

**Undergraduate
RN-BSN/Dual Enrollment
Student Handbook
2018 - 2019**
www.unco.edu/nhs/nursing



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Section I:

ABOUT THE PROGRAM



UNIVERSITY OF NORTHERN COLORADO

School of Nursing

Mission of the UNC School of Nursing

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

3-4-2011 revision adopted by NFSO

Undergraduate Program Outcomes

At the completion of the program, each student will:

1. Safely and competently demonstrate comprehensive patient-centered therapeutic interventions guided by the nursing process and evidence-based standards of care to restore, maintain, and promote optimal health and/or quality of life in individuals, families, groups, communities and populations.
2. Demonstrate intellectual inquiry and analysis by integrating information, knowledge, research and other evidence from the humanities, arts, general sciences and nursing science in the design and provision of quality patient care.
3. Employ effective communication strategies, techniques and technologies to provide a patient-centered, inter/intra-disciplinary approach in the delivery of safe, ethical, and therapeutic care of individuals, families, groups, communities and populations.
4. Practice nursing with respect and caring for all persons through awareness and integration of social, cultural and spiritual factors, patient preferences and social justice.
5. Assume the roles of leader, manager and professional nurse through participation in measures to improve the quality of health care delivery outcomes within complex systems, promote the nursing discipline and demonstrate accountability for professional conduct.

UNC School of Nursing Philosophy Statement

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

Each individual is a holistic, bio-psycho-social and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger diverse community and global society. Respected as unique beings, all individuals have a right to health. Individuals interact, influence and are influenced by groups or aggregates within the larger population and global society.

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

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

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

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

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

The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas. Faculty members maintain expertise in the specialty areas in which they teach, as well as in teaching-learning practices. They serve as role models for theory-guided nursing practice and education, professional and community service, collaborative partnerships, scholarly inquiry, and health policy development. The nursing faculty is

committed to the recruitment and retention of diverse students and faculty. Quality distance learning environments facilitate greater educational access for students in all programs. As part of the University community, faculty members contribute to the operations and vitality of the College, the University, and the profession.

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

12-2-2016 adopted by NFSO

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

HEALTH AND ENVIRONMENT:

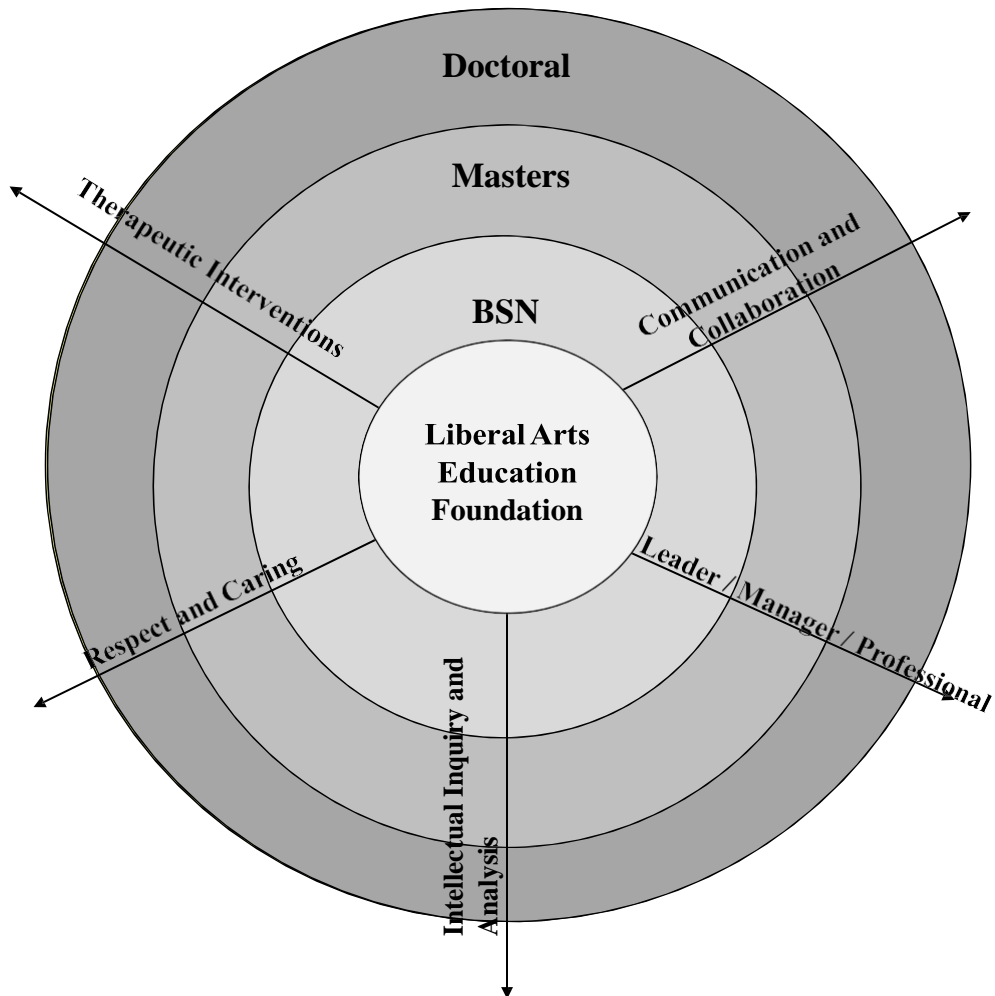
The UNC-SON faculty members regard the World Health Organization's seminal definition of health (wellness) as integral to the conceptual framework: "Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity." Far from being a static state,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

