UNIVERSITY OF
NORTHERN COLORADO

Master of Science in Nursing

concentration in

Family Nurse Practitioner

STUDENT HANDBOOK

2023-2024

School of Nursing
Campus Box 125
Greeley, CO 80639
P: 970-351-2293
nursing@unco.edu
unco.edu/nursing

Please note:

The Official Handbook will be updated on a regular basis and the most recent version will be located at the following URL and it will be updated as changes occur:

https://www.unco.edu/nhs/nursing/resources/clinical-student/student-handbooks.aspx

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

Please note that a student's course sequence and Plan of Study are determined by the Graduate Catalog year in which they enter the program. This does not change therefore the most current version of the Handbook may not reflect your particular course of study.

(Revised 8.11.2023)

(Please review the UNC Graduate School Student Handbook here)

https://www.unco.edu/graduate-school/student-resources/current-students/

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UNC School of Nursing (SON) Information

UNIVERSITY OF
NORTHERN COLORADO
School of Nursing

SON Mission

The Mission of the University of Northern Colorado School of Nursing, congruent with the University mission, To improve the health and well-being of society by preparing compassionate, courageous, and competent nurses who advance nursing through leadership, scholarship and practice.

4/2023 revision adopted by NFSO

SON Vision

The University of Northern Colorado School of Nursing will be known 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.

SON Values

- **Excellence:** being outstanding; fostered through intentional decision-making and development of high standards and processes for ensuring quality.
- **Professionalism:** consistent demonstration of and adherence to accountability, competence, responsibility, dependability and a commitment to life-long learning.
- **Caring:** an integral component of nursing practice requiring ongoing development of empathy, conscience, compassion, resilience, and confidence in interactions with patients, families, communities, other healthcare professionals, and ourselves.
- **Justice, Equity, Diversity and Inclusion:** acknowledgement of human dignity and autonomy, privacy, equality, freedom, and inclusivity as central to cultivating deep understanding of people in the betterment of health and well-being of all members of society.
- **Student-Centered Teaching and Learning:** Evidence-based, innovative teaching and learning is critical to meeting the changing demands in healthcare, nursing practice, and nursing education.
- **Community Engagement:** collaboration with community-based partners to enrich learning, foster equitable decision-making processes, and deepen relationships and trust to meet the healthcare needs of the region.

SON Anti-Racism Statement

The School of Nursing shares the values of the University of Northern Colorado, the American The UNC School of Nursing has a strong history of educating nurses to provide compassionate care to others. “We acknowledge that institutional racism exists in American society, of which the SON is a part. We oppose racism and strive to promote an inclusive and equitable environment. We are committed to increased awareness and continued efforts to prevent racist acts.” Our overall mission is to improve the health of our society; including ALL members of our community. We value Inclusivity of diverse human identities and expressions in nursing education and nursing practice. We can achieve a just and equitable health care system for all by recognizing and combating

racism in healthcare, becoming aware of implicit bias and its effects, and working to achieve greater diversity in nursing education and the nursing workforce.

We strive to take action in both professional and personal ways to eliminate systematic racism, promote diversity and reduce bias. We will:

- Examine our curriculum to eliminate racist assumptions or content and increase student dialogue and awareness of racism and bias affecting nursing care.
- Engage in approaches to removing racism or bias from admission, progression and retention for diverse students including students of color.
- Actively seek ways to increase the diversity of faculty and staff by examining application, hiring, promotion, tenure and support practices.
- Plan for anti-racism education and skills building for faculty, staff and students.
- Commit to working together in this common effort.

We are steadfast in our belief that every individual should work and learn in an environment that embraces diversity and Inclusivity. **There is no tolerance for racism within our school.**

SON Purpose and Goals for Graduate Programs

To prepare well-educated baccalaureate and graduate prepared nurses who understand the impact of professional nursing on a dynamic, diverse, and technologically advancing health care system.

Goals - Graduate Programs:

- Students will engage in scholarly activity, research and creative projects conducive to advanced professional nursing roles and advanced nursing practice.
- Students are prepared for advanced professional nursing roles through a solid foundation of theory, research and advanced practice standards as well as specialty nursing coursework.
- Students develop professional values fostering the commitment to life-long learning, scholarship and service.
- Students will develop competencies essential to assume leadership positions in nursing education and practice.

Simulation Center Mission and Vision Statement

Mission

The mission of the UNC School of Nursing simulation center, is to provide applied educational activities, support scholarly work, and inspire critical thinking in simulated clinical environments with students at all levels.

Vison

Faculty and staff on the simulation team at the University of Northern Colorado continue to develop critical thinking, evidenced-based practice educational interventions, scholarly work, and the establishment of collaborative inter/intra professional relationships, with the goal of educating students at all levels in a safe environment.

Adopted NFSO 10-2-2020

Campus and Student Resources

UNIVERSITY OF
NORTHERN COLORADO
School of Nursing

Ursa

URSA is UNC's on-line platform for students to: register, view transcripts, access textbook information, view financial aid, pay your bill, use Degree Works, see grades, etc. Students may access this service through the UNC website at: https://ursa.unco.edu/.

Academic Program Support

Your SON program advisor and the SON Graduate Program Management Specialist are critical contacts for you within the School of Nursing. These individuals are available to help you with problems you may encounter or be able to refer you to other sources of help for student problems and/or situations which you may encounter while attending UNC.

Faculty: https://www.unco.edu/nhs/nursing/about-us/faculty/
Staff: https://www.unco.edu/nhs/nursing/about-us/staff/

UNC Dean Of Students

The UNC Dean of Students website is: https://www.unco.edu/dean-of-students/

The Dean of Students office is available for you to share concerns and navigate difficult situations. Student Outreach and Support, Student Rights and Responsibilities, Student Legal Services, Bear Pantry, and Student Judiciary are located here to assist you.

1. Students Rights and Responsibilities - http://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/
2. Title IX/Non-Discrimination or Sexual Misconduct Policies - http://www.unco.edu/sexual-misconduct/

UNC Graduate School

The UNC Graduate School website is: http://www.unco.edu/grad/

****NOTE: Every effort is made to keep this handbook up to date, but information and forms should be verified with the Graduate School website to be sure that you have the most up-to-date information and/or version of a form.*

UNC Graduate School Policies

UNC Graduate School academic policies and deadlines should be reviewed by each graduate student. These policies are updated on a regular basis and can change from semester to semester. The School of Nursing and your program coordinators will do his/her best to keep students informed of any important changes in Graduate School policies, but ultimately it is the graduate student's responsibility to be aware of Graduate School policies as an active graduate student.

http://www.unco.edu/graduate-school/student-resources/current-students/academic-policies-and-deadlines.aspx

Other Graduate School items to note:

- **Current Students page**: https://www.unco.edu/graduate-school/student-resources/current-students/
  - *Includes links to the Graduate School Handbook, policies, deadlines, campus resources, guidelines for theses and dissertations, forms, and more.*

- **Deferral prior to start of program** - You must enroll in courses during the first year of admission. If you choose to defer prior to starting your first semester, please discuss with your program coordinator, then complete this deferral process through the individualized account you created for the UNC Graduate application.

- **Continuous Registration** - **Continuous Registration** - All Masters, Specialist, and Doctoral students are required to register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate. Students must be enrolled for at least 1 credit hour each academic semester (fall and spring) to be in compliance with this policy. Students not in compliance with the continuous registration policy will automatically be assessed a $150 continuous registration fee each semester of non-enrollment. Payment of the continuous registration fee does exempt the student from financial aid obligations or the health insurance requirement. Full policy: http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration/Continuous-Registration-for-Graduate-Students

- **Graduate School Forms:** http://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx

- **Transfer Credit** from another institution –
  - http://unco.smartcatalogiq.com/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Transfer-Credit.aspx
  - Transfer credit form: http://www.unco.edu/graduate-school/pdf/Transfer-of-Credit.pdf

- **Graduate Student Petition for Exception** (*used for exceptions to time to completion, policies, etc.)* https://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx

- **Withdrawal from a course or the program** *(additionally, please communicate with your program advisor prior to taking these steps)* http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration

Financial Aid and Other Funding Opportunities

Financial Aid for Graduate Students: *https://www.unco.edu/financial-aid/applying-for-aid/graduate-student.aspx*

GA/TA/RA Description:

The recipient of the award will be required to work 8-11 hours per week (.20 FTE for each semester). Responsibilities may include assisting in skills lab, online courses or in faculty research projects.

The Graduate Assistant/Teaching Assistant will receive an established University salary or stipend. The student may also have some or all of that semester's tuition paid by the Graduate School.

Requirements for becoming a GA/TA/RA can be found on the Graduate School website.

Availability is determined on a year-to-year basis and announcements are sent by email when application is available.

SCHOLARSHIPS:

Sigma Theta Tau, Zeta Omicron Chapter:
Zeta Omicron chapter of Sigma Theta Tau, the International Organization for Nursing Scholarship, invites qualified MS students to join the organization each year. The following awards are sponsored by the organization:

Drennan Award
The Drennan Award sponsored by Dr. Phyllis Drennan, former Dean of the School of Nursing, is awarded one or two outstanding graduate nursing student/s each year. Graduate nursing faculty nominate students for the award. The candidates will be evaluated by the selection committee on their commitment to nursing, professionalism, research activities, and professional growth achievements. The Drennan Award recipient(s) will receive a certificate of recognition, stipend and his/her name engraved on the Drennan Award Plaque displayed in the School of Nursing.

Catalyst Scholarship/Grant Awards
Money for small grants may be available on an annual basis. Interested students should check the Zeta Omicron Chapter website or contact a board member for details.

Updated 4/2020

Letters of Reference

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

UNC Campus Resources

WRITING CENTER

Staff can assist in improving writing skills. Appointments can be made online or on campus and staff will provide assistance with writing. The Writing Center is provided by the English Department and can be accessed at http://www.unco.edu/writing-center/. Online tutoring is available.

MICHENER LIBRARY

Maggie Shawcross is our reference librarian. She can help you search for materials or narrow down a topic. 970-351-1474 maggie.shawcross@unco.edu. Maggie is also a resource for questions on APA writing style.

RESEARCH CONSULTING LAB

Assistance with research and statistical issues are provided through the Research Consulting Lab in the Department of Applied Statistics and Research Methods located within the College of Education. Information can be found at https://www.unco.edu/cebs/research-consulting-lab/

STATISTICAL CONSULTING MAST INSTITUTE

Statistical consulting is available at no charge to graduate students through UNC's Mathematics and Science Teaching Institute on campus. https://www.unco.edu/nhs/mathematics-science-teaching-institute/.

HIRING A TYPIST, EDITOR, OR TRANSCRIPTIONIST

The Graduate School maintains a list of people who can be hired by students for these services. More information can be found at http://www.unco.edu/graduate-school/student-resources/current-students/hiring-a-typist-editor-or-transcriptionist.aspx

UNC COUNSELING CENTER

The UNC Counseling Center's goal is to support students throughout their academic journeys towards healthy and meaningful college experiences. Counseling services are **free** to UNC students. https://www.unco.edu/counseling-center/

PSYCHOLOGICAL SERVICES CLINIC

UNC Psychological Services at UNC accepts students in addition to the Northern Colorado community as clients for counseling and assessment services. Fees are based on a sliding fee scale. Interested individuals can contact them at (970) 351-1645 or https://www.unco.edu/cebs/psychological-services-clinic/.

SON Governance and Student Organizations

UNIVERSITY OF NORTHERN COLORADO

School of Nursing

Nursing Faculty Student Organization (NFSO)

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was completed in 2021.

This is a committee of all SON faculty plus student representatives from all levels. It meets several times per semester for communication of information and for decision making regarding Nursing program policies. In addition, there are subcommittees which also meet every semester for Graduate Affairs (policies and issues for graduate programs) and Graduate Curriculum (curriculum development, implementation, and evaluation). Student representatives have full voice and vote in all these meetings with the exception of declared executive sessions.

Student representatives receive the meeting agendas and minutes via email. NFSO and subcommittee meetings are open for any interested student to attend. They are often scheduled on Friday mornings or afternoons (check with a faculty member or the office staff for dates).

Graduate nursing students annually select one or more representatives to attend meetings of the NFSO, the Graduate Leadership Team (GLT), and the Graduate Curriculum Committee (GCO). Be sure you know who your representative is. All students are encouraged to contact their representatives in person, in writing, by email or by phone to share questions and feedback about programs and issues.

