



UNIVERSITY OF
NORTHERN COLORADO

**Undergraduate
BSN
STUDENT HANDBOOK
2021 - 2022**



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The Official Handbook with the most recent updates is located here:
<https://www.unco.edu/nhs/nursing/resources/clinical-student/student-handbooks.aspx>
and it will be updated as changes occur.

***Students will be responsible for accessing and using
the most current version.***

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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, Vision, Values, 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 University of Northern Colorado, School of Nursing is to improve the health of society by preparing compassionate, courageous, and competent nurses who advance nursing through leadership, scholarship and practice. Faculty, staff, and students create an environment supportive of diverse teaching and learning strategies with the aims of:

1. Preparing individuals at the baccalaureate level to assume roles in professional nursing practice
2. Preparing individuals at the graduate level to assume leadership roles in practice, education and research
3. Promoting quality and excellence in nursing scholarship and education
4. Advancing the health of the public through scholarly inquiry and the development and dissemination of new knowledge

4-19-19 revision adopted by NFSO

Vision of the UNC School of Nursing

The University of Northern, Colorado School of Nursing will be recognized for excellence in the preparation of exceptional practitioners and nurse educators. Through leadership in practice and education our faculty and students will transform the healthcare landscape to meet the needs of society and advance our discipline.

- Health care practice, lifelong education, and service form the foundation for professional nursing. Professional nursing practice is operationalized using 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.
- Everyone 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.
- 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.
- The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas.
- The nursing faculty believes that the entry level preparation for professional practice is the baccalaureate degree. Graduate education at the master's level prepares students for practice, leadership, research and educational roles.

UNC School of Nursing Values Statement

The School of Nursing shares the values of the University of Northern Colorado, the American Nurses Association, the National League for Nursing, and the American Association of the Colleges of Nursing. The School of Nursing prepares global citizens leading inter-professional collaborations and also fosters the following values:

Professionalism is the consistent demonstration of and strict adherence to accountability, competence, responsibility, dependability and commitment.

Caring is an integral part of nursing practice requiring the ongoing development of multiple components. These components include empathy, conscience, compassion, resilience, and confidence in all interactions with patients, families, other healthcare professionals, and ourselves.

Diversity and Inclusion: Diversity inherently exists among humans. We value inclusivity of diverse human identities and expressions in nursing education and nursing practice.

Innovation in Teaching and Learning: Research-based innovation in teaching and learning is critical to meeting the changing demands in healthcare, nursing practice, and nursing education. We value active learner involvement, and the preparation of competent practitioners, leaders, and nurse educators for the future.

4-19-19 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 Nine Essentials:**Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**

- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

Essential III: Scholarship for Evidence Based Practice

- Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information Management and Application of Patient Care Technology

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

Essential V: Health Care Policy, Finance, and Regulatory Environments

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

Essential VII: Clinical Prevention and Population Health

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

Essential VIII: Professionalism and Professional Values

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

Essential IX: Baccalaureate Generalist Nursing Practice

- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

The curriculum design of the Nursing program and the University requirements for graduation are as follows:

A. Required Prerequisite Courses

Course No.	C R	Course Name	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. All nursing prerequisite classes must be completed before entering the nursing program.
*CHEM 281	3	Fundamentals of Biochemistry	
*CHEM 281L	1	Fundamentals of Biochemistry Lab	
*BIO 110	4	Biology: Atoms to Cells	
BIO 245	4	Introduction to Anatomy & Physiology	
BIO 246	3	Advanced Anatomy & Physiology	
BIO 251	4	Allied Health Microbiology	
NURS 326	3	Pathophysiology	
FND 250	3	Principles in Nutrition	
*PSY 230	3	Growth & Development	
*STAT 150	3	Statistics	
*ENG 123	3	College Research Paper	

*These courses count for Liberal Arts Core.

B. Liberal Arts Core - 31 semester credits

Composition: ENG 122.....	3 hours
ENG 123.....	3 hours
Mathematics: STAT 150.....	3 hours
Arts & Humanities.....	6 hours
History.....	3 hours
Social & Behavioral Sciences: PSY 230.....	3 hours
Natural & Physical Sciences: CHEM 281(L) & BIO 110 & FND 250.....	7 hours
International Studies.....	1 class
Multicultural Studies.....	1 class

Please Note:

- 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 31 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.
- 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. CPR certification must be through an American Heart Association certified course with hands-on testing.

First Semester

NURS 310: Foundations of Nursing I.....	(3)
NURS 313: Health Assessment Theory and Laboratory.....	(3)
NURS 323: Theory and Clinical Practice: Fundamental Nursing Concepts & Care.....	(5)
NURS 327: Pharmacology.....	(3)

Second Semester

NURS 340: Foundations of Nursing II.....	(2)
NURS 374: Clinical Practice: Alterations in Adult Health.....	(6)
NURS 375: Alternations in Adult Health Theory I	(4)
NURS 376: Alternations in Adult Health Theory II	(3)

Third Semester

NURS 380: Research & Evidence Based Practice	(3)
NURS 420: Clinical Practice: Childbearing Families	(3)
NURS 421: Clinical Practice: Pediatric Nursing	(3)
NURS 425: Childbearing Families Theory	(3)
NURS 426: Pediatric Nursing Theory	(3)