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

CLIENTS AND NURSING:

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

12-2-2016 adopted by NFSO



12-2-2016 adopted by NFSO

Admission Guidelines

Admission Requirements for the RN-BSN Program are as follows:

1. Admission to UNC.
2. Graduate of state approved diploma or associate degree program. *
3. 2.5 grade point average (minimum).
4. Licensure as a registered nurse. *
5. 1000 hours of work experience in last 3 years is recommended.

Transfer of credit for a total of 90 semester hours from regionally accredited four-year institutions may be accepted. Up to 64 semester hours of credit earned at a community college may be approved.

*Admission to the Dual Enrollment Program does not require graduation (only admission) from a state approved associate degree nursing program as well as licensure as a registered nurse.

*The student is awarded 40 credits of upper division nursing coursework upon completion of the Associate Degree program, passing the NCLEX, and 13 credits of the UNC RN-BSN nursing curriculum.

Prerequisites and Liberal Arts Core Classes

If any additional prerequisite courses or liberal arts core classes are required, official transcripts are due to the UNC's Registrar's Office at the completion of the semester you complete them.

Credit by Transfer

Transfer credit for courses taken at an accredited junior college, college, or university may be granted upon an official evaluation of the applicant's valid transcript from such an institution of higher learning. This evaluation is done by both the UNC Office of Admissions (General Education requirements) and by the School of Nursing. (Required support and Nursing courses). Your advisor can assist you in obtaining information about transferring credits.

The following policies apply to transfer credit evaluation of nursing or required support courses:

- Upper division credit cannot be granted to lower division courses. That is, courses with 100-200 course numbers will not receive transfer equivalency for 300-400 level courses, even though the course title may be similar. R.N.'s are provided the opportunity to demonstrate achievement of 300-400 level nursing course objectives through challenge examinations.
- In order to earn credit for any courses in the basic sciences which include a laboratory, evidence must be provided that the course completed at another institution included a laboratory. For example, to transfer credit for BIO 245 "Anatomy & Physiology I", the equivalent course must have included a laboratory.

RN-BSN Nursing Program Plan of Study

Required Support Courses:	Credits	Completed
ENG 123 College Research Paper	3	
PSY 230 Human Growth & Development	3	
STAT 150 Introduction to Statistical Analysis	3	
BIO 245 Anatomy & Physiology	4	
BIO 246 Anatomy & Physiology II	3	
BIO 251 Microbiology	3	
FND 250 Principles of Nutrition	3	

Required Nursing Courses	Credits	Completed Credits
NURS 303 Transitions to Baccalaureate Nursing	3	
NURS 305 Professional Nursing Concepts	3	
NURS 329 Health Assessment - RN/BSN	3	
NURS 380 Research and Evidence Based Practice	3	
NURS 382 Patient Centered Care Concepts Across the Lifespan	3	
NURS 383 Current Issues in Health Care - RN/BSN	3	
NURS 405 Theory and Principles of Public Health Nursing: Population-Based Practice	3	
NURS 406 Population-Based Practice - RN/BSN	3	
NURS 470 Clinical Practice: Professionalism in Practice	3	
NURS 480 Professionalism in Practice: Leadership & Managements	3	
Total:	30	