Student Participation in the Governance of the School of Nursing

Students are elected by their peers to represent them at meetings of the Nursing Faculty-Student Organization and its subcommittees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.

UNC Graduate Student Association (GSA)

https://www.unco.edu/graduate-student-association/

This is a student organization that provides graduate students with information on matters related to graduate students including financial support to attend and/or present at conferences and to support research projects.

Sigma Theta Tau (Zeta Omicron)

https://www.unco.edu/nhs/nursing/sigma-theta-tau/

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide.

MSN-FNP Program Description, Admission, Outcomes, Etc.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Description of the MSN-FNP Nursing Program

The FNP concentration prepares the nurse for advanced clinical practice in primary care of families. This concentration teaches health promotion, assessment, diagnosis, monitoring, treatment and coordination of acute episodic and chronic illnesses across the life span. The program provides the expertise valuable for generalist primary care practice in a variety of settings. Such practice is both autonomous and interdependent in nature and direct in its care services provision.

This part-time graduate program is designed to fit the schedules of practicing BSN RNs. It is a three-year program with the coursework delivered on campus one day per week (Thursdays), plus the required clinical hours starting in the sixth semester. Some courses incorporate online activities to supplement your learning, which reduces the amount of time you meet in-person for class, and a few courses are completed fully online.

The program has been designed with advanced practice clinical simulations in addition to didactic coursework in order to prepare each student for the live clinical setting. A minimum of 675 clinical/simulation/lab hours are completed while enrolled in the clinical/practicum courses.

Post-Master's Certificate Option: If you already have a Nursing master's degree you can obtain a post-master's certificate to become a Family Nurse Practitioner. Post Master's FNP Certificate student slots are based on available space in the existing cohorts of our other FNP programs and admission is typically limited to 1-2 students. Upon admission, a personalized plan of study will be created, based on a gap analysis of your previous coursework, that could range from 12-33 credits of the required courses. Applicable required prerequisite coursework (up to 11 additional credits) is listed in Post MS-FNP-C course sequence and plan of study.

The UNC Master's and Post Master's Certificate program Family Nurse Practitioner concentration is accredited by the American Association of Colleges of Nursing. The FNP programs embody the characteristics of graduate education accepted by the National League for Nursing, the American Association of Colleges of Nursing and the National Organization of Nurse Practitioner Faculties.

NOTE: Compliance with health policies, OSHA requirements, American Heart Association BLS and ACLS certification are required. A background check and drug screen are required upon admission.

MSN Admissions Policy

UNC School of Nursing

POLICY TITLE:

MSN and Post-Masters APRN Admission Requirements

Last Revision/Review Date: 2/3/17 NFSO; Reviewed GLT 4/2022
Previous Review Dates: 11/16/01 DP; 2/2009 GCO; 3/2012 GCO; 4/27/12 NFSO; 1/13/17 KH; 2/3/17 NFSO
Original Policy Date: 5/1/98
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

In order to provide equitable screening of all Master's in Nursing and Post-Master's APRN program applicants, the below criteria may be utilized to screen program applicants.

PROCEDURE:

1. A bachelor's or master's degree from an accredited institution with a major in nursing.
2. Eligibility for or current Colorado licensure as a registered nurse.
3. Two letters of reference with at least one letter that addresses potential ability to practice as an independent practitioner.
4. A statement of career goals that addresses interest in advanced nursing practice as an APRN.
5. Minimum of one year of relevant clinical nursing experience required prior to entry into the graduate program.
6. Current vita or resume documenting current and past clinical experience.
7. A personal interview may be required.
8. After admission, the student must successfully complete a background check and drug screening prior to enrollment.

MSN Program Outcomes

1. Acquire, critically analyze and apply advanced knowledge to evidence-based practice in the care of individuals, families and populations.
2. Apply leadership skills in various health care systems for management of and accountability for care delivery and improved outcomes.
3. Participate in intra/interdisciplinary collaboration and advocacy for health care delivery and the development of health care policy.
4. Synthesize knowledge of safety, quality improvement, culture, ethics and healthcare technologies in the design and provision of direct and indirect care.

NFSO 4-1-2011

MSN Program Essentials

The title for each of the AACN MSN Essentials is listed below with the specific program outcomes listed below each essential. The complete narrative explaining each of the Essentials of Master's Education for Advanced Nursing Practice to include the AACN specific program outcomes can be accessed at: https://www.aacnnursing.org/portals/42/publications/mastersessentials11.pdf

Essential I: Background for Practice from Sciences and Humanities

- Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

Essential II: Organizational and Systems Leadership

- Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

Essential III: Quality Improvement and Safety

- Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.

Essential IV: Translating and Integrating Scholarship into Practice

- Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.

Essential V: Informatics and Healthcare Technologies

- Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.

Essential VI: Health Policy and Advocacy

- Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes

- Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

Essential VIII: Clinical Prevention and Population Health for Improving Health

- Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

Essential IX: Master's-Level Nursing Practice

- Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

School of Nursing

MSN Family Nurse Practitioner Concentration

PLAN OF STUDY

***Course sequencing is subject to change**

NAME: _____ **Last 4 of BEAR No:** _____

ADDRESS: _____ **Catalog: 2023-2024**

Telephone: _____ **Email:** _____ **@bears.unco.edu**

	MS Core Credits	General NP Focus	FNP Focus
Semester 1 - Fall			
NURS 601 Theoretical Foundations for Advanced Nursing	3		
NURS 614 Advanced Pathophysiology		3	
Semester 2 - Spring			
NURS 507 Policy, Leadership, and Nursing	3		
NURS 612 Advanced Pharmacology		4	
Semester 3 - Summer			
NURS 606 Research and Evidence-based Practice in Nursing	3		
NURS 608 Advanced Health Care Concepts	3		
Semester 4 - Fall			
NURS 613 Advanced Health Assessment		4	
NURS 624 Health Promotion and Disease Prevention in Advanced Practice of Nursing		3	
Semester 5 - Spring			
NURS 654 Acute Care of Adults			3
NURS 656 Care of Chronic Illness in Adults			3
Semester 6 - Summer			
NURS 674 Care of Women and Pediatric Populations			3
NURS 675 FNP Clinical - I			2
Semester 7 - Fall			
NURS 676 FNP Advanced Clinical Topics			2
NURS 677 FNP Clinical - II			4
NURS 697 – Scholarship of Advanced Nursing Practice		2	
Semester 8 – Spring/Summer			
NURS 689 FNP Clinical Synthesis (1-11)			11
NURS 690 Advanced Professional Role		2	
Sub TOTALS	12	18	28
TOTAL		58	

NOTE: Master's Degree nursing students may elect to complete a thesis. The thesis option adds 6 hours of course credits to the plan of study.

Updated 3/15/2023

TRANSFER CREDITS TOTAL HOURS: ____ *(from other accredited colleges or universities)*

List University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL CREDIT HOURS

Total UNC MS-FNP credit hours: _____

Total transfer credit hours *(quarter or semester)***: _____**

Total hours: _58 hrs__

APPROVALS

(The Graduate School requires the signature of the student and the program advisor. The student should keep a copy of this form for their records. Place a copy in the students file and send a copy to the Graduate School.)

Student Signature _____ Date _____

Program Advisor Signature _____ Date _____

UNIVERSITY OF
NORTHERN COLORADO

Post Master's Family Nurse Practitioner Certificate (FNP)
PLAN OF STUDY / GAP ANALYSIS

***Course sequencing is subject to change**

NAME: _____ **Last 4 of BEAR No:** _____

ADDRESS: _____

Telephone: _____ **Email:** _____ **@bears.unco.edu**

Pre-Requisites *(These courses must be completed prior to first summer)*	Completed/ Will Complete
NURS 612 Advanced Pharmacology (4)	
NURS 613 Advanced Health Assessment (4)	
NURS 614 Advanced Pathophysiology (3)	

PROGRAM OF STUDY

Semester 1 - Fall	Previously Completed Course	General NP Focus	FNP Focus
NURS 624 Health Promotion and Disease Prevention in Advanced Practice of Nursing (3)			
Semester 2 - Spring			
NURS 654 Acute Care of Adults (3)			
NURS 656 Care of Chronic Illness in Adults (3)			
Semester 3 - Summer			
NURS 674 Care of Women and Pediatric Populations (3)			
NURS 675 FNP Clinical I (2)			
Semester 4 - Fall			
NURS 676 FNP Advanced Clinical Topics (2)			
NURS 677 FNP Clinical II (4)			
Semester 5 – Spring/Summer			
NURS 689 FNP Clinical Synthesis (1-11 cr)			
NURS 690 Advanced Professional Role (2)			
	TOTAL *(required 12-33)*		

**A minimum of 12 credits must be taken at UNC. Total credits required to complete the certificate will be determined by an evaluation of the student's previous course work and the completion of this GAP analysis.*

TRANSFER CREDITS TOTAL HOURS: _____ *(from other accredited colleges or universities)*

List University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL CREDIT HOURS

Total UNC Post MS-FNP Certificate credit hours: _____

Total transfer credit hours *(quarter or semester)***: _____**

***Total hours: _____**

APPROVALS

(The Graduate School requires the signature of the student and the program advisor. The student should keep a copy of this form for their records. Place a copy in the students file and send a copy to the Graduate School.)

Student Signature _____ Date _____

Program Advisor Signature _____ Date _____

Academic Progression, Expected Student Performance, and Related Policies

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

MSN Program Progression

Students are expected to progress according to the Program of Study provided by their advisor. Any exceptions must be discussed with the advisor and approved by the Assistant Director of Graduate Programs in nursing.

For Master's students, requirements must be successfully completed within five (5) years of first registration following admission to the program. However, if a student has approval to count work taken before first enrollment after admission, the student must complete the degree within five calendar years beginning with the earliest work counted in the program. Please note that program time limits are adjusted to reflect approval of transfer credit or unclassified hours.

All courses must be completed with a minimum grade of "B". See Progression in Graduate Programs Policy in the next section for details.

Please follow the below link for further detailed information.
http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Grading

Course Syllabi

Each nursing syllabus is the student-teacher contract for that specific course. The course objectives are your guide for achieving the expectations of 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.

Standard UNC Syllabus Statements can be found at: https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx

Course and Faculty Evaluations

Near the end of each semester students will receive an email to complete course and faculty evaluations in Canvas. Student' timely completion of the evaluations each semester is an extremely important part of our accreditation process and assists in our program review including faculty and curriculum. This is a great opportunity to share both positive and constructive feedback that can be utilized to shape the nursing student experience for you as well as future cohorts. Students may have multiple faculty assigned to a course, but only an evaluation for an instructor they interacted with is requested. All evaluations are anonymous and confidential.

Tuition Rates

Tuition rates are subject to approval by the UNC Board of Trustees each summer and are subject to change. They are posted by Extended Campus on each program's page and Extended Campus' general cost page. Tuition rates are effective during the subsequent Fall, Spring, and Summer semesters. Additional fees may apply to specific courses.

Tuition Rates: https://www.unco.edu/costs/extended-campus.aspx

Fees by Course: https://extended.unco.edu/current/fees-edp-courses/

Students' Dishonest Acts

Students are expected to conduct themselves in accordance with the highest standards of academic honesty and are encouraged to be familiar with the Student Code of Conduct (https://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf). Cheating, plagiarism, AI generated assignments, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records or documents and similar acts or the attempt to engage in such acts are grounds for disciplinary action. This action can include any of the following, in addition to any University disciplinary action:

- A failing grade for an assignment.
- A failing grade for a class.
- Required remediation.
- Dismissal from the program.

The following information is provided to clarify the act of plagiarism as this is considered to be a dishonest act and is UNC's approved definition of plagiarism found in the Graduate Catalog:

> *Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting or a substantial or essential portion thereof.*
>
> *Regarding written work in particular, direct quotations, statements which are a result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, often by listing author(s) and year of the cited source. Quotation marks or a proper form of indentation shall be used to indicate all direct quotes.*
>
> *As long as a student adequately acknowledges their sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgement, and some may evaluate a project on the basis of form."*
>
> (http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Plagiarism)

ARTIFICIAL INTELLIGENCE (AI) USE STATEMENTS

Each course syllabus will have a statement about the extent that AI can be used in the specific courses.

