<b>HOFSTRA UNIVERSITY</b> .....	16
<b>APPENDICES</b> .....	17
Appendix A: Exposure Incident Investigation Form .....	17
Appendix B: Post-Exposure Evaluation and Follow-Up Checklist .....	18
Attestation.....	19

## **ADMINISTRATION**

### **Program Administration**

**Program Director - Edward Delaney, MS, MBA, CCP, LP**

E-mail: [Edward.Delaney@hofstra.edu](mailto:Edward.Delaney@hofstra.edu)

Phone: (203) 804-8659

**Program Director - Joseph J. Greco, RRT, CCP, LP**

E-mail: [Joseph.J.Greco@hofstra.edu](mailto:Joseph.J.Greco@hofstra.edu)

Phone: (631) 374-7147

**Course Coordinator - Jill Levine**

E-mail: [Jill.L.Levine@hofstra.edu](mailto:Jill.L.Levine@hofstra.edu)

Phone: (516) 463-7246

### **Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies Administration**

**Dean - Kathleen Gallo, PhD, MBA, RN, FAAN**

E-mail: [Kathleen.Gallo@hofstra.edu](mailto:Kathleen.Gallo@hofstra.edu)

Phone: (516)463-7488

**Assistant Dean for Administration - Jennifer Saleta, EdD, MBA, FACHE**

E-mail: [Jennifer.M.Saleta@hofstra.edu](mailto:Jennifer.M.Saleta@hofstra.edu)

Phone: (516) 463-7489

**Chair - Renee McLeod, DNP, RN, FNP-BC, ACNP-BC FNAP**

E-mail: [Renee.McleodSorjan@hofstra.edu](mailto:Renee.McleodSorjan@hofstra.edu)

Office Number: (516)463-7479

**119 Hofstra University  
128 Hagedorn Hall  
Hempstead, New York 11549  
Phone: 516-463-7705**

## **THE PROFESSION**

The majority of the cardiac patients undergoing corrective surgery for their heart defects will require the adjunct and support of the heart lung machine. The heart lung machine takes over the functions of the heart and lungs temporarily in order for the surgeon to make repairs properly. The field of cardiovascular perfusion science and medicine deals with the delicate but complex pathophysiology of artificial circulation outside (extracorporeal) and inside the body (corporeal). The effects and consequences of cardiopulmonary bypass (bypassing the heart and lungs) greatly affect the outcome of the surgery. With evolving development of technologies and cardiovascular perfusion sciences, all the functions of other organs are optimized and supported with the current concepts and techniques.

The Cardiovascular Perfusionist is a highly trained and skilled medical professional that operates the heart lung bypass system which controls the pathophysiology of cardiac patients on cardiopulmonary bypass. Therefore, a perfusionist is a highly skilled professional, qualified by academic and clinical education to control physiologic functions using extracorporeal circulation equipment during any surgical or medical procedure necessary to support or temporarily replace the patient's circulatory functions and organs and is responsible, in consultation with a physician, for selecting appropriate equipment and techniques to be utilized.

The perfusionist conducts extracorporeal circulation to ensure the safe management of physiologic functions by control and monitoring vital cardiopulmonary parameters. Furthermore, the perfusionist is educated and trained in the administration of prescribed blood products, anesthetic agents and cardiovascular drugs via the extracorporeal circuit. The perfusionist is knowledgeable and competent in the use of a variety of techniques, such as hypothermia, hemodilution, cardioplegia, circulatory arrest and other perfusion procedures involving specialized instrumentation and advanced life replacement and support.

Based on institutional factors and available facilities, the perfusionist may be engaged in research of new products, development of perfusion, surgical techniques, and data analysis. Scientific and clinical advancement of techniques relative to cardiovascular perfusion is an ongoing endeavor to improve the outcome of cardiac surgery.

At all times, the perfusionist must maintain the highest ethical and professional healthcare standards.

The perfusion student candidate must possess the ethical, physical, psychomotor, emotional and mental qualities required to meet the everyday challenges of a clinical perfusionist.

## **Curriculum**

The Master of Science Program in Cardiovascular Sciences and Perfusion Medicine (CSPM) is committed to the education of a knowledgeable, highly skilled, and competent cardiovascular perfusionist. A 2-year program, integrating didactic and clinical practicum course-work, provides the education for an entry level applicant to achieve a Certificate in Perfusion Clinical Competence and a Master of Science Degree in Cardiovascular Sciences and Perfusion Medicine.

The curriculum prepares the student for the clinical application of heart-lung bypass, methods of gas exchange, fluid management, hemostasis, and techniques of extracorporeal circulation for adult, pediatric, and infant patients. The program provides the student with skills necessary to proficiently and safely conduct extracorporeal circulation with any cardiothoracic surgical team or medical department.

The Master of Science program draws upon the high volume, adult cardiac tertiary specialty care services of the Northwell Health and its affiliates. Infant and Pediatric perfusion for complex congenital and acquired heart disease is also practiced at Northwell Health and many affiliate programs in New York. An interprofessional team of educators, proficient in their fields, ensure a highly qualified student experience.

### **Statement of Fair Practice**

Hofstra University is an Equal Opportunity Employer. Similarly, CSPM is non-discriminatory in student or faculty recruitment, admission, or employment practices in regard to race, color, creed, sex, age, physical challenges, sexual orientation, or national origin.

Policies regarding admission, transfer, promotion, graduation, and withdrawal are stated in this Handbook. All announcements and advertising shall accurately reflect the program offered and academic costs.

### **Program Advisory Board**

The CSPM Program Advisory Board shall consist of the Dean, the Medical Director, Program Directors, Department Chair, Assistant Dean for Administration, a representative from each clinical site, student members from each year, and a public member.

