TABLE OF CONTENTS

Introduction to Student Handbook ........................................................................................................................................... 1
   A. Purpose ........................................................................................................................................................................... 1
   B. Content ........................................................................................................................................................................... 1

SECTION I: Mission, Philosophy, Conceptual Framework, Program Outcomes & Course Requirements .................. 2
   School of Nursing Mission .................................................................................................................................................... 2
   School of Nursing Philosophy Statement ............................................................................................................................ 3
   School of Nursing Conceptual Framework ........................................................................................................................ 5
   Undergraduate Program Outcomes ....................................................................................................................................... 6
   School of Nursing Curriculum Design and Course Work ................................................................................................... 7
      A. Required Prerequisite Courses .................................................................................................................................... 7
      B. Liberal Arts Core – 40 semester credits ....................................................................................................................... 7
      C. Nursing Major Courses ................................................................................................................................................. 8
      D. Student Selection to the Upper Division- Clinical Nursing Major ................................................................................... 9
      E. LPN Student Admission to Nursing Program ........................................................................................................... 9

SECTION II: Information on Syllabi and Clinical Practice ................................................................................................. 10
   A. Nursing Major Course Syllabi ........................................................................................................................................... 10
   B. Clinical Practice ............................................................................................................................................................... 10
   C. Uniform Policy ............................................................................................................................................................. 10
   D. Change of Address or Phone Number ........................................................................................................................... 11
   E. Additional Costs ............................................................................................................................................................ 12
   F. Criminal Background Check .......................................................................................................................................... 12
   G. Drug Screen Policy ...................................................................................................................................................... 12
   H. Health Clearance Process Through the Student Health Center ..................................................................................... 13
   I. Undergraduate Student Nursing Health and Safety Clearance Requirements ........................................................... 14
   J. Flu Vaccine Policy .......................................................................................................................................................... 16
   K. Malpractice Insurance ................................................................................................................................................ 18
   L. Disability Support Services ............................................................................................................................................... 19
   M. Honor Code ................................................................................................................................................................ 19
   N. UNC Policies ............................................................................................................................................................... 19
   O. Portable Electronic Devices ........................................................................................................................................... 19

SECTION III: Policies Pertaining to Expected Professional Student Performance in the School of Nursing ........ 20
   A. Expectations of Students ................................................................................................................................................ 20
   B. Participation in Class and Faculty Evaluation ................................................................................................................ 20
   C. Specific Policy About Grades ....................................................................................................................................... 20
   D. “Stopping Out a Semester” ........................................................................................................................................... 20
   E. Re-admittance After Dismissal .................................................................................................................................... 21
   F. Specific Policy About Critical Behaviors for Satisfactory Achievement in Clinical Nursing Courses ...................... 21
   G. Student Performance Standard Policy and Standards .................................................................................................... 22
   H. Notification of Unsatisfactory Clinical Performance .................................................................................................. 25
   I. Confidentiality Statement ................................................................................................................................................ 29
   J. Policy About Unexcused Absences from Clinical Courses ............................................................................................ 31
   K. Undergraduate Clinical Experiences with University Closures .................................................................................. 31
   L. Student Attendance Policy .............................................................................................................................................. 32
   M. Newborns/Children in classes ...................................................................................................................................... 33
   N. Violations Related to Student Conduct ........................................................................................................................ 33
   O. Policy Regarding Student Dishonest Acts ...................................................................................................................... 33
   P. Policy for Students Suspected Drug or Alcohol Use ................................................................................................... 34
   Q. Academic Concerns for Specific Courses .................................................................................................................... 34
   R. School of Nursing Academic Appeals Procedures and Responsibilities ................................................................. 35
Purpose

The purpose of this handbook is to provide information for the undergraduate nursing major about the guidelines, 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.

Content

The handbook is divided into six sections:

1. Nursing Program Mission, Philosophy, Conceptual Framework, Program Outcomes and Course Requirements.
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 Nursing
Mission of the UNC School of Nursing

The Mission of the UNC School of Nursing, congruent with the Mission of the University, is to provide teaching, scholarly activity and service in the discipline of nursing. The School of Nursing strives for excellence as reflected in highly qualified faculty, rigorous academic standards for students and a commitment to quality professional practice outcomes within all healthcare settings.

3-4-2011 revision adopted by NFSO
Health care practice, lifelong education, and service form the foundation for professional nursing. Professional nursing practice is operationalized through the use of critical thinking, evidence-based practice, research, the nursing process, and the establishment of collaborative interdisciplinary relationships with the goal of promoting the health of individuals, families, groups, communities, and populations, with attention to diverse and vulnerable populations.

Each individual is a holistic, bio-psycho-social 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 diverse community and global society. Respected as unique beings, all individuals have a right to health. Individuals interact, influence and are influenced by groups or aggregates within the larger population and global society.

Society and culture are a functional and integrated whole with interdependent parts. Political, legal, ethical, economic, and spiritual components of society and culture converge with health systems to form an operating whole.

Health is a dynamic state that is individually and collectively defined. Health integrates the physical, psycho-social, spiritual, and emotional states of well-being.

Health care is in a constant state of change. Numerous societal demands require creative interventions, alternative settings, collaborative partnerships and coalitions to maximize health care delivery. The delivery of modern health care depends on an expanding group of educated professionals coming together as an interdisciplinary team.

Nursing, as a caring profession, is both an art and a science that promotes, supports, and restores optimal health and enhances quality of life in individuals, families, groups, communities, and populations. It is a professional discipline that is an integral component of health care delivery systems. The professional nurse is a designer, manager, coordinator, and provider of safe, quality care based on current evidence from nursing science and other related disciplines. Additional professional roles include the nurse as educator, leader, health systems manager, researcher, and advocate for social justice through health care policy. Professional standards of moral, ethical, and legal conduct are integral to professional nursing practice. Professionalism involves an awareness of personal beliefs, biases, health, and their impact on choices and behaviors. The nurse is responsible and accountable for advancing the profession of nursing and for continued professional growth.

Learning is a lifelong process that involves the acquisition and enhancement of knowledge, skills and attitudes. The professional nurse is educated with a foundation in the liberal arts, sciences, and humanities, as well as the discipline of nursing. The educational process of the professional nurse includes intellectual inquiry and critical analysis; communication and collaboration; respect and caring; leadership and professionalism; and therapeutic nursing interventions. Students in all programs move from relative dependence to functioning independently, in preparation for assuming professional responsibility in new roles. Students have a responsibility to be actively involved in the educational process which is seen as a collaborative relationship between students and faculty.