I. No Use of Generative AI Permitted

> ***Sample:*** *AI Writing tools are not permitted for any stage of work in this class. If you use these tools, your actions would be considered academically dishonest and a violation of Bryant's Academic Honesty Policy.*
>
> ***Sample:*** *Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration of make use of ChatGPT or other AI composition software.*

II. Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

> ***Sample:*** *There are situations and contexts within this course where you will be asked to use AI tools to explore how they can be used. Outside of those circumstances, you are discouraged from using AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, responses, etc) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or*

uncertain, please reach out to me for a conversation before submitting your work. (from Colorado University system)

III. Broader Use of Generative AI Permitted Within Guidelines

Sample: *AI Writing tools such as ChatGPT are welcome in this class, provided that you cite when and how you use the tool. You will be provided with examples of how to cite your use of this tool in your writing.*

Sample: *In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue.*

TurnItIn is used in Canvas courses for submission of written work including written comprehensive exams.

For additional information, refer to the American Psychological Association (2009). Publication Manual of the American Psychological Association, Seventh Edition (2020) (apa.org).

Transfer Credit

To request transfer of graduate credit from other institutions of higher education, students must be admitted to a SON graduate program and work with the program coordinator to determine equivalency **prior** to submission to the Graduate School. Transfer courses without a nursing (NURS) prefix must be reviewed and approved by the UNC respective department to determine equivalency.

Additionally, prospective transfer courses must follow the UNC Graduate School criteria found in the current graduate catalog: https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/policies-and-procedures/transfer-credit/

Academic Progression Related Policies

(See the following pages for Academic Progression Related Policies)

UNC School of Nursing

POLICY TITLE:

Academic Appeals

Last Revision/Review Date: 10/18/19 ULT/NFSO
Previous Review Dates: 9/92, 2/20/98 JR; 12/01; 2/07; 12/6/10 NFSO; 11/12 GLT; 10/21/15 GLT / 2-2016 NFSO; 10/18/19 ULT/NFSO
Original Policy Date: 11/12/2014
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

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.

UNC School of Nursing

POLICY TITLE:

Audio and Video Recording Policy during Classrooms and Simulation Experiences

Last Revision/Review Date: **NFSO 4/28/23**
Previous Review Dates:
Original Policy Date:
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

The UNC School of Nursing is committed to excellence in teaching and learning through use of technology to meet course and program objectives, which may include recording of instructional activities to meet the objectives of the course.

PROCEDURE:

1. Classroom
    a. Faculty members may create audio or audio/video recordings of classroom lectures for instructional purposes to meet the objectives of a course.
    b. Faculty members must alert students that they will be recorded, the use and distribution of the recording, and how the recording will be stored before the recording is initiated.
    c. All attempts should be made to protect student's privacy if the recording is conducted online and students can be viewed in their personal settings.
    d. Students must be allowed an opportunity to ask questions or to opt out of a recording if requested.
    e. Classroom related recordings may be saved by the instructor for future courses, if appropriate. All recordings must be distributed through the university's learning management system and kept on a university password-protected drive. All recordings not to be used as future course materials or accreditation exemplars should be destroyed at the end of the semester.

2. Simulation and Skills Laboratory

    a. Faculty members may create audio or audio/video recordings of skills and simulated learning experiences for instructional purposes to meet objectives of a laboratory, clinical, or didactic course.
    b. Before a simulated learning experience is recorded, the students must be provided information on the event and sign the consent form attached to this policy. Information to share with students include:
        i. When the recording will occur
        ii. What the recordings will be used for
        iii. How the recordings will be stored/distributed
        iv. When the recordings will be deleted
    c. All students will have an opportunity to ask questions before signing the consent form.
    d. Signed consent forms will be collected by the course instructor, lead clinical faculty, or program coordinator at the beginning of the semester for the course including recordings through the Typhon platform.
    e. Students who request not to be recorded will be provided alternative opportunities to meet course objectives.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Student Consent to Video and Audio Recording during Simulated Teaching-Learning Activities

Teaching-learning activities for your classroom, laboratory, and clinical courses in the University of Northern Colorado's ("UNC") School of Nursing may require participation in simulated patient care experiences. Simulated patient care experiences enhance educational outcomes by providing the opportunity to observe and participate in navigating real life patient scenarios in a non-clinical setting. Simulated experiences are designed to challenge a student's response and judgment to patient care scenarios in a more realistic environment.

School of Nursing faculty and staff may video and audio record all or portions of simulated patient care experiences in which you are either a participant or an observer. The recordings optimize the educational value of the teaching-learning activity. Recordings of simulated patient care experiences will be treated as education records under 34 C.F.R. Section 99.3, which is the Family Educational Rights and Privacy Act.

By signing this document, you consent to being video and audio recorded during simulated patient care experiences. The recordings will only be used for teaching-learning activities and student assessment purposes.

I authorize the UNC School of Nursing faculty and staff to video and audio record my participation in teaching-learning activities including simulated patient care experiences for educational and evaluation purposes.

Name _____

Signature _____

Bear Number (last 4 digits) _____

Date _____

UNC School of Nursing

POLICY TITLE:

SON Grading Policy

Last Revision/Review Date: 2/18/2022 - NFSO
Previous Review Dates:
Original Policy Date: 2/18/2022
Sponsoring Committee(s): School Leadership team

DESCRIPTION:

The SON will employ the following grading policy and procedure to ensure consistency in course grading, standardize grading schema across programs, and assure students are meeting professional standards and program outcomes.

PROCEDURE:

1. The School of Nursing grading policy for all programs will not use +/- as per the university grading policy outlined in the respective catalog.

2. Each course syllabus will outline the grading policy under the section titled “Method of Evaluation”.

3. The method of evaluation statement will also include information on requirements for passing the course. For the undergraduate programs, the statement will read: “*A grade of “C” or higher (“S” for clinical courses) is required to pass this course*”. For graduate programs the statement will read: “*A “B” or higher (“S” for clinical courses) is required to pass this course*”.

4. A statement will be included for all SON course syllabi regarding completion of course assignments/requirements. The statement will read *“Students must complete all course assignments/requirements as outlined in the syllabus”.*

5. The grading policy will be communicated to students at program orientation, in the student handbooks, and each course syllabus.

POLICY TITLE:

Incomplete Grade Policy (Graduate Students)

Last Revision/Review Date: 12/1/17 NFSO
Previous Review Dates:
Original Policy Date: 11/15/17 GLT
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

At the discretion of the instructor, a temporary grade of Incomplete "I" may be given if the student demonstrates an inability to complete the requirements of the course due to circumstances beyond the student's control that were not reasonably foreseeable.

PROCEDURE:

1. The student must request the I (incomplete) grade with justification of circumstances beyond their control.
2. A student must be passing the course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete even if not passing the course.
3. The incomplete may be assigned up through the last week of the term, which includes finals week.
4. A contract must be completed, which is attached to this policy, to indicate outstanding assignments, a plan and a deadline for all course requirements to be completed. The instructor must submit to the department chair or school director, a written notice of the specific coursework to be completed before the final grade is determined as well as reasons for the Incomplete grade; a copy is kept in the school/department and one is provided to the student.
5. With a grade of "I", credits are not used to compute grade point average (GPA) and are not counted towards graduation.
6. When completing an Incomplete grade, the student does NOT register for the course a second time.
7. When the contract is successfully completed, the instructor of record must change the grade from I to the grade earned in the course, according to the grade change policy, submitting the grade change request form to the Office of the Registrar.
8. If the course requirements are not completed and the grade change form not received in the Office of the Registrar after a maximum of one year, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade has rolled to failing/unsatisfactory, a further grade change will not be permitted.
9. Degrees will not be conferred upon students with outstanding "I" grades.

UNC School of Nursing

POLICY TITLE:

Progression in Graduate Programs

Last Revision/Review Date: 10/18/19 GLT
Previous Review Dates: 1/13/17 KH; 2/3/17 NFSO
Original Policy Date: 3/9/15
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Successful completion of the graduate programs requires a minimum grade of 'B' in each didactic course and a satisfactory grade in each clinical course. The student will not be able to complete any additional course work in the clinical portion of their program of study until the clinical course in question has been successfully completed.

PROCEDURE:

One didactic or clinical course may be repeated if the grade is lower than a 'B' or Unsatisfactory. The repeated course will be recorded on the student's transcript and both letter grades will count towards the cumulative grade point average. If the student does not receive a 'B' or better in a didactic course or Satisfactory grade in a clinical course on the repeat attempt, progression in the graduate program is not adequate and program termination will be recommended by GLT.

A second grade below a "B" or "Unsatisfactory" in any additional course will be cause for program termination recommendation.

If the student receives lower than a 'B' or Unsatisfactory in two courses in the same semester, then program termination will be recommended by GLT.

If the student would like to appeal the grade, they shall follow the academic appeals policy and procedure.

POLICY TITLE:

Student Concerns

Last Revision/Review Date: 12/3/21
Previous Review Dates: **4/00 SB; 5/08 DWL; 12/16 FH;** 11/19 FH
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team

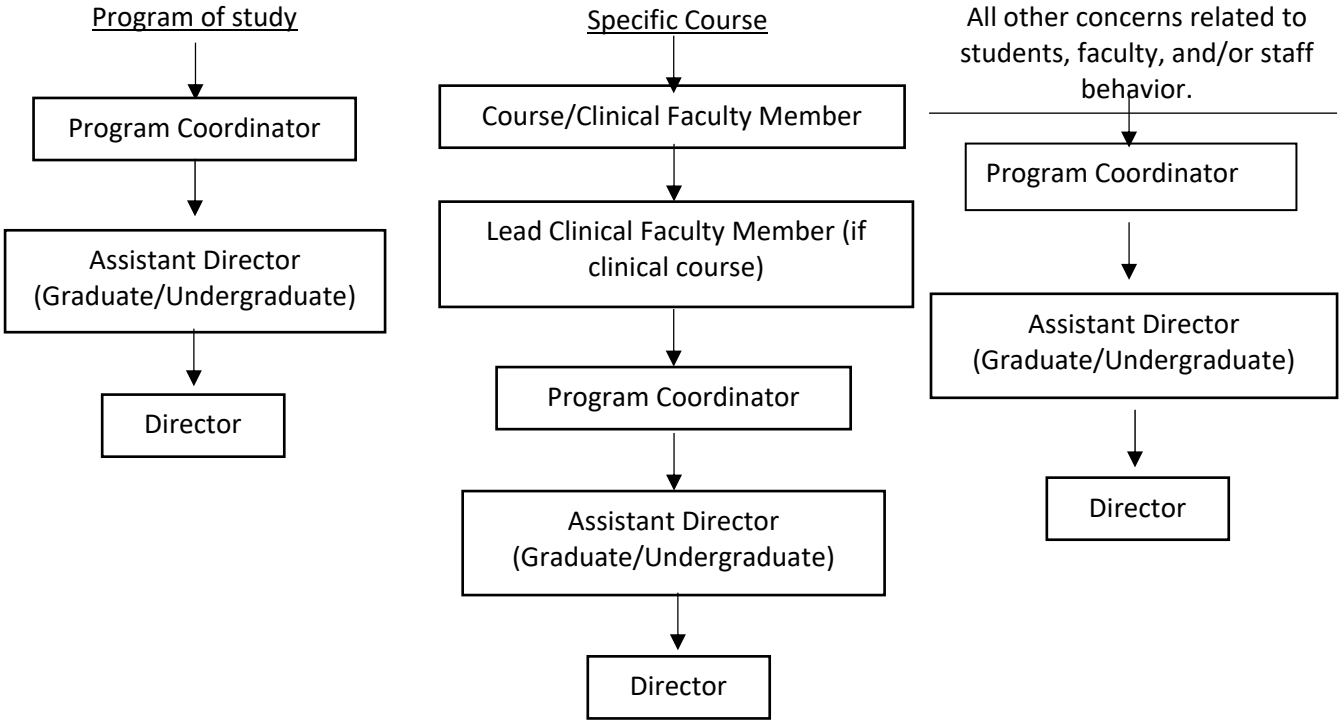
DESCRIPTION:

The SON encourages students to voice their concerns about their nursing educational program and/or academic procedures.

PROCEDURE:

1. Depending on the nature of the concern, a student is encouraged to reach out to the specific faculty member identified in the chart below to report the concern and receive guidance about how to address the issue (including steps to initiate a formal complaint or grievance).