### **Program Philosophy**

CSPM is founded in the belief that quality education of medical practitioners promotes quality health care. Students are educated in all aspects of the science and art of cardiovascular perfusion. The curriculum has been designed to provide a minimal level of competence and training for the highly specialized area of perfusion clinical sciences and techniques. All courses are required. Clinical courses will have a laboratory/simulation component to enable students to master basic skills prior to clinical practice. Didactic course work shall complement the understanding and development of professional skills.

## **OVERVIEW OF THE CURRICULUM**

The curriculum of the CSPM Program is designed for graduate students, with some health care experience as a perfusion assistant, respiratory therapist, extracorporeal membrane oxygenation (ECMO) specialist, cardiac care nurse, emergency medical technologist, cardiac diagnostic laboratory technologist, cardiac rehabilitation physiologist or related field seeking to further their allied health careers in an exciting and innovative health area within cardiac services. The education program is an integrated curriculum that provides skilled technical training through a combination of courses where didactic instruction, supervised clinical instruction, simulated scenarios, observational rotations and independent study that contribute to the student's development.

[https://bulletin.hofstra.edu/preview\\_program.php?catoid=92&poid=13993&returnto=11758](https://bulletin.hofstra.edu/preview_program.php?catoid=92&poid=13993&returnto=11758)

## **STUDENT REQUIREMENTS**

Students are required to join the [American Society of Extracorporeal Technology](#) which includes subscriptions to the Journal of Extracorporeal Technology and AMSECT Today. They are also required to join the [American Academy of Cardiovascular Perfusion](#).

Students may use reference books in the library. Libraries at Hofstra University and clinical rotation sites are also available to the students.

Students are responsible for housing arrangements and meals. Graduate housing is available through arrangements with Hofstra [graduate housing](#).

Liability insurance is provided by Hofstra for the student during clinical training and rotations. Any activity undertaken by the student, independent of the program (e.g. performing clinical hours) is not covered by the liability insurance offered by Hofstra University. The student will assume personal liability for any actions performed in a clinical site that is not assigned by the program. Clinical hours performed independent of the program will not be included in the requirement for the program.

## **Student Employment Policy**

Due to the intensity and time demands associated with the MS Program in Cardiovascular Sciences and Perfusion Medicine, students are strongly discouraged from working while in the program. The intensity of study required

for successful completion of the program makes working a significant distraction. Since students are required to achieve a minimum grade of B (83%) in each course, working in a part-time capacity may make it difficult for the student to maintain a good academic standing. Missing class or clinical due to a conflicting work schedule will not be tolerated and could result in disciplinary action, including dismissal from the program.

A student under no circumstances may receive or be compensated for clinical assignments in relationship to their perfusion training. Clinical hours must be clearly delineated from work hours (hours cannot be double counted). A perfusion student must adhere to the New York State Perfusion licensure act and regulations.

## ACADEMIC POLICIES

### Academic Standing

In order to maintain good academic standing, students are required to earn a minimum final grade of B (83%) in each course in the program, and a minimum cumulative grade point average (GPA) of 3.0. Additionally, students are required to adhere to professional standards, university policies and Cardiovascular Science and Perfusion Medicine policies.

### Grade Equivalents

A 93-100%	B- 80-82%	D+ 67-69%
A- 90-92%	C+ 77-79%	D 63-66%
B+ 87-89%	C 73-76%	D- 60-62%
B 83-86%	C- 70-72%	F Below 60

### Evaluation Process

#### Course and Instructor evaluation:

The Course and Teacher Ratings (CTRs) at Hofstra provide a measure of student perceptions of a faculty member's teaching effectiveness that complement peer and administrative observations (FPS#46). The form provides students with an opportunity to rate the faculty member on specified attributes of teaching performance, as well as to provide more open-ended comments.

<https://www.hofstra.edu/pdf/faculty/senate/policy-series-049.pdf>

### Clinical Courses

Clinical Courses include both didactic and direct clinical practicum hour's components. Students must pass both the didactic and the clinical portions of the course. A failure in either didactic or the clinical practicum will result in a failure in the course. See the clinical components and grade allocation in each course syllabus.

### Assignments and Evaluation

The Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies prides itself on innovative curriculum and evaluation pedagogies for graduate education. Learning activities, clinical practicums and evaluation methods provide experiences that are innovative, comprehensive and rigorous to provide our graduates with skills needed upon entry to healthcare systems and throughout their clinical careers. Through the learning pedagogies constructed and implemented in our Master of Science programs, it is anticipated that our graduates will have received a greater depth and breadth of knowledge than traditional graduate programs. Our students have been challenged to *learn for understanding* and to synthesize and integrate knowledge into clinical practice at a high level.

### Academic Support

The student will receive a letter of Academic Support to notify the student of unsatisfactory performance in any course for the following reasons:

- Unsatisfactory grades
- Unsatisfactory clinical performance
- Academic and/or clinical dishonesty

The course faculty will meet with the student to:

- a) Review unsatisfactory performance
- b) Discuss faculty recommendations for improvement and implement a learning contract
- c) Review policy and procedure regarding Academic Support

A letter of Academic Support will be sent to the student via first class and certified mail from the Chair of the Cardiovascular Science and Perfusion Medicine program. Copies of this letter will be sent to the following as appropriate:

- Dean
- Chairperson of the Student Advancement Committee (SAC)
- Lead Course Faculty
- Faculty Advisor
- Program Director
- Student File

Clinical courses include two components, didactic and clinical. Both components of the course must be passed to academically progress. Failure of either the didactic or the clinical component of a clinical course will result in failure of the course. The student will receive a Letter of Academic Failure, notifying them that they will be referred to the SAC for review.