The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas. Faculty members maintain expertise in the specialty areas in which they teach, as well as in teaching-learning practices. They serve as role models for theory-guided nursing practice and education, professional and community service, collaborative partnerships, scholarly inquiry, and health policy development. The nursing faculty is
committed to the recruitment and retention of diverse students and faculty. Quality distance learning environments facilitate greater educational access for students in all programs. As part of the University community, faculty members contribute to the operations and vitality of the College, the University, and the profession.

The nursing faculty believes that the entry level preparation for professional practice as a generalist nurse is the baccalaureate degree. Graduate education at the master’s level prepares students for practice, leadership and educational roles. The Doctor of Nursing Practice (DNP) and the Doctor of Philosophy (PhD) are terminal degrees in the discipline, focusing on nursing science, research, practice and education.

12-2-2016 adopted by NFSO
The conceptual framework of the University of Northern Colorado’s School of Nursing is an outgrowth of the philosophy of the SON and reflects the faculty’s philosophical beliefs about the major conceptual cornerstones of nursing. The conceptual framework provides faculty with an outline for a defined, cohesive, logical curriculum with learning experiences which will achieve desired educational outcomes. The framework focuses on four major theoretical constructs (health, environment, clients and nursing) and five outcome concepts (therapeutic interventions, intellectual inquiry and analysis, communication and collaboration, respect and caring, and leader/manager/professional roles).

HEALTH AND ENVIRONMENT:
The UNC-SON faculty members regard the World Health Organization’s seminal definition of health (wellness) as integral to the conceptual framework: “Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” Far from being a static state, health is viewed as a dynamic interaction of multi-dimensional forces of intrinsic and extrinsic factors, such as social / economic environment, physical environment, and individual personal characteristics and behaviors. These determinants of health function interdependently and are considered simultaneously in order to promote well-being and social justice. A holistic approach to health emphasizes the promotion and maintenance of health and the prevention of illness or injury rather than just the treatment of symptoms and disease. Health awareness and personal involvement assist clients to achieve or maintain a state of optimal health.

Illness and injury are alterations of health in individuals, families, groups, communities or populations. Human responses to illness and injury are unique and influenced by perceptions of self and others and by determinants of health. Illness and injury may result in changes in structure, function, roles, relationships, cultural practices, and spiritual values and beliefs. Clients may have an alteration in health, yet still achieve optimal functioning and quality of life. Alterations in health may be acute or chronic, and require a process of adaptation in order to achieve maximum health.

CLIENTS AND NURSING:
Client-centered interactions between client and nurse are the foundation of caring relationships. Nurses look beyond the individual to significant others, families, groups, communities and populations and as clients requiring care. Nurses engage in theory-guided, evidence-based, therapeutic interventions to provide ethical, safe, quality care. Inter- and intra-disciplinary communication, collaboration, and referral for identified client needs are integrated into nursing practice. Nurses enter into respectful and caring relationships with clients across the lifespan and at all levels of growth and development, with attention to diverse and vulnerable populations. Nurses provide leadership with a focus on safety, quality improvement, effective communication, client advocacy, coordination of care, use of technology, systems operations, and fiscal responsibility as they provide care in a variety of healthcare settings. Professional responsibilities include life-long learning, participation in professional organizations, and advocacy in the development of healthcare policy.

12-2-2016 adopted by NFSO
At the completion of the program, each student will:

1. Safely and competently demonstrate comprehensive patient-centered therapeutic interventions guided by the nursing process and evidence-based standards of care to restore, maintain, and promote optimal health and/or quality of life in individuals, families, groups, communities and populations.

2. Demonstrate intellectual inquiry and analysis by integrating information, knowledge, research and other evidence from the humanities, arts, general sciences and nursing science in the design and provision of quality patient care.

3. Employ effective communication strategies, techniques and technologies to provide a patient-centered, inter/intra-disciplinary approach in the delivery of safe, ethical, and therapeutic care of individuals, families, groups, communities and populations.

4. Practice nursing with respect and caring for all persons through awareness and integration of social, cultural and spiritual factors, patient preferences and social justice.

5. Assume the roles of leader, manager and professional nurse through participation in measures to improve the quality of health care delivery outcomes within complex systems, promote the nursing discipline and demonstrate accountability for professional conduct.
The curriculum design of the Nursing program and the University requirements for graduation are as follows:

A. **Required Prerequisite Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CR</th>
<th>Course Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CHEM 281</td>
<td>5</td>
<td>Fundamentals of Biochemistry</td>
<td>Only applicants who have earned a grade of “C” or better (“C-” is not acceptable) in each of the prerequisite courses or course equivalents will be considered for admission. If an applicant is admitted to the Nursing program, then earns less than a grade of “C” in any of the prerequisite courses or course equivalents, their admission to the Nursing program will be rescinded.</td>
</tr>
<tr>
<td><strong>BIO 110</strong></td>
<td>4</td>
<td>Principles of Biology</td>
<td></td>
</tr>
<tr>
<td>BIO 245</td>
<td>4</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td></td>
</tr>
<tr>
<td>BIO 246</td>
<td>3</td>
<td>Advanced Anatomy &amp; Physiology</td>
<td></td>
</tr>
<tr>
<td>BIO 251</td>
<td>4</td>
<td>Allied Health Microbiology</td>
<td></td>
</tr>
<tr>
<td>NURS 326</td>
<td>3</td>
<td>Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>***FND 250</td>
<td>3</td>
<td>Principles in Nutrition</td>
<td>All nursing prerequisite classes must be completed before entering the nursing program.</td>
</tr>
<tr>
<td>*PSY 230</td>
<td>3</td>
<td>Growth &amp; Development</td>
<td></td>
</tr>
<tr>
<td>*STAT 150</td>
<td>3</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>*ENG 123</td>
<td>3</td>
<td>College Research Paper</td>
<td></td>
</tr>
</tbody>
</table>

*These courses count for Liberal Arts Core.
**If BIO 101 was taken prior to the 2012-13 academic year, it will be accepted in place of BIO 110.
***If FND 357 was taken prior to the 2012-2013 academic year, it will be accepted in place of FND 250

B. **Liberal Arts Core - 40 semester credits**

- Composition: ENG 122 ................................................................. 3 hours
- Mathematics: STAT 150 ............................................................... 3 hours
- Arts & Humanities ........................................................................ 6-9 hours
- History .......................................................................................... 3 hours
- Social & Behavioral Sciences: PSY 230 + 1 other ...................... 3-6 hours
- Physical & Life Sciences: CHEM 281 & BIO 110 ......................... 7 hours
- International Studies ................................................................. 1 class
- Multicultural Studies ................................................................. 1 class

*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 that 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. LAC requirements are set by University policy.
2. Liberal Arts Core requirements should be completed prior to the semester of graduation.
C. Nursing Major Courses

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 at community colleges, local hospitals, and from the American Heart Association.