2. If the concern is directed toward the faculty member identified as their point of contact, the student is then directed to the next person in the chart, and so on.



3. The student with concerns regarding an academic decision or other formal grievance are directed to appropriate Assistant Director to provide the student information on the SON Academic Appeals Policy, or UNC Board Policy Manual, and assist the student with next steps

UNC School of Nursing

POLICY TITLE:

Students' Dishonest Acts

Last Revision/Review Date: 4/2/21 NFSO
Previous Review Dates: 5/91 SCB w/ University Counsel; 10/31/93 VK; 4/98 LC; 11/27/01 DP; 12/09 ULT/GLT/NFSO, 11/30/18 GLT/NFSO; 12/2020 GLT/NFSO; 1/2021 ULT
Original Policy Date: 2/21/86
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

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. Taking an exam or writing a paper for another student.
2. Copying a few sentences for a paper without appropriate referencing to credit the source; See University definitions of Plagiarism.
3. Copying or sharing information from answer sheets and/or care plans without doing the work independently.
4. Sharing information regarding a course exam with anyone (even classmates). The exams should not be printed, copy/pasted, screen captured, etc.
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.

PROCEDURE:

Student Responsibilities:

1. Students shall recognize or value that academic honesty is highly correlated with professional nursing ethics. Students are responsible and accountable for their behavior.
2. Students will comply with testing administration procedures and other course expectations.
3. Students will physically focus directly on their own work during examinations.

Faculty Responsibilities:

1. Faculty will provide student handbooks that direct students to university policies.
2. Faculty will use measures to minimize the opportunity for cheating/dishonest acts. Such measures may include seating arrangements during testing, assuring all test booklets are accounted for and proctoring an examination actively.
3. Faculty will include the Academic Integrity statement in all course syllabi.

Reporting of Dishonest Acts:

1. Students should report their observations or knowledge of dishonest acts to the faculty involved. Such reports are confidential.
2. Faculty who suspects, observe, or have knowledge of a student's dishonest acts shall follow guidelines below, depending on the circumstances:
    a. Refrain from accusing the student of cheating in front of other students.
    b. Meet with the student at the earliest opportunity to discuss facts available to the faculty regarding the dishonest act. Ask for the student's perceptions of the incident.

c. If the faculty believes a dishonest act has definitely occurred, the faculty shall notify the respective Assistant Director or Program Coordinator and the student in writing. The student shall also be informed regarding School of Nursing Grievance Procedures by the faculty involved.
d. A faculty member who is concerned that a student may have committed academic misconduct must submit a report to the Dean of Students describing the alleged academic misconduct.

Sanctions:

1. The course instructor may assign a grade of zero for the assignment or exam and/or may result in failure of the course.
2. The student may receive from the Assistant Director a letter regarding their disciplinary probation in the School of Nursing.
3. In the event of a second incident of dishonesty of any kind, the student may be terminated from the nursing program.
4. In the event of proof of destruction or stealing of property, the faculty may notify campus police and appropriate law enforcement agencies.

Due Process Procedures:

1. Student will meet directly with faculty involved with the behavior at issue to discuss recommended outcomes and /or sanctions.

2. Upon report of an incident of dishonesty:

   Undergraduate student: The Program Coordinator will be made aware of the exact issues/charges being made. The Program Coordinator may recommend sanctions or that the student's program of study be terminated.

   Graduate Student: The Graduate Leadership Team (GLT) may recommend sanctions or that the student's program of study be terminated.

3. If termination is recommended, this decision is subject to a formal hearing before the University Hearing Office/Panel. See the UNC Student Handbook.

UNC School of Nursing

POLICY TITLE:

Suspected Drug or Alcohol Use

Last Revision/Review Date: 4/18/2022 NFSO
Previous Review Dates: 5/91 w/ Univ Counsel; 10/93 VK; 4/98 LC; 11/01 DP; 12/6/13 ULT; 1/31/14 ULT; 3/7/14 ULT w/ Univ Counsel; 3/28/14 NFSO
Original Policy Date: 1/17/86
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

The School of Nursing faculty has the right and responsibility to protect the public's health, safety, and welfare from students who use drugs and/or alcohol or who are impaired from the use of such substances in clinical settings. Thus, students must not use drugs and/or alcohol, must be free of impairment from the use of drugs or other mind-altering substances 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 their clinical experience.

PROCEDURE:

1. If a student demonstrates behaviors that suggest the student may be under the influence of drugs, alcohol, or other mind-altering substances, the clinical faculty member will remove the student from patient care.

2. The student will be required to be tested immediately to determine the presence/absence of drugs, alcohol, or other substances.

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. The clinical faculty member will arrange for appropriate transportation of the student from the clinical site to the testing site (the Student Health Center is the preferred off-site testing center), if applicable. The student will be responsible for any expense associated with travel.

6. If drugs, alcohol, or other mind-altering substances are present in the student's system, 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 their clinical experience, the student will be referred to the Assistant Director and will be dismissed from the School of Nursing.

7. The student must inform the clinical faculty member and the course coordinator if they are taking prescription medications that could significantly affect cognition, behavior, or motor function, or that may impair the ability to practice as a professional nurse safely and competently. The student will be referred to the performance standards policy for any needed accommodations for the use of prescription medications.

8. If a student who has been found in violation of this policy holds a professional license, the School of Nursing may be required to report such violation to the Board of Nursing or other regulatory body for further action.

***4/7/2022** – Deb Miller communicated via email that it is appropriate to have students tested at the Student Health Center if they are not able to be tested on-site*

Master's Comprehensive Exams

UNIVERSITY OF NORTHERN COLORADO

School of Nursing

UNC | School of Nursing

POLICY TITLE:

Masters Students' Comprehensive Exam Criteria

Last Revision/Review Date: 4/3/2020 NFSO
Previous Review Dates: 2/09 GCO; 11/15/17 GLT; 12/1/17 NFSO; 10/18/19 NFSO
Original Policy Date: 8/29/97
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

The purpose of this policy is to describe the process and requirements of the Oral Comprehensive Examination for graduate nursing students, which is done during the student's final year of the program.

Graduate students are expected to demonstrate knowledge synthesis and advanced clinical competence. This includes the ability to think critically, make empirically based decisions, incorporate cultural awareness into assessment and interventions, integrate theory into a practice philosophy, and consider individual and population implications. Per graduate school policy, the oral comprehensive exam serves as an alternative to completion of a master's thesis. For the Oral Comprehensive Examination, the student presents a synthesis of evidence related to a relevant practice topic.

PROCEDURE:

1. In order to graduate, the student must successfully complete the comprehensive exam and demonstrate a comprehensive understanding of the essentials of graduate nursing education that reflects the program outcomes.
2. Graduate faculty will serve as committee members to assess the student's knowledge base and expertise. Every examination committee will consist of 2 members (a chair and co-chair) with a designation of graduate lecturer or higher. For APRN student committees, it is preferred (but not required) that one committee member be a licensed APRN with active certification.
3. The exam will be scheduled in the semester prior to anticipated graduation from the MSN program.
4. Students graduating in spring will meet with committee member(s) by September 15th of the prior year and those graduating in summer will meet by January 30th of the same year. Both committee members will work with the student to reinforce the specific expectations for successful completion of the exam.
5. The student will confirm the date of the comprehensive exam by September 15th or January 30th when he / she/ they meets with the committee.
6. The student will e-mail an abstract, final presentation, evidence table and reference list to each committee member a minimum of two weeks prior to the exam.
7. Failure to meet the identified deadlines in this policy may result in failure of the exam.
8. The chair of the student's comprehensive exam committee will notify the Program Coordinator of the committee membership and exam date and time.
9. The exam will be scheduled for 1½ hours.
10. If the student does not pass the exam, he/she/they may request to the Program Coordinator to schedule a second exam. The exam can be done in the same semester or in the subsequent semester at the discretion of the student's committee and the Program Director. If the student does not pass the second exam, he/she/they will be dismissed from the program.
11. Exam results will be documented on the Oral Comprehensive Exam Evaluation indicating the student's strength and weaknesses. Formal statement of MSN Comprehensive Exam Results will be signed by both committee members.
    a. A copy will be sent to the student and a copy placed in the student's file.
    b. The original completed Oral Comprehensive Exam Evaluations and Formal Statement of MSN Comprehensive Exam Results will be provided to the Assistant Director of Graduate Programs and Graduate Programs Management Specialist who will place a copy in the student's file and distribute copies to the a.) Evaluation Chair, b.) Program coordinator and c.) Graduate School. Committee members and results will be tracked by the Graduate Programs Management Specialist in student advising spreadsheet in SharePoint.

Comprehensive Examination Guidelines

1. Students will present their oral exam using visual technology such as PowerPoint slides and will have 30-45 minutes to deliver the presentation. This does not include set-up, questions from the committee, and discussion with feedback from committee. The total time allotted from set-up to disposition from committee is 90 minutes.

2. Identify topic of interest or area of concern in healthcare specific to program of study, such as: disease management, a population-based intervention, or a care-delivery process that would benefit from improved outcomes.

3. Develop a researchable question in PICO(T) format.

4. Organize your presentation by the following outline:

    a. Introduction/Background- introduce the topic of interest and clinical significance
    b. Purpose- What is your researchable question? Present as a PICO or PICOT question.
    c. Methods- Present the process you used for the review of the literature.
    d. Theoretical framework or model- Identify which theoretical framework or model will guide practice or provide the framework for exploring the selected topic. Articulate the major constructs/concepts of the theory and its relevance to the particular topic.
    e. Results- Present key findings from the literature review regarding the synthesis of evidence from the literature review. Summarize pertinent evidence-based interventions and therapies; include medical management of care, interdisciplinary coordination and applicable transitions of care.
    f. Conclusions/Implications for practice- Present the implications for patients/populations, nurses/nurse practitioners, and healthcare systems. Consider cultural factors, psychosocial/developmental issues, and economic and policy implications.
    g. References

5. Plan to present in business/professional attire.

UNC School of Nursing:
Master's Degree
Oral Comprehensive Examination Evaluation

Student Name: _____ DATE: _____

Student Bear Number: _____ Master's program: _____

Project Title: _____

Faculty Initials: _____

N= Needs improvement S= Satisfactory E= Exceeds expectations

1. **Acquire, critically analyze and apply advanced knowledge to evidence-based practice in the care of individuals, families and populations.**

	N	S	E	
Identifies a clinically significant topic of interest applicable to program of study.				
Proposes a scholarly PICO(T) question				
Summarizes key findings from the literature in evidence table				
Evaluates the level of evidence of articles reviewed.				
Applies a theoretical framework to the question/problem				

2. **Apply leadership skills in various health care systems for management of and accountability for care delivery and improved outcomes.**

	N	S	E	
Effectively articulates the topic of interest and its clinical significance.				
Professionally answers questions and engages in discussion.				

3. **Participate in intra/interdisciplinary collaboration and advocacy for health care delivery and the development of health care policy.**

	N	S	E	
Demonstrates understanding of implications of findings to advanced practice /education (depending upon program of study).				
Identifies economic and policy implications (institutional and/or regulatory or legislative) related to the topic of interest.				

4. **Synthesize knowledge of safety, quality improvement, culture, ethics and healthcare technologies in the design and provision of direct and indirect care.**

	N	S	E	
Integrates quality and safety concepts into advance practice/education (depending upon program of study)..				
Addresses cultural factors and psychosocial/developmental issues as related to the topic of interest.				

5. Professionalism and organization

	N	S	E	
Demonstrates logical analysis of ideas.				
Presents in a clear and professional manner.				
Uses recent, credible resources.				
Includes a thorough reference list that is in APA format				
Adheres to APA rules of grammar and format for content, including referencing of information on slides when indicated.				

Strengths:

Weakness:

Comments:

(Please check one) Pass: ☐ Fail: ☐

Faculty Printed Name: _____

Faculty Signature:_____

☐ Chair ☐ Co-Chair (Please check one)

Masters Degree Thesis Option

Master's Degree nursing students may elect to complete a thesis. Students selecting the thesis option create and carry out a research study, present the findings in oral form in a thesis defense (which takes the place of the comprehensive examination) and prepare a written thesis report for the Graduate School. Students are able and encouraged to revise the report and submit it for publication and presentation for the benefit of nursing practice, doctoral-level nursing education, or the nursing profession. Practical experience with research is valuable and may be required for application to some doctoral programs. It is useful to have a preliminary discussion about the thesis with your program advisor and perhaps with the faculty members whom you identify as potential thesis advisors.