Liberal Arts Core:	Required Credits	Completed
Area 1: Communications:	6	
1a. Elementary Comp		
1b. Intermediate Comp		
Area 2: Mathematics:	3	
2a Statistics		
Area 3: Arts & Humanities:	6-9	
3a. Arts		
3b. Lit/Humanities		
3c. Ways of Thinking		
3d. Foreign Language		
Area 4: History	3	
Area 5: Social/Behavioral Sciences	3-6	
5a. Econ/Political Science		
5b. Geography		
5c. Human Beh/Social Syst		
Area 6: Physical/Life Sciences	7	
Area 7: International	3	
Area 8: Multicultural	3	
Total:	40	

Notes:	Approved Electives:

****Liberal Arts Core requires a minimum of 40 credit hours

Required Nursing Courses

Nursing is an independent, professional discipline requiring critical inquiry and discriminating judgment to assist individuals and groups maintain health. The nursing courses required for RNs have been chosen to encourage the development of such critical thinking as well as leadership skills. The curriculum also includes courses in general education that are the mark of a good university education.

NURS 303 - Transition to Baccalaureate Nursing (3 credits)

Facilitates movement of registered nurses into the professional role of a baccalaureate prepared nurse.

NURS 305 - Professional Nursing Concepts (3 credits)

Develops knowledge and skills in patient education, communication, cultural sensitivity, quality and safety, informatics and health literacy for nursing practice and professional nursing roles.

NURS 329 - Health Assessment (3 credits)

Focuses on theory and application of health assessment, including physical, mental, developmental and cultural appraisals of individuals and families.

NURS 380 - Research and Evidence Based Practice (3 credits)

Develops beginning research knowledge in relationship to health outcomes. Emphasis will be on quantitative and qualitative research as components of evidence-based practice.

NURS 382 - Patient Centered Care Concepts Across the Lifespan (3 credits)

Emphasizes issues in professional nursing as they relate to health promotion, aging, chronic illness, end of life and palliative care, complementary and alternative therapies, case management and care coordination.

NURS 383 - Current Issues in Health Care - RN/BSN (3 credits)

Emphasizes issues in professional nursing as they relate to the changing health care environment. Areas of emphasis are ethics, change theory, power and politics, and nursing organizations.

NURS 405 - Theory and Principles of Public Health Nursing: Population-Based Practice (3 credits)

Emphasis on synthesis of concepts, theories, knowledge, and practice from nursing and public health sciences within diverse population and environmental contexts. Facilitates professional role development and clinical reasoning.

NURS 406 - Population-Based Practice - RN/BSN (3 credits)

Advances the knowledge and skills of the RN in the application of the concepts, theories, knowledge, and practice of the public health sciences with a population focus. 90 Clinical Hours. S/U Graded. Participation Fee.

NURS 470 - Clinical Practice: Professionalism in Practice (3 credits)

A preceptored practicum that develops the leader/manager role of the baccalaureate nurse. S/U graded. Participation fee.

NURS 480 - Professionalism in Practice: Leadership & Managements (3 credits)

Emphasis is on the nurse as a leader/manager in society and the health care system with respect to current issues and trends.

Information on Syllabi and Clinical Practice

NURSING MAJOR COURSE SYLLABI

Each nursing syllabus is considered the student-teacher contract for that specific course. The course objectives are your guide for succeeding in the course. Most course syllabi include critical behaviors, each of which must be achieved for you to pass the course. The faculty will carefully explain the requirements of each course during the first part of the semester. If you have questions or need clarification, please contact the course faculty member early in the semester. Evaluation practices (grading) may vary from course to course. Please be sure you understand the evaluation policy.

CLINICAL PRACTICE - Nursing practice is offered in a variety of agencies. These agencies include hospitals, nursing homes, industry, schools, and public health agencies. Clinical nursing experiences are offered in the Denver area, Greeley, Windsor, Brighton, Loveland, Fort Collins, and rural Colorado. Student practicums in the agencies are assigned according to available resources.

Completion of Credit

Students must earn credit through transfer, challenge examination, or enrolling and completing course requirements in four general areas:

- Liberal Arts Core courses;
- Required support courses (courses offered by other departments required of all nursing majors), many of these courses also meet Liberal Arts Core requirements;
- Nursing courses;
- Electives (nursing or general education) required to complete the necessary 120 hours for graduation.