Fourth Semester

NURS 404: Clinical Practice of Public Health Nursing: Pop-Based Practice.....	(3)
NURS 405: Theory & Principles of Public Health Nursing: Pop-Based Practice	(3)
NURS 414: Clinical Practice: Psychiatric/Mental Health Nursing.....	(3)
NURS 415: Theory of Psychiatric/Mental Health Nursing	(3)
NURS 440: Current Issues in Health Care.....	(2)

Fifth Semester

NURS 444: Clinical Practice: Advanced Acute Care.....	(3)
NURS 445: Advanced Nursing Concepts & Care	(2)
NURS 446: Clinical Practice: Capstone.....	(5)
NURS 480: Professionalism in Practice: Leadership & Management	(3)

TOTAL OF 71 NURSING HOURS

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

Policy:

The faculty of the School of Nursing is responsible for admitting students to the Nursing Program who have demonstrated academic ability. Nursing students who meet the below criteria and who will be able to complete the required prerequisite courses are eligible to apply for admission to clinical courses in the School of Nursing. There will be 2 application time points to enter into the 'BS-nursing' major each year: entry after a minimum of 20 UNC credits have been earned (Bear Admission) and entry at the beginning of the clinical portion of the program (Open Admission). The number of students admitted to the clinical nursing program is determined by available resources and the demonstrated academic ability of the students applying.

Bear Admission:

Students may apply to the 'BS-Nursing' major after completion of a minimum of 20 college credits earned at UNC. These students will be required to complete one additional year of prerequisite courses before entering the clinical portion of the 'BS-Nursing' program. The following criteria will be used by the Undergraduate Leadership Team in the admission of students:

Screening Criteria:

1. Minimum of 20 earned UNC credits (excluding college credit earned in high school or advanced placement (AP) credit)
2. Minimum of 15 credits of general education or prerequisite courses still in progress.
3. Minimum GPA of 3.5 on a 4.0 scale for the most recent 30 semester hours of credit completed. Credit is not given for vocational or remedial courses below college level.
4. A grade of C or better (C- is not acceptable) in each of the prerequisite courses or course equivalent. A minimum of 4, but not more than 6, of the following prerequisites must be complete at the time of application- BIO 110 Biology: Atoms to Cells, ENG 123 College Research Paper, and BIO 245 Introduction to Human Anatomy and Physiology and CHEM 281 Fundamentals of Biochemistry and CHEM 281L Fundamentals of Biochemistry Lab, BIO 251 Allied Health Microbiology, PSY 230 Human Growth and Development, STAT 150 Introduction to Statistical Analysis, BIO 246 Advanced Human Anatomy and Physiology, FND 250-Principles of Nutrition, and NURS 326 Pathophysiology.
5. If a student is admitted to Nursing program and earns less than a grade of C in any of the prerequisite courses or course equivalent, their admission to the Nursing Program will be rescinded.
6. Students must be in good academic standing at the time of application to the program. A student is ineligible for application if they are on academic probation. Student's on UNC's Fresh Start program would be eligible to apply, however, admission to the program would be contingent on removal of university probation status by the time of clinical program start.
7. If an applicant's primary language is not English, or if the applicant is an International student, they will need to demonstrate required English proficiency for the clinical nursing program by meeting one of the following criteria at the time of application:

- a. TOEFL (Test of English as a Foreign Language)--Minimum of 80 on the internet-based test (iBT) with a minimum score of 26 on the spoken English section.
- b. IELTS (International English Language Testing System)—Minimum of 6.5 total score with a minimum speaking subscore of 7.
- c. Successful completion of the Intensive English Proficiency Program at UNC with a minimum average score of 87% in level 6 courses.
- d. Graduation from a US high school.

At the time of admission, if a student whose primary language is not English fails to provide documentation of English proficiency with application, they may be required to submit documentation of English proficiency before or during the program. Determination of the need to provide further documentation will occur on a case by case basis by the Assistant Director with consultation with the Undergraduate Leadership Team and appropriate university resources (i. e. Center for International Education).

Admission Selection criteria:

1. Grade Point Average for admission selection will be calculated as follows:
 - GPA will be calculated using the most recent 30 semester hours of coursework and GPA from all of the completed nursing prerequisite courses.
 - High School Advanced Placement scores are not considered in GPA calculation.
 - Grades from vocational/technical courses such as CNA, EMT will not be included.
 - Course repeats/grade replacement – Students who have repeated a prerequisite course will only have the most recent grade from the first two completed attempts used in GPA calculation. The course grade accepted through the UNC grade replacement policy will be used for GPA calculation for all repeated courses at UNC.
 - When two courses have been determined to be the equivalent/substitution for one of the pre-requisite courses, both of the courses will be used in the GPA calculation. Both courses must be completed to be used in the GPA calculation.
2. A student essay addressing questions posed by the ULT each year.
3. Two standardized letters of recommendation- 1 from an academic reference and 1 from an employer or other person who has had direct oversight of the applicant.