Students will be given one opportunity to re-take a course at its next offering and must receive a grade of B or higher to remain in good academic standing. Failure to pass a clinical course a second time will result in dismissal from the Cardiovascular Science and Perfusion Medicine program. Courses in the program are offered sequentially. Only two courses within the curriculum can be retaken in order to remain in good academic standing. The student's academic progression will be delayed until the student is returned to good academic standing. If the student has earned a grade below the grade of B (83%), the student will be reviewed by the SAC. The student is provided the opportunity to appear before the SAC and provide information that may clarify/explain issues relating to the course failure. The SAC will review the student's performance and make a recommendation to the Dean regarding the Committee's determination of the appropriate action. The Dean will review the SAC recommendation, which may or not be accepted. The student will be advised in writing, both by first class and certified mail of the Dean's decision.

### **Program Outcomes**

**Upon completion of the program, the graduate will possess the necessary educational background to:**

1. Select the equipment and techniques necessary to perform perfusion procedures for adults, infants, and children, in consultation with the physician.
2. Safely operate extracorporeal circulation equipment and various cardiac assist devices during any medical situation where it is necessary to support or temporarily bypass the patient's cardiopulmonary system.
3. Safely administer prescribed blood products, anesthetic agents and drugs through the extracorporeal circuit.
4. Monitor and report selected physiological parameters of the patient.
5. Document complete and accurate information on the perfusion record.
6. Function within recognized professional, ethical and legal standards.
7. Meet eligibility requirements for the Certification Examination of the American Board of Cardiovascular Perfusion.
8. Be competent in basic research and statistical methods.



## **Remediation**

Students who are at risk of not achieving a grade of B (83%) at any time during the semester are identified in several ways: 1) informally through reflective responses, with course faculty for the course in which they are risk; 2) formally during a meeting with the course faculty. The student will receive a letter of Academic Support (see above). The letter of Academic Support will identify a learning contract with learning activities which will support the student's learning through the remainder of the semester.

## **Incomplete Policy**

All CSPM students are required to complete coursework by the end of the semester. Course assignments must be submitted by the dates indicated in the syllabus. Incompletes will only be permitted by permission of the course faculty, for extreme reasons which were unforeseen by the student prior to beginning of the course.

Documentation will be required. The student will meet with course faculty to document a mutually agreed upon learning contract, by both faculty and student, with both the instructions and the deadline to complete the course requirement(s) needed to formally complete the course. The faculty will submit a grade change to clear the "I" grade per Hofstra policy, when all course requirements have been completed. Student learning contracts will comply with academic policies of the University and the CSPM Program.

Hofstra's policies regarding Incomplete grades, default grades, and associated deadlines can be found in the Undergraduate and Graduate Studies Bulletins under Class, Attendance, Grading Policies.

<http://bulletin.hofstra.edu/content.php?catoid=86&navoid=10655>

## **Attendance Policy**

Attendance and punctuality are mandatory for all program courses and activities, including orientation prior to the start of the program. Absences or lateness are highly discouraged, due to the structure of the program and the extent of educational content that would be missed. All absences or lateness must be reported directly to the Directors of the Cardiovascular Science and Perfusion Medicine program and Lead Faculty via e-mail, phone message, or in person prior to the start of class. It is unacceptable to report an absence or lateness to anyone other than the faculty, including another student.

The student is responsible for obtaining all information related to any missed class time including course material and announcements. The student is responsible to make up any work missed due to an absence. Faculty are neither obligated to provide material to students due to an absence; nor obligated to provide the opportunity for students to make up missed material due to an absence.

A pattern of multiple absences, extended absences, or chronic lateness may require the student to re-take the course at its next offering, which may delay academic progression by one year. In addition, missed classes are subject to potential grade reduction and course failure at the discretion of the faculty.

Excessive absences or lateness will result in the student being placed on Academic Support. The Letter of Academic Support will advise the student of his or her risk of failure in the course. The letter will provide the student with instructions to meet with his or her Program Director, and the Lead Faculty of the course. The Lead Faculty will develop a learning contract to assist the student in completing the course requirements.

## **Absences for Religious Observance**

Hofstra University recognizes that students and/or faculty may from time to time miss class due to religious observances. Students who anticipate missing class for this reason should notify faculty members in advance. Likewise, faculty members who anticipate missing class for religious observance should notify students in their classes. As per Faculty Policy Series 12 (B): "No student shall be expelled or refused admission to Hofstra University because he or she is unable to participate in any examination, study or work requirement because of his or her religious obligations and practices. However, all students are expected to complete all assignments and examinations. It is understood that no adverse or prejudicial effects shall result to any student who avails him or

herself of religious observances. The University, faculty, and student shall work together to achieve a reasonable accommodation concerning any conflicts between educational and religious obligations.”

In accordance with New York State Law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of that absence on any particular day or days.

### **Academic Progression Policy**

Students who fail a course will receive notification by the University of the failure. The Student will receive a letter of Academic Failure (See Academic Standing Policy). The SAC will convene to review the student’s academic history and performance in the course which was failed. The SAC will make its recommendations to the Dean regarding the action to be taken. The Hofstra University policy on failure of a course can be found in the Graduate Studies Bulletin: <https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787>

### **Academic Probation**

Probation is a designation that alerts the student that dismissal is possible should the conditions placing the student in this status does not change. Academic deficiencies will be outlined and the student will be advised as to what course of action will be available to him or her to remedy the deficiency.

*Academic Probation* is the result of a student failing to meet the criteria to remain in good academic standing, e.g. grade below B (83%), and/or a cumulative GPA of less than 3.0. A student remains on academic probation until the conditions of good academic standing are met.

### **Grade Appeal Policy**

The grade appeal policy is outlined in faculty policy series #42: [https://www.hofstra.edu/pdf/senate\\_fps\\_42.pdf](https://www.hofstra.edu/pdf/senate_fps_42.pdf).

### **Dismissal and Appeal**

The University policy on dismissal can be found using the link below. It should be noted that dismissal can occur anytime within the program for failure to remain in good academic standing or for issues related to academic dishonesty or unprofessional behavior.

