

UNIVERSITY *of*
NORTHERN COLORADO



School of Nursing

**NURSING MAJOR
STUDENT HANDBOOK**

www.unco.edu/nhs/nursing

2009-2010

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UNDERGRADUATE NURSING MAJOR STUDENT HANDBOOK

Introduction to Student Handbook

A. Purpose

The purpose of this handbook is to provide information for the undergraduate nursing major about the guidelines and policies and procedures of the Nursing Program.

It is imperative that you read and understand the content of this handbook. Please make an appointment with your academic advisor for further interpretation of the content and/or to clarify your concerns or questions.

B. Content

The handbook is divided into six sections:

1. Nursing Program Curriculum Design, Philosophy and Objectives.
2. Information on Syllabi and Clinical Practice.
3. Policies Pertaining to Expected Professional Student Performance in the School of Nursing.
4. Policies for Student Interaction and Influence in the Governance System of the School of Nursing.
5. Student Services Provided by the University of Northern Colorado and the School of Nursing.
6. General Information About the Practice of Professional pNursing.

SECTION I

NURSING PROGRAM CURRICULUM DESIGN PHILOSOPHY AND OBJECTIVES
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The curriculum design of the Nursing program and the University requirements for graduation are as follows:

A. Required Prerequisite Courses

Course No.	Credits	Course Name	
*CHEM 281	5	Fundamentals of Biochemistry	“C” Average required at time of application to upper division
*BIO 101	4	Biology	
BIO 245	4	Anatomy & Physiology I	
BIO 246	3	Anatomy & Physiology II	
NURS 327	3	Pharmacology	
NURS 326	3	Pathophysiology	
FND 357	4	Nutrition in Health and Illness	
*PSY 230	3	Growth & Development	
*STAT 150	3	Statistics	
*ENG 123	3	College Research Paper	

**These courses count for Liberal Arts Core.*

B. Liberal Arts Core - 40 semester credits

Composition ENG 122	3 hours
ENG 123	3 hours
Mathematics - STAT 250	3 hours
Arts & Humanities - 2 courses	6-9 hours
History 3 hours	
Social & Behavioral Sciences (PSYCH 230 + one other)	3-6 hours
Physical & Life Sciences (CHEM 281; BIO 101)	9 hours
International Studies	1 course
Multicultural Studies	1 course

Please Note:

1. Although 3-6 hours of Liberal Arts Core could be taken in upper division after admission to the nursing program, it is highly recommended students complete LAC prior to admission into the clinical nursing program. A total of 40 semester hours of LAC are required. This usually involves meeting category requirements plus one course from any Content area (category 4-8). LAC requirements are set by University policy.

2. Liberal Arts Core requirements should be completed prior to the semester of graduation. The School of Nursing must certify to the State Board of Nursing that you have completed all program requirements for the B.S. degree in nursing. This can be easily managed if graduating seniors are in nursing courses only.

C. Nursing Major Courses

1. CPR Certification - All students entering the clinical nursing major must be certified in cardiopulmonary resuscitation (CPR –Health Care Provider Professional) as evidenced by a current CPR card. This certification must be maintained throughout the clinical nursing program (according to SON policy). CPR courses are available in the Sports and Exercise Science Department, at community colleges, and from the American Heart Association.

First Semester

NURS 310	Foundations of Professional Practice I	(3)
NURS 312	Health Assessment.....	(3)
NURS 314	Health Assessment Practicum.....	(1)
NURS 321	Clinical Implications of Laboratory Data	(2)
NURS 324	Therapeutic Interventions	(4)

Second Semester

NURS 374	Adult Health Practicum	(6)
NURS 375	Adult Health I	(4)
NURS 376	Adult Health II	(3)

Third Semester

NURS 335	Foundations of Professional Practice II	(3)
NURS 424	Maternity/Pediatrics Practicum	(6)
NURS 425	Maternity Theory.....	(3)
NURS 426	Pediatrics Theory.....	(3)

Fourth Semester

NURS 404	Community/Public Health Nursing Practicum	(3)
NURS 405	Community/Public Health Nursing	(3)
NURS 410	Foundations of Professional Practice III	(3)
NURS 414	Psychiatric Mental Health Nursing Practicum.....	(3)
NURS 415	Psychiatric Mental Health Nursing.....	(3)

Fifth Semester

NURS 435	Foundations of Professional Practice IV.....	(3)
NURS 465	Professional Roles with Individuals, Families and Communities	(10)

TOTAL OF 69 NURSING HOURS

CURRICULUM MAP

GRADUATION N-CLEX



Advanced medical surgical nursing, preceptorships
Putting it all together. Integration and application. How nurses function as leaders and managers, change agents, teachers, researchers, advocates, and caregivers.
Core course focus: Professional roles, historical nurse leaders, trends, futurism, mentoring, getting the job you want, organizational theory, nurse practice acts.

Profession

Semester 5

NURS 435



Public Health, mental health & illness, chronic illness
*How nurses affect and work in the **big picture** of health care. How nurses communicate effectively on all levels: public and individual, written, spoken, and technologically.*
Focus on families and populations as client. Core course emphasis:
Principles of change, qualitative research, health policy, economics and politics.

System

Semester 4

NURS 410



OB and Pediatrics
How nurses promote health and prevent illness before birth through childbearing age
focus changes from self to client & family
Core course emphasis: Client education, research process, critical thinking.

Family - Health

Semester 3

NURS 335



Medical –surgical nursing (acute care)
Episodic alterations in health of adults
How nurses care for sick adults, and their families
No core course: use nursing principles from semester 1
Other - Illness

Semester 2



Understanding health, self, nursing process
How professional nurses think and act.
Injections and IVs, other technical skills

Self

Semester 1

NURS 310



START

2. Student Selection to the Upper Division - Clinical Nursing Major

Criteria For Admission*:

a. The following criteria are required to be considered for program admission:

- i. Overall GPA of at least 3.0. This GPA is based on the most recent 45 hours of credit.
- ii. GPA of at least 2.0 in the required science courses. These courses include CHEM 281, BIO 101, BIO 245, BIO 246, NURS 327, and NURS 326. If one of these courses has been repeated, only the better grade will be used.
- iii. Current certification as a nursing assistant (CNA).

**Criteria for admission is subject to change.*

b. Applicants meeting the above criteria will then be screened for admission based on the following criteria:

- i. GPA* based on the last 45 hours of credit completed.
** Pass/fail, military or vocational courses will not be included in GPA.*
- ii. GPA from 6 prerequisite courses BIO 245, BIO 246, CHEM 281, ENG 123, STAT 150/250, FND 357.
- iii. A weighted GPA will be calculated from the above GPAs.