Progression requirements:

Before students can progress to the clinical portion of the nursing program, students admitted through Bear Admission must meet the following requirements to progress to the junior year of clinical courses:

4. Standardized test score, subcategories and total score determined by ULT each year.
5. Maintain a minimum GPA of 3.0 on a 4.0 scale.
6. Maintain a minimum grade in all prerequisite courses of 'C' (C- is unacceptable)

Open Admission:

Students may apply to the 'BS-Nursing' major through open admission after completion of the required prerequisite courses and other degree requirements. These students would enter directly into the clinical courses of the program if offered a spot in the clinical portion of the nursing program. Availability of spots through 'Open Admission' will be limited to those not

secured by students through 'Bear Admission' as outlined above. The following criteria will be used by the Undergraduate Leadership Team in the admission of students through 'open admission':

Screening Criteria:

1. Minimum GPA of 3.0 on a 4.0 scale for the most recent 45 semester hours of credit completed. Credit is not given for vocational or remedial courses below college level.
2. Only students who have a grade of C or better (C- is not acceptable) in each of the prerequisite courses or course equivalent will be considered for admission. These courses are BIO 110 Biology: Atoms to Cells, BIO 251 Allied Health Microbiology, CHEM 281 Fundamentals of Biochemistry, CHEM 281L- Fundamentals of Biochemistry Laboratory, PSY 230 Human Growth and Development, STAT 150 Introduction to Statistical Analysis, ENG 123 College Research Paper, BIO 245 Introduction to Human Anatomy and Physiology, BIO 246 Advanced Human Anatomy and Physiology, FND 250 SC2-Principles of Nutrition, and NURS 326 Pathophysiology. If a student is admitted to Nursing program and earns less than a grade of C in any of the prerequisite courses or course equivalent, their admission to the Nursing Program will be rescinded.
3. Students accepted into the clinical nursing courses must successfully complete, with a grade of 'C' or better, all remaining required pre-requisite courses by the end of Spring Semester. No more than 4 of the 10 required pre-requisite courses may be in progress at the time of application.
4. Students must be in good academic standing at the time of application to the program. A student is ineligible for application if they are on academic probation. Student's on UNC's Fresh Start program would be eligible to apply, however, admission to the program would be contingent on removal of university probation status by the time of clinical program start.
5. If an applicant's primary language is not English, or if the applicant is an International student, they will need to demonstrate required English proficiency for the clinical nursing program by meeting one of the following criteria at the time of application:
 - a. TOEFL (Test of English as a Foreign Language)--Minimum of 80 on the internet-based test (iBT) with a minimum score of 26 on the spoken English section.
 - b. IELTS (International English Language Testing System)—Minimum of 6.5 total score with a minimum speaking subscore of 7.
 - c. Successful completion of the Intensive English Proficiency Program at UNC with a minimum average score of 87% in level 6 courses.
 - d. Graduation from a US high school.
6. At the time of admission, if a student whose primary language is not English fails to provide documentation of English proficiency with application, they may be required to submit documentation of English proficiency before or during the program. Determination of the need to provide further documentation will occur on a case by case basis by the Assistant Director with consultation with the Undergraduate Leadership Team and appropriate university resources (i. e. Center for International Education).

Admission Selection criteria:

1. Grade Point Average for admission selection will be calculated as follows:

- GPA will be calculated using the most recent 45 semester hours of coursework and GPA from all of the completed nursing prerequisite courses.
 - High School Advanced Placement scores are not considered in GPA calculation.
 - Grades from vocational/technical courses such as CNA, EMT will not be included.
 - Course repeats/grade replacement – Students who have repeated a prerequisite course will only have the most recent grade from the first two completed attempts used in GPA calculation. The course grade accepted through the UNC grade replacement policy will be used for GPA calculation for all repeated courses at UNC.
 - When two courses have been determined to be the equivalent/substitution for one of the pre-requisite courses, both of the courses will be used in the GPA calculation. Both courses must be completed to be used in the GPA calculation.
2. A student essay addressing questions posed by the ULT each year.
 3. Two standardized letters of recommendation- 1 from an academic reference and 1 from an employer or other person who has had direct oversight of the applicant.
 4. Standardized test score, subcategories and total score determined by ULT each year.
 5. Students who have taken courses at UNC will be given priority for admission through the open admission process. Priority points will be determined by ULT each year.

Procedure:

1. Applications for the Nursing Program will be available on the School of Nursing web site.
2. Students complete the application form, attach all requested materials, and return the application during the designated dates.
3. An ad hoc task force of the Undergraduate Leadership Team selects the students for acceptance or denial, and establishes an alternate list of those students who will be accepted should space become available.
4. Students are notified by letter of their acceptance, denial, or status on the alternate list.
5. Students who have been accepted are required to return a provided Statement of Intent confirming that they accept or decline their admission to the Nursing program. As space becomes available, any students on the alternate list are notified of their acceptance as promptly as possible. One year deferrals may be considered on a case by case basis, only upon formal request, full review and approval by an ad hoc task force of the Undergraduate Leadership Team (ULT).
6. If an applicant does not meet one of the above admission requirements, they may request an exception to the policy. The requested exception must be received before application due date to the Assistant Director. The exception will then be reviewed by the Undergraduate Leadership Team. Exceptions requested after the application due date will not be reviewed for that application cycle.