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 310</td>
<td>Foundations of Nursing I</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 313</td>
<td>Health Assessment Theory and Laboratory</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 323</td>
<td>Theory and Clinical Practice: Fundamental Nursing Concepts &amp; Care</td>
<td>(5)</td>
</tr>
<tr>
<td>NURS 327</td>
<td>Pharmacology</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 340</td>
<td>Foundations of Nursing II</td>
<td>(2)</td>
</tr>
<tr>
<td>NURS 374</td>
<td>Clinical Practice: Alterations in Adult Health</td>
<td>(6)</td>
</tr>
<tr>
<td>NURS 375</td>
<td>Alternations in Adult Health Theory I</td>
<td>(4)</td>
</tr>
<tr>
<td>NURS 376</td>
<td>Alternations in Adult Health Theory II</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 380</td>
<td>Research &amp; Evidence Based Practice</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 420</td>
<td>Clinical Practice: Childbearing Families</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 421</td>
<td>Clinical Practice: Pediatric Nursing</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 425</td>
<td>Childbearing Families Theory</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 426</td>
<td>Pediatric Nursing Theory</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 404</td>
<td>Clinical Practice of Public Health Nursing: Pop-Based Practice</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 405</td>
<td>Theory &amp; Principles of Public Health Nursing: Pop-Based Practice</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 414</td>
<td>Clinical Practice: Psychiatric/Mental Health Nursing</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 415</td>
<td>Theory of Psychiatric/Mental Health Nursing</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 440</td>
<td>Current Issues in Health Care</td>
<td>(2)</td>
</tr>
</tbody>
</table>

### Fifth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 444</td>
<td>Clinical Practice: Advanced Acute Care</td>
<td>(3)</td>
</tr>
<tr>
<td>NURS 445</td>
<td>Advanced Nursing Concepts &amp; Care</td>
<td>(2)</td>
</tr>
<tr>
<td>NURS 446</td>
<td>Clinical Practice: Capstone</td>
<td>(5)</td>
</tr>
<tr>
<td>NURS 480</td>
<td>Professionalism in Practice: Leadership &amp; Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>

TOTAL OF 71 NURSING HOURS
D. Student Selection to the Upper Division - Clinical Nursing Major

1. 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. Current certification as a nursing assistant (CNA).

   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 all prerequisite courses except BIO 110.
      iii. A weighted GPA will be calculated from the above GPAs.

   c. Two (2) letters of recommendation

   d. Personal Essay

*Criteria for admission is subject to change.

**Specifics on admission selection criteria will be posted on the School of Nursing website during the fall semester each year.

E. LPN Student Admission to Nursing Program

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.

Procedure

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

<table>
<thead>
<tr>
<th>NLN Exam:</th>
<th>Receive Credit for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>Required pre-requisite coursework in A&amp;P</td>
</tr>
<tr>
<td>Normal Nutrition and Diet Therapy/Applied Nutrition</td>
<td>Required pre-requisite coursework in FND</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Required pre-requisite coursework in Pharmacology</td>
</tr>
</tbody>
</table>

Licensed Practical Nurses apply to the Nursing Program utilizing the admission process applicable to any other student.
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 in the Denver area, Greeley, Windsor, Brighton, Longmont, Loveland, Fort Collins, and rural Colorado. Student clinical experiences in the agencies are assigned according to available resources. Clinical experience may be either day, evening or night shifts.

It is your responsibility to have transportation to all agencies. Carpooling is encouraged so that several students may ride together to the clinical agencies.

In order to remain in your clinical classes, Health and Safety Requirements (Pg. 15) and Performance Behavior Standards (Pg. 23) must be met or you will be dropped from class.

C. Uniform Policy (1/9/16)

UNIFORM: The UNC 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 for some rotations (e.g. preceptorship, community health). The proper UNC uniform is mandatory in all clinical and laboratory settings.

A navy blue UNC labeled uniform jacket and student nurse nametag may be worn over street clothes when not wearing a uniform in the clinical setting if appropriate. Street clothes worn under the lab coat must be professional in appearance (e.g. 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).
**SCHOOL OF NURSING PATCH:** UNC identification patch must be permanently attached on the sleeve of the regulation uniform, three inches below the left shoulder seam. If needed, patches can be purchased from the University Bookstore.

**SHOES:** Good quality, comfortable, supporting shoes are recommended. Clean, mostly white or black shoes are acceptable. Shoes must be completely enclosed. No open-toed or open-backed shoes (including clogs with back strap) will be allowed.

**HOSIERY AND SOCKS:** Hose or socks must be worn. Tan, black or white hosiery or socks are acceptable.

**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.

**JEWELRY:** Wedding bands, watches, and one small, stud earring in each ear may be worn. Other visible body piercing jewelry may not be worn. No other jewelry may be worn. A medical ID tag may be worn with the UNC uniform.

**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.

**NAILS:** Long nails, use of fingernail polish and/or artificial nails are not allowed.

**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.

**TATTOOS:** Tattoos must be covered.

**UNIFORM MAINTENANCE:** Uniform should be laundered and wrinkle free. Shoes should be kept clean and polished.

*Failure to comply with the Uniform Policy may result in disciplinary action as recommended by faculty of record.*

*If there are cultural/religious conflicts with the policy outline above, accommodations may be made by the assistant director of undergraduate programs on a case-by-case basis.*

**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. 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:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement Exams (ATI)</td>
<td>mandatory one time purchase</td>
<td>$520+</td>
</tr>
<tr>
<td>Books, Technology</td>
<td></td>
<td>$650+</td>
</tr>
<tr>
<td>Uniforms</td>
<td>Includes 2 sets of scrubs</td>
<td>$100+</td>
</tr>
<tr>
<td>Lab Coat</td>
<td>(optional)</td>
<td>$30</td>
</tr>
<tr>
<td>Black or White Shoes</td>
<td></td>
<td>$50 - $100</td>
</tr>
<tr>
<td>Stethoscope</td>
<td></td>
<td>$50 - $75</td>
</tr>
<tr>
<td>Background Check</td>
<td>through American Databank</td>
<td>Background = $59+</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>through American Databank</td>
<td>Drug Screen = $35</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>annual</td>
<td>$100+</td>
</tr>
<tr>
<td>Health Clearance</td>
<td>(includes Student Health Center Fee)</td>
<td>$25 - $500</td>
</tr>
</tbody>
</table>

* 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
- Senior Pictures ................................................................................................. Cost Varies
- Travel ............................................................................................................... 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 criminal background check for county, state, federal, and other offenses.