3. LPN Student Admission to Nursing Program

<p>UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO</p> <p>Sponsoring Committee/Person/Ad Hoc Group Task Force Members: <u>Nursing Faculty</u></p> <p>Title of Policy: <u>LPN Student Policy:</u></p>	<p><u>May 1, 1998</u> Date adopted by NF-SO</p> <p>Date reviewed for currency & initial:</p> <p><u>11/27/01 DP, 6/08 dwl,</u></p> <p><u>12/08 ULT</u></p>
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a. Policy

The School of Nursing believes that Licensed Practical Nurses may have special qualities and experiences that enable them to fulfill requirements by challenge mechanisms.

b. Procedure

i. Licensed Practical Nurses are permitted to take NLN exams and after passing receive appropriate academic credit. The NLN challenges available are:

NLN Exam:

- A. Anatomy & Physiology
- B. Normal Nutrition and Diet Therapy/Applied Nutrition
- C. Pharmacology

Receive Credit for:

- Required pre-requisite coursework in A&P
- Required pre-requisite coursework in FND
- Required pre-requisite coursework in Pharmacology

ii. Licensed Practical Nurses apply to the Nursing Program utilizing the admission process applicable to any other student.

D. School of Nursing Philosophy

Each individual is a holistic, biopsychosocial and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger community and society. The individual is respected as a unique person who may initiate, perform, accomplish and maintain activities with a changing capacity for self-care. All individuals have a right to health care.

Health is a dynamic state on a wellness continuum. Health is the integration and balance of the physical, spiritual, and emotional components resulting in a state of optimal functioning. Health is the responsibility of the individual, family, community and society.

Society and culture are a functional and integrated whole with interdependent parts. The components of society and culture, such as political, economic, religious, kinship, and health systems perform separate functions but mesh to form an operating whole.

Health care is in a constant state of change. Persistent and growing underserved, rural, and vulnerable populations exist whom professional nursing can influence. Numerous societal demands require creative interventions, alternative settings and new partnerships and coalitions to maximize health care delivery. Cost-effective utilization of health care resources emphasizes primary and secondary prevention strategies.

Nursing is both an art and a science which promotes, supports and restores optimal health in individuals, families, and communities. It is a professional discipline that is an integral component of the health care delivery system. Nursing is a caring profession that is an integral component of the health care delivery system. Nursing is a caring profession that involves the application of the nursing process, collaboration with members of the interdisciplinary team, and initiation and implementation of a scientific nursing research. The profession of nursing is practiced in a variety of settings.

The nurse is a caregiver, client advocate, teacher, leader, manager, and researcher. With an awareness of his or her own values and beliefs, the nurse is sensitive to the values and beliefs of others. The nurse is professionally accountable and autonomous for nursing interventions and is responsible for continued professional growth.

Learning is a lifelong process that involves the acquisition of knowledge, skills and attitudes. The educational process of the professional nurse includes the systematic investigation of health utilizing critical thinking, communication and therapeutic nursing interventions. Preparation for leadership, cultural competency and self-direction is an integral component of the educational process. Students move from relative dependence to one of independence, in preparation for assuming professional responsibility. Faculty facilitate the self-directed learning process.

The educational process is seen as a collaborative relationship between students and faculty. The professional nurse is educated at the baccalaureate level with a background in the arts, sciences, and humanities, as well as the discipline of nursing for entry level into the profession as a generalist. The graduate program in nursing prepares advanced practice nurses who may practice in primary care settings, health care facilities and education institutions. Graduate study promotes scholarship which is characterized by scientific inquiry, the ability to implement conceptual models into practice and the ability to test research propositions in a clinical setting. Both programs provide the basis for continued graduate study.

E. Program Objectives

At the completion of the program, each student will:

1. Demonstrate therapeutic interventions (physical and psychosocial) guided by the nursing process and standards of care to maximize self-care capabilities of individuals, families, and communities.
2. Analyze information and ideas and utilize research findings to make competent clinical judgments and appropriate professional decisions.
3. Use effective verbal, non-verbal, interpersonal, written, and computer communication skills.
4. Practice nursing in a holistic culturally competent manner with individuals, families, communities, and society.
5. Apply the roles of leader, manager, and professional in health care delivery.

SECTION II

INFORMATION ON SYLLABI AND CLINICAL PRACTICE

A. Nursing Major Course Syllabi

Each nursing syllabus is considered the student-teacher contract for that specific course. The course objectives are your guide for achieving the expectations of the course. Most course syllabi include critical behaviors, each of which must be achieved for you to pass the course. The faculty will carefully explain the requirements of each course during the first week of the semester. If you have questions or need clarification, please make an appointment with the course faculty member early in the semester.

Evaluation practices (grading) may vary from course to course or semester to semester. Please be sure you understand the evaluation policy. Students are responsible for information presented in class. If it is necessary to miss a class, arrangements should be made with another student to get the information. It is expected that you will advise your instructor in advance of any expected absence.

B. Clinical Practice

Clinical practice courses are offered in a variety of agencies. These agencies include hospitals, long term facilities, industry, schools, and public health and community health agencies. Clinical nursing experiences are offered in the Denver area, Greeley, Windsor, Brighton, Loveland, Fort Collins, and rural Colorado. Student practica in the agencies are assigned according to available resources.

It is your responsibility to have transportation to all agencies. Car pooling is encouraged so that several students may ride together to the clinical agencies, especially those experiences outside the Greeley area.

In order to remain in your clinical classes, Health and Safety Requirements must be met or you will be dropped from class. (outlined p10 of handbook)

C. Uniform Policy

1. *Uniform.* The School of Nursing regulation uniform is a navy blue tunic with pants. A long sleeved navy blue or white tee shirt without visible logo may be worn under the scrub top. A navy blue uniform jacket may be worn and must have the UNC logo on the sleeve. Specific agency requirements may supersede use of the uniform. Students in Semester 5 preceptorship may wear any uniform/dress that complies with clinical agency policies.
2. *School of Nursing Patch.* UNC identification patch must be purchased from the Bookstore and permanently attached on the sleeve of the regulation uniform, three inches below the left shoulder seam.
3. *White Shoes.* Good quality, comfortable, supporting shoes are recommended. Clean, mostly white athletic shoes are acceptable. No clogs or open-toed shoes (including clogs with back strap) will be allowed.
4. *Hosiery and Socks.* Hose or socks must be worn. Tan or white hosiery or socks are acceptable.

