



UNIVERSITY OF
NORTHERN COLORADO

Post-Master's Certificate
for the
Emergency Nurse Practitioner
STUDENT HANDBOOK
2025-2026



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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 5/19/25)

(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



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 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.

Vision

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

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Campus and Student Resources



Ursa (Latin word meaning “bear”)

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

Please note that per federal regulation requirements, UNC certificate program students (non-degree seeking) are not eligible for aid through the Free Application for Federal Student Aid (FAFSA). Currently, scholarships or private loans outside of the university are generally the only options for funding.

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

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.

Post Master's ENP Certificate Program Description, Admission, Outcomes, Etc.

Description of the Post MS-ENP Certificate Program

The ENP program is designed for students who want to work as Family Nurse Practitioner (FNP) in the ED/urgent care especially in the rural areas where FNPs will need to cover ED/urgent care along with the primary care clinic. The ENP student has completed an accredited FNP program with a master's or doctoral degree. Smaller health care facilities need FNPs who can see/treat patients across the lifespan in the primary care clinics as well as the ED/urgent care settings. The ENP program will provide the FNP with additional knowledge and tools to manage patients in the ED/urgent care.

Educational preparation must be consistent with the required competencies for the role. Per NONPF (National Organization for NP Faculties), family practice NP competencies span across the age continuum of preventive care, acute and chronic illnesses. NP competencies are not setting-specific but rather are based on scope of practice and population. In other words, NP competencies are tied to the services performed and population served rather than where the services are provided. In keeping with NONPF's guidelines, a student could rotate through an appropriate outpatient or community setting if it addresses the course objectives and aids in mastery of managing preventive care, stable and unstable chronic conditions, complex acute and chronic illnesses.

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 360 clinical hours and 60 hours of simulation/lab hours are completed while enrolled in the clinical/practicum courses.

The UNC Post Master's Certificate: Emergency Nurse Practitioner concentration program is accredited by the American Association of Colleges of Nursing and validated by the American Academy of Emergency Nurse Practitioner (AAENP).

NOTE: Compliance with health policies, OSHA requirements, American Heart Association BLS and ACLS certification are required. Note that some clinical rotations may also require PALS certification. A background check and drug screen are required upon admission.

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

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.

COURSE SEQUENCE (16 credits)

First Semester	Second Semester	Third Semester
NURS 662 – Advanced Emergency Care I (3)	NURS 671 - Advanced Emergency Care II (3)	NURS 692 – ENP Clinical Synthesis (4) (180 hours)
NURS 663 – Emergency Procedures & Lab I (1)	NURS 672 – Emergency Procedures & Lab II (1)	
NURS 664 – ENP Clinical I (2) (90 hours)	NURS 673 - ENP Clinical II (2) (90 hours)	

Following Completion

ENP Certificate Exam

Prerequisites: Board certified Family Nurse Practitioner. Master's degree in nursing. Advanced Pathophysiology, Advanced Pharmacology and Advanced Health Assessment (these courses can be completed at UNC if enrolled in the MSN: Family Nurse Practitioner program).

*Note: The ENP program requires a total of 420 clinical (360) and lab/simulation (60) hours in emergency practice.

POLICY TITLE:**Emergency Nurse Practitioner Post-MS Certificate Admission Requirements**

Last Revision/Review Date: 4/26/24 NFSO
Previous Review Dates: 10/3/2023 NFSO
Original Policy Date:
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

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

Post Master's Certificate Applicants

1. A master's or doctoral degree from an accredited institution with a major in advanced practice nursing with population specialty in family practice (FNP).
2. Current, unencumbered RN license or APRN license in the state where the applicant the applicant practices (verification printout or link required).
3. Proof of FNP Board Certification (may be in process at time of application).
4. Two letters of reference with at least one letter that addresses potential to practice as a practitioner as allowed to the full scope of practice in their state of residence.
5. A statement of career goals that addresses interest in advanced nursing practice as an APRN.
6. Current vita or resume documenting current and past clinical experience.
7. One year of post licensure clinical experience is recommended.
8. Current vita or resume documenting current and past clinical experience.
9. Meets and completes Graduate School Requirements.

Procedure:

- Each applicant file will be loaded by the Graduate Student Coordinator to a shared, secure e-file location that only GLT faculty will be allowed to access.
- Each applicant will be screened individually by each GLT member using the criteria above for admission.
- The GLT member/program coordinator will provide rationale for the top candidates for admission. These recommendations will be provided to GLT for review and approval.
- A collective decision will be made to form an admission as well as an alternates list.
- This list will be distributed to the program director and the graduate clinical compliance and program specialist, who will then work to notify all applicants of their admission status.