<https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787#dismissal>

### **Leave of Absence**

A student may be granted a leave of absence in the case of personal illness, family emergency or other circumstance beyond the student’s control for a period of up to one year. Courses in the CSPM program are offered once per academic year and may result in the student’s academic pathway to be delayed by one year when the course is offered next.

Only one leave of absence is permitted during the Cardiovascular Science and Perfusion Medicine Program. Prior to requesting a leave of absence, the student should discuss the reason for the leave and the anticipated plan to return to academic study with his or her faculty advisor and the Director of the CSPM program. A request for leave must be made in writing to the Dean/Chair and Directors. A leave taken without consent from the Dean/Chair and Directors may result in dismissal from the program. Once approved by the Dean/Chair and Directors, the student is required to notify the university through the myHofstra student portal.

Prior to returning to the CSPM Program, the returning student is required to meet with the Dean/ Chair and Directors of the CSPM Program to assess his or her academic progression prior to the leave of absence and develop a plan for continued academic study. If remediation is recommended, a learning contract will identify a) the appropriate knowledge and skills which need to be remediated and 2) resources to assist with developing the required knowledge and skills. [https://www.hofstra.edu/sfs/bursar/bursar\\_academic\\_leave.html](https://www.hofstra.edu/sfs/bursar/bursar_academic_leave.html)

## Withdrawal from the Program

Students withdrawing from the program must notify the Dean/Chair and Directors in writing of their decision to withdraw from the CSPM Program. It is imperative that students follow University procedures for withdrawal from courses and/or the program. [https://www.hofstra.edu/pdf/sfs/sfs\\_howto\\_academic\\_leave\\_wd.pdf](https://www.hofstra.edu/pdf/sfs/sfs_howto_academic_leave_wd.pdf)

## Professional Conduct

Students will demonstrate a professional attitude at all times while participating in school-related activities. A professional attitude requires compliance with the American Society of Extra-Corporeal Technology's Code of Ethical Conduct.

## Code of Ethical Conduct

### The American Society of Extra-Corporeal Technology

1. Members must uphold the dignity and honor of the profession, accept its self-imposed disciplines, and expose without hesitation those who are guilty of illegal or unethical conduct.
2. Members shall respect the patient's rights of privacy and dignity. Members shall hold in confidence personal information and use proper judgment in sharing this information. Members shall offer the best team support for the patient.
3. Members shall strive to uphold the image, goals, and ideals of the Society for the betterment of the technology and for greater public understanding of its role in health science.
4. Members shall strive to improve their medical knowledge and skills on a continuing basis.
5. A member's public statements should not adversely affect the Society.
6. A member shall at all times hold the well-being and interests of the patient to be paramount and shall not subordinate same to the member's interests, nor act in such a way as to bring the member's interests into conflict with the patient's interests.
7. A member may serve as a consultant, for a fee commensurate for services rendered, if such services are not in conflict with the member's employer, and/or institution, ethos, and shall be in the best interest of the patient.

## Professionalism

Professional misconduct against persons includes, but is not limited to, verbal or physical assault, bullying or intimidation, either personally or in writing by electronic means, including social media. In the clinical setting, professional misconduct is expressed through respect for patients and colleagues. Unprofessional behavior from any member of the CSPM program demonstrates a lack of congruence with the Program's mission and values. Professional behavior is integral and is evaluated throughout the course of study, and is also formally evaluated during advisement sessions. Students are required to adhere to the same high ethical and professional standards as listed above in the AMSECT Code of Ethical Conduct. A lack of professionalism may result in academic sanctions, and will be reviewed by the SAC, and may mandate academic probation or dismissal from the CSPM Program.

### Examples of unprofessional behavior include but are not limited to:

- Demonstration of a lack of respect for peers, faculty and members of the Hofstra University and Northwell Health communities and other educational affiliates
- Verbal, nonverbal, written and electronic communication that is perceived as intimidating or inappropriate to a student, faculty member, colleague, staff, or member of the Hofstra Northwell Academic Practice Partnership
- Excessive absences or lateness to classes or clinical practicum
- Demonstration of inability to accept constructive criticism
- Demonstration of lack of respect for the rights of patients to competent, confidential service
- Violation of the Health Insurance Portability and Accountability Act (HIPAA)
- Violation of the Family Educational Rights and Privacy Act (FERPA)

- Performing any activity which is beyond the scope of the role of CSPM student
- Engaging in unethical behavior in class, clinical settings, professional activities, or on social media platforms
- Disruptive or rude behavior during class, e.g. leaving the classroom repeatedly without a valid reason; repeated use of personal e-mail or social media while in classes, neglecting to turn off/silence cell phones
- Failure to follow protocol, or directions of supervising preceptor or program faculty
- Leaving the clinical setting without permission of the preceptor or program faculty
- Failure to identify oneself as a CSPM student in the student's clinical placement

## Academic Honesty and Dishonesty

### Academic Honesty

Hofstra University Honor Code: “As a member of the Hofstra community I pledge to demonstrate integrity and ethical behavior in all aspects of my life, both inside and out of the classroom. I understand that I am accountable for everything I say and write. I will not misrepresent my academic work, nor will I give or receive unauthorized assistance for academic work. I agree to respect the rights of all members of the Hofstra community. I will be guided by the values expressed in the P.R.I.D.E Principles. I accept the responsibility to follow this Honor Code at all times.”

Honor Code Short Form: “I pledge on my honor that I have done this work with honesty and integrity, without giving or receiving unauthorized assistance.”

Academic Honesty: Plagiarism and other forms of academic dishonesty are serious ethical and professional infractions. For information regarding Hofstra's statement of principles with respect to academic honesty, examples of violations, procedures for handling violations, as well as a student's right to appeal a charge, see Faculty Policy Series #11 for undergraduate students and Faculty Policy Series #11G for graduate students. [https://www.hofstra.edu/faculty/senate/senate\\_fps.html](https://www.hofstra.edu/faculty/senate/senate_fps.html)

The principles of academic dishonesty also apply to clinical practicum courses. Academic dishonesty is further defined to include falsification of patient or agency records, violating accepted codes of professional ethics, surrender, suspension or revocation of license, or engaging in activities which might endanger the health or welfare of patients.