**Application criteria are subject to change*

**Information for each application cycle are posted on the UNC SON website early November each year.*

E. Course Challenge Exams for Required Prerequisite Undergraduate Nursing Courses

Policy:

Students applying to the prelicensure and postlicensure BSN programs may complete challenge exams to meet the requirement of selected prerequisite courses. Students may only take the challenge exams on a case-by-case basis after submission of a request to the undergraduate leadership team. Examples of considerations for accepting the challenge exam may include significant experience or previous coursework.

Procedure:

1. National League for Nursing challenge exams and College Level Examination Program (CLEP) exams are available for students to take to meet nursing prerequisite course requirements.
2. For pre-requisite courses, students may repeat challenges twice. If unsuccessful, the student must register and complete the course.
3. NLN or CLEP exams taken at other institutions can be accepted for transfer if taken within the last three years.

SECTION II

INFORMATION ON SYLLABI AND CLINICAL PRACTICE

A. **Nursing Major Course Syllabi**

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

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

B. **Clinical Practice**

Clinical practice courses are offered in a variety of agencies. These agencies include hospitals, long term facilities, industry, schools, and public health and community health agencies. Clinical nursing experiences are 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**

UNIFORM: The UNC School of Nursing regulation uniform is a specified, approved navy blue tunic with pants. A long sleeved black, 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. Shoe selection must be safe, clean, professional, quiet, and in good repair.

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. Ear gauges must be covered or plugged with skin colored plugs. 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 and uniform colored headbands (black, navy, white) 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. Heavy scents of any kind can be detrimental to the health of patients.

SMOKING/GUM CHEWING: Tobacco use is prohibited while in uniform, including restrictions on use of electronic cigarettes and chewing tobacco. An individual and their clothing must be free of tobacco odor. Chewing gum is prohibited when interacting with patients and in the nursing labs.

TATTOOS: Tattoos must be covered. Tattoos on the hands must be discussed with the clinical course coordinator.

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 medical exceptions or 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:

Achievement Exams (ATI)	mandatory one time purchase	\$650+
Books, Technology		\$700+
Uniforms	Includes 2 sets of scrubs	\$100+
Black or White Shoes		\$50 - \$100
Stethoscope		\$50 - \$100
Background Check	<i>through AmericanDatabank</i>	Background = \$59+
Drug Screen	<i>through AmericanDatabank</i>	Drug Screen = \$35
CPR for Healthcare Providers	<i>Must be American Heart Association BLS</i>	\$55 +
Malpractice Insurance	<i>annual</i>	\$35 - \$100
<p style="text-align: center;">HEALTH CLEARANCE AND IMMUNIZATIONS</p> <ul style="list-style-type: none"> Required items can be obtained through the UNC Student Health Center (SHC) or your own physician/clinic Required items will need to be submitted to the SHC and processed for a <u>\$25 service charge</u> Prices listed below are <u>subject to change</u> and are based on the SHC prices for the 2021-22 AY 		
Physical Exam	<i>(see attached form)</i>	\$89-\$200
Measles/Mumps/Rubella (MMR)	2-shot series OR Titer	2 shots = \$85 each Titer = \$60
Tetanus/Diphtheria/Pertussis (Tdap)	<input type="checkbox"/> Tdap required at least once <input type="checkbox"/> Td booster every 10 years	Tdap = \$60 Td booster = \$60+
Hepatitis B	3-shot series OR Titer	3-shots = \$95 each Titer = \$78
Varicella/Chickenpox	2-shot series OR Titer	2-shots = \$150 each Titer = \$120+
TB/PPD (annual) Initial clearance includes two separate TB/PPD tests within 12 months of each other, subsequent renewals requires only one test	TB/PPD OR QuantiFERON or T-Spot blood tests; <u>positive</u> tests require a chest x-ray	TB/PPD = \$30 (<i>x 2 if needed</i>) QuantiFERON = \$85 Chest x-ray (<i>if needed</i>) = <i>not provided</i>
Flu (annual)	1x/yr in Sept/Oct	Free for students

* 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.
- The disqualifying events for admission are as follows:
 - Any violent felony convictions of homicide. (No time limit)
 - Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
 - Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
 - Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
 - Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
 - Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
 - Any felony theft crimes in the 7 years immediately preceding the submittal of application.
 - Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
 - Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
 - Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
 - Registered Sex Offenders. (No time limit)
 - Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
 - More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

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)	
	<ol style="list-style-type: none">1. Create an account with American DataBank (ADB).2. Select "Package #3" (Criminal Background Check and Drug Screen)

	<ol style="list-style-type: none"> 3. The SON will receive <u>background check results</u> directly from ADB within 48-72 hours. 4. The SON will receive <u>drug screen results</u> directly from ADB within 2-3 weeks of completion. <ol style="list-style-type: none"> a. ADB will email drug screen registration to student for completion. b. Must complete within 30 days of purchase.
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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.