POLICY TITLE:**Program Admission - English Proficiency****Last Revision/Review Date:** 3/7/2025**Previous Review Dates:****Original Policy Date:****Sponsoring Committee(s):** School Leadership Team – Academic Policy

DESCRIPTION:

Nursing students must be able to communicate clearly and effectively in English with patients and members of the healthcare team using standard, professional medical terminology. Communication may occur during highly stressful, crisis situations requiring a strong command of verbal and written language skills and timely interpretation of patient data. Clinical agency affiliation agreements require attestation of English proficiency of students entering clinical rotations. To meet these needs, SON undergraduate and graduate clinical programs require students to have a higher level of English proficiency than university admission to assure preparation for the rigor of programmatic coursework and to meet clinical agency requirements.

PROCEDURE:

1. If an applicant's transcripts come from outside the US, then the applicant will need to demonstrate English proficiency by meeting one of the following UNC graduate level criteria at the time of application (<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/international-admission/english-proficiency/>):
 - a. Michigan English Test – minimum overall score 64 with minimum of 64 on listening, reading, speaking and writing subscores.
 - b. Cambridge English – B2 First Test – minimum overall score 176 with minimum of 169 Use of English, 162 writing, 169 listening, and 176 speaking subscores.
 - c. TOEFL a minimum of 83 on the internet-based test (iBT) with a minimum score of 18 reading, 18 listening, 26 speaking, and 21 writing.
 - d. IELTS (International English Language Testing System)—Minimum of 6.5 total, no score lower than 6 and a minimum speaking subscore of 7.
 - e. GATEWAY English Test – overall score of 475, with all sections with a score of 430 or above.
 - f. Successful completion of level 7 of the Intensive English Proficiency Program at UNC.
2. If an applicant does not meet the required standard for program admission, the student will be provided information for UNC's Intensive English Program (IEP) (<https://www.unco.edu/global/services-programs/intensive-english-program/>). If the student meets the other requirements for admission to the program, they may be offered conditional admission to the nursing program they have applied to while they complete the IEP or document proficiency through another process.
 - a. Depending on the timeline of the IEP, the applicant may have their admission deferred for 1 year to allow for completion and readiness for the nursing program.
3. If an applicant, whose transcripts come from outside the US, fails to provide documentation of English proficiency at the time of application/admission, they may be required to submit documentation of English proficiency at the start or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the relevant program coordinator and appropriate university resources (i. e. Office of Global Engagement).
4. Non-international students (e.g. permanent residents) whose primary language is not English, may be required to submit documentation of English proficiency at the start or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the relevant program coordinator and appropriate university resources (i. e. Office of Global Engagement).
5. SON English proficiency requirements will be communicated to departments across campus to provide to prospective students and families who inquire about the program and professional advising centers.

6. Prospective students shall be informed of the requirement during the application process through the SON and NursingCAS. This policy will also be published in SON program handbooks and on the UNC SON program pages.

<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/international-admission/english-proficiency/>

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 (e.g. assessment, course, participation, supervision fees) may apply to specific courses.

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

Additional Fees by Course: <https://www.unco.edu/costs/fees/academic-fees.aspx>

Program Cost (Estimated)

Tuition rates are subject to approval by the UNC Board of Trustees each summer and are subject to change. The estimate cost sheet provided on the next page is based on this past year's tuition rates and fees. All other associated program related expenses are estimated.



School of Nursing

Post MS-ENP Certificate Program Estimated Costs

(tuition rates are set each academic year and are approximate)

Tuition and Fees = \$16,051
(16 program hours)

Students may incur the following approximate expenses prior and during the program.

** Some expenses may be reoccurring based on compliance requirements.*

NOTE: Per federal regulation requirements, UNC certificate program students (non-degree seeking) are not eligible for aid through the Free Application for Federal Student Aid (FAFSA).

BLS (renewable)	Must be American Heart Association	\$55+
ACLS (renewable)	Must be American Heart Association	\$75+
Malpractice Insurance	NP Student coverage required, further information forthcoming	\$130+
COMPLIO (American Databank)		
	Immunization Tracking	\$40 (36 months)
	HIPAA/OSHA Training	\$30 (annual)
	Background Check (at program start + add'l if clinical site requires)	\$59+ (cost varies)
	Drug Screen (10-panel) (at program start + add'l if clinical site requires)	\$35

HEALTH CLEARANCE AND IMMUNIZATIONS

(prices listed below are approximate and based on current estimated costs)