### Student Access Services (SAS)

If you believe you need accommodations for a disability, please contact for Student Access Services (SAS). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, qualified individuals with disabilities will not be discriminated against in any programs, or services available at Hofstra University.

Individuals with disabilities are entitled to accommodations designed to facilitate full access to all programs and services. SAS is responsible for coordinating disability-related accommodations and will provide students with documented disabilities accommodation letters, as appropriate.

Please note that accommodations may require early planning and are not retroactive; please contact SAS as soon as possible. All students are responsible for providing accommodation letters to each instructor and for discussing with him or her the specific accommodations needed and how they can be best implemented in each course. For more information on services provided by the university and for submission of documentation, please contact Student Access Services, 107 Student Center, 516-463-7075.

### Discriminatory Harassment, Relationship Violence and Sexual Misconduct

Hofstra prohibits sexual and other discriminatory harassment, stalking, domestic and dating violence, sexual assault and other sexual misconduct (collectively, “Gender Based Offenses”). If you or someone you know

believes they have been subjected to any of these Gender Based Offenses, help is available. To make a report, or for more information about Hofstra's Student Policy Prohibiting Discriminatory Harassment, Relationship Violence, and Sexual Misconduct (available at <http://hofstra.edu/sexualmisconduct>), please contact the Title IX Officer for Student Issues at (516) 463-5841 or [StudentTitleIX@hofstra.edu](mailto:StudentTitleIX@hofstra.edu) or Public Safety at (516) 463-6606. Confidential resources and support are also available from medical and counseling professionals in the Student Health and Counseling Center (516-463-6745) and clergy in the Interfaith Center.

### **Complaint Process**

Recently, the University established an avenue for students to report academic complaints with the University. Specifically, if a student has a grievance/complaint that is not related to a grade appeal but is related to classroom and other academic experiences or is unsure of the next step to pursue, they can email [complaint.resolution@hofstra.edu](mailto:complaint.resolution@hofstra.edu). A member of the University will review and address the grievance/complaint within 7-10 days. Information about this email can be found on the Consumer Information and Student Right to Know page in both the Undergraduate and Graduate Bulletins, as well as under "Academics" or "Student Life" on the main Hofstra homepage.

<https://www.hofstra.edu/academics/academics-bulletin-undergraduate-consumer-information-student-right-know.html>

<https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11716&hl=consumer+information&returnto=search>

### **Dress Code**

Students must dress professionally at all times. Casual business attire is required for all educational sites, unless otherwise instructed. Casual clothing that is revealing such as beach wear, shorts, and bathing suit tops is not allowed. Additionally, closed toe shoes must be worn. When working in the simulation lab scrubs may be worn. Hofstra University student identification must be clearly visible at all times as well as your Northwell Health Student identification when at Northwell sites.

### **Electronic Media Policy**

Students are recommended to be mindful when using all electronic/technological media. Students should assume that all postings are visible to the entire University, CSPM Program, faculty, administrators, other students, and the public.

### **E-Mail**

All Hofstra students receive an online portal account. Students can use the Hofstra portal account to access various University computer services, such as to connect to the wireless network, access e-mail, print documents and store files on the Hofstra network. Faculty and school administration regularly communicate important information to students via their Hofstra e-mail account. Therefore, students are responsible for accessing their Hofstra e-mail accounts on a regular basis to check for important communications.

Use of the Hofstra Network and e-mail account and all other Hofstra computing facilities is subject to Hofstra University's Computer Networks Acceptable Use Policy, copies of which are available at the University's computer labs and electronically on the Web (<https://www.hofstra.edu/about/it/edtech/acceptable-use.html>).

E-mail etiquette is a requirement for all communications. Please refer to the 101 e-mail tips at the following website for guidance: <https://www.netmanners.com/e-mail-etiquette-tips/>

### **Social Media Policy**

It is strictly prohibited to take photographs of patients and tissue specimens, in any setting, whether or not the patient is identified or has given their permission. Clinical agencies have policies protecting patients' privacy.

Similarly, the posting of diagnostic images or any form of patient data on any social media platform, including but not limited to YouTube, Facebook, iTunes, LinkedIn, Twitter, and blogs is strictly prohibited.

Similarly, private postings on Facebook or any other form of social media regarding program personnel that are deemed inappropriate, including faculty and fellow students, may be subject to disciplinary action. This includes and is not limited to: recording simulation, Bioskills, class sessions, review sessions, and/or performance examinations.

### **Confidentiality**

In compliance with The Family Educational Rights and Privacy Act (FERPA) of 1974 and Accreditation Standards for NP Education, student materials, grades, records and files are considered privileged and confidential. All student records are stored in locked files when not in use. Faculty, staff and administrators are the only individuals who have access to these files. No information contained within a student record will be provided, either verbally or in writing, without the written consent of the student. Written consent for release of records will be kept in the student file.

### **Patient Rights and Confidentiality**

All information regarding a patient's health is privileged and confidential information. All students must strictly adhere to each institution's policy governing patient rights and confidentiality and to all federal, state and local regulations. Students must not discuss any information regarding a patient in a manner or location that might reveal the identification of the patient to individuals not directly involved in that patient's care. For this reason, all students must complete HIPAA training and provide proof of completion before entrance to the graduate nursing program. Patient medical records, inclusive of progress notes or lab reports, must not be removed from the clinical site by the graduate nursing student. No patient identifiers will be documented in student assignments which contain patient related data.

### **Health Insurance**

Health insurance is mandatory for all students while enrolled in the CSPM program. All students will need to supply the program with proof of health insurance annually. The insurance policy must cover students in the event of illness or injury that may result from patient care.