Documentation by:	<ol style="list-style-type: none"> 1. Physical Exam (within the last 12 months) – submitted one time 2. MMR vaccination (2-shot series or positive titers) – submitted one time 3. Hepatitis B vaccination (3-shot series or positive titer) – submitted one time 4. Varicella vaccination (Chicken Pox) (2-shot series or positive titer) – submitted one time 5. Tuberculin Skin Test (2 separate TB/PPD tests within 12 months of each other OR QuantiFERON OR TSpot) – submitted annually 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 7. Influenza (Flu) Vaccination – required each fall <p>Please request that the SHC fax the <u>Student Nurse Health Clearance Form</u> to the SON or get a copy and submit it to the SON directly. <i>The student is ultimately responsible to make sure the documentation is submitted.</i></p>
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CPR Certification (to be kept current throughout the program)

BLS (Basic Life Support) = CPR	<ol style="list-style-type: none"> 1. Certification must be from an American Heart Association approved course for Basic Life Support for Healthcare Providers and training must have included “hands-on” practice. 2. The CPR course that UNC currently provides is not sufficient. 3. Submit a front and back copy of the signed CPR card.
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OSHA/HIPAA Exam (to be kept current throughout the program)

<ol style="list-style-type: none"> 1. You will be notified after the start of the program when these items are due. 2. Renewed annually.
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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. Renewals are due the 1st of the month in which it expires.

- For example, if your BLS certification expires July 31st, the renewal will be due July 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.**

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 the student's respective program 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
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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, Advanced Practice Nurse Practitioner and Doctor of Nursing Practice 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 Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or to an accurate assessment of your achievement (e.g. time-limited exams, inaccessible web content, use of videos without captions), please communicate this with your professor and contact Disability Resource Center (DRC) to request accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more here: www.unco.edu/disability-resource-center

M. Food Insecurity and Basic Needs

Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is located in University Center 2166A, and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is also urged to contact Student Outreach and Support (SOS) for assistance. SOS can assist students during difficult circumstances which may include medical, mental health, personal or family crisis, illness or injury. SOS can be reached at sos@unco.edu or via phone at 970-351-2796.

N. Campus Community and Climate

UNC SON supports the university's vision and mission for an inclusive and engaged campus environment:

Vision

Inspire and ignite a thriving campus community.

Mission

The Division of Campus Community and Climate establishes community and nurtures a sense of belonging through advocating, managing conflict, supporting, and educating.

"To be excellent to each other"

Campus Community and Climate Website: <http://www.unco.edu/campus-community-climate/>

O. Title IX Statement

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware all UNC faculty and most staff members are “responsible employees,” which means that if you tell a faculty member about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, they must share that information with the Title IX Coordinator, Larry Loften. Larry or a trained staff member in the Office of Institutional Equity and Compliance (OIEC) will contact you to let you know about accommodations and support services at UNC as well as your options for pursuing a process to hold accountable the person who harmed you. You are not required to speak with OIEC staff regarding the incident; your participation in OIEC processes are entirely voluntary.

If you do not want the Title IX Coordinator notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore your options now, or in the future.

- UNC’s Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-35-4040 or www.unco.edu/asap
- UNC Counseling Center: 970-351-2496 or www.unco.edu/counseling
- UNC Psychological Services: 970-351-1645 or www.unco.edu/cebs/psych_clinic

If you are a survivor or someone concerned about a survivor, or if you would like to learn more about sexual misconduct or report an incident, please visit www.unco.edu/sexual-misconduct or contact the Office of Institutional Equity and Compliance (970-351-4899). OIEC is located on the third floor of the University Center in room 3060.

P. Equity and Inclusion Statement

The University of Northern Colorado embraces the diversity of students, faculty, and staff, honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. In this course, people of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, size and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness to each other’s individual and intersecting identities. If you would like to report an incident or learn more about identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance

Q. Student Code of Conduct

UNC policies and recommendations for academic conduct will be followed. For additional information, please see the [Dean of Student’s website: http://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf](http://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf)

R. Academic Integrity Statement

You are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Office of Community Standards and Conflict Resolution.

S. Community Standards and Conflict Resolution

The Office of Community Standards and Conflict Resolution develops and enforces standards of student conduct to promote a safe and respectful living and learning environment. In an effort to foster civility, empathy, and accountability, the student conduct process aims to serve as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university and the greater community. To learn more, please visit: <https://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/>

T. Student Outreach and Support

The University of Northern Colorado Student Outreach and Support (SOS) office fosters student development, engagement, and success by assisting students during difficult circumstances which may include medical, mental health, personal or family crisis, illness or injury. SOS Case Managers coordinate with referral sources; make appropriate referrals and provide follow-up to address unique needs of each student. SOS focuses on reducing the impact of an incident or behavior on the student, faculty, staff, and UNC community.

To learn more, please visit: <https://www.unco.edu/dean-of-students/offices-resources/student-outreach-support/>

U. School of Nursing Policies

The School of Nursing policies and guidelines will be followed. These can be found in the *School of Nursing Undergraduate Handbook for your program* at <https://www.unco.edu/nhs/nursing/resources/current-student/student-handbooks.aspx>

V. Portable Electronic Devices statement (should be left off on-line courses)

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.

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.

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. SON Academic Dismissal and Readmission Policy

Policy:

Students who fail to satisfy program requirements for the SON undergraduate programs will not be allowed to progress in program. Readmission to the program will be determined by the Undergraduate Leadership Team.