Measles/Mumps/Rubella (MMR)	2-shot series OR Titer	2 shots = \$85+ each Titer = \$60+
Tetanus/Diphtheria/Pertussis (Tdap)	Required every 10 years and/or positive titer results for tetanus/diphtheria only (titer is not acceptable for pertussis)	Tdap = \$60+ Td booster = \$60+
Hepatitis B	3-shot vaccination series or signed declination	3-shots = \$95+ each
Varicella/Chickenpox	2-shot series OR Titer	2-shots = \$150+ each Titer = \$120+
TB/PPD (annual) Initial clearance includes <u>two</u> separate TB/PPD tests within 12 months of each other, subsequent renewals require only one test w/in 12 months of previous test	Annual TB/PPD OR QuantiFERON or T-Spot blood tests; <u>positive</u> tests require a chest x-ray	TB/PPD = \$30+ (x 2 if needed) QuantiFERON = \$85+ Chest x-ray (if needed) = variable
Influenza (annual)	Due annually October 1 st	Varies
COVID	Health record with immunization dates or approved UNC declination	Varies

Other variable out-of-pocket expenses during the program may include (but are not limited to):

	Books and Technology	\$500+
	Travel related expenses (to/from clinicals and campus intensives)	variable
	Renewing compliance items	variable

Program and Student Fees cover the following (but are not limited to):

	Rosh Review (FNP national certification exam review platform)	\$250 (covered by fees)
	myClinicalExchange (clinical rotation management platform)	\$40 (covered by fees)
	Typhon (track clinical encounters, evaluations, etc.)	\$90 (covered by fees)
	Nursing Badges (initial)	\$5 (covered by fees)
	Lecturio (provides professional evidence-based videos for content and medical procedures)	\$299 (covered by fees)

ENP Program Completion Information

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>

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Academic Progression, Expected Student Performance, and Related Policies



ENP Certificate 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.

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

****It is advised that students keep copies of all program syllabi for future reference if needed.***

Course and Faculty Evaluations

Near the end of each semester students will receive an email to complete course and faculty evaluations in Canvas. Student's 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.

Artificial Intelligence (AI) Use Statements

Each course syllabus will have a statement about the extent that AI can be used in 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 or 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 \(2020\) \(apa.org\)](#).

Academic Related Policies

(See the following pages for Academic Related Policies)

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.

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

**You will be instructed by the SON
on how to sign this form.**

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 _____

POLICY TITLE:

Grading Policy (SON)

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:**Newborns/Children in SON Classes****Last Revision/Review Date:** 12/6/2024 NFSO**Previous Review Dates:** 11/13 ULT**Original Policy Date:** 12/6/2013 ULT**Sponsoring Committee(s):** School Leadership Team – Academic Policy

DESCRIPTION:

In an effort to provide an environment that is conducive to learning and safety for students, newborns/children will not be allowed to attend classroom, laboratory, simulation or clinical experiences with their parents. However, some parents may need to bring newborns/children to campus for feedings and lactating parents and may need access to a lactation station or lactation support while on campus.

PROCEDURE:

1. Newborns/children are not allowed to attend course activities with their parents who are students in the School of Nursing. This will be communicated to students at program orientation.
2. Students and Faculty are encouraged to access UNC's most current information on lactation stations on the Center for Women's and Gender Equity website <https://www.unco.edu/center-womens-and-gender-equity/?page=1&limit=3&tags=Center%20for%20Women%27s%20and%20Gender%20Equity,cwge>
 - a. If students need to bring their children for lactation or feedings, they must arrange for the child's care while attending class.
 - b. Information regarding lactation/feeding resources will be available to all students through the SON front office and will be distributed to students through the SON CANVAS shell.

POLICY TITLE:**Progression in Graduate Programs**

Last Revision/Review Date: 10/13/23 NFSO
Previous Review Dates: 1/13/17 KH; 2/3/17 NFSO; 10/18/19 GLT
Original Policy Date: 3/9/15
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Successful completion of the graduate nursing programs requires a minimum grade of 'B' in each course, satisfactory grade in each clinical course, and completion of applicable graduate school requirements (e.g. comprehensive exams, proposal and final dissertation/DNP scholarly project defenses). 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. The student may not graduate without all of these requirements met satisfactorily.

PROCEDURE:**Unsatisfactory course work and retake procedures:**

One didactic or clinical course may be repeated if the grade is lower than a 'B' or Unsatisfactory. The graduate comprehensive exams (written/oral) allow for one retake. 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 higher 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 to the Graduate School.

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.

To appeal a grade, the student shall follow the academic appeals policy and procedure.