- Information for purchasing and completing the background check will be given to each student upon admission.
- Results will be kept confidential in the School of Nursing office.
- If a background check is flagged, the Assistant Director for Undergraduate Programs will consider each case individually in accordance with the current SON policy.

G. Drug Screen

Clinical facilities require students to provide documentation of a negative drug screen. After admission to the clinical program, students are required to provide a current 10-panel drug screen.

- Information for purchasing and completing the drug screen will be given to each student upon admission.
- Results will be kept confidential in the School of Nursing Office.
- Any student who fails to submit the results of the drug screen by the required date will not be admitted to the program.
- Any student with a positive drug screen after review by the contracted Medical Review Officer will not be admitted to the program.
- 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 nursing program are required to complete a health clearance process through the UNC Student Health Center (SHC) on the UNC 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. The student must complete the health clearance requirements as indicated with the admission letter.
2. All or some requirements may be completed by your own health care provider. Any remaining items may be conducted by the SHC if you so choose.
3. When visiting the SHC (walk-in basis), you must bring:
   a. UNC ID and driver’s license
   b. Your insurance card
   c. Any relevant immunization records

If never seen at the SHC, you will be asked to complete a Health History and Contact Information form.

Required clearance items:

- **Physical exam** – The SHC nurse can either review a physical exam from your physician or conduct an exam of their own. An approved physical exam form is available through the SON office that you can take to your provider if needed.
- **Measles, Mumps, & Rubella** – Completed MMR series (2 doses) or positive titer.
- **Tdap** – After the initial vaccination, a Tdap booster is required every 10 years.
- **Hepatitis B** – 3-shot series or positive titer
- **Varicella (Chicken Pox)** – 2-shot series or positive titer
- **Tuberculin Skin Test** (annual renewal) – Initial clearance includes two separate (negative) TB/PPD tests within 12 months of each other or a QuantiFERON or T-Spot blood test or a negative chest x-ray within the last 2 years. If the test is positive, the student will need to provide a negative Chest X-ray AND annual documentation of TB free status by completing a questionnaire and documentation by their provider. Records of treatment for a positive PPD or chest x-ray are required.
- **Influenza** – Student will supply documentation of this immunization directly to the SON annually each fall. Documentation of this immunization is not included in the initial health clearance through the Student Health Center (SHC).
I. Undergraduate Student Nursing Health and Safety Clearance Requirements

Your cooperation in meeting the Clinical Nursing Program Clearance Requirements will enable you to have access to the clinical sites that will prepare you for the practice of professional nursing.

In addition, 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) students and faculty are compliant.

### Background Check and Drug Screen (one time only)

| Documentation of purchase due with “Statement of Intent” letter by: | 1. Create an account with American DataBank (ADB) at [https://unco.applicantcompliance.com/](https://unco.applicantcompliance.com/).  
2. Select “Package #3” (Criminal Background Check and Drug Screen)  
3. The SON will receive background check results directly from ADB within 48-72 hours.  
4. The SON will receive drug screen results directly from ADB within 2-3 weeks of completion.  
   a. ADB will email drug screen registration to student for completion.  
   b. Must complete within 30 days of purchase. |

### Spring Grades (and Documentation of Degree, if applicable) (one time only)

| Documentation by: | 1. Submit a photocopy of your unofficial transcript(s)/grade report(s), if any required Nursing prerequisites were taken during the spring semester.  
2. Due one week after the end of spring semester.  
3. Official transcripts must be submitted to UNC Admissions office if spring classes were not take at UNC. |

### Certified Nursing Assistant (CNA License) (one time only)

| Documentation by: | 1. Submit a photocopy of the official proof of certification.  
2. No renewal required. |

### Assessment Technologies, Inc. (ATI) Materials Purchase (one time only)

| SUMMER start documentation by: | 1. Further information provided in later correspondence.  
2. This is an ongoing tutorial for content mastery of the National Council Licensure Examination (NCLEX) for RNs exam, which must be taken in order to be licensed after graduation.  
3. Purchase of these materials is mandatory.  
4. Provide receipt for proof of purchase (name must appear on it). |
| FALL start documentation by: |

### UNC ID Card (one time only)

| SUMMER start complete by: | 1. Obtain a UNC ID card from the UNC Card Office at the University Center (if you don’t already have one).  
2. Your nursing badge will be created and sent to the SON and will be distributed to you after the start of the program. |
| FALL start complete by: |
### Health Clearances (to be kept current throughout the program)

The UNC Student Health Center (SHC) processes all of the health requirements. Students may bring records from their personal physician to the SHC or have the SHC provide services for any of the requirements listed below.

- **Plan ahead!** SHC walk-ins accepted.
- **There is a $25 processing fee.**
- You must bring your insurance card to the appointment.

<table>
<thead>
<tr>
<th>Documentation by:</th>
<th>1. Physical Exam (within the last 12 months) – submitted one time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. MMR vaccination (2-shot series or positive titers) – submitted one time</td>
</tr>
<tr>
<td></td>
<td>3. Hepatitis B vaccination (3-shot series or positive titer) – submitted one time</td>
</tr>
<tr>
<td></td>
<td>4. Varicella vaccination (Chicken Pox) (2-shot series or positive titer) – submitted one time</td>
</tr>
<tr>
<td></td>
<td>5. Tuberculin Skin Test (2 separate TB/PPD tests within 12 months of each other OR QuantiFERON OR TSpot) – submitted annually</td>
</tr>
<tr>
<td></td>
<td>6. Tdap vaccination (within the last 10 years) (must be renewed every 10 years) – required at least once with a Td booster after 10 years</td>
</tr>
<tr>
<td></td>
<td>7. Influenza (Flu) Vaccination – required each fall</td>
</tr>
</tbody>
</table>

Please request that the SHC fax the **Student Nurse Health Clearance Form** to the SON or get a copy and submit it to the SON directly. *The student is ultimately responsible to make sure the documentation is submitted.*