5. *Uniform Maintenance.* Uniform should be laundered and wrinkle free. Shoes should be kept clean and polished.
6. *Nametag.* UNC nametag is required with uniform and. must be worn at all times when in a clinical setting. Any device used to wear nametag around the neck must be of material that breaks away easily.
7. *Jewelry.* Wedding bands, watches (with a second hand), and one small, stud earring in each ear may be worn. Other visible body piercing jewelry may not be worn. No other jewelry with the exception of a medical I.D. tag may be worn.
8. *Hair.* Hair should be clean and well groomed. It must be pulled back, off shoulders if longer than shoulder length. Barrettes are acceptable. Ribbons, scarves and other hair ornaments may not be worn. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Extreme hairstyles and unnatural/exotic colors are not acceptable.
9. *Nails.* Long nails, use of fingernail polish and/or artificial nails are not allowed.
10. *Cosmetics.* Heavy use of makeup is not acceptable. Scented lotions, perfumes, colognes, and after shaves may not be used. An individual and their clothing must be free of tobacco odor. Heavy scents of any kind can be detrimental to the health of patients.
11. *Tattoos.* Tattoos must be covered.
12. *Laboratory Coats.* White lab coats and student nurse nametag must be worn over street clothes when not wearing a uniform in the clinical setting. Street clothes worn under the lab coat must be professional in appearance (clean and neat, clean shoes, no short skirts, no jeans, no shorts, no T-shirts, no tank tops or shirts with visible cleavage, no sandals, no hiking boots). Midriffs must be covered at all times.

Failure to comply with the Uniform Policy will result in disciplinary action as recommended by faculty.

D. Change of Address or Phone Number

Be sure to update the School of Nursing office if you have a change of address or phone number. It may be necessary to contact you. Primary means of communication is through the UNC bear email account.

E. Additional Costs

Clinical nursing majors may anticipate the following expenses in the first clinical semester:

Achievement Exams, Books, Technology	\$500-\$700
Uniforms	\$100.00
Lab Coat.....	\$30.00
White Shoes	\$50.00
Clinical Practice Supplies	\$35.00
Health Clearance and Immunizations	\$100-\$250
Semester Lab Kit.....	\$50-\$80
Travel	Cost varies
Criminal Background Check.....	\$50.00
Drug Screen	\$35.00

Required uniforms are ordered the semester before Clinicals. Costs listed here are approximate and subject to change.

Senior year expenses include:

School pin (optional).....	Cost Varies
Travel	Cost Varies
Senior Pictures	Cost Varies

F. Criminal Background Checks

Clinical facilities require students to provide background check information. After admission to the clinical program, students are required to provide a recent (within one year) criminal background check for state, federal and child abuse screening. The copies will be kept in secure file available only to specific clinical agencies requesting them before allowing students to be placed in their facilities.

If any background checks have positive results of concern, the Undergraduate Leadership Team will consider each case individually in accordance with the current SON policy.

G. Drug Screen

Because of the increasing legal requirement by clinical agencies used by the School of Nursing, the SON requires all students in the clinical programs to obtain a drug screen

1. Students shall be informed upon admission to the School of Nursing of the requirement to have a drug screen.
2. Information about the process for obtaining the drug screen will be given to each student on admission.
3. Drug screen will be paid for by the student.
4. Any student who fails to submit the results of the drug screen by the required date will not be admitted to the program.
5. Any student with a positive drug screen after review by the contracted Medical Review Officer will not be admitted to the program.
6. If a student believes that he/she has extenuating circumstances regarding positive drug screen results, the student may appeal, in writing, and submit the appeal to the Assistant Director of the School of Nursing. The Undergraduate Leadership Team will review the appeal and make a determination about admitting the student to the School of Nursing.

H. Health Clearance Process Through the Student Health Center

Students admitted into the clinical level are required to complete a Health Clearance Process through the Student Health Center on Campus. The School of Nursing is required by clinical agencies to provide documentation of this clearance for each student. The requirement protects both students, clinical agency staff and patients.

1. You will need to make an appointment at the UNC Student Health Center (SHC) for a review of all health clearance requirements.
2. You must complete your health clearance requirements as indicated on your admission letter.
 - a. Make an appointment at the SHC for a “Nursing Clearance”. The phone number is 350-4930.
 - b. **You must bring:**
 - i. Your insurance card.
 - ii. Your immunization records.
 - iii. PPD record from current year.
 - iv. Copy of a complete physical exam from your health care provider (if available).

<p>FAILURE TO BRING THESE RECORDS WITH YOU TO THE STUDENT HEALTH CENTER WILL REQUIRE ANOTHER APPOINTMENT.</p>
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- c. You will be asked to complete a Health History and contact information forms, if never seen at the Student Health Center.
- d. The Nurse will review the history form and physical exam. A focused physical exam can be scheduled.
- e. Your immunization records will be reviewed and documented. Needed immunizations can be administered at this visit.
 - i. **Diphtheria/Tetanus series.** TD/TDAP booster within the last 10 years (if this is year 9, then booster is to be given).
 - ii. **Measles, Mumps, & Rubella** – completed MMR series (2 doses) **or** positive antibody titers.
 - iii. **Hepatitis B Completed Series** (Series of 3) **or** Positive Immune Titer (HbsAB) **or** Declination. Submit evidence of series of 3 injections, start the series, or show lab proof of immunity with evidence of positive HBsAB. You also have the option to sign a refusal form.
 - iv. **Varicella (Chicken Pox)** positive history of chickenpox **or** proof of varicella immunization via titer **or** vaccination. Laboratory proof of immunity is acceptable.
 - v. **Tuberculin Skin Test-** negative PPD /or/ negative Chest X-Ray. If you have a documented history of a positive PPD then submission of chest x-ray report done within the last 2 years is required. **Records of treatment for a positive PPD are required.** A 2-step PPD is required if no PPD within the last year.

I. Undergraduate Student Nursing Health and Safety Clearance Requirements

Rationale for Health and Safety Requirements - Clinical agencies are required by their accrediting and regulatory bodies to guarantee that staff, students, faculty and visitors meet health and safety standards. There are periodic audits by agency representatives to verify that the School of Nursing (SON) is compliant. Student cooperation in meeting the Health and Safety Requirements will enable students to have access to the clinical sites that will prepare them for the practice of professional nursing.

<u>CLEARANCES DUE WITH APPLICATION OR AT TIME OF ACCEPTANCE INTO PROGRAM</u>	
<input type="checkbox"/>	<u>1. Background Check (FBI Fingerprint Record Search)</u> <ul style="list-style-type: none">• Order a federal and state background check (FBI Fingerprint Record Search) from American DataBank at www.uncobackgroundcheck.com. American DataBank will mail all necessary forms to student for background check.• SON will receive results directly from American DataBank.• <i>Please allow 4 to 6 weeks for processing background check.</i>• Due as indicated on application and/or admission letter.• No renewal required.
<input type="checkbox"/>	<u>2. Drug Screen</u> <ul style="list-style-type: none">• Order a ten-panel drug screen through American DataBank at www.uncobackgroundcheck.com. American DataBank will mail necessary form to student for drug screen.• SON will receive results directly from American DataBank.• Due by date indicated on admission letter.• No renewal required.
<u>CLEARANCES DUE BY END OF SPRING SEMESTER PRIOR TO ADMISSION</u>	
<input type="checkbox"/>	<u>1. Spring Grades (and Documentation of Degree, If Applicable)</u> <ul style="list-style-type: none">• Submit photocopy of unofficial transcript(s)/grade report(s), if any required Nursing prerequisites were taken during spring semester.• Due one week after end of spring semester.
<input type="checkbox"/>	<u>2. Certified Nurse Assistant (CNA) License</u> <ul style="list-style-type: none">• Submit photocopy of <i>official proof</i> if only temporary proof was submitted with application.• No renewal required.