### **Health Clearance**

All students are required to complete the Medical Clearance Information that will be provided by Hofstra University's Student Health and Counseling Center. This includes but it not limited to evidence of a physical examination, immunizations, blood work, drug screening, and viral titers by a healthcare provider who has determined his/her fitness to perform graduate student functions. This verification must be provided prior to the beginning of each academic year as per the stated deadline.

### **Program Faculty and Student Health Center**

No faculty member, including the program director and the medical director, are permitted to provide healthcare. Provision of healthcare includes giving medical advice in this instance. Student health services are available to students for medical and mental health care, if needed.

### **Exposure Policy and Incident Reporting**

Should a student be exposed to the bodily fluid of a patient, he/she will immediately report the incident to the faculty member. The student will follow the institutional infectious and environmental hazard policy, including completing all required documentation. Students should be aware that an infectious or environmental hazard exposure can adversely affect their overall health as well as performance in the program.

The student is required to complete an incident form (see appendix) and submit it to the Chair within 24 hours of the incident. Health information concerning the student or anyone else should not be included when filling out the



exposure form. Following an exposure, the student must follow-up with his/her medical provider or the Student Health and Counseling Center for further evaluation and/or treatment.

### **Transportation to Class**

Transportation to hospitals, clinics, and other community settings is the student's responsibility and at the student's expense.

## **CLINICAL ROTATIONS**

### **Scheduling Rotations**

Clinical Rotations will be scheduled by the program directors. Clinical sites will be notified by the program directors. This notification will detail clinical practicum course, program year and required competencies of the student. Each student will contact the preceptor at each site introducing themselves and arrange a scheduling plan that meets the program requirements.

### **Determinations of Student Clinical Assignments**

Clinical assignments for each student will be based on the following factors: clinical competencies performed, strengths and areas of opportunity for the student, current and future clinical experience needed, clinical site resources and expertise.

### **Students On-Call**

Clinical sites may request to place students on-call. There is valuable clinical experience gained through the on-call experience. Clinical sites and the student may work out a call schedule, provided it does not interfere with the students' class schedule. Students must have eight hours of sleep each day. In some situations, the clinical sites and program directors may provide clarification regarding expectations of the on-call experience. All decisions will be made in the students' best interest and in collaboration with the program directors and clinical sites. Clinical site and student questions should be directed to the program directors.

## **STUDENT RESOURCES**

### **Academic Calendars**

Hofstra University Academic Calendars can be found at:

[https://www.hofstra.edu/studentaffairs/studentervices/academicrecords/acdrec\\_calendars.html](https://www.hofstra.edu/studentaffairs/studentervices/academicrecords/acdrec_calendars.html)

P.R.I.D.E. Principles

[https://www.hofstra.edu/studentaffairs/deanofstudents/commstandards/commstandards\\_prideprinciples.html](https://www.hofstra.edu/studentaffairs/deanofstudents/commstandards/commstandards_prideprinciples.html)

### **Computing Services**

Located in McEwen Hall, the Information Technology Department provides technology services to all sectors of the Hofstra community. The Information Technology (IT) staff is committed to providing professional information technology support for all members of the Hofstra community. The IT Department houses all of the University's central computing resources, which support approximately 4,000 computers and 539 printers in labs, faculty offices, residence halls, and administrative offices. Student Computing Services (SCS) provides support for all Hofstra students to utilize the available technology, whether it is for a general usage or for school assignments. Our dedicated teams, such as Technical Support, Computer Repair Center, and Learning Support Center provide service and support as it relates to technology for students. For contact information and other details on these services, Visit: [hofstra.edu/scs](https://www.hofstra.edu/scs). Call SCS at 516-463-7777, Option 1. SCS also supports two (2) open-access campus labs: Hammer Lab and Calkins Lab. With a valid Hofstra Card, students can access these labs, which are equipped with Windows and Mac workstations and printers (including 3D printing) as well as available electrical outlets for those who choose to work with their own mobile devices. Hammer and Calkins labs

facilitate collaboration, providing space and equipment for groups to come together to accomplish projects. Further, these open access labs have staff that can help with technical inquiries, conduct training sessions, and other services. For locations, hours of operation, and more details on services, visit <https://www.hofstra.edu/about/it/edtech/open-access-labs.html>. In addition to the open-access labs, there are approximately 28 academic computer labs for specific areas of study around campus.

PridePrint enables students to print and make paper copies almost anywhere on campus 24/7. There are 42 PridePrint stations in 23 locations around campus. For more information, visit <https://wiki.edtech.hofstra.edu/display/KB/PridePrint>

Wireless access is extensively deployed around the campus. Wireless hotspots can be found, with hotspots in most common areas, athletic fields, the arena, stadium, and in all of the residence halls. For more information, visit <https://www.hofstra.edu/about/it/edtech/network-get-connected.html>  
SCS Hours: <https://www.hofstra.edu/about/it/helpdesk/index.html>

\*\*Technical Support Center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Libraries For further information about the Hofstra University Joan & Donald E. Axinn library, please visit: <https://www.hofstra.edu/library/>

### **Health Sciences Library**

<https://medicine.hofstra.edu/library/index.html>

The cardiovascular science and perfusion medicine, faculty and staff have access to all the resources that are co-licensed for the Health Sciences Library and Northwell Health. The Health Sciences Library website provides access to all journals, textbooks, databases, resource guides and services via one centralized site. All online resources are available from any remote location, as well as on campus. The print holdings of the Health Sciences Library are cataloged and accessible in the main University Library online catalog.