CREDIT BY CHALLENGE

There are several mechanisms for receiving credit by challenge. A detailed description of how challenges are performed is given in a separate form titled, "Guide to Challenge Exams for R.N.s". Different forms of challenge will require different fees from students depending on the exam company and how they are scored. The fee continues to be less than that of actually enrolling in the course. Required nursing courses may be taken no more than two times to receive credit in the School of Nursing.

There are **four** different types of challenge exams used by UNC and accepted by the School of Nursing. Procedures are listed to aid the student in filling out the applications properly, insuring appropriate payment, and assisting in methods of preparation necessary to receive full credit toward courses in the School of Nursing.

1. College-Level Examination Program (CLEP)

Application, Fees and Test Results

CLEP exams are administered through the Career Center, University Center. Because of the manner in which the CLEP exams are administered and the manner in which credit is awarded, it is recommended that the student contact the Career Center, 970-351-2127, for an appointment to receive advising prior to registration for any of the exams. CLEP exams are given by appointment and scores are available within 3-9 weeks. Appointments should be made at least one week prior to testing.

Registration forms are available in the Testing Center and must be filled in and returned to the Testing Center as described in the College Level Examination Program Examination Program handout (Available at the University Center). The standard fee for each CLEP exam is \$80.00 per test (A \$15.00 registration fee plus a \$65.00 test fee). CLEP exams are 90 minutes in length. Test results will be mailed to the student and the University Testing Center within 3 to 9 weeks.

Preparation

CLEP exams are designed to measure knowledge which has been gained from sources other than classroom experience. General knowledge alone usually does not prepare the student to pass one of the special subject exams. Students are encouraged to study for exams prior to testing. It is recommended that syllabi of the courses being challenged be reviewed for content and special outside reading lists. Faculty may be contacted for assistance but the student must remember that faculty are in no way responsible for or even knowledgeable about specific tests which a national testing company has developed. The Testing Center has study guides which can be checked out of their library.

Students who fail to pass the exam may retake the CLEP no less than 6 months after the initial exam to be able to earn credit for a course. There are no restrictions on the number of times a CLEP may be taken when the proper waiting period is maintained.

2. AMERICAN COLLEGE TESTING-PROFICIENCY EXAMINATION PROGRAM (ACT-PEP)

ACT-PEP tests to verify nursing knowledge are not required.

3. NATIONAL LEAGUE OF NURSING (NLN)

Application, Fees and Test Results

Call or visit Career Services (970-351-2790) to order a test and make an appointment to take it; the approximate \$75 fee must be pre-paid for them to send the order. Once ordered, it takes about 3 weeks to arrive, you have a week window to take it, and scores are returned to the School of Nursing and then to you in about 3 weeks. Ninety minutes is usually required to complete the exam. Students may retake the NLN exams only once. With continued unsatisfactory scores, the student must enroll in the course for credit.

Preparation

Students are strongly encouraged to study for exams prior to testing. Course syllabi should be reviewed for content. Required texts for specific courses will also be helpful.

4. PREPARATION FOR NUTRITION CHALLENGE

It is believed that RN's may possess much of the knowledge of the required support courses and can receive college credit for this knowledge by successfully completing an appropriate exam.

Generally, to prepare for an exam, about six hours of "quality" time is necessary. The student should thoroughly review the pertinent material. Notes do not have to be taken, only if there is something that may be particularly relevant

Students have completed the exams may be able to share with you how they prepared for the exam. Also, some students have found that being in a study group (1 hour a week) also was helpful.

It is important to remember that 99% of the RN students pass the exams on the first try if they have prepared with about six hours of study. Students may retake all of the exams at least once. Try not to over stress yourself in preparing for an exam!

Graduation Requirements

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. Degree titles are authorization by the Colorado Commission on Higher education, and programs leading to the degrees are administered by the University, the College of Health and Human Services, and the School of Nursing.

The faculty of UNC has established five general requirements that a student must meet to earn a baccalaureate degree:

1. Earn a minimum of 120 semester credit hours
2. Earn a UNC GPA of at least 2.0
3. Complete at least 40 credit hours in courses designated as Liberal Arts Core courses.
 - a. These courses are from the Catalog of the academic year in which the student first enrolls. University Catalogs expire after six years.
4. Meet all the requirements for the bachelor's degree in Nursing as listed in the current Catalog when the major is officially declared.
5. Complete 30 hours total from UNC campus.