Document copies may be:

- Mailed to UNC, School of Nursing, Campus Box 125, Greeley CO 80639
- Faxed to 970-351-1707
- Delivered to Gunter 3080

<p style="text-align: center;"><u>OTHER CLEARANCES-- DUE MAY 1 FOR SUMMER ADMISSION; DUE AUGUST 3 FOR FALL ADMISSION</u></p>	<p style="text-align: center;">RENEWAL / DUE DATE</p>
<p><input type="checkbox"/> 1. <u>Purchase of Assessment Technologies, Inc., (ATI) Materials</u> This is an ongoing tutorial for content mastery of the NCLEX exam given by the State Board of Nursing in order to be licensed after graduation. Purchase of these materials is mandatory. Order from www.atitesting.com. Follow instructions in admission packet.</p>	<p>No renewal required.</p>
<p><input type="checkbox"/> 2. <u>Purchase of Skills Lab Kit from Grace Training</u> This kit contains required medical supplies necessary to perform skills labs. Purchase of these materials is mandatory. Order from www.gracetrainingsupply.com. Follow instructions in admission packet.</p>	<p>Purchase new kits for Semesters 2 and 3. Order instructions will be given in class.</p>
<p style="text-align: center;"><u>CLEARANCES DUE BY FIRST DAY OF SEMESTER 1 CLASSES-- TO BE KEPT CURRENT THROUGHOUT CLINICALS</u></p>	<p style="text-align: center;">RENEWAL / DUE DATE</p>
<p><input type="checkbox"/> 1. <u>Initial Health Clearance</u> Obtain an appointment with the UNC Student Health Center (SHC) at (970)351-2412. Student must bring insurance card to the appointment. Student is responsible to submit to SON the clearance form issued by the SHC.</p> <p>Clearances Required by the SHC—Student may bring records from personal physician to the SHC or have the SHC perform the following:</p> <ul style="list-style-type: none"> • Physical Exam • Measles, Mumps and Rubella vaccine or positive titers • Diphtheria/Tetanus within past 10 years • Hepatitis B vaccination, positive titer or declination • Varicella (Chicken Pox) history, vaccine or positive titer • Tuberculin Skin Test (PPD) within last year <p>After verification of the above clearances, SHC will give to the student a clearance form, which the student must submit to SON.</p>	<p>No renewal required for health clearance except <u>PPD renewals required annually. PPD renewal due on the 1st of the month in which PPD expires.</u></p>
<p><input type="checkbox"/> 2. <u>CPR</u> Certification must be for “Healthcare Provider” or “Professional Rescuer,” and training must have included “hands-on” practice. Submit to SON photocopy of front and back of CPR card.</p>	<p>Renewal due by the 1st of the month in which it expires.</p>
<p><input type="checkbox"/> 3. <u>Malpractice Insurance</u> Obtain through the recommended company (see the Malpractice Insurance Policy) or through an insurance company of student’s choice. Submit photocopy of Certificate of Insurance (a receipt of purchase is not sufficient), which must indicate medical specialty and coverage amounts.</p>	<p>Renewal due by the 1st of the month in which it expires.</p>
<p style="text-align: center;"><u>IDENTIFICATION CARDS— DUE JULY 1 FOR SUMMER ADMISSION; DUE SEPTEMBER 14 FOR FALL ADMISSION</u></p>	<p style="text-align: center;">RENEWAL / DUE DATE</p>
<p><input type="checkbox"/> 1. <u>UNC ID Card and Nursing ID Badge with Photograph</u> Obtain UNC ID card from Card Office at the University Center, (970) 351-2711. Nursing badge will be distributed by SON faculty after student has photograph taken at Card Office.</p>	<p>No renewal required. Due two weeks prior to beginning of clinicals.</p>

Individual clinical agencies may have additional requirements specific to their agencies. These requirements must be met prior to the first day of clinicals. Instructions will be given on how to meet these requirements prior to that day.

It is ALWAYS the responsibility of the student to keep track of expiration dates and to submit renewals by the first of the month deadline.

If this documentation is not provided to SON by the deadline, student will be considered out of compliance with the policy and **not eligible to proceed in the nursing program**. If dropped from courses, once verification of renewal is shown, student will be allowed to reregister, but a processing fee may be assessed by the Registrar.

J. Malpractice Insurance

<p>UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO</p> <p>Title of Policy: <u>Malpractice Insurance:</u></p> <p>Sponsoring Committee: <u>Undergraduate Leadership Team (ULT) & Graduate Leadership Team</u></p>	<p><u>5/4/01</u> Date adopted by NF-SO</p> <p>Date reviewed for Currency & initial:</p> <p><u>3/21/07 lc:</u></p> <p><u>3/29/08 ULT Committee</u></p>
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1. Policy

Because of the increasing legal requirement by clinical agencies used by the School of Nursing for individual student malpractice coverage, the SON requires all students in undergraduate and master's programs to obtain and maintain individual malpractice coverage with minimal limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

2. Procedure

- a. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.
- b. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.
- c. Students may be required by clinical agencies to show proof of their individual malpractice coverage. Failure to have required coverage will necessitate withdrawal from the clinical course.

AGENCY OPTIONS	ADDRESS/TELEPHONE/WORLD WIDE WEB
Nurses Service Organization	159 E. County Line Road, Hatboro, PA 19040; 1-800-247-1500. NSO – the official NSNA professional liability insurance carrier. www.nso.com
Marsh Affinity Group Services a service of Seabury and Smith (formerly Maginnis & Associates, Inc.)	Professional Insurance Administrators: 12421 Meredith Drive, Urbandale, IA 50323; 1-800-621-3008 ext. 105 www.proliability.com • Check “student” under first box.
Your homeowners insurance agency	Contact your insurance agent for information.

K. Disability Support Services

Students who believe that they need accommodations are encouraged to contact the Disability Support Services (970) 351-2289 as soon as possible to ensure that accommodations are implemented in a timely fashion.

L. Honor Code

All members of the University of Northern Colorado community are entrusted with responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, trustees strengthens the integrity and value of our academic climate.