Procedure:

1. Students must earn a minimum grade of "C"/"S+" in all required nursing courses for progression in the Nursing program.
2. Students must successfully complete all required semester nursing courses before progression into the next semester of the clinical, pre-licensure program. Course progression may vary depending on the program of study for non-clinical undergraduate programs.
3. A student receiving less than "C" or "S+" in a nursing course will fail the course and will be dismissed from the program and may be required to withdraw from other enrolled courses.
4. The student may request readmission 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.
5. To request readmission, the student will write a letter to the Undergraduate Leadership Team (ULT) requesting readmission to the program. The student will be encouraged to meet with the program coordinator/advisor for guidance on the process.
6. The ULT will consider the request and decide whether to readmit the student on a space available basis only. Either the student or ULT may request additional information be considered, depending on the circumstance.

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, discretion with sharing personal health information).

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.
7. 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

Name: _____

Performance Requirement	Description	Standard	Examples of Actions (not all inclusive)	Initials
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop care plans, evaluate the effectiveness of nursing interventions	
Interpersonal	Ability to relate to others	Interpersonal abilities sufficient for professional interactions with a diverse population of individuals, families and groups	Identify needs of others, establish rapport with patient, families, colleagues, engage in successful conflict resolution, peer accountability	
Communication	Speech, reading, writing	Effective use of English language. Communication adeptness sufficient for verbal, nonverbal and written professional interactions	Explain treatment procedures, initiation of health teaching, documentation and interpretation of nursing actions and patient responses	
Mobility / Endurance	Physical ability, strength, stamina	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	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	
Motor Skills	Physical ability, coordination, dexterity	Gross and fine motor abilities sufficient to provide safe, effective nursing care	Calibration and use of equipment, lift, transfer and position patients, maintain sterile technique	

Hearing	Use of auditory sense	Auditory ability sufficient to monitor and assess health needs	Ability to hear monitoring device alarms and other emergency signals and cries for help, auscultatory sounds	
Visual	Use of sight	Visual ability sufficient for observation and assessment necessary in patient care	Observe patient condition and responses to treatments, see calibration markings or numbers	
Tactile	Use of touch	Tactile ability sufficient for physical assessment	Ability to palpate and use sense of touch in physical examinations and therapeutic interventions	
Emotional/Behavioral	Emotional and mental stability	Emotional stability and appropriate behavior to function effectively under stress and assume responsibility/accountability for actions	Adaptable, concern for others. Ability to provide safe nursing care in a stressful environment with multiple interruptions, noises, distractions, unexpected patient needs	

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. Evaluation of 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)
 - c. adhere to the student code of conduct
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.
 - b. 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, as necessary, 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.



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:**

Student Signature: _____

Faculty 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

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. The document will be placed in the student's file.

**University of Northern Colorado
School of Nursing
Undergraduate Programs Confidentiality Statement**

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, including patients not currently providing care for (for example, a patient you provided care for on a previous clinical day).
- 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.
- Refrain from providing care for a patient who is a student colleague or SON faculty/staff, while in any clinical setting.
- Assume liability and responsibility for any breach in confidentiality, including any post to social media.

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: _____

4/27/18

J. 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.
4. If the university has not closed and the students are not yet at their clinical site, and weather conditions exist that may make it unsafe for students to travel to their clinical site, the Assistant Director for Undergraduate Programs in consultation with the affected Course Coordinator(s) may cancel the clinical rotation, and will communicate this information with the instructors, students and agency.

K. Attendance Policy

POLICY:

Clinical and laboratory attendance is critical to student success. It is expected that students attend all portions of each course. 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 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, the 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 and the program coordinator/assistant director (please see the policy on 'performance standards').

PROCEDURE:

In the event that a student must miss lab/clinical, they are to:

1. For immediate situations, notify the faculty at least 2 hours prior to any absence from clinical/ laboratory.
2. All lab/clinical hours missed must be completed. Consult faculty immediately upon return to clinical/lab for individual make-up requirements – the requirements are at the discretion of the current faculty member/clinical course coordinator. Suggested activities are case studies, simulation, clinical time make-up if possible, system review worksheets, care-plans, etc.
3. Unexcused absences include any absence from clinical/lab activities if the above procedure is not followed or for any absence due to a scheduled activity unrelated to the nursing program (i.e. scheduling a vacation, job orientation, attending a wedding) not granted permission by the clinical course coordinator or program coordinator/assistant director prior to arrangements being made. If a student misses due to a medical reason, a medical clearance may be needed before return to the clinical course. The student is to follow-up with the program coordinator/assistant director for undergraduate programs for clearance to return to the clinical course.
4. Any absence, unexcused or excused, may result in an unsatisfactory grade for the course.

L. 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.

M. Student Conduct

POLICY:

As a student one of the undergraduate nursing programs at UNC, students are expected to maintain the highest standard of personal and professional conduct. To assist in communication of the expected conduct of a professional nurse, students will be required to read and sign the School of Nursing's Student Code of Conduct at the beginning of the program and review at the beginning of each semester.

PROCEDURE:

1. The Undergraduate Program Student Code of Conduct will be printed in full in the student handbook, updated annually. A link to the handbook will be provided in all syllabi.
2. Additional information related to student professional conduct will also be linked in the student handbook, including UNC's Code of Conduct, the Board of Trustee's Policy manual section on student conduct (Part 5), the American Nurses Association's Code of Ethics, and the National Student Association's Code of Ethics. These materials will be linked in the document to provide additional information and highlight the importance of this topic.
3. During orientation to the undergraduate nursing program, each student will review the Student Code of Conduct and other materials in the student handbook. After an opportunity to ask questions and receive clarification the students will be required to sign the Code of Conduct acknowledging their understanding.
4. The signed forms will be filed in the student's file in the School of Nursing office.