Section II:

SYLLABI AND CLINICAL PRACTICE

Nursing Major Course Syllabi

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

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

Clinical Practice

Clinical practice courses are offered in a variety of agencies. These agencies include hospitals, long term facilities, industry, schools, and public health and community health agencies. Clinical nursing experiences are in the Denver area, Greeley, Windsor, Brighton, Longmont, Loveland, Fort Collins, and rural Colorado. Student clinical experiences in the agencies are assigned according to available resources. Clinical experience may be either day, evening or night shifts.

It is your responsibility to have transportation to all agencies.

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

Change of Address or Phone Number

Be sure to update the School of Nursing office if you have a change of address or phone number. Primary means of communication is through the UNC Bear email account.

Criminal Background Checks

Clinical facilities require students to provide background check information. After admission to the clinical program, students are required to provide a criminal background check for county, state, federal, and other offenses.

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

Drug Screen

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

- Information for purchasing and completing the drug screen will be given to each student upon admission.
- Results will be kept confidential in the School of Nursing Office.
- Any student who fails to submit the results of the drug screen by the required date will not be admitted to the program.
- Any student with a positive drug screen after review by the contracted Medical Review Officer will not be admitted to the program.
- If a student believes that he/she has extenuating circumstances regarding positive drug screen results, the student may appeal, in writing, and submit the appeal to the Assistant Director of the School of Nursing. The Undergraduate Leadership Team will review the appeal and make a determination about admitting the student to the School of Nursing.

Undergraduate Health and Safety Clearance Requirements

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

Background Check and Drug Screen (one time only)	
<ul style="list-style-type: none"> Create an account with American DataBank (ADB) at https://unco.applicantcompliance.com/. Fill out the required forms for the background check. <ul style="list-style-type: none"> The SON will receive results directly from ADB within 48-72 hrs. ADB will <u>mail</u> drug screen materials to student for completion <ul style="list-style-type: none"> The SON will receive results directly from ADB within 2-3 weeks. 	Due date given at orientation
Spring Grades, RN License, and Nursing Badges (one time only)	
<p><u>Spring/Summer Grades (and Documentation of Degree, If Applicable)</u></p> <ul style="list-style-type: none"> Submit photocopy of unofficial transcript(s)/grade report(s), if any required Nursing prerequisites were taken during spring semester. Due one week after the end of spring semester. Official transcripts submitted to UNC Admissions office if spring/summer pre-requisite or LAC classes were not taken at UNC. 	Submit at the end of each semester courses are taken
<p><u>RN License</u></p> <ul style="list-style-type: none"> Submit verification from your state's licensing website For Colorado, visit the DORA website: https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx 	<p>Submit <u>prior</u> to orientation</p> <p>Renewal due <u>by</u> the 1st of the month in which it expires (<i>submit renewals directly to the SON office</i>).</p>
Other (to be kept current throughout the program)	
<p><u>CPR</u></p> <p>Certification must be for "CPR, AHA, BLS for healthcare providers," and training must have included "hands-on" practice.</p>	Due date given at orientation
<p><u>Malpractice Insurance</u></p> <ul style="list-style-type: none"> Further information provided by the SON at Orientation Submit photocopy of <u>Certificate/Memorandum</u> of Insurance indicating medical specialty, term and coverage amounts (<i>a receipt of purchase is not sufficient</i>) 	Documentation due: Prior to starting Nurs 470

<p><u>Health</u></p> <p>Student must provide <u>supporting documentation</u> for the following:</p> <p><u>One Time</u></p> <ul style="list-style-type: none"> • MMR vaccination (2-shot series or positive titers) • Hepatitis B vaccination (3-shot series or positive titer) • Varicella vaccination (Chicken Pox) (2-shot series or positive titer) <p><u>Renewable</u></p> <ul style="list-style-type: none"> • Tuberculin Skin Test (two separate TB/PPD tests within 12 months of each other OR QuantiFERON OR TSpot) • Tdap vaccination w/in past 10 years (must be renewed every 10 years) 	<p>Due date given at orientation</p> <p>Tdap required at least once with a Td booster after 10 years</p> <p>TB/PPD tests are required <u>annually.</u></p>
<p><u>OSHA/HIPAA Exam</u></p> <p><u>Influenza Vaccination - required fall</u></p>	<p>Due date given at orientation</p> <p>Renewed annually</p>

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

Students are expected to have all clearances up-to-date. Renewals are due the 1st of the month in which it expires.

- For example, if your BLS certification expires July 31st, the renewal will be due July 1st.