Of note, the thesis option adds 6 hours of course credits to the plan of study (see section below on the subsequent NURS 699 credit hours).

The *Graduate School Thesis Handbook* must be followed in the conduct of research and production of thesis. It is available on the Graduate School website: https://www.unco.edu/graduate-school/student-resources/current-students/

PROCEDURE FOR SIGNING UP FOR THESIS HOURS

1. Obtain agreement from two nursing faculty members to be your thesis committee (have to hold graduate faculty status). One will serve as chair.
2. Meet to discuss or finalize your thesis ideas with your committee chair.
3. Decide how many NURS 699 credit hours to register for out of the required total of 6.
    - The actual work done does not have to correspond to the thesis hours you sign up for in a given semester.
    - Consider whether you can divide the credits up in a way to maximize your full-time status which qualifies you for financial aid and other scholarship opportunities. Please confer with your thesis chair or program advisor for help as needed about the credit hours.
4. The program coordinator/instructor and student must complete the Directed Study Course Registration found on the Registrar's Forms page.
5. For each additional semester when you take thesis hours, you repeat this process.

Clinical/Practicum Experiences

UNIVERSITY OF
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School of Nursing

FNP Clinical Rotation Requirements

The FNP program has been developed to prepare students for the live clinical setting with specially designed didactic coursework and simulated patient experiences, giving them a strong knowledge base to draw from as they are interacting with preceptors and patients.

The FNP program requires a total minimum of 855 clinical and lab/simulation hours in primary care:

Lab/Simulation = 90 hours

- NURS 613 Advanced Health Assessment – (Lab/Simulation - 1 cr / 30 hours) – 2nd fall
- NURS 654 Acute Care of Adults – (Lab/Simulation - 0.5 cr / 15 hours) - 2nd spring
- NURS 656 Care of the Chronic Ill Adult - (Lab/Simulation – 0.5 cr / 15 hours) – 2nd spring
- NURS 674 Care of Women and Pediatric Pop. – (Lab/Simulation - 1 cr / 30 hours) – 2nd summer

Clinical Hours = 750 hours - *Student clinical hours should mirror what the FNP will be doing in live clinical practice upon graduation, this includes a required 30-45 hours of OB and 45-60 hours of pediatric rotations. To gain experience in women's health, psychiatric, and other similar specialty areas, students may use a variety of clinical sites to complete the required hours. The overall hours are as follows:*

- NURS 675: FNP Clinical I (2-credit course / 90 clinical hours)
- NURS 677: FNP Clinical II (4-credit course / 180 clinical hours)
- NURS 689: FNP Clinical Synthesis (11-credit course / 495 clinical hours)
  - *Of the 495 hours, 10% of the total patient population needs to be 13 years and younger and 10% need to be 65 years and older. Students can spend 90 hours with a hospitalist. A primary care placement should see pediatric patients, if not, students need to include a pediatric clinical to compensate for the 10%.*

OTHER CONSIDERATIONS:

- At least 180 clinical hours must be with an NP and part of these hours could be with a CNM. Other preceptors may include PAs, MDs or DOs.
- **Scheduling OB and Ped rotations:**
  - For example: **Summer** → Peds 45-60 hrs. / OB 30-45 hrs. or Family Practice 45 hrs.
    - Start with the OB rotation no earlier than the middle of June as NURS 674 starts with the OB content and ends about this time. After the 4th week, the Peds content will start. If starting with your Peds rotation first prior to content delivery, you need to read ahead to be prepared for that specific clinical rotation.
  - We highly encourage completion of the OB and Peds hours by end of the second clinical semester (3rd Fall).
- **Specialty Care** - Maximum of 90 hours
- **Observation** - Maximum of 20 hours *(radiology, psych, OR, etc.)*
- **Urgent Care and/or ED** - Can complete 120 hours total, but not during first summer clinical.
- **Community Health (CH)** – Can work with an MD, NP, PA preceptor in a CH medical clinic for family practice hours *(if specialty focus like OB/Peds then can count for those hours).*
- **Internal Medicine** – Rotations are best for NURS 689 or later part of NURS 677 hours due to complexity in patient care. *Must meet NURS 689 patient population guidelines for 495 hours listed above.*
- ⃠ **Walk-in Clinics** - CANNOT do clinicals in this setting as it doesn't allow continuity of care and patient acuity is not vast enough
- Students may do more clinical hours if desired (negotiate with program coordinator).

Securing a Clinical Site and Preceptor

Students will work closely with course faculty, the Graduate Clinical Compliance and Program Management Specialist, and the FNP Program Coordinator to locate and secure placements. UNC does work to secure clinical site openings at partnering agencies and students can "apply" to us for those for various semesters. We do not have enough set placements to cover all student's clinical hour requirements, but we do work hard to reach out to locations and preceptors if assistance is needed. Students do need to actively network and locate clinical site experiences as well. A personal connection is often more advantageous for finding a willing preceptor. The School of Nursing assists with the backend work including affiliation agreements, communicating onboarding requirements specific to agencies, etc.

Students are encouraged to seek a variety of clinical sites and locations and be flexible regarding clinical focus to get more well-rounded experiences as outlined in the "FNP Clinical Rotation Requirements" section. Students may find it easier to secure a site if they are willing to travel.

NOTE: Students may only begin clinical hours for a specific course on the first day of the semester it is offered.

Prior to the semester in which a student is conducting clinicals, they must complete and submit the NP CLINICAL SITE PLACEMENT INFORMATION AND REQUEST FORM to inform the SON of their intent to conduct clinicals at a particular site with a particular preceptor(s). A complete form must be submitted per preceptor/site for each clinical course (e.g., 2 preceptor/site requests = 2 forms). **It neither confirms nor guarantees placement.** Submission of this form additionally initiates a request for a new agreement with a clinical site OR verifies existence of a current agreement. New or expiring agreements can take up to 3 months to obtain. Email completed form(s) to the Graduate Clinical Compliance and Program Management Specialist.

Please note semester-specific deadlines. If the form is submitted late, you risk not having a site and preceptor secured for the course.

- **Mar 15:** Deadline for requesting a site (new OR existing) for Summer clinical course
- **June 15:** Deadline for requesting a site (new OR existing) for Fall clinical course
- **Oct 15:** Deadline for requesting a site (new OR existing) for Spring clinical course

NOTE: You may not begin clinical until you receive a confirmation email from the site the School of Nursing indicating approval. Various sites may also include official notification for a student to begin.

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To be completed by the student.

NP CLINICAL SITE PLACEMENT INFORMATION AND REQUEST FORM

- Submission is required to inform the SON of your intent to be in a site. **It neither confirms nor guarantees placement.**
- Submission of this form initiates a request for a new agreement with a clinical site OR verifies existence of a current agreement.
- A complete form must be submitted per preceptor/site for each clinical course (e.g., 2 preceptor/site requests = 2 forms).
- New or expiring agreements can take up to 3 months to obtain. Please note semester-specific deadlines. If the form is submitted late, you risk not having a site and preceptor secured for the course.

  - **Mar 15:** Deadline for requesting a site (new OR existing) for Summer clinical course
  - **June 15:** Deadline for requesting a site (new OR existing) for Fall clinical course
  - **Oct 15:** Deadline for requesting a site (new OR existing) for Spring clinical course

- Email completed form(s) to mellany.archer@unco.edu.
- **NOTE:** You **may not** begin clinical until you receive a confirmation email from the site or Mellany indicating approval (or a green thumb in myCE, *Centura facilities require final approval to come from them via email, even if myCE indicates you are approved.*)

⇨ Failure to fully complete ALL FIELDS may result in a significant delay in placement and clearance.

STUDENT INFORMATION

Name: _____ **Bear Email:** _____ **Phone:** _____

Course #: _____ **Start Date:** **End Date:** _____

I am an employee of the site listed below or of the health system of which it is a part of: ○ **YES** ○ **NO**

PRECEPTOR CONTACT & SITE INFORMATION

Proposed Site: _____ **Address:** _____

Preceptor Name: _____ **Credentials:** _____

Note: if preceptor is a PA, a supervising physician's name must be documented.

Preceptor Email: _____

Role/Specialty Area: _____

Clinical Overview/Purpose:
(OB, Peds, Family Practice, other.) _____ **# Hours:** _____

CLINICAL SITE CONTACT INFORMATION

Each site has its own clearance process; accurate contact info is required so UNC can coordinate placement with the appropriate person at the requested site. Please check the box that applies to this request:

☐ I am omitting contact information because the site is well-known to UNC (a large hospital system such as NCMC, UCHealth, etc.).

☐ This is a request for *Denver VA, Kaiser, Salud,* or *Sunrise Community Health*. I am omitting the contact information because placement for these sites is handled through UNC only and not through individual students.

☐ The site or preceptor has provided information regarding the person who coordinates placement; I will complete the fields below:

Name: _____ **Email:** _____

Site Address: _____

Phone (OPT): _____

FNP – Faculty Site Visits

What is a site visit?
APRN faculty from UNC will be completing clinical site visits during the clinical courses. Site visit(s) will occur for each student during each clinical practicum course. The UNC faculty will be completing an evaluation of student clinical performance as well as an evaluation of the clinical site for appropriateness of FNP education goals.

What does the APRN site visitor do?
During each site visit, the UNC faculty member will meet with the student and preceptor to discuss how the clinical learning experience is progressing. They will also see 2 to 3 patients with the student if the schedule permits, and provide feedback to the student on their skills and clinical ability. The UNC faculty will also review your charting within the EHR and talk to the preceptor alone about student performance. Site visits take anywhere from 2 to 3 hours of time on average.

What should I tell my preceptor about the site visit?
Tell your preceptor when to expect the UNC faculty member and the information above in "What does a site visitor do?". The visitation to a clinical student should not be anything new to the preceptor, but if they have any questions, please direct them to the faculty assigned to teach your clinical course.

Preceptor, Faculty, and Student Expectations for Clinical Rotations

The following information is given as a brief overview of what a clinical preceptor for a FNP student can expect with regards to preceptor responsibilities and requirements. Additionally, information is included as to what the clinical preceptor can expect from the students and UNC faculty members. FNP faculty are available for further explanation and clarification if needed.

EXPECTATIONS OF CLINICAL PRECEPTORS:

- Professional practice as a MD, DO, NP, CNM, or PA.
- Orient the FNP student to the clinical setting and his/her personal responsibilities.
- Assist student in gaining access and orientation to the electronic medical record as a vital part of their learning experience.
- Provide direct and indirect supervision to the FNP student, including charting and review of charting with the student during clinical practicum times. Times and dates of clinical to be a negotiation between individual student and preceptor agreement.
- Assist FNP student in meeting course objectives and personal learning objectives.
- Be available for consultation with clinical faculty for providing evaluation of clinical performance of the student.
- Ultimate responsibility for client care remains with the agency personnel.

EXPECTATIONS OF STUDENTS IN CLINICAL ROTATIONS:

- Active licensure as an RN in the state of Colorado.
- Current AHA BLS and AHA ACLS certification.
- Acceptance as a student in the FNP program of UNC.
- Attendance in the clinical site at times and dates agreed upon and completion of required clinical hours (TBA depending on the particular course).
- Writing personal learning objectives for each class.
- Successful completion of clinical course objectives and personal learning objectives.
- Carry liability insurance and personal health insurance (provided by the individual).
- Background clearance.

- Clinical hours can only be completed while the student is enrolled in a clinical course. (Clinical hours cannot be done prior or after the student is enrolled in a course).
- Choose a clinical setting that is Family Practice with a client mixture covering the lifespan.
- Complete the **NP Clinical Site Placement Information and Request Form** and submit to mellany.archer@unco.edu for each requested clinical rotation.

EXPECTATIONS OF CLINICAL COURSE FACULTY*:*

- Provide qualified students with appropriate theoretical education.
- Consult with clinical preceptor with regard to clinical performance of the FNP student.
- Provide course content description to clinical preceptors for each of the FNP core clinical courses.
- Carry ultimate responsibility for the evaluation and grading of the FNP student.