M. UNC Policies

UNC'S policies and recommendations for academic misconduct will be followed. The policies and recommendations can be found in the UNC Student handbook at:
www.unco.edu/dos/handbook/index.html

N. Portable Electronic Devices

Please extend courtesy to your instructor and fellow students by turning off your portable electronic devices such as: cell phones, pagers, and iPods. Although not an audio issue, text messaging is a distraction other students and prevents you from full participation in class. You should keep your portable electronic devices in your backpack or purse during class. Your personal electronic devices should not be on your desk. If you know that you may need to accept an emergency phone call during class or if you have children in childcare or school, please let the instructor know. If you need to take a phone call during class, please step out of the classroom while you complete your call. Thank you for your cooperation.

SECTION III

POLICIES PERTAINING TO EXPECTED PROFESSIONAL STUDENT PERFORMANCE IN THE SCHOOL OF NURSING

A. Expectations of Students

In order to be successful in the nursing program, students are expected to attend all scheduled classes and complete class assignments. Students are expected to participate in the learning process which includes attendance, preparation for class, completion of assignments, and participation in class. Faculty will communicate between semesters regarding student performance and areas of improvement.

B. Participation in Class and Faculty Evaluation

As a nursing major you will have the opportunity to evaluate your nursing courses and faculty. However, if you have specific concerns please relate them to your course faculty member, the course coordinator, then the Assistant Director of the SON. You are expected to follow the formal grievance procedure.

C. Specific Policy About Grades

A cumulative grade point average of 2.0 must be attained by the end of the sophomore year and maintained in order to remain in the University.

In the upper division nursing program, you must earn a minimum of "C" in all required nursing courses. If you earn a "D" or "F" or "U" in a nursing course, you must retake that course when it is available before being allowed to progress to the next semester in the nursing program on a space available basis. Nursing courses may be repeated only once.

D. "Stopping Out" for a Semester

If you need to "stop out" for any reason: 1) discuss with the Assistant Director of the School of Nursing and 2) write a letter to the Assistant Director of the School of Nursing, indicating those semester(s) you will not be on campus and your future plans.

If you "stop out" for 2 semesters or more, you will be automatically withdrawn from the nursing major. You must reapply to the School of Nursing if you decide to pursue the nursing major.

If you stop out for one semester or more and then come back, your name will be placed on a waiting list for openings in the nursing courses and your progression in the nursing program will be on a "space available" basis.

E. Re-Admittance to School of Nursing After Dismissal

Students who are dismissed from the School of Nursing may seek readmission with the following procedure:

1. Write a letter to the Assistant Director of the School of Nursing requesting readmittance into the program.
2. The Assistant Director refers the request to the Undergraduate Leadership Team who will consider the request and supporting data and make the final decision.
3. If the student is readmitted, the student will be placed on space available status and may be readmitted conditionally.

F. Specific Policy About Critical Behaviors for Satisfactory Achievement in Clinical Nursing Courses

To achieve a satisfactory/passing grade in all clinical nursing courses the student must demonstrate safe nursing care and acceptable professional behavior. Failure to adhere to the following practices may result in a failing grade for the course, School of Nursing probation, and/or suspension from the School of Nursing.

Students will:

1. Refrain from engaging in client care when the student's physical or emotional condition is a threat to clients and/or others.
2. Carry out nursing interventions in a safe manner.
3. Engage in nursing practice in accordance with the student's level of preparation, legal limitations, and agency policy.
4. Communicate with faculty and health team members honestly and accurately including reporting errors of omission or commission to appropriate persons.
5. Maintain confidentiality of client information.
6. Notify faculty or the individual designated in advance if he/she will be absent from any assigned experience.
8. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.
9. Acknowledge and accept responsibility for own actions.
10. Demonstrates professional behavior (e.g. self directed, prepared for clinical, on time, appropriate use of electronic devices, and dressed according to routine dress code)

G. Specific Policy About Unexcused Absences from Clinical Courses

As a nursing student, you will be responsible for the following action(s): Call your clinical instructor if you will be absent or late within 12 hours before your scheduled clinical lab. Failure to notify faculty of intended absence may result in "U" (unsatisfactory) for the course.

H. Student Attendance Policy

<p>UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO</p> <p>Sponsoring Committee/Person/Ad Hoc Group/Task Force Members: <u>Undergraduate Leadership Team</u></p> <p>Title of Policy: <u>Student Attendance Policy</u></p>	<p><u>3/14/08</u> Date adopted by NF-SO</p> <p>Date reviewed for Currency & initial: _____</p>
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1. Policy

If a student has an illness or has sustained an injury that could be aggravated by clinical, classroom, or laboratory experiences or could possibly place a patient/client/colleague at risk, that student has an obligation to seek appropriate diagnosis and treatment. The student also has responsibility to report injuries/illnesses which interfere with course requirements to their faculty.

Clinical, classroom, and laboratory attendance is critical to student success. It is expected that students attend all portions of each rotation. Faculty believe that any student who misses clinical, classroom, or laboratory experiences (due to illness, tardiness, weather or other circumstances) may have difficulty achieving course requirements. Therefore, students who miss laboratory or clinical, must follow the procedure listed below. If a student misses two or more consecutive clinical, classroom, or laboratory experiences, a valid physician release is required for re-admission, failure to do so may result in an administrative drop from the course.

2. Procedure

If an absence is unpreventable, students are to:

- a. Notify the faculty, prior to clinical/classroom/laboratory, of absence.
- b. Consult faculty immediately upon return for individual make-up requirements – the requirements are at the *discretion of the current faculty member*. Suggested activities are case studies, simulation, clinical time make-up if possible, system review worksheets, care-plans, etc.
- c. Turn into faculty, all preplanning work and notes for feedback.

I. Violations Related to Student Conduct

In the event of violations of University Standards of Conduct, students should consult the Student Rights and Responsibilities document at www.unco.edu/dos/handbook/main.htm

J. Policy Regarding Student Dishonest Acts

Dishonesty violates the professional code of ethics. Students are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

- 1. Giving the appearance of or actually looking at another student's examination paper.

2. Taking an exam or writing a paper for another student.
3. Copying sentences for a paper without citing the source.
4. Copying or sharing information from answer sheets and/or care plans without doing the work independently.
5. Leading one to believe you have completed a required assignment or activity when indeed you have not.
6. Fabricating data.
7. Stealing school, agency or client property.

Students will be held accountable for their dishonesty. Students are encouraged to report observations or knowledge of dishonest acts to the faculty. Such reports are confidential. Contact the Assistant Director for policies and procedures.

K. Policy for Students Demonstrating Addiction to, Habitual Use, or Dependency on Alcohol and/or Habit Forming Drugs

The School of Nursing faculty believe they have the right and responsibility to protect the public's health, safety and welfare from addicted and/or drug dependent nursing graduates. Therefore, as a condition of enrollment in the SON clinical program, the student must be drug and/or alcohol free in the classroom and clinical setting.