### CPR Certification (to be kept current throughout the program)

<table>
<thead>
<tr>
<th>Documentation by:</th>
<th>1. Certification must be for “Healthcare Provider” (American Heart Association) or “Professional Rescuer” (American Red Cross) and training must have included “hands-on” practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. The CPR course that UNC currently provides is not sufficient.</td>
</tr>
<tr>
<td></td>
<td>3. Submit a front and back copy of the signed CPR card.</td>
</tr>
</tbody>
</table>

### Malpractice Insurance (to be kept current throughout the program)

**SUMMER start** documentation by:

**FALL start** documentation by:

| 1. Further information provided in later correspondence. |

### OSHA/HIPAA Exam (to be kept current throughout the program)

1. You will be notified after the start of the program when these items are due.
2. Renewed annually.

---

**It is ALWAYS the responsibility of the student to keep track of expiration dates and to submit renewals on time.**

Students are expected to have all clearances up-to-date for the entire semester, before the semester starts. The deadlines are as follows:

- For Fall semester expirations (August – November), all clearances will be due August 1st.
- For Spring semester expirations (December – March), all clearances will be due December 1st.
- For Summer semester expirations (April – July), all clearances will be due April 1st.

**IMPORTANT:** If required documentation is not provided to the SON by the deadline, student will be considered out of compliance with the policy and **not eligible to attend clinical(s) and proceed in the nursing program.**

Submit documentation to Emily Perkins by email (PDF): [emily.perkins@unco.edu](mailto:emily.perkins@unco.edu) or fax: 970-351-1707 or drop off: Gunter Hall, Room 3080. (Preferred method is by email.)
J. Flu Vaccine Policy

POLICY:

Clinical agencies require that students who are participating in clinical experiences at the agency receive the flu vaccination annually during the designated flu vaccination period or have an approved exemption.

PROCEDURE:

1. Students will be vaccinated against influenza annually and submit documentation of the vaccination to the School of Nursing office by designated date of each year.
2. The influenza vaccination will be paid for by the student.
3. If a student fails to be vaccinated or receive an approved exemption by designated date of each year, the student will be unable to attend clinical experiences.
4. Exemption Procedure:
   a. An exemption from vaccination may be granted based on documented medical contraindications or religious beliefs. A student requesting an exemption must submit the exemption request and supporting documentation to the School of Nursing office for evaluation.
   b. Medical contraindications may include:
      i. Prior adverse reaction to influenza vaccine.
      ii. Allergy to a vaccine component.
      iii. Medical conditions deemed by a licensed medical provider as contraindications to receive influenza vaccine or for postponing influenza vaccination.
      iv. Other approved medical reasons.
   c. A student requesting an exemption based on medical reasons must provide proof of the medical contraindication(s) in a letter from a licensed medical provider. If a medical exemption is granted for a temporary condition, the students must resubmit a request for exemption each year. If exemption is granted for a permanent condition, the exemption medical documentation does not need to be requested each year.
   d. A student requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exception. The exemption request must be consistent with the student’s prior vaccination history.
   e. The Assistant Director for Undergraduate Programs will determine whether the exemption request has been approved.
   f. If an exemption to immunization is granted, students must follow agency policy.
   g. If the exemption is granted and the student is unable to complete the clinical experience secondary to agency policy, the student may earn a failing grade in that course.
University of Northern Colorado
School of Nursing
Influenza Vaccination Exemption Form

Student Name: 

Student Bear Number: 

The UNC School of Nursing requires all students to receive an annual influenza vaccination. To request an exemption, complete this form, attach the supporting documentation, and submit to the School of Nursing office. You will be notified whether your exemption request has been approved.

Type of Exemption
I request an exemption for the annual influenza vaccination requirement based on (check one of the following):

_____ Medical Exemption

1. I certify that I cannot receive the influenza vaccination because of medical contraindication(s).
2. My medical contraindication(s) is:
   _______ Temporary (must be certified annually)
   _______ Permanent
3. Attached is a letter from a licensed medical provider confirming that I should be exempted from the influenza vaccination requirement due to my medical status. This letter must confirm whether the exemption is temporary or permanent. Temporary exemptions must be recertified annually.

_____ Religious Exemption

1. I certify that the influenza vaccination is contrary to my religious beliefs and/or practices.
2. Attached is documentation confirming that this exemption is consistent with my religious beliefs/practices. Documentation may include a letter from clergy, a personal statement of your moral/ethical belief system, or other evidence that this request is based on sincerely-held religious beliefs and is not merely a personal preference.

_________________________  ____________________________
Signature                        Date

_________________________
School of Nursing Office Use

Exemption Approved:
____ Yes, permanent
____ Yes, temporary until ________
____ No

Reviewers Signature: 

_____________________________________________
K. Malpractice Insurance

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.

PROCEDURE:

1. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.
2. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.
3. 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.
L. **Disability Support Services**

Students with disabilities who believe they may need accommodation in all classes are encouraged to contact the Disability Support Services at (970) 351-2289 as soon as possible to better ensure appropriate accommodations are implemented in a timely manner. (Updated per DSS 5-13-12)

M. **Honor Code**

All members of the University of Northern Colorado community are entrusted with the 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, and trustees strengthens the integrity and value of our academic climate.

N. **UNC Policies**

UNC's policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student's website, Student Handbook link: [http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf](http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf)

O. **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 to 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 desks. 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" (C- is not acceptable) 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” of the Nursing Program and then request to 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 re-admittance 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. **Policy About Critical Behaviors for Satisfactory Achievement in Clinical Nursing Courses**

**POLICY:**

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

Students will:

1. Refrain from engaging in client care when physical or emotional condition is a threat to clients and/or others.
2. Carry out nursing intervention 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 respectfully, appropriately, 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.
7. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.
8. Acknowledge and accept responsibility for own actions.
9. Demonstrates professional behaviors (e.g. self-directed, prepared for clinical, on time, appropriate use of electronic devices, and dressed according to course dress code).

**PROCEDURE:**

1. Faculty involved in the course will confer regarding student’s failure to adhere to any of the above critical behaviors. A decision will be reached regarding whether the situation warrants a failing grade in the course, School of Nursing probation, and/or suspension from the School of Nursing.
2. Involved faculty will place an anecdotal record in the student’s file with a copy to the student and the Assistant Director.
G. **Student Performance Standards - Undergraduate**

**POLICY:**

To ensure that students in the Undergraduate Nursing Program ("Program") are able to provide safe effective care for patients in assigned clinical settings, all students in the Program are required to attest to their ability to meet the identified Student Performance Standards ("Standards") with or without reasonable accommodation after admission into the Program and at the beginning of each semester of the Program. Reasonable accommodations will be determined through collaboration with the student, Disability Support Services ("DSS"), the SON Assistant Director of Undergraduate Programs and SON Director.