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

Submit documentation via:

email: emily.perkins@unco.edu or fax: 970-351-1707 or drop off: Gunter Hall, Rm 3080

Flu Vaccine Policy

POLICY:

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

PROCEDURE:

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

**University of Northern Colorado
School of Nursing
Influenza Vaccination Exemption Form**

Student Name: _____

Student Bear Number: _____

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

Type of Exemption

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

☐ **Medical Exemption**

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

☐ **Religious Exemption**

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

_____ Signature	_____ Date
---------------------------	----------------------

School of Nursing Office Use

Exemption Approved:

☐ Yes, permanent

☐ Yes, temporary until _____

☐ No

Reviewers Signature: _____

Malpractice Insurance

Clinical Nursing Program Clearance Requirements Dual Enrollment/RN-BSN - Undergraduate Nursing Programs

Malpractice Insurance (must be purchased prior to taking NURS 470)

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

You must purchase insurance that covers your highest level of certification. If you are an RN, you must purchase RN coverage and then add your RN student policy on top of the RN coverage. If your highest level is a CNA, you must purchase insurance that covers your CNA license and then add your RN student insurance policy on top of your CNA coverage. *You purchase coverage for the year and then if need to cancel you will be prorated any months you did not use.*

Options—

Nurses Service Organization (NSO)

http://landing.nso.com/malpractice-insurance-nursing-professionals/?refID=iiWW2PPi&utm_source=bing&utm_medium=cpc&utm_campaign=PPC_NSO_Core_Brand&utm_term=nso

1-800-247-1500 (you may need to call to add your student insurance coverage on top of your CNA)

Proliability

<http://www.proliability.com/>

1-800-375-2764 (you may need to call to add your student insurance coverage on top of your CNA)

Homeowner's Insurance—may have an option for professional coverage

After you purchase your insurance policy, you need to keep a pdf copy of your CERTIFICATE OF INSURANCE to upload into Complio.

Disability Support Services

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

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.

UNC Policies

UNC's policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student's website, Student Handbook link:

<http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf>

Computer Requirements

(for updated information please visit: <http://extended.unco.edu/about/unc-online/tech-requirements.asp>)

MINIMUM COMPUTER EQUIPMENT AND SOFTWARE

If your computer is close to these minimums, we strongly recommend you save your work on your computer before submitting it to prevent losing any work—though this is good advice for all users.

PC

OS: Windows 7 through 10

Sound Card and Speakers

Network card and reliable internet connection: High speed recommended

Browser:

- Internet Explorer 9 and after
- Firefox 31 and after
- Chrome 36 and after
- *Safari not supported for Windows*

Word Processor**: Microsoft Word 2003 or above recommended

PDFs: Adobe Reader or Adobe Acrobat

MAC

OS: 10.8 and after

Sound Card and Speakers

Network card and reliable internet connection: High speed recommended

Browser:

- Safari 6.0 and after
- Firefox 31 and after
- Chrome 36 and after
- *Internet Explorer not supported for Mac*

Word Processor**: Microsoft Word 2003 or above recommended

PDFs: Adobe Reader or Adobe Acrobat

* If you have minimal RAM you may want to avoid having many other programs open at the same time you are using Blackboard.

**If you are not using Microsoft Word, we recommend saving documents as .rtf files for compatibility.

Section III:

EXPECTED PROFESSIONAL STUDENT PERFORMANCE

Participation in Class and Faculty Evaluation

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

Specific Policy About Grades

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

In the upper division nursing program, you must earn a minimum of "C" (C- is not acceptable) in all required nursing courses. If you earn a "D" or "F" or "U" in a nursing course, you must retake that course when it is available before being allowed to progress to the next semester in the nursing program on a space available basis. Nursing courses may be repeated only once.

"Stopping Out" For a Semester

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

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

If you "stop out" of the Nursing Program and then request to come back, your name will be placed on a waiting list for openings in the nursing courses and your progression in the nursing program will be on a "space available" basis.