If behaviors indicate that a student might not be drug and/or alcohol free, the student may be asked to comply with a For-Cause Drug Screen. This may be requested by the Nursing faculty member. In order to continue clinical hours the student will be expected to complete the testing immediately upon the request. Failure to comply with the testing may result in dismissal from the clinical agency and failure to complete the required clinical hours.

L. Academic Concerns for Specific Courses

You are encouraged to make an appointment with course faculty to discuss your concerns and questions or to receive clarifications about course issues.

If you have concerns or need clarification about a course, make an appointment to see the course faculty member first. If you are dissatisfied with the results of the meeting with the course faculty member, your next step is to make an appointment with the course coordinator for the course. If resolution is not reached, you may make an appointment with the Assistant Director. Your academic advisor may also assist you to clarify issues or to help you utilize the system.

M. School of Nursing Academic Appeals Procedures and Responsibilities

The purpose of the procedures outlined below is to provide the student with easily implemented means for appealing any academic decision which he/she considers unwarranted or capricious. Before utilizing these procedures, or between any of the appeals steps outlined below, the student may and is encouraged to seek advice from his/her academic advisor.

It is further recommended that attempts at mediation between student and instructor be pursued.

1. Step 1:
 - a. A conference with the instructor involved for the purpose of trying to resolve the problem.
 - b. If no resolution is reached in Step 1A, the student should request a conference with the instructor's lead teacher. (If the instructor involved is the lead instructor, the student would then schedule Step II conference with the Assistant Director.)
 - c. If the problem remains unresolved, the student may request a conference with the Assistant Director who will advise the student of the grievance procedure. A faculty committee will hear input from both student and faculty involved. Both parties must submit written data to the committee. The committee may make recommendations to a faculty member but does not have the authority to change a grade.
2. Steps 2 & 3:

If the student does not believe the above has resolved the problem, the student shall request a conference with the Director and then with the Dean of NHS as outlined in the University Academic Appeals Procedures Step 2 and 3.
3. Step 4:

If the student is not satisfied with the results of the Step 3, the student may appeal the case to the University Academic Appeals Board, filing a written request for a hearing through the office of the Vice-President for Academic Affairs. Such a request shall identify the instructor or the department involved and shall describe in specific detail the grounds for the complaint. The student must request this hearing before the end of the academic semester following that in which the problem originated, or before the end of the following Fall semester if the problem originated in the Spring semester. (Refer to the University Academic Appeals process in the University Bulletin and [Rights and Responsibilities of Students](#) statement at www.unco.edu/dos/handbook/main.htm)

N. Specific Policy About Academic Probation/Termination

School of Nursing Faculty reserve the right to place on probation or to require withdrawal from nursing courses or the nursing program any students who fail to satisfy the requirements of scholarship, health status and/or performance.

Nursing majors must earn a minimum grade of "C"/"S" in all required nursing courses for progression in the Nursing program." Students must successfully complete all required semester nursing courses before they can progress into the next semester of the clinical program. A student receiving less than "C" or "S" in a nursing course will fail the course and will be dismissed from the school. The student may request re-admission to the program to repeat the course failed on a space available basis only.

1. Clinical Nursing Majors

Students in Semester 1-5 of the nursing program who:

- a. Earn a D, F, U (or W when taken with unsuccessful completion) in a required nursing course.
- b. Are on University probation (cumulative or semesterly).

OR

If at the end of any subsequent semester, the student:

- a. Continues on University probation.

- b. Earns a D, F or U in another nursing course.
- c. Fails to successfully complete any nursing major course required.

The student will be required to withdraw from the nursing program.

O. UNC/School of Nursing Clinical Agreements with Supporting Agencies for the Clinical Practicums (Experiences)

For all agencies utilized for clinical practice for students there is in place a formal agreement signed by their chief administrator and the president of this University. Each agreement spells out:

- 1. Responsibilities of the University through the School of Nursing.
- 2. Responsibilities of the agency.
- 3. Joint responsibilities of the UNC/SON and the agency.
- 4. Special provisions.

If you need to review the document, please make an appointment with the Director's Administrative Assistant.

In general, those sections you need to be knowledgeable about are:

- 1. Learning experiences for students are selected in cooperation with faculty and agency professional staff.
- 2. Faculty and students must respect the confidentiality of records and patient/client data imparted during the educational experiences.
- 3. The student is insured under UNC's worker's compensation policy when in clinical practicums. If a UNC nursing student is injured while on duty in an agency, he or she should notify their instructor immediately and follow UNC Worker's Compensation procedures as directed.
- 4. Students must carry health insurance (no exceptions) and individual malpractice coverage.
- 5. Students may utilize the library, lounges, conference rooms, and audiovisual equipment in line with educational requirements.
- 6. Absolutely no monies are to be exchanged between the agency staff, faculty, patients, or students.

In all articles of the formal agreement there is mutual interdependence to maximize benefits for the student learning experiences.

P. Health Hazard Statement

During your nursing education, it is possible that you may be exposed to certain situations or diseases that are potentially harmful to unborn babies. For this reason, we recommend that you notify your clinical instructor if you become pregnant.

Q. Bloodborne Pathogens HBV/HIV

1. Policy

In order to reduce the possibility of exposure of Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) of nursing students, faculty and clients, the UNC School of Nursing requires vaccination for HBV, and education on universal precautions and other prevention techniques for HIV. This policy conforms to the requirements of local Colorado state and federal laws and the Centers for Disease Control guidelines for preventing transmission of HIV/HBV. The policy recognizes individual rights, equal opportunity, voluntary testing, and confidentiality of test results and health records. The policy contains procedures for managing those who may have been exposed to HIV/HBV. Unless immuno-suppressed or pregnant, nursing faculty and students cannot refuse to care for those with HIV, HBV or AIDS. For students who are HIV positive, reasonable accommodation will be made by the school to allow continuation of the student education. The school will annually review this policy for scientific correctness.

2. Procedure

a. *Hepatitis B Virus (HBV)*

- i. Vaccination-HBV is preventable.
- ii. Students are required to present documentation showing they have started the series of HBV immunizations prior to any contact with clients unless immuno-suppressed or medically at risk from the vaccine. The student is responsible for the cost of vaccinations. The series must be completed.
- iii. Students who decline vaccination must sign a declination statement. By doing so, the individual acknowledges the potential risk of acquiring and/or transmitting the disease.

b. *Human Immunodeficiency Virus (HIV)*

- i. Management
 - ◆ Prevention is the only method of controlling HIV. No vaccine is available.
 - ◆ Inquiry into HIV status will not be a part of student application processes.
 - ◆ Qualified individuals will not be denied admission to the nursing program on the basis of HIV status.
- ii. HIV Testing
 - ◆ The HIV antibody testing decision is voluntary for nursing students. In the event of possible exposure compliance in regard to testing is recommended and may be required by our contracted health care agencies.
- iii. HIV Status
 - ◆ All students regardless of HIV status, will adhere to CDC guidelines.
 - ◆ Students who know they are infected are urged to voluntarily inform the Assistant Director of the SON.