**PROCEDURE:**

1. Upon admission to the SON undergraduate nursing program, each student will be provided the Standards. Prior to the commencement of Semester 1, each student who enrolls in the Program is required to initial each item in the Standards and sign the attached form attesting his/her ability to perform the Standards. This signed document will be filed in the student's SON file.

2. In like manner as described in paragraph 1, above, each student must sign the Standards form at the beginning of each semester in Semesters 2-5. This signed document will be filed in the student's SON file.

3. After enrollment in the Program, if a student requests an accommodation in order to meet any of the Standards, they will be directed to contact DSS. The student must provide documentation of the approved accommodation to the SON Assistant Director and sign the Standards form attesting that s/he can meet the Standards with reasonable accommodation.

4. Any change in the status of a student's ability to comply with any of the Standards must be reported by the student to DSS and/or SON Assistant Director immediately.

5. If a student becomes unable to comply with any of the Standards, documentation satisfactory to SON must be provided that states that the student is now able to comply with the Standards without reasonable accommodation or with an approved reasonable accommodation before the student returns to or enters the clinical setting. Additional documentation may be required to demonstrate the student's ability to continually comply with the Standards with or without reasonable accommodation as the student progresses through the program.

6. For the health and safety of students and patients, some accommodations may need to be disclosed to the clinical agency the student is attending. The clinical agency may deny the requested accommodation if it does not meet their health and safety standards.

6. If a student continues to be unable to meet any of the Standards with or without reasonable accommodation, they may be required to withdraw from clinical courses or may be dismissed from the nursing program.
### University of Northern Colorado
#### School of Nursing
##### Performance Standards

<table>
<thead>
<tr>
<th>Performance Requirement</th>
<th>Description</th>
<th>Standard</th>
<th>Examples of Actions (not all inclusive)</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Ability to problem solve</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Identify cause-effect relationships in clinical situations, develop care plans, evaluate the effectiveness of nursing interventions</td>
<td></td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Ability to relate to others</td>
<td>Interpersonal abilities sufficient for professional interactions with a diverse population of individuals, families and groups</td>
<td>Identify needs of others, establish rapport with patient, families, colleagues, engage in successful conflict resolution, peer accountability</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>Speech, reading, writing</td>
<td>Effective use of English language. Communication adeptness sufficient for verbal, nonverbal and written professional interactions</td>
<td>Explain treatment procedures, initiation of health teaching, documentation and interpretation of nursing actions and patient responses</td>
<td></td>
</tr>
<tr>
<td>Mobility / Endurance</td>
<td>Physical ability, strength, stamina</td>
<td>Physical abilities sufficient for movement from room to room quickly and maneuver in small spaces in order to physically perform patient care continuously for up to a 12-hour shift</td>
<td>Movement about patient’s room, work spaces, and treatment areas, provide routine personal care and emergency administration of rescue procedures (CPR), walk, sit, and stand for long periods of time</td>
<td></td>
</tr>
</tbody>
</table>
The Performance Standards were adapted from the Americans with Disabilities Act: Implications for Nursing Education (2015) and are required for successful completion of the nursing program and the practice of nursing. You are required to inform the School of Nursing (SON) or Disability Support Services immediately of any changes to your ability to meet these standards.

I have read and understand the list of Performance Standards for the nursing program I am enrolled in. Currently, I am able to meet all of the standards with or without reasonable accommodations. I understand that if my situation changes or if I am observed to be unsafe due to temporary or permanent inability to meet any one or more of these standards I will not be allowed to progress in clinical courses until I am able to meet the Standards with or without reasonable accommodations. If I am unable to comply with the Standards, I understand that I may be dismissed from the Nursing Program.

______________________________    __________________________
Signature                          Date

______________________________
Printed Name
H. Notification of Unsatisfactory Clinical Performance

POLICY:

Each student must receive a satisfactory grade in clinical performance in order to pass each clinical course. During the progression of the clinical course, each student will receive ongoing verbal as well as a final written evaluation of his/her clinical performance from the clinical instructor. The final written evaluation will be based on the clinical evaluation tool designed for each clinical course.

PROCEDURE:

1. In order to receive a satisfactory grade for clinical performance in a clinical course, the student must:
   a. Receive a grade of satisfactory on each critical behavior as indicated on each clinical evaluation tool.
   b. Receive a grade of satisfactory or needs improvement on each clinical objective other than the critical behaviors (see 1.a)
2. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of a clinical course as indicated in #1 above, and the clinical instructor deems that a formal remediation is indicated, the clinical instructor will notify the Course Coordinator and complete a Notification of Unsatisfactory Clinical Performance form (see attached).
3. The clinical instructor will review the plan outlined in the Notification of Unsatisfactory Clinical Performance form with the student prior to the next scheduled clinical day.
   a. At the designated follow-up time indicated on the Notification of Unsatisfactory Clinical Performance form, the clinical instructor will complete the follow-up section of the form and review the information with the student. The clinical instructor will then forward the form to the Course Coordinator who will review, sign, notify the Assistant Director, and place the form in the student's School of Nursing official record.
4. Should an incident occur near the end of the scheduled clinical experience that would prevent the student from receiving a satisfactory grade as indicated in #1 above and adequate time is not available for a remediation plan to be implemented and evaluated, it is at the discretion of the Course Coordinator, in collaboration with the clinical instructor, to write a formal remediation plan (as per instructions in # 3 above) that will bridge to the successive clinical course.
   a. With the formal remediation plan in the place, the student will be allowed to pass the initial clinical course, with the stipulation that the student successfully meets the requirements of the Notification of Unsatisfactory Clinical Performance by a predetermined date in the subsequent clinical course.
   b. At the time the bridge remediation plan is initiated, the student will be notified that the remediation plan will be shared with the subsequent semesters' clinical instructors, Course Coordinators, and Assistant Director and placed in the student's School of Nursing official record.
   c. Should the student be unsuccessful in meeting the requirements of the Notification of Unsatisfactory Clinical Performance by a predetermined date, the student will receive an unsatisfactory clinical grade.
5. Should a student subsequently demonstrate the same unsatisfactory behaviors/needs improvement critical behaviors during his/her clinical experiences in the remaining semesters within the School of Nursing, it is the discretion of the Assistant Director to enact a plan that may include the appointment of an unsatisfactory grade.