Hofstra Northwell School of Medicine Library Staff: <https://medicine.hofstra.edu/library/contact.html>

For further information about the Northwell Health libraries, please visit:

<https://www.northwell.edu/research-andeducation/continuing-and-professionaleducation/libraries/about>

### **Financial Aid and Academic Records**

The Office of Financial and Academic Records is located in Memorial Hall – 2nd Floor, on the South Campus. This office handles all business pertaining to registration, billing, grades, changes of address, changes of name, and registration for graduation and financial awards. All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA): [https://www.hofstra.edu/sfs/financialaid/financialaid\\_brochure\\_grad.html](https://www.hofstra.edu/sfs/financialaid/financialaid_brochure_grad.html)

Contact your Student Financial Services Counselor or stop by:

Student Financial Services

Suite 206 Memorial Hall

P: (516) 463-8000 | F: (516) 463-4936

<https://www.hofstra.edu/sfs/index.html>

### **Hofstra University Student Health and Counseling Center**

University College Hall, North Campus

T: 516-463-6745 F: 516-463-5161

[www.hofstra.edu/StudentAffairs/StudentServices/welctr/index.html](http://www.hofstra.edu/StudentAffairs/StudentServices/welctr/index.html)

During the hours when the Wellness Center is closed, all Hofstra University Public Safety officers are certified first responders and will assist any student in need of emergency medical services.



## Emergency/Urgent Service Contact Information

During the hours when the Wellness Center is closed, all Hofstra University Public Safety officers are certified first responders and will assist any student in need of emergency medical services.

\* When using on-campus phones to call other campus numbers, always press 3 followed by the last four digits of the phone number.

\*\* When using on-campus phones to dial off campus, always press 9 first.

Hofstra University Public Safety Department: For police, fire or medical For information For all other inquiries	516-463-6789 516-463-7878 516-463-6606
Northwell Health Center for Emergency Medical Services	516-719-5000
Hofstra University Student Health and Counseling Center	516-463-6745
Northwell Health Help Desk/Tech Support	718-470-7272

## CAMPUS SERVICES

### Dining Options

The University offers an array of dining options in a variety of locations, with convenient hours, and with tax-free sales. All campus dining locations accept the HofstraCard. <https://dineoncampus.com/hofstra>  
Complete information about dining plan options is found at: <https://new.dineoncampus.com/hofstra/for-commuters>

### Campus Safety

#### Hofstra University - David S. Mack Public Safety and Information Center

The David S. Mack Public Safety and Information Center is located on the southeast corner of Hempstead Turnpike and California Avenue and is the headquarters for the Department of Public Safety which works 24 hours a day, seven days a week, to ensure the well-being of the Hofstra community. Several of the services provided by the Department of Public Safety are listed below. For a full list of services offered by the Department of Public Safety, please visit: <https://www.hofstra.edu/about/publicsafety/index.html>

**In an emergency, please call 516-463- 6789.** For information, call 516-463-7878 and for all other inquiries, call 516463-6606.

**Annual Security and Fire Safety Report:** Hofstra University's Annual Security and Fire Safety Report contains information regarding security and personal safety, including topics such as crime prevention, fire safety, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. The report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Hofstra University; and on public property within, or immediately adjacent to and accessible from, the campus. A copy of this report can be obtained by contacting the Department of Public Safety at 516-463-6606 or by downloading the page in Adobe Acrobat format at: [https://www.hofstra.edu/about/publicsafety/pubsaf\\_csr.html](https://www.hofstra.edu/about/publicsafety/pubsaf_csr.html)

**Emergency Response Plan:** The Hofstra University Emergency Response Plan is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes

a chain of command establishing the authority and responsibility of various individuals. As with any document of this nature, the plan should be seen as a living text, subject to changes, update and revision as the environment of the University changes. For further information about the Hofstra University Emergency Response Plan, please visit: <https://www.hofstra.edu/about/publicsafety/emproc/index.html>

**Transportation:** The Hofstra University train shuttle provides transportation throughout the campus to members of the Hofstra community. There are also scheduled stops at the Hempstead and Mineola Long Island Rail Road stations as well as at local shopping, dining and entertainment venues. For schedules and information, visit: [www.hofstra.edu/shuttle](http://www.hofstra.edu/shuttle). Campus shuttle schedules are subject to change when there are changes in the train schedule or for any unforeseeable circumstances.

The night shuttle will run through the neighborhoods surrounding Hofstra during the overnight hours, from 10:00p.m. until 5:00a.m., traveling from various points on North and South campus, to local eating and entertainment establishments, and through areas of Hempstead and Uniondale where many students live. A Hofstra ID must be presented to the driver. The shuttle will provide students who work and study late, or who need to travel to off-campus residences and back, with regular and reliable transportation.

The shuttle can be tracked on a smartphone or online via GPS. The shuttle, either a small white bus or a gray Hofstra passenger van, will run in approximately 30-minute loops and will have regular stops. For further information about the night shuttle, please visit: [https://www.hofstra.edu/about/publicsafety/pubsaf\\_nightshuttle.html](https://www.hofstra.edu/about/publicsafety/pubsaf_nightshuttle.html)

**Campus Alert Notification Network:** The Campus Alert Notification Network, or CANN, is a comprehensive notification structure in place to alert the campus community in the event of an emergency.

In the case of an immediate emergency, the campus public address system will be activated alerting the campus community to check one of the following for important information and/or instructions:

- Your phone or text message (participation required)
- [www.hofstra.edu](http://www.hofstra.edu) and the campus alert page of the website.
- In the event of an emergency, information will also be posted on Twitter and Facebook
- The campus alert hotline: 516-463-1234
- The Hofcast network, now available on LCD screens in all academic buildings, in addition to highly trafficked sites around campus.
- The Hofstra television service - all stations on the Hofstra service will be interrupted in case of an emergency.
- The Hofstra radio station - WRHU Radio Hofstra University 88.7 FM.