R. Workers Compensation Policy

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO	<u>9-25-07</u> Date adopted by NF-SO
Sponsoring Committee: <u>Human Resources</u>	Date reviewed for currency & initial:
Title of Policy: <u>Worker's Compensation</u>	<u>5/92; 8/91; 2/96 11/01</u> <u>Human Resources/SB</u>
	<u>4/16/07 lc; 3/25/08 dwl</u>

1. Policy

When UNC places a student in a cooperative education or student internship program without pay from the employer, UNC shall insure such a student under UNC's worker's compensation insurance.

2. Procedure

If a UNC student is injured at an affiliated agency during student clinical experiences, he/she must complete any health care agency report forms as required by the agency policies. If the injury or illness requires immediate attention the student should be sent directly to the emergency room. If the injury does not require immediate attention, the student must notify faculty of record and then report the incident to UNC Human Resources (970-351-2718). If the student is unable to reach Human Resources (HR), the faculty member can direct the student to contact the Human Resources within 24 hours post injury. While awaiting contact directly with HR, the student may contact the UNC Workman's Compensation representative at 970-378-8000 or 970-356-9800 for an follow-up.

3. In addition, *in order to be covered under UNC's worker's compensation:*

- a. The student and faculty of record must complete the "Injury/Illness Report" within 24 hrs of injury. The School of Nursing Director will forward the report to Human Resources, Carter Hall 2002, Campus Box 54, Greeley, CO 80639 within three working days of the incident. The Injury/Illness Report is available at the School of Nursing .
- b. The student and faculty of record must also complete the "College of Natural & Health Sciences Student Injury/Accident Report" within 24 hours of injury. This form is also available from the School of Nursing Office. The "College of Natural & Health Sciences Student Injury/Accident Report" form must be returned within three (3) working days to the UNC Director of the School of Nursing, Gunter Hall 3080, Campus Box 125, Greeley, CO 80639.
- c. If the injury/incident occurs within a clinical agency and is deemed an emergency or the injury needs immediate attention, the student should be taken care of by the nearest Emergency room. After emergency care has been provided and the student is discharged, the student must make an appointment with Human Resources as soon as possible to schedule follow-up care with a worker's compensation physician.

S. Drug Dosage and Medical Abbreviation Examination

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO	
Sponsoring Committee/Person/Ad Hoc Group/Task Force Members: <u>Undergraduate Curriculum Organization</u>	<u>4/4/08</u> Date adopted by NF-SO
Title of the Policy: <u>Drug Dosage and Medical Abbreviation Examination</u>	Date reviewed for currency & initial:

1. Policy
Each semester of the clinical nursing program, students will be required to take an examination requiring the application of knowledge regarding medical abbreviations and drug dosage calculations. Each semester this examination must be passed with a score of 100%. Students not meeting this requirement will fail the clinical course requiring the examination.
2. Procedure
 - a. Students shall be informed of this requirement at least one week before the first examination is given.
 - b. Practice problems, similar to those on the examination, will be provided for students at least one week before the first examination is given.
 - c. Students scoring less than 100% on the first examination will be given the opportunity to take a second examination, after successfully completing at least 25 remediation problems (See course syllabus).
 - d. Students scoring less than 100% on the second examination will be given the opportunity to take a third examination, after successfully completing at least 50 remediation problems (See course syllabus).
 - e. Students scoring less than 100% on the third test will fail the clinical course requiring the examination.

T. Assessment Technologies Institute (ATE) Testing

<p>UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO</p> <p>Sponsoring Committee: <u>Undergraduate Curriculum Committee</u></p> <p>Title of Policy: <u>Assessment Technologies Institute (ATI) Testing</u></p>	<p><u>9/26/08</u> Date adopted by NFSO for implementation 1/09</p> <p>Date reviewed for Currency & initial: <u>1/09 dwl</u></p>
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1. Policy

The School of Nursing requires all students to purchase the ATI package on admission to the nursing program. Students will use ATI for NCLEX preparation throughout the nursing education program and will take proctored exams.

2. Procedure

- a. Students shall purchase the ATI package as the platform for NCLEX preparation throughout the nursing education program.
- b. Codes for practice exams will be provided to students by each semester coordinator. Faculty will schedule ATI proctored exams.
- c. Students are expected to attain the SON adopted ATI benchmarks on all non-proctored and proctored exams.
- d. All proctored exams must be completed by the last day of assigned class. If not completed, the student will receive a failing grade in the class.
- e. Statements in # 4 and 5 above will be place in appropriate course syllabi to reflect policy.

U. UNC School of Nursing Computer System Requirements

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO	
Sponsoring Committee/Person/Ad Hoc Group/Task Force Members: <u>Administrative Policy</u>	<u>2/09</u> Date adopted by NF-SO
Title of Policy: <u>UNC School of Nursing Computer System Requirements</u>	Date reviewed for currency & initial: <hr/>

1. Policy
The following hardware and software are *minimum specifications* to work with the the UNC School of Nursing pedagogy. Students must have access to the following computer system requirements at admission to all nursing programs.
2. Procedure
Modem. Please note that access to *High speed cable or DSL is REQUIRED:*
Platform. Windows 2000 or XP; MacOS 9 or MacOS X. If using Windows Vista, browser modifications will be necessary as noted below.
3. PC Hardware
 - a. PC Desktop
 - i. Intel Pentium 4 3.0 GHz or newer
 - ii. Intel Celeron D 3.0 GHz or newer
 - b. PC Laptop
 - i. Mobile Intel Pentium 4 1.2 GHz or newer
 - ii. Intel Celeron M 1.4 GHz or newer
4. Mac Hardware
 - a. Mac Desktop: 2.0 GHz or Faster G5 Tower and iMac or newer
 - b. Mac Laptop: 2.0 GHz G4 iBook or newer (laptop)
5. All Systems - 1 G of RAM; Access to computer DVD player/recorder and/or flashdrive; sound card with speakers or headphones.
6. Software - Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Acrobat Reader, Virus Protection Program, NOTE: If using Microsoft Office 2003, user must download Compatibility Pack for Microsoft Office 2007 at www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en
7. Video and audio files (Download the free versions)
 - a. Flashplayer - www.adobe.com/support/flashplayer/downloads.html
 - b. Quicktime - www.apple.com/quicktime/download/
 - c. Realplayer - www.real.com/
8. Browser - Blackboard is utilized for delivery of all online coursework; NOTE: AOL as a browser does not interface adequately with Blackboard. Safari 2.x , Firefox 2.x , Internet Explorer 7.x SP2 and above (Windows) is recommended. If using Windows Vista, Internet Explorer is not recommended. Use Mozilla FireFox 2.0 You also may need to turn off popup blockers to use blackboard.