6. The clinical agency shall maintain the right to refuse the return of a student who has not adhered to agency policies and procedures. This may result in an unsatisfactory clinical grade.
University of Northern Colorado  
School of Nursing  
Notification of Unsatisfactory Clinical Performance

Student Name: ____________________________
Faculty Member: ____________________________
Date: ____________________________
Course: ____________________________

This is notification that you currently have unsatisfactory performance in clinical. You are not meeting the following clinical objectives based on the data outlined below:

In order for you to achieve a grade of satisfactory in clinical, you will need to do the following:

Faculty Member Signature: ____________________________
Student Signature: ____________________________
Date reviewed with Student: ____________________________
Follow Up

Student is meeting the clinical objectives and has satisfactorily completed the items outlined in the remediation plan above.

__________________ Yes
__________________ No, next steps identified.

Comments:

I understand that this remediation plan and the course evaluation will be shared with the course coordinator and the clinical faculty of future semesters.

Student Signature: ________________________________ Date: _________

Clinical Faculty Signature: ________________________________ Date: _________

Course Coordinator Signature: ________________________________ Date: _________
I. Confidentiality Statement

POLICY:

While in the UNC Nursing Program, students come in contact with confidential information about patients in the clinical setting. Students need to become familiar with and abide by general guidelines and all clinical agency policies and procedures related to privacy and confidentiality.

PROCEDURE:

1. During Semester 1 of the Nursing Program, each student will sign the Undergraduate Programs Confidentiality Statement form.
2. The signed forms will be filed in the student’s file in the School of Nursing office.
3. In each following semester that the student is in a clinical course, the student will again sign the Undergraduate Programs Confidentiality Statement form as a reminder of the importance of keeping patient information confidential.
4. Course coordinators will maintain the signed forms until the student has satisfactorily completed the clinical course.
I understand that during my educational experience in the University of Northern Colorado, I will come in contact with confidential information. This information may include, but is not limited to patient information, personnel/employee information and computer or access code information. It may be oral, written or electronic information.

I agree to become familiar with and abide by all clinical agency policies and procedures related to privacy and confidentiality, including HIPAA related policies. **All patient information is confidential.**

I agree I am responsible to:

- Access and communicate information only on a need to know basis.
- Communicate information only to those authorized to receive it.
- Report inappropriate use of information to my clinical instructor or preceptor.
- Maintain confidentiality of computer access codes.
- Never access confidential information merely for personal interest.
- Dispose of all confidential written and printed information by shredding or according to agency policy.
- Avoid communicating any information about patients, clinical sites, clinical instructor, peers, or agency personnel by e-mail, on social media sites, or on any other Internet platform.
- Not disclose any patient information on any social media.
- Not duplicate (copying, taking a picture or capturing an image) of any part of a medical record or of your patient care.
- Avoid taking any photos in the clinical setting.
- Avoid electronically recording any conversations or information in the clinical setting.

I understand and acknowledge that, in the event I breach any provisions of this confidentiality statement or the confidentiality policies and procedures of a clinical agency, I may be dismissed from the Nursing Program. I may also face legal ramifications from the clinical agency.

Printed Name:  
Signature:  
Date:  

4/4/11
J. **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.

K. **Undergraduate Clinical Experiences with University Closures**

**POLICY:**

At times, the University of Northern Colorado experiences closure of the campus for a variety of reasons.

**PROCEDURE:**

1. If the University is closed for unsafe road conditions (snow or ice),
   a. students will not go to the clinical site.
   b. the faculty member will notify the clinical units that the students will not be in clinical on that day
2. If the University is closed for reasons other than unsafe road conditions (power outages, water main break, etc).
   a. students will participate in their assigned clinical experiences
3. If students are at the clinical site prior to the University announcing campus closure,
   a. the clinical faculty member in consultation with the Course Coordinator or the Assistant Director can make the decision about whether to continue the clinical experience until the end of the shift or to end the clinical experience at the time of the University closure announcement.
L. **Student Attendance Policy**

**POLICY:**

Clinical and laboratory attendance is required. 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.

Classroom 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 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.

**PROCEDURE:**

If an absence is unpreventable, students are to:

1. Notify the faculty, prior to clinical/ laboratory, of absence
2. 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.
3. Turn into faculty, all preplanning work and notes for feedback.
M. Newborns/Children in Classes

POLICY:

In an effort to provide a classroom environment that is conducive to learning for all students, newborns/children will not be allowed to attend class.

PROCEDURE:

1. Course faculty will not allow newborns/children to attend class with students in the School of Nursing.
2. Faculty can allow one time attendance of newborns/children in a class to accommodate an emergency situation. Students must communicate the request to the course faculty prior to the beginning of the class.

N. 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: http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf

O. 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.
P. Policy for Students Suspected Drug or Alcohol Use

POLICY:

The School of Nursing faculty has the right and responsibility to protect the public’s health, safety, and welfare from students who use illegal drugs and/or alcohol or who are impaired from the use of drugs. Thus, students must not use illegal drugs and/or alcohol, must be free of impairment from the use of drugs at all times in the clinical setting, and must not violate the policies or regulations of the University of Northern Colorado or of the clinical agency where the student receives her/his clinical experience.

PROCEDURE:

1. If a student demonstrates behaviors that suggest the student is under the influence of drugs or alcohol, the clinical faculty member will remove the student from patient care immediately.
2. The student will be required to be tested immediately to determine the presence/absence of drugs or alcohol.
3. Testing will follow the policy of the clinical agency where the clinical experience is occurring.
4. Testing will be at the expense of the student.
5. If alcohol and/or illegal drugs are present in the student’s system, if other drugs are present in the student’s system that are indicative of impairment from the use of drugs, if the student refuses to be tested, or if the student has been determined to have violated the policies or regulations of the University of Northern Colorado or of the clinical agency where the student is receiving her/his clinical experience, the student will be referred to the Assistant Director and will be dismissed from the School of Nursing.
6. The student must inform the clinical faculty member and the course coordinator if he/she is taking prescription medications that could significantly disturb cognition, behavior, or motor function, or that may impair the ability to practice as a professional nurse safely and competently.

Q. 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.
R. School of Nursing Academic Appeals Procedures and Responsibilities

POLICY:

The purpose of the procedures outlined below is to provide the student with a means for appealing any academic decision which he/she considers arbitrary, capricious, or contrary to University policy. 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.

STEP 1:

1A: A conference with the instructor involved for the purpose of trying to resolve the problem.