Clinical/Practicum Compliance, Tracking, and Related Policies

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Graduate Nursing Program Clearance Requirements

Your cooperation in meeting the *Practicum 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.

The SON utilizes Complio for verifying program requirements. Complio is American DataBank's online, comprehensive tool for student screening, immunization tracking, and compliance. Information to set up your student account will be given to you following admission to the program and prior to the start of your first semester.

Clinical/Practicum Clearance Requirements include *(but not limited to)*: Immunizations/Vaccinations (TB, MMR, Hep B, Varicella, Tdap, Influenza, COVID), CPR Certification, OSHA/ HIPAA, and malpractice insurance *(insurance due prior to your first clinical/practicum rotation)*.

It is ALWAYS the responsibility of the student to keep track of expiration dates and to submit renewals into Complio 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 submitted by the deadline, student will be considered out of compliance with the policy and **not eligible to attend** *Practicum* **and proceed in the nursing program**.

Please contact **Mellany Archer** at mellany.archer@unco.edu or 970-351-2234 with any questions or concerns.

Tracking Clinical/Practicum Hours

The School of Nursing uses the Typhon Group platform for student portfolio development and for student clinical/practicum activity tracking. Access to this system is required for all students and is paid for by the School of Nursing. Basic introduction and login information to TYPHON is provided. The on-line professional portfolio, and the documentation of all students clinical/practicum activities are required for certification, credentialing, and for successful post-graduate employment.

Clinical/Practicum Practice Related Policies

(See the following pages for Practicum Practice Related Policies)

UNC School of Nursing

POLICY TITLE:

Assumption of Risk Statement

Last Revision/Review Date: 4/29/22 NFSO
Previous Review Dates: 7/81 RP, 6/88 JF, 10/93 VK; 4/98 LC, 11/27/01 DP; 5/08 DWL 10/18/19 ULT/NFSO
Original Policy Date: 12/2/77
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

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.

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.

PROCEDURE:

10. The attached 'Assumption of Risk during Clinical Experiences' document will be included in the student handbook for all clinical programs and will be reviewed with the incoming students at admission or orientation (depending on the timing of program start).
11. The students will have the opportunity to ask questions and receive any needed clarifications before the beginning of their program of study.
12. Students will be asked to sign the assumption of risk document and will be kept in their student record.

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POLICY TITLE:

Background Check

Last Revision/Review Date: 12/3/21 NFSO
Previous Review Dates: 11/07 DWL; 8/2008 ULT/GLT
Original Policy Date: 11/2/2007
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

All students who are accepted to the University of Northern Colorado School of Nursing (SON) clinical programs are required to submit a background investigation. The clinical agencies used in the nursing programs require background checks of all potential clinical students. The purpose is to maintain a safe and productive educational and clinical environment.

PROCEDURE:

1. Students shall be informed upon admission to the School of Nursing of the requirement to have a fingerprint background investigation. The requirement and disqualifying offenses will also be published on the UNC SON website and in the program handbooks.

2. Information about the process for obtaining the background investigation will be given to each student on admission.

3. The background investigation will be paid for by the student.

4. The background check will include (at minimum) the following: Social Security Number Trace, Residential History Search, Nationwide Sex Offender Registry, Federal Criminal History Record Searches, Motor Vehicle Record Search, Employment Verification, Education Verification, Office of the Inspector General (OIG) Sanction Report, General Services Administration (GSA) Excluded Parties List, Office of Foreign Asset Control (OFAC) Terrorist List, Name of State Statewide Criminal History Record Search, FBI Fingerprint National Crime Information Center (NCIC) files, and Central Registry for Child Protection (CBI).

5. Any student who fails to submit the results of the background investigation by the required date will not be allowed to enter the program.

6. Any student who has one of the following positive (convicted) background investigations will not be allowed to enter the program:
   - 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. (Paraphernalia possession is not considered a disqualifying event).
   - 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.
- Misdemeanor or felony 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.
- Any offense, regardless of type, which is still pending in the courts (without legal disposition at the time of program application and/or program start.

7. If the background investigation reveals information that could be relevant to the application, the Assistant Director of the relevant program in the SON at the University of Northern Colorado, may request additional information from the applicant.

8. The potential disqualifying offense(s) shall be reviewed on a case-by-case basis by the respective Assistant Director, who may confer with ULT/GLT depending on the situation.

9. Applicants and students will also be informed that clinical facilities may also choose to require additional background checks, drug screening, and/or fingerprinting, and may disqualify students from participating in a clinical rotation based on individual facility policies, independent of any action at UNC. A disqualifying background check at a clinical agency may make the student ineligible to continue in their program. The cost for any additional background check or drug screen shall be paid by the student.

10. If an applicant feels the criminal background investigation is inaccurate, the student may appeal, in writing, to the Assistant Director of the School of Nursing of their respective program. The ULT/GLT will review the appeal and make a determination about admitting the student to the School of Nursing. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

UNC School of Nursing

POLICY TITLE:

Clinical/Practicum Placement Policy

Last Revision/Review Date: 4/29/2022 NFSO
Previous Review Dates: 10/18/19, 3/9/18 NFSO, 4/30/2021 NFSO
Original Policy Date: 3/2/2018
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

The purpose of this policy is to facilitate appropriate and timely clinical and practicum placement of all nursing students. Students must complete the specified number of clinical/practicum hours based on course and program requirements. The definition of practicum for the purpose of this policy is any clinical experience where the student is placed 1:1 with a preceptor, except for the graduate nurse practitioner programs in which 1:1 experiences are termed 'clinical'

Clinical and practicum placement is competitive. The School of Nursing has affiliation agreements with several regional healthcare systems and practices. Regulatory requirements vary state-to-state and must be considered when placing students in sites outside of Colorado. Once a site and preceptor are secured, the School of Nursing provides approval and obtains agreements / clearance for all placements.

PROCEDURE:

1. At least 3-4 months prior to the start of the clinical/practicum course, the clinical/practicum placement coordinator or program coordinator contacts students regarding their needs for securing a site and preceptor. Students residing out of state should be contacted as early as possible to assure adequate time for arranging new affiliation agreements.

2. The student may identify a site/preceptor on their own that is within program guidelines or may request assistance from the clinical placement coordinator or program coordinator.
    a. Clinical/Practicum placement requests may be denied by the clinical/practicum placement coordinator, program coordinator or facility clinical/practicum placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
    b. If contacted for assistance, the clinical/practicum placement or program coordinator will seek an available site/preceptor.
    c. Requests for out-of-state rotations will be discussed and approved by the program coordinator to assure all state requirements are addressed. Concerns or questions about specific state requirements will be discussed with the State Authorization & Compliance Administrator in the Office of the Provost.
    d. The clinical/practicum placement or program coordinator secures a site and preceptor and notifies student.
    e. The student then has 5 business days to initiate contact with the site/preceptor.
    f. The student must inform the clinical/practicum placement or program coordinator of the status of the contact with site/preceptor by the 6th business day.
    g. If student fails to initiate contact within the 5 business days, then the placement or program coordinator may offer the site/preceptor to another student.
    h. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.

3. Student submits the *Form to Request a Clinical Site Affiliation Agreement/Attestation* to Program Management Specialist or designee by the posted deadline.

4. Deadlines for each semester are outlined in the student handbooks, on the above-named form, and/or in course information.

5. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

6. Final confirmation of clinical/practicum placement is to be done using student's BearMail account.

Undergraduate Programs:

7. The lead clinical faculty member will initiate conversation with students who are entering a practicum clinical course about preference for site and clinical specialty. For RN-BSN program clinical/practicum courses, students may provide information on specific preceptor, in addition to clinical site.
    a. Clinical placement requests may be denied by the clinical placement coordinator, program coordinator or facility clinical placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
    b. The lead clinical faculty member will work with the undergraduate program management specialist to request placements.
    c. The clinical placement or program coordinator secures a site and preceptor and notifies student.
    d. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.

8. Deadlines for each semester are outlined via email communication and in the course syllabus.

9. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

POLICY TITLE:

Drug Screen Policy

Last Revision/Review Date: 12/3/21 NFSO
Previous Review Dates: 10/08 NFSO; 10/11/19 NFSO
Original Policy Date: 9/28/07
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

The School of Nursing (SON) requires all students interacting with any clinical agency to obtain a drug screen.

PROCEDURE:

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

UNC School of Nursing

POLICY TITLE:

Evaluation of Clinical Performance – Graduate APRN students

Last Revision/Review Date: 10/21/15 GLT
Previous Review Dates:
Original Policy Date: 10/31/14
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

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 (see attached tools) of his/her clinical performance from their clinical preceptor and clinical faculty. In courses that have a clinical component, both the didactic and clinical portions must be passed in order to receive a passing grade for the course.

PROCEDURE:

1. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of a clinical course and the clinical preceptor and/or course faculty deems that a formal remediation is indicated, the course faculty (in collaboration with the clinical preceptor) will complete a Notification of Unsatisfactory Clinical Performance form (see attached).

2. The course faculty 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 preceptor and/or course faculty will complete the follow-up section of the form and review the information with the student. The form will then be reviewed, signed, and placed in the student's School of Nursing official record.
    b. At the time the remediation plan is initiated, the student will be notified that the remediation plan will be shared with the subsequent semesters' clinical preceptors and course faculty 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.

3. The clinical agency/clinic 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.

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Notification of Unsatisfactory Clinical Performance

Student Name: _____

Clinical Preceptor: _____

Course Faculty: _____

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: _____

Clinical Preceptor: _____

Faculty Signature: _____

Date Reviewed with Student: _____

Follow up *(Notification of Unsatisfactory Clinical Performance)*

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 faculty and the clinical preceptors of future clinical courses.

Student Signature: _____

Date

Clinical Faculty Signature: _____

Date

POLICY TITLE:

Graduate Preceptor Policy

Last Revision/Review Date: 2/3/17 NFSO/ GLT 2/2022
Previous Review Dates: **4/10/98; 12/08 GLT; 7/29/14; 1/13/17 GLT;**
Original Policy Date: 1/26/90
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

The preceptor is an expert practitioner (e.g., doctorally-prepared or master's prepared registered nurse, Advanced Practice Registered Nurse {NP, CNS, CNM, CRNA}, physician {MD, DO}, physician assistant (PA), or other relevant specialist in the health profession) who is approved by the course faculty of record in consultation with the program coordinator. The preceptor actively practices in the area that is consistent with the clinical hours and course requirements.

The preceptor provides the student with learning experiences in order for the student to meet the course objectives. The preceptor acts a professional role model, resource, facilitator, coach and mentor.

The School of Nursing provides guidance to these preceptors in achieving the course and clinical expectations.

PROCEDURE:

1. Based upon program, students in conjunction with faculty will identify their preferred preceptor and/or clinical site in context of the program and course requirements.
2. Course faculty verify if the preferred preceptor and clinical site are appropriate for the course educational goals. If the preceptor and/or site is new to the program, the course faculty consults with the program coordinator. If approved, the course faculty then identifies if a formal request must be submitted to the clinical organization to obtain access to the preceptor and/or clinical site. If required, the request is submitted.
3. If the clinical site is new to the program, the student with the guidance of the course faculty will submit contact information to the School of Nursing (SON) office to initiate a contract between the site and the University of Northern Colorado SON.
4. If the preceptor/clinical site is out of state, the program coordinator is consulted to begin the process of submitting materials to the specific state Board of Nursing to meet those state requirements. The School of Nursing office staff works with the program coordinator to successfully complete State Board of Nursing requirements.
5. Course faculty verifies that the preceptor is willing to accept the role as a preceptor for the student through personal contact and/or a signed written agreement between the student and the preceptor. The student provides the preceptor a copy of the syllabus which includes the evaluation form.
6. The SON office sends a welcome letter with information to guide the preceptor in successful completion of these clinical educational hours and also requests updates on the preceptor's credentials. Those credentials are uploaded into the electronic tracking system upon receipt. Students are responsible for insuring that all preceptor credentials are loaded into the electronic clinical tracking system.
7. The preceptor and student complete an evaluation at the end of the student's rotation through the electronic tracking system or through a paper evaluation returned to the course faculty.
8. The SON office sends a letter of appreciation with the total number of student precepting hours to the preceptor at the end of the rotation.