Completion of dissertation and DNP Scholarly project credits:

PhD students: Students must satisfactorily complete both Written AND Oral Comprehensive exams before enrolling in N799 Dissertation Credits. Students must also have completed 4 N797 credits. In the semester where the oral examination is planned, depending on readiness for dissertation proposal, one credit of N799 may be taken, based on consultation with the Research Advisor (RA). Students will work collaboratively with the RA regarding enrollment/spacing of N799 credits. Students may also enroll in 1 credit of N799 in the semester they are completing the written exam if all 4 N797 credits have been completed.

DNP students: Students must take N727 (DNP Scholarly Project Proposal) prior to registering for N798 (DNP Practicum) credit hours. Students must meet with the DNP Program Coordinator to discuss/request registration for ALL N798 credit hours. This discussion will include the specific number of credit hours of N798 that the student will be cleared for registration. Course overrides will be required to register for all N798 hours. DNP Students may request an exception and register for N727 and N798 hours in the same semester. Students will contact the DNP Coordinator with requests for exceptions to take N727 and N798 concurrently. The Written Comprehensive Exam may be completed during N727 enrollment. The Oral Comprehensive Exam (Final DNP Scholarly Project Defense) will ONLY be completed while actively registered for N798. The student will submit a timeline for completion of N798 credits.

POLICY TITLE:**Service Animal Policy****Last Revision/Review Date:** 5/2/2025 NFSO**Previous Review Dates:****Original Policy Date:****Sponsoring Committee(s):** School Leadership Team – Academic Policy

DESCRIPTION:

The university supports the rights of individuals with disabilities to access university programs, activities, and services on campus, including the accompaniment by a service animal outlined by the UNC Disability Resource Center: <https://www.unco.edu/disability-resource-center/accommodations/housing/emotional-support-animals.aspx> and Office of Institutional Equity and Compliance https://www.unco.edu/institutional-equity-compliance/pdf/OIEC_Service_Animal_SOP.pdf. Service animals are allowed to accompany individuals with disabilities in all areas where the public is normally allowed to access, which includes classroom spaces. The below definitions and procedures are adapted from the above documents.

Similarly, service animals are welcome in the School of Nursing classrooms and other shared spaces. However, SON laboratory and simulation rooms have confined spaces and hazardous equipment that may be associated with risk to the animal or other individuals in the space. Additionally, clinical facilities may have specific policies regarding service animals depending on the patient population and other considerations. To assure safety for students, faculty, the service animal, and other guests in the laboratory spaces, and to assure compliance with clinical agency policies, the following procedure is to be followed. Emotional support animals and pets are not allowed in any School of Nursing spaces.

DEFINITIONS AND BACKGROUND INFORMATION:

Service animal: Pursuant to the ADA and CRS, a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Service animal-in-training: An animal that is being trained as a service animal, whether by an individual with a disability or by a trainer of service animals.

Task: Work that the service animal has been trained to perform that is directly related to the person's disability. Emotional support animal: Animals whose sole function is to provide comfort or emotional support.

Emotional support animals (ESA): are not service animals under the ADA and are not entitled to public accommodation.

Handler: A person who is an individual with a qualifying disability who requires the service animal to perform a task, or a person who is training a service animal-in-training to perform a task.

Under the Americans with Disabilities Act, if there is a question as to whether an animal is a service animal, two questions may be asked by faculty or staff of a student who brings a service animal to class:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

PROCEDURE:

1. Students or faculty who use a service animal and anticipate needing access to SON lab, simulation, or clinical spaces are encouraged to coordinate with the DRC and SON Director in advance to support a smooth experience and discuss any necessary logistics or risk mitigation.

2. The DRC and SON Director, in consultation with course faculty and program coordinator, will work with the student to determine how the service animal may impact the logistics of the course and develop specific procedures, for both on-campus and community-based course requirements (i.e. clinicals, service learning). This may include a walkthrough of laboratory spaces and any simulated experience, considering the space and impact on the learning of other students engaged in the experience.
3. If a clinical agency is unable to accommodate a service animal, the SON Director/Program Coordinator will make every reasonable effort to identify an alternative experience. If no such experience is available despite all good-faith efforts, the student will be supported by the DRC and SON in exploring a plan for program completion that maintains academic integrity while ensuring compliance with disability access laws.
4. Any questions that arise during the course should be directed to the SON Director/DRC to determine if any changes in the procedures are needed, including questions that arise during a clinical rotation or other community-based experience.
5. If another person is adversely impacted by the presence of the service animal, the impacted person should contact the Office of Institutional Equity and Compliance (OIEC) to determine available options.
6. Any service animal who does not adhere to expected behavioral standards will be removed from the learning space. The following are examples that justify the removal of a service animal:
 - a. The animal is not housebroken
 - b. The animal is out of control and the handler does not take effective action to manage it
 - c. The animal poses a direct threat to the health and safety of others, such as another person or animal has been bitten (call UNC PD)
7. If there is concern that someone is misrepresenting an animal as a service animal, faculty/staff are asked to report the concern to the OIEC and let the SON Director know of the concern.
8. Students who believe they have been denied equal access may contact the Office of Institutional Equity and Compliance (OIEC) for support or file a grievance under the university's ADA policy.