**University of Northern Colorado
School of Nursing
Undergraduate Programs**

Student Code of Conduct

UNC's School of Nursing faculty members have a social and professional responsibility to ensure the development and consistent performance of ethical, personal, and professional conduct of the highest standard of all students in the undergraduate nursing programs. The student is expected to conduct themselves in a manner that reflects the ethical, personal and professional accountability congruent with the School of Nursing's Philosophy and program objectives, the American Nurses Association's (2015) *Code of Ethics for Nurses*, and the National Student Association's (2018) *Code of Ethics*. The faculty is responsible to communicate expectations of student's conduct throughout the program. Additionally, the faculty is responsible for providing feedback and designing corrective action plans when necessary to assist students in developing expected ethical, personal and professional nursing behaviors as part of their ongoing education as a professional nurse. The development and demonstration of appropriate ethical, personal, and professional conduct is the responsibility of the student and is determined as essential for the student's transition into professional practice.

Students are expected to be familiar with the ethical, professional, and legal standards of the profession, outlined in the following documents:

ANA Code of Ethics for Nurses (2015)

Provision 1: Affirming Health through Relationships of Dignity and Respect

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The Patient as Nursing's Foundational Commitment

The nurses' primary commitment is to the patient, whether an individual, family, group, or community, or population

Provision 3: Advocacy's Geography

The nurse promotes, advocates for, and protects the rights, health and safety of the patient.

Provision 4: The Expectations of Expertise

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.

Provision 5: The Nurse as Person of Dignity and Worth

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The Moral Milieu of Nursing Practice

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: Diverse Contributions to the Profession

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: Collaboration to Reach for Greater Ends

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: Social Justice: Reaching Out to a World in Need of Nursing

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Reference: American Nurses Association (2015). *Guide to the Code of Ethics for Nurses with Interpretive Statements*. Silver Springs, MD:ANA.

National Student Nurses' Association: Code of Ethics (2018)

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

Code of Academic and Clinical Conduct

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.

11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

National Student Nurses' Association (2018). *Code of Ethics: Code of Academic and Clinical Conduct*. Retrieved from: <https://www.nсна.org/nsna-code-of-ethics.html>

UNC's Student Conduct Policy

Students are also expected to be familiar with the University's expectations of conduct for all students. UNC's Student Code of Conduct is part of the Board of Trustee's Policy Manual and can be located at:

**University of Northern Colorado
School of Nursing
Undergraduate Programs**

Student Code of Conduct

I understand that during my educational experience in the University of Northern Colorado, School of Nursing I am expected to demonstrate ethical, personal, and professional conduct in congruence with UNC's Code of Conduct Policy, the School of Nursing's Philosophy, program outcomes and course objectives, in addition to national standards of conduct of a student as outlined in the ANA's Code of Ethics for Nurses, and the National Student Nurses' Association Code of Ethics: Code of Academic and Clinical Conduct.

I agree I am responsible to:

- Review and adhere to the University's and the School of Nursing's Code of Conduct policies.
- Review and adhere to national standards of conduct for a student and professional nurse.
- Demonstrate behaviors consistent with the above policies and standards in all settings when in the student role, including all clinical, classroom/laboratory, and public settings.
- Refrain from violation of federal, state, or local ordinances including, but not limited to, those covering alcohol, narcotics, illicit drugs, gambling, sex offenses or arson.
- Refrain from disorderly, lewd, and indecent or obscene language or conduct.
- Refrain from use of technology to view or send obscene or threatening material to students, faculty, staff, or patients.
- Refrain from forgery, alteration, misuse, destruction, or mutilation of college documents, records, identifications, or other educational materials of the school or other students.
- Dress in accordance with the dress code policy in all settings; refrain from wearing student uniform in public settings if not performing course requirements.
- Uphold utmost integrity in personal, professional, and academic situations by refraining from and reporting any form of dishonesty or breach in the above standards and policies using appropriate communication channels.
- Demonstrate respect of differences in race, gender, ethnicity, sexual orientation, religion, social class, national origin, and disability.
- Communicate in a professional and respectful manner promoting collegiality, collaboration and a positive learning/clinical environment at all times and in all situations.

I understand and acknowledge that, in the event I breach any provisions of University and School of Nursing Policies or national professional standards, I may be subject to disciplinary action that may include dismissal from the Nursing Program.

Print Name: _____

Signature: _____

Date: _____

N. 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.

O. Student Accommodations

Policy:

Students accommodations are important to create a supportive learning environment and ensure student success. Students who require accommodations, e.g. for testing, teaching/learning practices, are to follow the appropriate University policy and procedures to obtain such accommodations. No other accommodations will be provided through the SON to guarantee consistency and fairness for all students who require additional support through university student services.

Procedure:

1. Student will obtain appropriate information about any needed accommodation through the appropriate University resource.
2. The student will follow the appropriate procedure for each accommodation.
3. If testing accommodations are requested, the student will preferably take the test on the day it is scheduled, or within a 48 hour window of its scheduled time.
4. SON faculty will not make testing or other accommodations for students.