Re-Admittance to School of Nursing After Dismissal

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

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

Policy About Critical Behaviors for Satisfactory Achievement in Clinical Nursing Courses

POLICY:

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

Students will:

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

PROCEDURE:

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

B. Student Performance Standards - Undergraduate

POLICY:

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

PROCEDURE:

1. Upon admission to the SON undergraduate nursing program, each student will be provided the Standards. Prior to the commencement of Semester 1, each student who enrolls in the Program is required to initial each item in the Standards and sign the attached form attesting his/her ability to perform the Standards. This signed document will be filed in the student's SON file.
2. In like manner as described in paragraph 1, above, each student must sign the Standards form at the beginning of each semester in Semesters 2-5. This signed document will be filed in the student's SON file.
3. After enrollment in the Program, if a student requests an accommodation in order to meet any of the Standards, they will be directed to contact DSS. The student must provide documentation of the approved accommodation to the SON Assistant Director and sign the Standards form attesting that s/he can meet the Standards with reasonable accommodation.
4. Any change in the status of a student's ability to comply with any of the Standards must be reported by the student to DSS and/or SON Assistant Director immediately.
5. If a student becomes unable to comply with any of the Standards, documentation satisfactory to SON must be provided that states that the student is now able to comply with the Standards without reasonable accommodation or with an approved reasonable accommodation before the student returns to or enters the clinical setting. Additional documentation may be required to demonstrate the student's ability to continually comply with the Standards with or without reasonable accommodation as the student progresses through the program.
6. For the health and safety of students and patients, some accommodations may need to be disclosed to the clinical agency the student is attending. The clinical agency may deny the requested accommodation if it does not meet their health and safety standards.
7. If a student continues to be unable to meet any of the Standards with or without reasonable accommodation, they may be required to withdraw from clinical courses or may be dismissed from the nursing program.

**University of Northern Colorado
School of Nursing
Performance Standards**

Performance Requirement	Description	Standard	Examples of Actions (not all inclusive)	Initials
Critical Thinking	Ability to problemsolve	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	

The Performance Standards were adapted from the Americans with Disabilities Act: Implications for Nursing Education (2015) and are required for successful completion of the nursing program and the practice of nursing. You are required to inform the School of Nursing (SON) or Disability Support Services immediately of any changes to your ability to meet these standards.

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

Signature**Date**

Printed Name

Code of Conduct

University of Northern Colorado School of Nursing Undergraduate Programs

Student Code of Conduct

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

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

ANA Code of Ethics for Nurses (2015)

Provision 1: Affirming Health through Relationships of Dignity and Respect

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

Provision 2: The Patient as Nursing's Foundational Commitment

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

Provision 3: Advocacy's Geography

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

Provision 4: The Expectations of Expertise

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

Provision 5: The Nurse as Person of Dignity and Worth

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

Provision 6: The Moral Milieu of Nursing Practice

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

Provision 7: Diverse Contributions to the Profession

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

Provision 8: Collaboration to Reach for Greater Ends

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

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

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

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

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

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

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

Code of Academic and Clinical Conduct

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.

8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

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

UNC's Student Conduct Policy

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

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

Student Code of Conduct

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

I agree I am responsible to:

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

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

Print Name: _____

Signature: _____

Date: _____

Confidentiality Statement

POLICY:

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

PROCEDURE:

- a. During Semester 1 of the Nursing Program, each student will sign the Undergraduate Programs Confidentiality Statement form.
- b. The signed forms will be filed in the student's file in the School of Nursing office.
- c. In each following semester that the student is in a clinical course, the student will again sign the Undergraduate Programs Confidentiality Statement form as a reminder of the importance of keeping patient information confidential.
- d. Course coordinators will maintain the signed forms until the student has satisfactorily completed the clinical course.

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

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

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

I agree I am responsible to:

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

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

Printed Name: _____

Signature: _____

Date: _____

4/4/11

Violations Related to Student Conduct

In the event of violations of University Standards of Conduct, students should consult the Student Rights and Responsibilities document at:

<http://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf>

Policy Regarding Student Dishonest Acts

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

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

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

Policy for Students Suspected Drug or Alcohol Use

POLICY:

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

PROCEDURE:

- a. If a student demonstrates behaviors that suggest the student is under the influence of drugs or alcohol, the clinical faculty member will remove the student from patient care immediately.
- b. The student will be required to be tested immediately to determine the presence/absence of drugs or alcohol.
- c. Testing will follow the policy of the clinical agency where the clinical experience is occurring.
- d. Testing will be at the expense of the student.
- e. If alcohol and/or illegal drugs are present in the student's system, if other drugs are present in the student's system that are indicative of impairment from the use of drugs, if the student refuses to be tested, or if the student has been determined to have violated the policies or regulations of the University of Northern Colorado or of the clinical agency where the student is receiving her/his clinical experience, the

- student will be referred to the Assistant Director and will be dismissed from the School of Nursing.
- f. The student must inform the clinical faculty member and the course coordinator if he/she is taking prescription medications that could significantly disturb cognition, behavior, or motor function, or that may impair the ability to practice as a professional nurse safely and competently.