*Expectations for **Preceptors** of UNC APRN Students:*

- Submission of credentialing documentation to the SON.
- Review UNC precepting information online at https://www.unco.edu/nhs/nursing/resources/preceptor/
- Review course objectives and individual student learning objectives prior to initiating the precepting experience.
- Provide the student with learning experiences to meet course and learning objectives.
- Act as a professional role model, resource, facilitator, coach and mentor
- Demonstrate enthusiasm that results in student learning.
- Demonstrate credible skills to generate the confidence of the student.
- Assess student knowledge, ask for rationale, and teach general rules of patient care.
- Provide a brief discussion of learning points after completing the precepting experience.
- Work with the students to establish a learning environment in which all individuals are respected and their contributions valued.
- Help student construct assignments and structure clinical activities to facilitate student's identification and development of key concepts, effective learning habits and skills as addressed in the specialty competences.
- Encourage students to think critically and analytically to develop skill in the APRN role.
- Effectively respond to student's questions and provide meaningful feedback and guidance.
- Contact the course faculty with any concerns or questions as early in the precepting experience as possible.
- Engage the student in all aspects of patient care as they become more competent (interviewing, physical assessment, orders, prescribing, and charting).
- Promote professional behavior in the student.
- Complete evaluation data on the student at the end of the clinical experience.

Expectations for UNC APRN Students:

- Review course expectations and share with preceptor prior to precepting experience.
- Collaboratively create learning objectives with the preceptor.
- Complete formal and informal agreements for the precepting experience.
- Set up clinical times to complete required clinical hours with preceptor and enter into the electronic tracking system.
- Be adequately prepared for clinical experience.
- Actively work on preceptor and self-identified areas for improvement in the clinical practice arena.
- Be a punctual, responsible, engaged adult learner in clinicals.
- Enter the data promptly into the electronic tracking system to track clinical hours and the patient care experiences as they are completed in the clinical setting by the deadline in the associated course syllabus.
- Complete evaluation data for preceptor and the clinical setting when the clinical experience is completed.

UNC | School of Nursing

POLICY TITLE:

Health and Safety Compliance Tracking for Nursing Students

Last Revision/Review Date: 8/14/23 Admin updates, MH; 4/18/2022 NFSO
Previous Review Dates: **7/98 SB, 5/99 SB; 2/2000 SB, 5/2000SB, 10/2000SB; 5/08 DWL; 9/11 KBL**
Original Policy Date: 10/11/14
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Students must maintain health and safety clearance upon admission to the undergraduate and graduate nursing programs. Ongoing clearance must be validated with the SON staff. Students newly admitted to the nursing program will be informed, via their acceptance letter, and in the student handbook of these requirements. Failure to meet these requirements may result in required withdrawal from clinical coursework.

PROCEDURE:

1. The School of Nursing will monitor the following for all students (differences by program are listed below).
2. Requirements will be communicated to the students upon admission to the program.
3. All clearance and other requirements or renewals are due the first of the month the requirement is due or as otherwise noted.
4. Requests for an exception to this policy go to the respective SON Assistant Director for review.
5. Programs without scheduled clinical rotations are exempt from the clearance policy (i.e. PhD in Nursing Education and Nurse Education Certificate program)
6. For the dually enrolled RN-BSN students, clearance requirements may be attained from the community college they are currently attending.
7. Students will follow the instructions on the attached sheets (reviewed and updated annually) by undergraduate and graduate programs

Compliance/Clearance	Requirement	Documentation	Tracking
Tuberculosis screening	Annual PPD or QuantiFERON If history of a +TB screen, must submit a neg Chest X-ray report every 5 years and an annual TB symptom clearance by a provider.	Health record with date and results of last test, X-ray, or medical statement of exception or approved declination Annual PPD must be a 2-step PPD if greater than 12 months since last screen	Complio
Measles, Mumps, Rubella	Documented series or positive titer; due once upon hire.	Health record with immunization dates, or positive titer.	Complio
Hepatitis B	Documented vaccination series or signed declination; due once upon hire.	Health record with immunization dates approved declination	Complio
Tdap/Td booster	Required every 10 years; due first of month of expiration.	Health record with immunization dates, and/or positive titer results for	Complio

		tetanus/diphtheria only (titer is not acceptable for pertussis)	
Varicella	Vaccination or positive titer; due once upon hire.	Health record with immunization dates, or positive titer.	Complio
COVID-19 Vaccination		Health record with immunization dates or approved exemption.	Complio
Influenza	Vaccination or signed declination; due October 1, annually, or as otherwise indicated	Health record with immunization dates or approved exemption.	Complio
RN/APRN license (all programs except pre-licensure)	Due every other year with renewal	Copy of license	Complio
American Heart Association BLS CPR for Healthcare Providers (ACLS for NP programs only)	Update required every other year; due at time of expiration	Current BLS and/or ACLS card with date of expiration	Complio
Directory information	Annual; due September 1		Complio
Drug Screen	Completed upon admission to the nursing program and as needed		Complio
Background Check	Completed upon admission to nursing program and as needed		Complio
HIPPA	Annual training	Examples of documentation could completion of the online training modules supported by UNC or purchased training through suggested vendor.	Complio
OSHA (including Blood Borne Pathogens)	Annual training	Documentation examples-- workplace training certificates or completion of training modules purchased through suggested vendor.	Complio
Malpractice insurance	Minimum coverage of $1,000,000/occurrence and $3,000,000 in the aggregate	Certificate of insurance	Complio

*updated per CHPHE CBH rule 6 CCR 1009-2, May 2023

UNC | School of Nursing

POLICY TITLE:

Influenza Vaccination and Exemption Policy - Undergraduate and Graduate

Last Revision/Review Date: 9/28//2020 NFSO
Previous Review Dates: 3/25/11 ULT; 11/2012 ULT, 11/16/12 10/18/19 NFSO
Original Policy Date: 4/11/11
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

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. This policy does not apply to distant students, unless it is required in their own setting, or to students NOT in clinical settings for their own program.

PROCEDURE:

1. Students will be vaccinated against influenza annually and submit documentation of the vaccination to the School of Nursing (SON) 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 SON 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**

School of Nursing Office Use

Exemption Approved:
_____Yes, permanent
_____Yes, temporary until_____
_____No

Reviewer's Signature _____

UNC | School of Nursing

POLICY TITLE:

COVID-19 Vaccination and Exemption Policy - Undergraduate and Graduate Clinical Programs

Last Revision/Review Date: **NFSO 12/2/2022**
Previous Review Dates: **SLT 11/2022**
Original Policy Date:
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Many clinical agencies require students and faculty participating in clinical experiences receive the COVID-19 vaccination and required boosters or have an approved exemption. To ensure all students and faculty have met the requirements for the various clinical agencies and are able to continue with clinical experiences for their respective programs, the SON requires all students and faculty receive the vaccination and associated boosters or request an exemption through the following process.

PROCEDURE:

5. Students and faculty members are recommended to be vaccinated against COVID-19 and submit documentation of the vaccination, and any associated booster vaccinations, to the School of Nursing (SON) office by designated date each year.

6. If a student fails to be vaccinated or receive an approved exemption by designated date of each year, the student may be unable to attend clinical experiences depending on agency policies where the student is assigned.

7. Faculty members who are unvaccinated must alert the School of Nursing Director to ensure an exemption can be negotiated with the facility or to find another instructor to teach the rotation.

8. <u>Exemption Procedure</u>
    a. An exemption from vaccination may be granted based on documented medical contraindications, religious, or other beliefs. A student or faculty member requesting an exemption must submit the exemption request and supporting documentation to the SON Director for evaluation.

    b. Medical contraindications may include:
        i. Allergy to a vaccine component
        ii. Medical conditions deemed by a licensed medical provider as contraindications to receive COVID-19 vaccine or for postponing COVID-19 vaccination
        iii. Other approved medical reasons

    c. A student or faculty member 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 or faculty member requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exemption. The exemption request must be consistent with the student's prior vaccination history.

    e. For any other exemption request, the student or faculty member must provide a written narrative for the reason the exemption is requested. The exemption request must be consistent with the student's prior vaccination history.

    f. The Director for the School of Nursing will determine approve all exemption requests. The Director may request a meeting with the student or faculty member to obtain additional information before deciding if the request is granted.

g. If an exemption to immunization is granted, students must follow agency infection control policies to participate in the clinical experience.

h. If the exemption is granted and the student is unable to complete the clinical experience due to agency policy, a different site may requested for the student. If no clinical agency is found that will accept a student without vaccination, the student may not be able to complete the clinical rotation during that semester. Every attempt will be made to locate a clinical rotation that will accept the approved exemption, however, progression in the program cannot be guaranteed.

i. All documentation for an exemption request and associated documents will be kept on the Director's SharePoint folder that is only accessible by the Director. If documentation is needed to be shared with a facility to navigate placement, the student will be notified and included on all communication.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

COVID-19 Vaccination and Booster Exemption Form

Student/Faculty Member Name: _____

The UNC School of Nursing requires all students to receive COVID - 19 vaccination, any associated boosters, or request an exemption. To request an exemption, complete this form, attach the supporting documentation, and submit to the School of Nursing Director. You will be notified whether your exemption request has been approved.

Type of Exemption

I request an exemption for the COVID-19 vaccination and associated booster requirement based on (check one of the following):

__ **Medical Exemption Request**

4. I certify that I cannot receive the COVID-19 vaccination because of medical contraindication(s).
5. My medical contraindication(s) is:
   _____Temporary (must be certified annually)
   _____Permanent

6. Attached is a letter from a licensed medical provider confirming that I should be exempted from the COVID-19 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 Request**

3. I certify that the COVID-19 vaccination is contrary to my religious beliefs and/or practices.
4. 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.)

___ **Other Exemption Request**

1. Attached narrative documents a request for exemption that is unrelated to medical or religious exemption categories.

_____ _____

Signature **Date**

School of Nursing Office Use

Exemption Approved:
_____Yes, permanent
_____Yes, temporary until_____
_____No

Director's Signature _____

UNC | School of Nursing

POLICY TITLE:

Malpractice Insurance

Last Revision/Review Date: 3/24/2017 NFSO
Previous Review Dates: 3/21/07 LC; 3/29/08 ULT; 3/3/17 GLT
Original Policy Date: 5/4/01
Sponsoring Committee(s): Undergraduate Leadership Team and Graduate Leadership Team

DESCRIPTION:

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.

UNC | School of Nursing

POLICY TITLE:

Nursing Licensure Policy for Post-licensure Students

Last Revision/Review Date: 1/26/18 NFSO
Previous Review Dates: 11/13 ULT; 1/19/18 ULT
Original Policy Date: 11/22/2013
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Post Licensure BSN and graduate students must have an unencumbered, valid nursing license when admitted to a nursing program and maintain the license until graduation.
.

PROCEDURE:

1. Any change in the status of the student's license must be reported to the School of Nursing immediately, by the student.
2. A license that has been suspended or revoked will prevent the students from progressing in the program.
3. Once a suspended or revoked license has been reinstated the student may apply for readmission.
4. Failure to report a change in license status will result in dismissal from the School of Nursing.
5. Students who are dually enrolled with an associate degree program must submit verification of licensure before matriculation into the final semester of the program.

UNC School of Nursing

POLICY TITLE:

Performance Standards – Clinical Programs

Last Revision/Review Date: 4/18/2022 NFSO
Previous Review Dates: 1/31/14 ULT; 2/14/14 NFSO, 4/29/16 NFSO
Original Policy Date: 1/31/14
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

To ensure that students enrolled in a SON Clinical 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 Resource Center ("DRC"), the SON Assistant Director of the respective program, and SON Director.

PROCEDURE:

1. Upon admission to the SON clinical nursing program, each student will be provided the Standards. Prior to the commencement of the program, 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.. 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 DRC. The student must provide documentation of the approved accommodation to the SON Assistant Director and sign the Standards form attesting that they 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 DRC 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.

UNC | School of Nursing

Performance Standards

Print 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 Resource Center 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.

_____

Print Name

_____

Signature *Date*

UNC | School of Nursing

POLICY TITLE:

Workers' Compensation

Last Revision/Review Date: 11/11/2020 HR/MH
Previous Review Dates: 5/92; 8/91; 2/96; 11/01 HR/SB; 4/16/07 LC; 3/25/08 DWL; 11/14/17 HR/FH; 9/27/19 HR/FH;
Original Policy Date: 9/25/07
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

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, the student 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 nearest emergency room. If the injury does not require immediate attention, the student must notify faculty of record and contact the Human Resources within 24 hours post injury (970-351-2718). A Human Resources representative will schedule an appointment for the employee with UNC's designated medical provider. Please review the Health/Safety website for the most current information, provider letter, and the up to date "First Report of Injury Form".(https://www.unco.edu/human-resources/employee-resources/health-safety.aspx).