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 guidance for appealing an academic decision that they consider arbitrary, capricious, or contrary to University policy, which are the reasons acceptable to the University for appealing. Before utilizing these procedures, or between any of the appeals steps outlined below, the student is encouraged to seek advice from their academic advisor. It is further recommended that attempts at mediation between student and instructor be pursued.

Procedures for implementation of this policy are based on UNC Board Policy, specifically Academic Appeals Policy and Procedure (Policies 2-1-201 - 2-1-204). The student must follow the Steps for Appeal as set forth in 2-1-204 of UNC Board Policy.

Procedure:

1. The student is encouraged to set up an informal conference with the instructor involved for the purpose of trying to resolve a grievance before the initiation of the formal academic appeals process.
2. If no resolution is reached in step 1, the student may then move forward with a formal appeal. The student is recommended to meet with the Assistant Director of their respective program to discuss the situation and be advised on the formal appeal process set forth in University Board Policy (Policies 2-1-201 - 2-1-204).
3. The formal appeal must be initiated in writing to the faculty member within 21 working days after the end of the semester or session in which the action occurred.
4. If the problem remains unresolved, the student may request a conference and submit a written appeal to the SON Director within 7 working days from the response from the faculty member. The Director will confer with the faculty member whose action is being appealed. The formal appeal process, as set forth in Board Policy, will then be followed for the remaining steps of the process.

S. 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:

- a. Responsibilities of the University through the School of Nursing.
- b. Responsibilities of the agency.
- c. Joint responsibilities of the UNC/SON and the agency.
- d. 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.

T. Health Hazard Statement

Due to the nature of nursing education and required clinical agency teaching-learning environments, nursing students may be exposed to situations or communicable diseases that may put a student at risk of illness or injury.

For this reason, it is recommended that students notify their program coordinator, clinical faculty, and preceptors if they are pregnant, have compromised immunity, or any other situation that may place the student at increased risk. This information will be confidential.

U. 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.

V. 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.

W. 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 are required to take all assigned practice and proctored exams.

PROCEDURE:

1. Students shall purchase the ATI package before program start as the platform for NCLEX preparation throughout the nursing education program.
2. Orientation to the product will be provided by the program coordinator at the beginning of the program. Access to all ATI materials will be completed during orientation.
3. Students will be required to complete all practice and proctored exams as determined by the examination schedule. Targeted practice exams will be encouraged to complete, but not required.
4. Faculty will schedule ATI proctored exams at the end of each semester during finals week, with assistance of the Undergraduate Program Management Specialist.
5. Proctored exams will be given outside of course time and administered during finals week, unless the course instructor determines another time to complete the assessment.
6. Students are encouraged to attain the SON adopted ATI benchmarks on all proctored exams and will be encouraged to complete any associated remediation if the benchmark is not obtained.

7. All practice and proctored exams must be completed by the last day of the semester. If not completed, the student will not receive a course grade until completed.
8. Statements above will be place in appropriate course syllabi to communicate this policy to students.

University of Northern Colorado School of Nursing ATI Testing Schedule by Semester

- Students are required to complete each practice exam required by policy.
- Students are encouraged to complete all Targeted exams for each content area (as applicable)
- Students are required to take ALL proctored ATI exams. 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 with assistance of the Undergraduate Program Manager Specialist. All proctored exams will be given during finals week, unless the course instructor determines a different time is needed.

Semester 1	
N 310	NURS Logic 2.0
Semester 2	
N 374	RN Fundamentals Online Practice
Proctored* (end of semester)	RN Fundamentals Proctored
N 375/376	Multiple Medical Surgical focused exams (encouraged/not required)
	RN Adult Medical-Surgical Online Practice
Proctored* (end of semester)	RN Adult Medical-Surgical Proctored
Semester 3	
N 425	RN Maternal Newborn Online Practice
Proctored* (end of semester)	RN Maternal Newborn Proctored
N 426	RN Nursing Care of Children Online Practice
Proctored* (end of semester)	RN Nursing Care of Children
Semester 4	
N 405	RN Community Health Nursing Online Practice
Proctored* (end of semester)	RN Community Health Nursing
N 415	RN Mental Health Online Practice
Proctored* (end of semester)	RN Mental Health Nursing
Semester 5	
N 480	RN Leadership Online Practice
N 480 Proctored*	RN Leadership
N 444	RN Nutrition Online Practice
N 444 Proctored* (end of clinical)	RN Nutrition
N 445	RN Pharmacology Online Practice
N 445 Proctored*	RN Pharmacology
N 446	RN Comprehensive Predictor Online Practice
N 446 Proctored**	RN Comprehensive Predictor (w/ required remediation)
N 446 Proctored** (end of semester)	RN Comprehensive Predictor

* 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 Comprehensive Predictor Assessment

Revised: 4/27/18

SECTION IV

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

A. Governance Structure of the School of Nursing

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

B. Nursing Faculty Student Organization (NFSO)

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

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.

SECTION VI

GENERAL INFORMATION ABOUT THE PRACTICE OF PROFESSIONAL NURSING

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.

**University of Northern Colorado
School of Nursing
Undergraduate Nursing Major Student Handbook Agreement
2021-2022**

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: _____