1B: If no resolution is reached in Step 1A, the student should request a conference with the instructor's course coordinator. (If the instructor involved is the course coordinator, the student would then move to Step 1C)

1C: If the problem remains unresolved, the student may request a conference with the Assistant Director who will advise the student of the appeals procedure. If the student chooses to move forward with an appeal, the student will submit that request to the Assistant Director in writing. The Assistant Director will request written documentation from both the student and the instructor. The Assistant Director will convene the Undergraduate Leadership Team (or a subcommittee thereof) to review the written document from both parties. The Undergraduate Leadership Team may make recommendations to a faculty member but does not have the authority to change a grade. The Assistant Director will respond to the student and the instructor within 20 working days of receipt of the written request from the student for appeal.

STEP 2:

If the student does not believe the above has resolved the problem, the student shall then follow the University Academic Appeals Procedures as outlined on the Dean of Students website.
S. Policy About Academic Probation/Termination

POLICY:

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. Students may request re-admission to the Nursing program one time only – if a student is readmitted and the same or a subsequent course is failed, the student is not eligible for a second readmission.

Clinical Nursing Majors:

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

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

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

1. Continues on University probation or
2. Earns a D, F or U in another nursing course or
3. Fails to successfully complete any nursing major course required

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

In general, those agreements outline:

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

U. **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.
V. **Workers Compensation Policy**

**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.

**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.

In addition, **in order to be covered under UNC’s worker’s compensation:**

1. 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.

2. 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.

3. 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.
W. *Metrology Examination*

**POLICY:**

Each semester of the undergraduate nursing program, students will be required to take an examination in their clinical coursework, requiring the application of knowledge regarding 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.

**PROCEDURE:**

1. Students shall be informed of this requirement at least one week before the first examination is given.
2. Practice problems, similar to those on the examination, will be provided for students at least one week before the first examination is given.
3. Students scoring less than 100% on the first examination will be given the opportunity to take a second examination, after successfully completing remediation problems.
4. Students scoring less than 100% on the second examination will be given the opportunity to take a third examination, after successfully completing remediation problems.
5. Students scoring less than 100% on the third test will fail the clinical course requiring the examination.

X. *Assessment Technologies Institute (ATI) Testing*

**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.

**PROCEDURE:**

1. Students shall purchase the ATI package as the platform for NCLEX preparation throughout the nursing education program.
2. Codes for practice exams will be provided to students by each semester coordinator. Faculty will schedule ATI proctored exams.
3. Students are expected to attain the SON adopted ATI benchmarks on all non-proctored and proctored exams.
4. 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.
Students are required to achieve the identified SON benchmark on each practice exam – they can take them as often as need be to achieve that score.

Students are required to take the following proctored ATI exams. It is recommended that students achieve the designated SON benchmark on all proctored exams as defined by the course faculty. Students not achieving the benchmark score are encouraged to complete the remedial activities provided by ATI.

Faculty are responsible for scheduling computer labs for the proctored exams.

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<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>N 310</td>
<td>Self-Assessment Inventory Web</td>
</tr>
<tr>
<td>N 323</td>
<td>RN Fundamentals Online Practice Form A</td>
</tr>
<tr>
<td>Proctored*</td>
<td>RN Nutrition Form A</td>
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<th>Semester 2</th>
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<tr>
<td>N 374 Proctored* (end of lab)</td>
<td>Fundamentals Exam B</td>
</tr>
<tr>
<td>N 375/376</td>
<td>Multiple Medical Surgical focused exams</td>
</tr>
<tr>
<td>Proctored* (end of semester)</td>
<td>Medical-Surgical Nursing Exam A</td>
</tr>
<tr>
<td></td>
<td>RN Pharmacology Online Practice B</td>
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<tr>
<td>Proctored* (end of semester)</td>
<td>RN Pharmacology Form B</td>
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<tbody>
<tr>
<td>N 425</td>
<td>RN Maternal Newborn Online Practice A &amp; B</td>
</tr>
<tr>
<td>Proctored* (end of semester)</td>
<td>RN Maternal Newborn Form B</td>
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<tr>
<td>N 426</td>
<td>RN Nursing Care of Children Online Practice A &amp; B</td>
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<td>Proctored* (end of semester)</td>
<td>RN Nursing Care of Children Form B</td>
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<tbody>
<tr>
<td>N 405</td>
<td>RN Community Health Nursing Online Practice A &amp; B</td>
</tr>
<tr>
<td>Proctored* (end of semester)</td>
<td>Community Health Nursing Form B</td>
</tr>
<tr>
<td>N 415</td>
<td>RN Mental Health Online Practice A &amp; B</td>
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<tr>
<td>Proctored* (end of semester)</td>
<td>Mental Health Nursing Form B</td>
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<th>Semester 5</th>
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<tr>
<td>N 435 Proctored*</td>
<td>Leadership Exam B</td>
</tr>
<tr>
<td>N 444 Proctored* (end of clinical)</td>
<td>Medical Surgical Exam B</td>
</tr>
<tr>
<td>N 445 Proctored*</td>
<td>RN Pharmacology Online Practice Form A</td>
</tr>
<tr>
<td>N 446 Proctored** (end of semester)</td>
<td>Comprehensive Predictor A &amp; B</td>
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* Benchmark: 90% of students will achieve Level II on ATI proctored Course Specific Exams (formative)

** Benchmark: 90% of UNC Students will achieve a 95% Probability of Passing NCLEX Score on the ATI 2013 Comprehensive Predictor Assessment

Revised: 4/22/14
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.

1. Students with full voice and vote in NFSO shall include the identified representatives of the undergraduate and graduate student body of the School of Nursing.
2. Each year in the fall, the undergraduate nursing programs shall be represented by one elected representative; who shall have full voice and vote in NFSO 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, textbook requirements and for finding out grades. Students may access this service through the UNC website at: www.ursa.unco.edu.

D. What You Can Expect from Your Academic Advisor

Pre-clinical students are advised by a nursing advisor who is available by email, phone or one to one appointments. Once in the clinical program, your advisor for the semester will be identified. You are encouraged to contact your advisor 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.
A. **Student Nurses’ Association (SNA)**

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.

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 student mail box area. You may contact them via the mail box.

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.

C. **NCLEX Examinations/RN Licensure**

The School of Nursing will distribute information regarding application for the NCLEX exam 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. (Source: Colorado State Board of Nursing Application)

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 based on program related crimes and discipline?

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. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, or that may impair your ability to practice as a professional nurse safely and competently, such as bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder?

8. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as a professional nurse safely and competently?

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?

D. 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.
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.

Printed Name: ____________________________________________________________

Signature: _______________________________________________________________

Date: ___________________________________________________________________