UNC Departmental contact information:

Police Department- 970-351- 2245

Office of Institutional Equity and Compliance-- 970-351-4899 or titleix@unco.edu

POLICY TITLE:**Student Code of Conduct**

Last Revision/Review Date: 3/7/2025 NFSO
Previous Review Dates: 9/16/114/20/18 ULT; 4/27/18 NFSO
Original Policy Date: 10/11
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Nurses are charged with ensuring the protection, promotion, and optimization of health and wellbeing of individuals and their communities. As such, UNC nursing students are expected to maintain the highest standard of personal and professional conduct, in alignment of nursing professional organizations (ANA, 2025), and to embrace the values, moral norms, and ideals of the profession. To assist in communication of the expected conduct of a professional nurse, students will be required to read and sign the School of Nursing's Student Code of Conduct at the beginning of their program and review at the beginning of each semester.

PROCEDURE:

1. The School of Nursing Student Code of Conduct will be included in each program's student handbook and updated annually. A link to the handbook will be provided in all syllabi and on the SON website.
2. Additional information related to student professional conduct will also be linked in the student handbook, including UNC's Code of Conduct, the Board of Trustee's Policy manual section on student conduct (Part 5), and the American Nurses Association's Code of Ethics. to provide additional information and highlight the importance of this topic.
3. Each student will review the Student Code of Conduct and other materials in the student handbook as a part of the program's orientation. After an opportunity to ask questions and receive clarification the students will be required to sign the Code of Conduct acknowledging their understanding, which will be kept in the student's file.
4. Any breach of code of conduct will be communicated to the respective program coordinator by the person witnessing or learning of the infraction.
5. The program coordinator will determine, in consultation with appropriate faculty/SON leadership, the appropriate action, which may include, but is not limited to, verbal/written warning, development of an action/remediation plan, or program termination, depending on the severity of the infraction. Documentation of an action taken will be kept in the student file.

UNC's Student Conduct Policy

Students are also expected to be familiar with the University's expectations as outlined in UNC's Student Code of Conduct located at: <https://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf>

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 and graduate 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 values, program objectives, and the American Nurses Association's (2025) *Code of Ethics for Nurses*. Faculty members are responsible for communicating expectations of student's conduct throughout the program. Additionally, faculty members are 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.

ANA CODE OF ETHICS FOR NURSES (2025)

Provision 1:

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

Provision 2:

The nurses' primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, or community, or population

Provision 3:

The nurse establishes a trusting relationship and advocates for the rights, health and safety of recipients of nursing care.

Provision 4:

Nurses have authority over nursing practice and are responsible and accountable for their practice; consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5:

The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6:

Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7:

Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8:

Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9:

Nurses and their professional organizations, work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Reference: American Nurses Association (2025). *Code of Ethics for Nurses*. Silver Springs, MD:ANA.

**University of Northern Colorado
School of Nursing**

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 values statement, 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 (2025).

I agree I am responsible to:

- Review and adhere to the University's and the School of Nursing's Code of Conduct, and specific clinical agency 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 specific program's 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, civility, 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 will be subject to disciplinary action which may include dismissal from the nursing program.

Print Name: _____

Signature: _____

Date: _____

POLICY TITLE:

Student Concerns

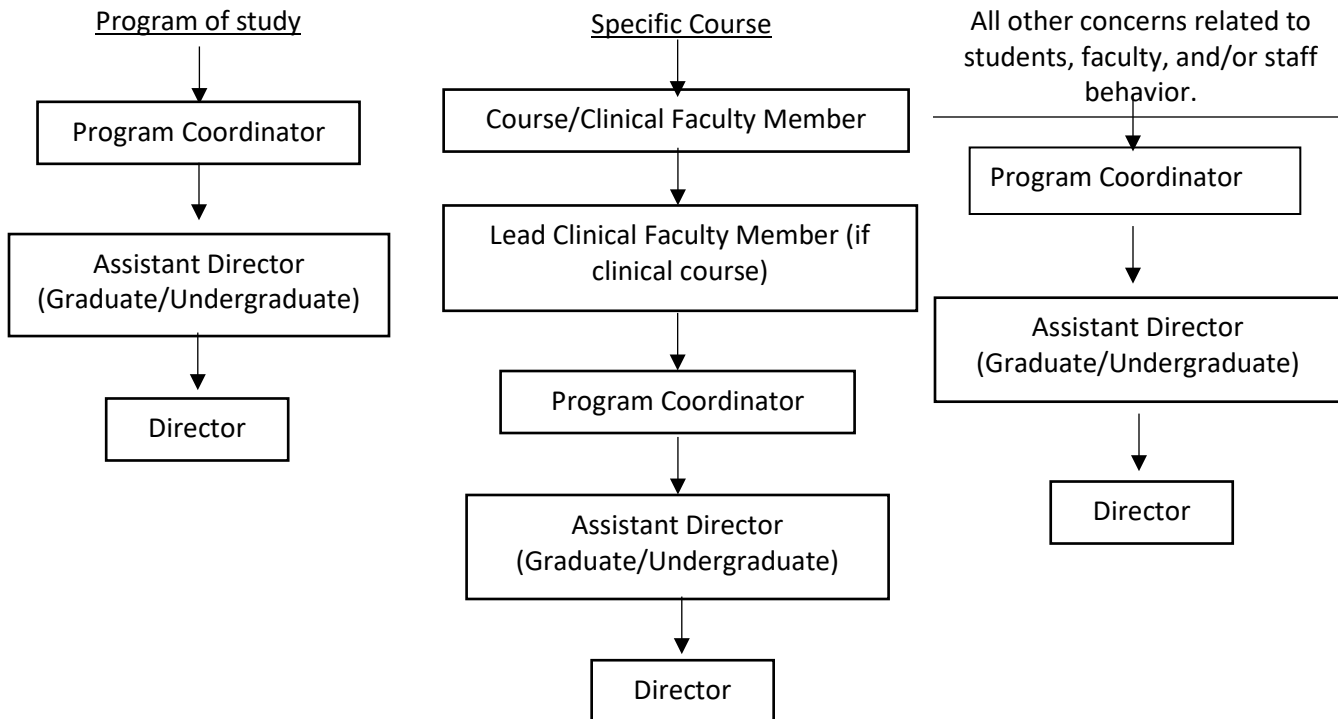
Last Revision/Review Date: 12/6/2025 NFSO reviewed
Previous Review Dates: 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH; 12/3/21 NFSO
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team – Academic Policy

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

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.

POLICY TITLE:**Suspected Drug or Alcohol Use**

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel

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; 4/18/2022 NFSO

Original Policy Date: 1/17/86

Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

The School of Nursing (SON) faculty have the right and responsibility to protect the public's health, safety, and welfare from impaired SON students who use drugs or alcohol in clinical settings. SON students are prohibited from using drugs or alcohol or other mind-altering substances that affect their performance during a clinical rotation and must abide by the University of Northern Colorado (UNC) and the clinical agency's policies.

PROCEDURE:

1. If a student's behavior suggests that they may be under the influence of drugs, alcohol, or other mind-altering substance, the clinical faculty member must remove the student from patient care.
2. The student is required to immediately take a drug and alcohol screen.
3. The clinical agency's policy for testing will apply if it is able to test the student. Otherwise, the student will be referred to UNC's Student Health Center (SHC) for testing.
4. The student is responsible for the testing expense.
5. The clinical faculty member will arrange appropriate transportation for the student from the clinical site to the testing site, if needed. The student is responsible for any travel expense.
6. If drug and alcohol screen is positive, or if the student refuses to be tested, the student will be referred to the SON Director and may be dismissed from their program. Further, if the student violated UNC or the clinical agency's policies or regulations, the student will be referred to the SON Director and may be dismissed from their program.
7. It is the student's responsibility to inform the course lead faculty member if they are taking prescription medications that could significantly affect cognition, behavior, or motor function, or 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 holds a professional license and violates this policy, the SON may be required to report the violation to the Colorado State 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

Simulation Related Policies

(See the following pages for Simulation Related Policies)



POLICY TITLE:

Care of Manikins and Task Trainer Equipment

Last Revision/Review Date: 11/2020 (NFSO)
Previous Review Dates: 1/2018 (SC); 3/2018 (SC)
Original Policy Date: 4/01/2016
Sponsoring Committee(s): School of Nursing Simulation Center

PURPOSE:

This Simulation Center policy ensures that all manikins and training equipment are cared for properly.

DESCRIPTION:

The Simulation Center shall adhere to the University of Northern Colorado policy in establishing responsibility for the care of the School of Nursing Equipment.