Sign up online at [My.Hofstra.edu](http://My.Hofstra.edu) by providing your personal telephone contact information. For further information about CANN, please visit: [https://www.hofstra.edu/about/publicsafety/emproc/emproc\\_cann.html](https://www.hofstra.edu/about/publicsafety/emproc/emproc_cann.html)

**Student Escort:** Student escorts are available daily between dusk and dawn to walk any member of the Hofstra community to his or her car or residence hall. Student escorts receive special training, are equipped with Hofstra University radios, and assist the Department of Public Safety in reporting any suspicious activity. Student escorts wear blue shirts and yellow jackets for easy identification. To request an escort, call 516- 463-6606 or ask a Public Safety Officer for assistance.

### **Hofstra University Bookstore**

Sondra and David S. Mack Student Center

Tel: 516-463-6654

<https://hofstra.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=22561&catalogId=10001&langId=-1>

## **Banking**

TD Bank Sondra and David S. Mack Student Center

[https://www.hofstra.edu/studentaffairs/studentservices/stsv\\_td\\_bank.html](https://www.hofstra.edu/studentaffairs/studentservices/stsv_td_bank.html)

## **Visitors Center**

For further information about the Visitors Center, please visit: <https://www.hofstra.edu/visitors/>

## **Diane Lindner-Goldberg Child Care Institute**

The Diane Lindner-Goldberg Child Care Institute offers a quality early education program for infants, toddlers, and preschoolers. The Child Care Institute (CCI) is licensed and in the spring of 2009 was reaccredited by The National Association for the Education of Young Children (NAEYC). Enrollment is year-round, and is open to the Hofstra community and families living or working on Long Island. DSS subsidy and scholarship programs may be available for those that meet income eligibility guidelines.

[https://www.hofstra.edu/community/slzctr/slzctr\\_childcare.html](https://www.hofstra.edu/community/slzctr/slzctr_childcare.html)

## **Recreation and Intramural Sports**

The Department of Recreation and Intramural Sports offers a wide variety of sport activities, fitness programs and recreational facilities for the entire campus community. The Office is located in the David S. Mack Fitness Center, on the North Campus, east of Colonial Square.

The Department's mission is to educate the campus community on the value of a healthy lifestyle and to enhance the physical well-being of all, particularly the students. Supporting a healthy lifestyle is accomplished by offering diversified recreational programs along with premier facilities that encourage active participation in both a formal and informal setting.

Students and faculty are encouraged to utilize the fitness facilities on campus, participate in the many recreational programs offered, and live a healthy lifestyle.

Participation is encouraged through:

- Intramural Sports
- Recreation Events
- Group Exercise Classes - Club Sports

For more information about the Department of Recreation and Intramural Sports, visit their website at: [www.hofstra.edu/recreation](http://www.hofstra.edu/recreation) or call 516-463-4037. A valid HofstraCard is required at all times upon entry into the Fitness Center.

## **HOFSTRA UNIVERSITY**

Leadership

<https://www.hofstra.edu/about/administration/index.html>

Campus Map

[https://www.hofstra.edu/pdf/about/infocenter/infocenter\\_print\\_campusmap.pdf](https://www.hofstra.edu/pdf/about/infocenter/infocenter_print_campusmap.pdf)

**APPENDICES**

**Appendix A: Exposure Incident Investigation Form**

**Hofstra University  
Cardiovascular Sciences and Perfusion Medicine  
Exposure Incident Investigation Form**

Date of Report: \_\_\_\_\_ Time of Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name of Student(s) involved in incident:

Name of Supervisor/Instructor at time of incident:

Location of potential exposure (classroom or clinical experience site):

Exposure occurred as part of (check all that apply):

- Class instruction
- Supervised laboratory assignment
- Patient care provided during clinical hours
- Observation hours
- Independent skills practice
- Other \_\_\_\_\_

**Potentially Infectious Materials Involved (Type of bodily fluids and source of exposure, i.e. Needle stick, contact with open wound, etc.):**

\_\_\_\_\_

**Circumstance (Task being performed, etc.):**

\_\_\_\_\_

**How incident was caused? (Accident, equipment malfunction, etc.):**

\_\_\_\_\_

**Personal protective equipment being used:**

\_\_\_\_\_

**Actions taken (decontamination, clean-up, immediate referral to health care practitioner, reporting, etc.):**

\_\_\_\_\_

**Recommendations for avoiding repetition:**

\_\_\_\_\_

**Title of Investigator** \_\_\_\_\_

**Signature** \_\_\_\_\_

## Appendix B: Post-Exposure Evaluation and Follow-Up Checklist

**Hofstra University  
Cardiovascular Sciences and Perfusion Medicine  
Post-Exposure Evaluation and Follow-Up Checklist Form**

The following steps must be taken, and information transmitted, in the case of a student's exposure to Bloodborne Pathogens:	
<u>Activity</u>	<u>Completion Dates</u>
1. Student furnished with documentation regarding exposure incident.	
2. Source individual identified Source individual's name: _____	
3. Source individual's blood tested and result given to expose employed.  <input type="radio"/> Consent has not been able to be obtained.	
4. Exposed student's blood collected and tested. - If refused, employee must sign below.  _____ (Exposed student's signature)	
5. Appointment arranged for student with health care professional.  _____ (Health Care Professional's Name)  - If refused to see health care professional, then exposed student must sign below  _____ (Exposed Student's Signature)	
Documentation forwarded to health care professional:	
	Bloodborne Pathogens Standard
	Description of exposed student's duties
	Description of exposure incident, including routes of exposure
	Result of source individual's blood testing
	Student's medical records

**Name of person completing checklist:** \_\_\_\_\_

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

## Attestation

Student's Name: Last, First (Print) \_\_\_\_\_

I hereby confirm that I have received a copy of the Cardiovascular Sciences and Perfusion Medicine Student Handbook and fully read and understand its content. I understand that the most updated version of this handbook is accessible at [Hofstra.edu/Nursing](http://Hofstra.edu/Nursing).

Any questions have been answered to my satisfaction and I will abide by the expectations, obligations and required behaviors stipulated.

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

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