Note: JavaScript & Cookies must be enabled.

SECTION IV

POLICIES FOR STUDENT(S) INTERACTION(S) AND INFLUENCE IN THE GOVERNANCE SYSTEM OF THE SCHOOL OF NURSING

A. Governance Structure of the School of Nursing

The governance structure is guided by the School of Nursing Bylaws. Students are elected by their peers for representation at the Nursing Faculty-Student Organization meetings.

B. Nursing Faculty Student Organization (NFSO)

This is a committee of the faculty as a whole, plus student representatives. This group meets a minimum of 2 times per semester for communication of information and for decision making regarding Nursing program policies.

The undergraduate nursing students of the School of Nursing shall have elected representatives. Each semester clinical nursing students in Semesters 1 through 5 of the program shall be represented by one elected representative; all whom shall have full voice and vote in all Nursing Faculty Student Organization meetings, with the exception of declared executive sessions.

All student representatives receive the NFSO agenda and minutes. All students should contact their representatives about concerns. The student representatives are elected at the beginning of each semester by their peer group. All NFSO meetings are open for students to attend. Check with a faculty member or SON office staff for dates and times.

SECTION V

STUDENT SERVICES PROVIDED BY THE UNIVERSITY OF NORTHERN COLORADO AND THE SCHOOL OF NURSING

A. About Your Student File

All student files are located in the nursing offices. You may need to have access to your file occasionally; check with the SON office staff for the procedure to utilize your file.

Release of Information Requirements: Often students request a reference for part-time employment and/or data about their academic progress for loans, scholarships, insurance, etc. A signed release of information must be in your student file before we can comply with any request.

B. About Referencing Services

The faculty of the School of Nursing are responsible for encouraging graduates to maintain a professional vitae and a list of references. Individual references may be provided by faculty upon request.

C. URSA

URSA is an on-line method of checking for registration, text requirements and for finding out grades. Students may access this service through the UNC website at www.unco.edu.

D. NCLEX Examinations/RN Licensure

The School of Nursing will distribute Colorado licensure and NCLEX applications in the last semester of the program. It is the student's responsibility to make application and meet all deadlines as required. Students desiring a license in another state must contact and comply with that state's requirements for application. A listing of the addresses and phone numbers of each state's Board of Nursing is available at the National Council State Boards of Nursing web site. The School of Nursing is required to report knowledge of any of the below behaviors to the State Board. Although an affirmative answer to one of these questions does not automatically mean you will be denied licensure, it may mean the State Board will not consider you eligible even if you pass the NCLEX exam. Each case is considered on its individual merit.

1. Has any nursing or other health care license held by you been denied, revoked, suspended, reprimanded, fined, surrendered, restricted, limited, or placed on probation in any state other than Colorado or in any territory of the United States?
2. Are you under investigation or is a disciplinary action pending against your nursing license or other health care license in any state or territory of the United States?
3. Have you received notification from the Department of Health and Human Services, Office of the Inspector General, that you have been excluded from participation in Medicare, Medicaid or any federal health care programs?
4. Have you ever been convicted, entered a plea of guilty, nolo contendere, or no contest for any felony, misdemeanor or petty offense?
5. Have you ever been convicted, pled no contest/nolo contendere, or had a court accept a plea to a criminal motor vehicle offense of DUI/DWI/DWAI/OWI/ or any traffic offense involving drugs or alcohol?

6. Has any final judgment, settlement or arbitration award for malpractice been paid by you or on your behalf?
7. Do you have a physical or mental disability which renders you unable to perform nursing services or duties with reasonable skill and safety and which may endanger the health and safety of persons under your care?
8. Are you now or have you in the past five (5) years been addicted to any controlled substance, a regular user of any controlled substance without a prescription, or habitually intemperate in the use of intoxicating liquor?
9. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of your use of alcohol or use of any controlled substance, habit-forming drug, prescription medication, or drugs having similar effects?
10. Have you been arrested for an alcohol or drug-related offense other than stated in question No. 5?

E. What You Can Expect from Your Academic Advisor

Preclinical students are advised by a team of faculty who are available by email, phone or one to one appointments. Open advising hours are available on Wednesdays and by appointment on other days. Once in the clinical program, your advisor for the semester will be identified. You are encouraged to contact the advising team for individual questions and concerns.

The School of Nursing office number is 970-351-2293. Call this number for scheduling of individual advising appointments.

Your academic advisor is a critical contact person within the faculty of the School of Nursing. The advisor is available to help you with problems you may encounter, or has information to give for referral to other sources of help for student problems and/or situations which you may encounter while attending UNC.

You must see your advisor if you anticipate the need to drop a course or change your designated nursing track. Preclinical students should make an appointment to see an advisor before registration every semester. The advisor will give you your PIN (Personal Identification Number) necessary for registration

SECTION VI

GENERAL INFORMATION ABOUT THE PRACTICE OF PROFESSIONAL NURSING

A. Student Nurses' Association

An important and critical activity of a professional person is participating in their professional organization(s). UNC School of Nursing has a Student Nurses' Association (SNA) on campus. Additional information can be found on the nursing school's website under clubs/organizations at www.unco.edu/nursing.

UNC nursing majors have consistently provided leadership in the Colorado Student Nurses' Association (CSNA) over past years. A faculty member assists the elected officers to carry out the purposes of the organization. You are encouraged to become a member of this organization. Officers share a mail box in the nursing office. You may contact them via the mail box. The names of officers and meeting dates and times are posted on the SNA website.

B. About the Practice of Professional Nursing

In order to practice professional nursing, you must complete a national licensing examination - NCLEX after you have met the requirements of the University and the nursing major for graduation. In essence, the faculty of the School of Nursing recommend to the appropriate State Board of Nursing Examiners that the graduate has met the requirements to practice professional nursing.

C. Sigma Theta Tau, National Nursing Honor Society

In Spring of 1981, the UNC School of Nursing Honor Society successfully petitioned the national Sigma Theta Tau organization for a local charter. Chartering ceremonies occurred May 14, 1982.

Nursing students who meet the academic achievement and leadership qualifications of Sigma Theta Tau are invited to become active members. Membership is considered an honor and is a prestigious symbol of excellence in nursing.

The purpose of Sigma Theta Tau is to:

1. Recognize excellence in scholarship.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Support the learning, knowledge and professional development of nurses.

**University of Northern Colorado
School of Nursing
Undergraduate Nursing Major Student Handbook Agreement**

I have read, understand and agree to abide by the policies and guideline outlined in this School of Nursing Undergraduate Nursing Major Student Handbook. I have asked questions to clarify anything I don't understand.

Name (Print) _____

Signature _____

Date _____