PROCEDURE:

1. Utilize proper equipment when performing skills with the manikin.
2. Do not place pills or any small objects into the mouth of manikin.
3. Keep felt tipped markers, ink pens, fingernail polish remover, iodine, and betadine (or other staining medications) away from manikins and training equipment.
4. Use only approved products on the manikins and training equipment. Approved products list with Material Safety Data Sheet (MSDS) specifications is available from the Lab Manager.
5. Hazardous products are not used in the School of Nursing Simulation Center.
6. Do not use needles larger than 22 gauge on any manikins or training equipment unless otherwise instructed by Lab Coordinator.
7. If using printed materials (i.e., books, magazines, newspapers, photocopies, printouts, etc.) during the scenario, please do not place in the bed, or in the vicinity of the manikin or training equipment skin.
8. Remove any tape or other adhesives used on manikin and training equipment immediately following daily use.
9. Clean up manikin and training equipment using soap and water, and remove any equipment used at end of simulation daily experience.
10. Full body manikins should be gowned/clothed, clean, dry, and in bed with clean linens after use.
11. No manikin nor training equipment should be on the floor or left exposed at any time. If you need to remove them from a bed or table, place them on a stretcher, chair, wheelchair, or designated equipment stand.
12. Manikin inventory/care will be done each semester and as needed by Lab Coordinator.
13. Report any damage of manikins to Lab Coordinator utilizing attached form within 24 hours of occurrence. Refer to the Non-functional Equipment policy for further guidance.
14. A summary of these reports will be provided to the Simulation Committee by the Lab Manager each semester.

POLICY TITLE:

Participant Guidelines in Simulation

Last Revision/Review Date: 11/2020 (NFSO)
Previous Review Dates: 2/2018 (SC); 4/2018 (SC)
Original Policy Date: 4/01/2016
Sponsoring Committee(s): School of Nursing Simulation Committee

PURPOSE:

This Simulation Center (SC) policy establishes participant guidelines in simulation and laboratory learning.

DESCRIPTION:

Participants in laboratory experiences adhere to established Simulation Center guidelines and rules for the Skills Lab.

PROCEDURE:

1. Participants should wash their hands prior to interaction with manikin and equipment.
2. Participants will wear gloves, when appropriate, while performing care to manikin or equipment.
3. Do not chew gum anywhere in the Skills Lab or Simulation Center (SC).
4. Return all supplies and equipment to their original location after use.
5. Do not remove any equipment from the manikins or the SC.
6. No eating or drinking in immediate areas of manikins or practice equipment.
7. If you find equipment in need of repair, report it to a faculty or staff member immediately.
8. Make sure all IV pumps are plugged into an outlet before leaving for the day.
9. All sharps should be placed in red biohazard containers in accordance with university policy.
10. If a red biohazard container is full, notify Lab Coordinator or faculty member.
11. Log off all computers, ensure they are plugged in, and returned to their original location.
12. Students are not allowed in the back hallway between skill labs, unless otherwise instructed. If you need supplies or equipment, please ask a faculty or staff member.
13. Clean up the lab before you leave according to station directions.
14. Wear your UNC School of Nursing uniform and name tag to all labs.
15. Bring your stethoscope to all laboratory activities.

POLICY TITLE:**Protection of Physical Safety of Participants Involved in Simulation**

Last Revision/Review Date: 10/2020 (NFSO)
Previous Review Dates: 4/2018 (NFSO)
Original Policy Date: 3/1/2018
Sponsoring Committee(s): School of Nursing Simulation Committee

PURPOSE:

The purpose of this Simulation Center policy is to address concerns that may threaten the physical safety of participants in simulation activities within the University of Northern Colorado Simulation Center (SC).

DESCRIPTION:

For students, faculty and staff to have an optimal learning environment, it is critical that physical safety is consistently supported and maintained.

PROCEDURE:

1. To help ensure physical safety of participants, a simulation orientation is provided in the form of a video developed by the UNC simulation team. In addition to the video, the participant is provided with an orientation to the simulation room as part of the briefing.
2. Only faculty and announced participants of the simulated event are allowed in the simulation room during the scenario. This includes access to the control room during the simulation. This minimizes congestion and crowding of simulation areas.
3. Good body mechanics are imperative when lifting or moving equipment. If moving of equipment is necessary, consult with Lab Coordinator or Simulation Coordinator for assistance.
4. All simulation areas contain a sharps container, and sharps are disposed of per Simulation Center Sharps Disposal policy.
5. All areas of heavy foot traffic are clear of clutter to prevent falling.
6. If equipment is new to you, or not operating as expected, seek assistance from a Simulation Center faculty/staff member.
7. All cleaning supplies should be used in accordance with Material Safety Data Sheet (MSDS) instructions for that product. The Simulation Center MSDS sheets can be obtained from the supply hallway.
8. All cleaning supplies keep the original label from the manufacturer.
9. All equipment and supplies are labeled "not for human use".
10. Use of latex products in the Simulation Center are avoided whenever possible, however, some equipment and supplies do contain latex. Anyone who has a latex allergy should notify the course coordinator prior to starting the lab course.
11. All injuries must be reported to the course coordinator, who will assist in the completion of Workers' compensation forms. If indicated, Workers' compensation protocols are followed per university policy.
12. In the event of an emergency (active shooter, fire, or other catastrophic event), the simulation faculty and staff will follow guidelines established by UNC.