Academic Concerns for Specific Courses

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

If you have concerns or need clarification about a course, make an appointment to see the course faculty member first. If you are dissatisfied with the results of the meeting with the course faculty member, your next step is to make an appointment with the course coordinator for the course. You may make an appointment with the Assistant Director. Your academic advisor may also assist you to clarify issues or to help you utilize the system.

Academic Appeals Procedures and Responsibilities

POLICY:

The purpose of the procedures outlined below is to provide the student with a means for appealing any academic decision which he/she considers arbitrary, capricious, or contrary to University policy. Before utilizing these procedures, or between any of the appeals steps outlined below, the student may and is encouraged to seek advice from his/her academic advisor. It is further recommended that attempts at mediation between student and instructor be pursued.

STEP 1:

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

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

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

STEP 2:

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

Policy on Academic Probation/Termination

POLICY:

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

Nursing majors must earn a minimum grade of “C”/”S” in all required nursing courses for progression in the Nursing program. Students must successfully complete all required semester nursing courses before they can progress into the next semester of the clinical program. A student receiving less than “C” or “S” in a nursing course will fail the course and will be dismissed from the school. The student may request re-admission to the program to repeat the course failed on a space available basis only. Students may request re-admission to the Nursing program one time only – if a student is readmitted and the same or a subsequent course is failed, the student is not eligible for a second readmission.

Clinical Nursing Majors:

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

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

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

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

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

UNC School of Nursing Clinical Agreements with Supporting Agencies for the Clinical Practicums

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

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

In general, those agreements outline:

1. Learning experiences for students are selected in cooperation with faculty and agency professional staff.
2. Faculty and students must respect the confidentiality of records and patient/client data imparted during the educational experiences.

3. The student is insured under UNC's worker's compensation policy when in clinical practicums. If a UNC nursing student is injured while on duty in an agency, he or she should notify their instructor immediately and follow UNC Worker's Compensation procedures as directed.
4. Students must carry health insurance (no exceptions) and individual malpractice coverage.
5. Students may utilize the library, lounges, conference rooms, and audiovisual equipment in line with educational requirements.
6. Absolutely no monies are to be exchanged between the agency staff, faculty, patients, or students.
7. In all articles of the formal agreement there is mutual interdependence to maximize benefits for the student learning experiences.

Workers Compensation Policy

POLICY:

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

PROCEDURE:

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

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

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

Section IIV:

POLICIES FOR STUDENT INTERACTIONS

Governance Structure of the School of Nursing

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

Nursing Faculty Student Organization (NFSO)

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

1. Students with full voice and vote in NFSO shall include the identified representatives of the undergraduate and graduate student body of the School of Nursing.
2. Each year in the fall, the undergraduate nursing programs shall be represented by one elected representative; who shall have full voice and vote in NFSO meetings, with the exception of declared executive sessions.

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

Section V:
STUDENT SERVICES PROVIDED BY UNC
AND THE SCHOOL OF NURSING

About Your Student File

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

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

About Referencing Services

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

URSA

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

What You Can Expect from Your Academic Advisor

Pre-clinical students are advised by a nursing advisor who is available by email, phone or one to one appointments. Once in the clinical program, your advisor for the semester will be identified. You are encouraged to contact your advisor for individual questions and concerns.

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

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

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

Section VI:

STUDENT ORGANIZATIONS

Student Nurses' Association (SNA)

An important and critical activity of a professional person is participating in their professional organization(s). UNC School of Nursing has a Student Nurses' Association (SNA) on campus.

UNC nursing majors have consistently provided leadership in the Colorado Student Nurses' Association (CSNA) over past years. A faculty member assists the elected officers to carry out the purposes of the organization. You are encouraged to become a member of this organization. Officers share a mail box in the student mail box area. You may contact them via the mail box.

Sigma Theta Tau, National Nursing Honor Society

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

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

The purpose of Sigma Theta Tau is to:

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

Section VII:

STUDENT HANDBOOK AGREEMENT

6.



Undergraduate Nursing Major Student Handbook Agreement

2018-2019

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

Printed Name: _____

Signature: _____

Date: _____