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

a. The student and faculty of record must complete and submit the "Injury/Illness Report" form within 24 hours of injury to:
   i. UNC School of Nursing, Gunter Hall 3080, Greeley, CO, 80639; or
   ii. via email to nursing@unco.edu; or
   iii. via fax 970-351-1707.
   iv. This policy) is available from the School of Nursing main office or at https://www.unco.edu/nhs/nursing/resources/workers-comp.aspx

b. The student must sign the form, as well as the Director or Assistant Director *(there is no specific signature line so below the student signature is fine)*.

c. The form must be submitted by the School of Nursing within four (4) working days to: Human Resources, via email at human.resources@unco.edu or via fax: 970-351-1386.

d. A copy of the form is placed in the student file on SharePoint and is then sent to Human Resources. A copy must also be sent to the NHS Dean's Office, HR representative for record keeping.

e. The workman's comp injury/exposure excel file (SharePoint - SON/Staff/Documents) needs to be updated to include the date of injury/exposure, program of study, student last name, and type of injury.

f. 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. (Upon discharge the student should notify the hospital that their visit is a UNC Workers' Compensation claim, this will help to prevent the student from receiving bills for the care provided.) After emergency care has been provided and the student is discharged, the student must contact Human Resources as soon as possible to schedule follow-up care with a worker's compensation physician.

Use this form to report ALL workplace incidents - on or off campus - involving Employees, Student Workers, and Students involved in Practicum Work Assignments.

Injured Employee/Student must complete Sections I & II – Please Print Clearly

EMPLOYEE/STUDENT INFORMATION

Section I

Injured Employee/Student Name			Bear #	
Home Address	City		State	Zip Code
Date of Birth	Sex: Male ☐ Female ☐	Marital Status	Home Phone	Work Phone
Department	Job Title		Campus Box	Hire/Work Start Date
Supervisor/Faculty Name	Supervisor/Faculty Phone #		Supervisor/Faculty Email	

ACCIDENT/ILLNESS INFORMATION

Section II

Injury or Illness Date	List Time Injury or Illness Occurred: **AM ☐ PM ☐**	Was the accident or illness on UNC's property? If not where. **YES ☐ NO ☐**
Location of Injury or Illness (Room # & Building or Company)	Date reported to Supervisor/Faculty	Time reported to Supervisor/Faculty **AM ☐ PM ☐**
Time began work on date of injury **AM ☐ PM ☐**	Did employee/student return to work after being injured? **YES ☐ NO ☐** If YES, Date returned to work / /	
Name the object or substance which directly injured the employee/student (Be specific e.g. knee hit floor, fell-hand hit pavement, hammer struck finger etc):		
What were you doing when injured? – Describe how the injury or illness occurred and the part(s) of the body affected - Be specific and detailed (e.g. bending to pick up item felt a sharp pain in lower left back, slipped on ice while walking, gradual pain developed in shoulder over a course of 3 months, etc.) Identify all body parts that were injured.		
List all known witnesses (include Name and Phone Number)		
Was the injury/illness treated with first aid? **YES ☐ NO ☐**	Has the employee visited a medical provider for this injury/illness? **YES ☐ NO ☐** If yes, what is the name and address of the provider?	
Was 911 called? **YES ☐ NO ☐**		
Employee/Student Signature	**Date**	

EH&S and HR Use Only

Date Received Report	Lost Time or Restrictions YES ☐ NO ☐	WC Claim Number	Date Faxed to EH&S	HR Representative
Medical Provider (Hospital or Doctor)			Date of 1st appointment	

Date:

Dear

We are sorry to learn that you have been injured. In order to be sure, you receive the care you need, we are filing a claim with our workers' compensation insurance carrier, Pinnacol Assurance. Pinnacol will contact you with your claim number and additional information soon. In the meantime, you should see one of the medical providers UNC has selected to treat our injured employees. These medical providers specialize in on-the-job injuries and are located in the offices listed below.

WORKWELL OCCUPATIONAL MEDICINE-GREELEY
2528 W 16th St, Greeley, CO 80634
Phone: (970) 356-9800

Dr. Logan Jones, DO
Malcolm "Matt" Slaton, PA-C
Amber Payne, PA-C

BANNER OCCUPATIONAL HEALTH CLINIC
1517 16th Ave, Greeley, CO 80631
Phone: (970) 810-6810

Our goal is to ensure that you get the quality care you need to recover quickly and return to work as soon as possible. If you have questions, please contact Human Resources at (970) 351-2718, fax number (970) 351-1386.

Sincerely,

UNC Human Resources

Worker's Compensation Insurance Contact Information:
Pinnacol Assurance
7501 E Lowry Blvd., Denver, CO 80230
(303) 361-4000 or 1(800) 873-7242

_____ _____
Employee Signature Received letter on this date

Graduation Information

UNIVERSITY OF
NORTHERN COLORADO
School of Nursing

Graduation Information

GRADUATION - DEGREE PROGRAM

Students who are completing a degree program are responsible for filing their **Application for Graduation** with the Graduate School in accordance with published guidelines and deadlines. In addition, there is a form on the Graduate School web site for information about mailing the diploma. This must be completed and submitted by the student.

Please visit: http://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/

Graduation Deadlines:
http://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/graduation-deadlines.aspx

CERTIFICATE PROGRAM COMPLETION

Graduate Certificate Programs at the University of Northern Colorado are sequences of focused courses that provide foundational preparation in a particular subject or area of specialization. In order to receive recognition of completion for a graduate certificate program, please complete the form linked below and return to michaela.romero@unco.edu and mellany.archer@unco.edu

A notation of completion of the graduate certificate program will be added to the student's academic transcript and an official certificate will be mailed.

http://www.unco.edu/graduate-school/pdf/Graduate-Certificate-Programs.pdf

Academic Record and Signature pages

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Academic Record and Signature Pages

All student files are located in the nursing offices. On the occasion you need to have access to your file, check with the SON office staff for the procedure to utilize your file. The School of Nursing also requires students to sign documents that may be needed in the general course of business throughout your program. For example, students often 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.

Documents requiring student signature *are listed below and full copies are provided on the following pages for your review. You will be instructed by the SON on how to specifically complete them for your program.*

- *Assumption of Risk –* ***Clinical/Practicum Programs Only***
- *Authorization for Release of Completed Scholastic Assignments*
- *Authorization to Release Information (FERPA)*
- *Authorization of Use of Name, Image, Likeness, and/or Voice Recordings*
- *Authorization for Use or Disclosure of Protected Health Information (PHI), Drug Screen, and Background Check Results -* ***Clinical/Practicum Programs Only***
- *Confidentiality Statement -* ***Clinical/Practicum Programs Only***
- *Plagiarism Contract (University Honor Code)*
- *Student Handbook Agreement*
- *Student Performance Standards (as seen in the Clinical/Practicum Compliance and Related Policies section) -* ***Clinical/Practicum Programs Only***

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Assumption of Risk
During Clinical Experiences

Clinical experiences (including senior practicum, clinical rotations, and other assigned clinical observation experiences) are a required component of the nursing academic programs at the University of Northern Colorado. These experiences allow students to practice skills and techniques learned in didactic and lab courses, as well as, develop critical thinking and other competencies important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients to develop these important skills.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty in the School of Nursing (SON) work closely with our clinical agency partners to ensure appropriate measures are in place for your clinical experiences through development and enforcement of policies and procedures relating to your safety and prevention of disease exposure, including, but not limited to exposure to COVID-19. This includes ensuring all students have access to appropriate Personal Protective Equipment (PPE) during clinical experiences and training related to the potential hazards and prevention techniques. Students have the responsibility to report any exposure or injury sustained during their clinical experience to the co-assigned RN or preceptor and UNC faculty.

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries some risks that cannot be eliminated.

I acknowledge and understand that it is my responsibility to follow all faculty instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of disease and injury.

Knowing these risks, I certify that I have decided, of my own free will, to pursue my chosen degree program, including the participation in clinical experiences.

Signature of student Date

Printed name of student

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization for Release of Completed Scholastic Assignments

I hereby give permission for my completed scholastic assignments to be used as examples by the University of Northern Colorado School of Nursing for the following purposes:

- For accreditation review
- For inclusion as a sample in future courses
- For curriculum committee review
- For agency feedback

I understand that my permission for such use by the School of Nursing is irrevocable.

Signature of student Date

Printed name of student

Rev 5/3/2016 MHenry, approved DSatriano UNC Legal Counsel

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization to Release Educational Records (FERPA)

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), I hereby authorize the University of Northern Colorado, School of Nursing to release the following information concerning my educational records:

- General Summary of Performance
- Grades
- GPA

THIS INFORMATION MAY BE RELEASED FOR THE FOLLOWING PURPOSE(S): (CIRCLE ALL FOR WHICH AUTHORIZATION IS GIVEN):

1. Reference for prospective employers
2. Reference for Graduate School (or other program)
3. Scholarships, Internships/Externships, or other types of financial assistance programs
4. Other: _____

_____

Signature of student Date

Printed name of student

Revised 5/3/16; MHenry approved by DSatriano UNC Counsel

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization of Use of Name, Image, Likeness and/or Voice Recordings

In consideration of my enrollment in the University of Northern Colorado School of Nursing, I hereby authorize the Board of Trustees of the University of Northern Colorado ("UNC") permission to use my name (or any fictional name), photographs, video and/or audio recordings of me, negatives, prints, motion pictures, video and/or audio recordings, or any other reproduction, in any media that contain my image, likeness or voice (including but not limited to video and/or audio recordings of simulation experiences in academic course work) for educational and/or promotional purposes in any UNC written, video and/or audio materials of any type or manner including but not limited to books, magazines, flyers, manuals, handbooks, catalogues, in hard copy, any electronic or digital format and/or on the World Wide Web, or in any other manner, and for any other lawful purpose, in the sole discretion of UNC. I grant this permission effective on the date written below and in perpetuity. I understand that I cannot, at any time, revoke the permission that I have given to UNC by signing this AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS.

I declare that I have read and understand the contents of this AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS, and I am signing it as my free and voluntary act, irrevocably binding myself and my heirs, successors and assigns.

Signature of student Date

Printed name of student

Signature of Parent or Legal Guardian Date

(Parent or legal guardian must sign if participant is under 18 years of age and the signature of parent or legal guardian binds the Student, Parent and/or Legal Guardian to the Authorization of Use of Name, Image, Likeness and/or Voice Recordings)

8/17/16 MHenry, approved DSatriano UNC Legal Counsel

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization for Use or Disclosure of Protected Health Information, Drug Screen, and Background Check Results

I authorize the UNC School of Nursing to disclose Protected Health Information, Drug Screen and Background Check results to a clinical agency, upon request of agency, when participating in clinical experiences.

PROTECTED HEALTH and other CLEARANCE INFORMATION TO BE USED OR DISCLOSED TO A CLINICAL AGENCY:

- Health Clearance Records
- Background Check Results
- Drug Screen Results

This Authorization will expire automatically upon the termination of my nursing program for any reason or upon my graduation from my nursing program.

Signature of student Date

Printed name of student

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Confidentiality Statement
Graduate Programs

I understand that during my educational experience in the University of Northern Colorado, I will come in contact with confidential information. This information may include, but is not limited to patient information, personnel/employee information and computer or access code information. It may be oral, written or electronic information.

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

I agree I am responsible to:

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

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

Signature of student Date

Printed name of student

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Plagiarism Contract

I certify that I have read, understand, and agree to the terms set forth in the School of Nursing Students' Dishonest Acts policy and the Graduate Catalog. I will certify that I will not plagiarize any of the documents created by myself or as a group for this program. I will also agree to follow the University Honor Code.

University Honor Code

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

Signature of student Date

Printed name of student

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Graduate Nursing Student Handbook Agreement

I have read, understand, and agree to abide by the policies and guideline outlined in this School of Nursing Graduate Nursing Student Handbook. I have asked questions to clarify anything I do not understand.

Signature of student Date

Printed name of student