POLICY TITLE:

Practicing Invasive Procedures

Last Revision/Review Date: 11/2020 (NFSO)
Previous Review Dates: 9/2017 (NFSO); 1/2018 (SC); 3/2018 (SC)
Original Policy Date: 4/1/2016
Sponsoring Committee(s): School of Nursing Simulation Committee

PURPOSE:

This Simulation Center (SC) policy ensures that invasive procedures may be practiced in the Simulation Center on simulation equipment and manikins only.

DESCRIPTION:

Performing invasive procedures such as IV insertion on a person who does not need the procedure for therapeutic purposes creates unnecessary legal liability, risk of injury and blood/body fluid exposure. For this reason, students must not practice the invasive portion of skills such as IV insertion, IM injections, etc., on each other, on clinical instructors, preceptors, or anyone else under any circumstance.

PROCEDURE:

No invasive procedures are performed on humans anywhere in the University of Northern Colorado Simulation Center (SC).

Clinical Simulation in Nursing, (2013), 9, Standards of Best Practice

POLICY TITLE:**Protection of Psychological Safety of Participants Involved in Simulation**

Last Revision/Review Date: 3/1/2024 NFSO
Previous Review Dates: 12/4/2020 NFSO
Original Policy Date: 4/2018 NFSO
Sponsoring Committee(s): School of Nursing Simulation Committee

DESCRIPTION:

The purpose of this Simulation Center policy is to address concerns that may arise should a participant experience undo stress, anxiety, or emotional distress while engaged in simulation activities within the University of Northern Colorado Simulation Center.

For students, faculty, and staff to have an optimal learning environment, it is critical that psychological safety is consistently supported and maintained for all participants including students, faculty, and standardized participants.

PROCEDURE:

1. To help ensure psychological safety of participants, a simulation orientation is provided in the form of a video developed by the UNC simulation team. In addition to the video, the participant is provided with an orientation to the simulation room as part of the briefing. Finally, faculty training includes content on maintaining psychological safety in simulation.
2. All high-fidelity scenarios should include pre briefing activities that are intended to establish a safe learning environment by situating learners into a common mental model and preparing them for educational content. Additionally, pre-briefing activities should convey important ground rules for the simulation-based experience.
3. Only faculty and authorized participants of the simulated event are allowed in the simulation room during the scenario. This includes access to the control room during the simulation. Unauthorized persons should not be present in the control room during simulation unless student participants have been made aware of the presence of additional observers. All participants are informed if they are being recorded or streamed on the day of the event.
4. Scenarios should follow the algorithm for the scenario, which is based on the objectives for the event. Additional distractors should not be added unless they are written into the scenario and meet a specific objective.
5. It is important to maintain consistency in the scenario between groups, including the role of faculty, use of cues and support, scenario set up and design, and time allotted for scenario and debriefing.
6. All students are made aware that simulated clinical events are to be kept confidential. This operating principle is reiterated with each event.
7. In the event that a participant in simulation is experiencing undo stress or anxiety a member of the UNC faculty or staff should offer support and assistance to the participant. If additional support is needed, the faculty/staff must assist the person in reaching appropriate campus resources. If this happens during a simulated clinical event, the simulation facilitator will notify the course coordinator who will address the problem and ensure that the participant is escorted to the Universities' Department for Counseling Services. Following the incident, the Assistant Director should be notified.
8. Information regarding counseling services at UNC is provided to the students and is in the SC.
9. If intervention is required for a participant experiencing acute stress or anxiety related to simulation, the course coordinator will assist with completion of workers' compensation forms. If indicated, workers' compensation protocols are followed per university policy.

POLICY TITLE:**Simulation Confidentiality**

Last Revision/Review Date: 10/18/2024 NFSO
Previous Review Dates: 4/2018 (NFSO) 10/2020 (NFSO)
Original Policy Date: 2/1/2018
Sponsoring Committee(s): School of Nursing Simulation Center

DESCRIPTION:

The Simulation Center Faculty, Staff and Students shall adhere to the University of Northern Colorado School of Nursing policy regarding simulation confidentiality when engaged in learning activities in the Simulation Center. University of Northern Colorado policy regarding Family Educational Rights and Privacy Act (FERPA) is followed. Student confidential information is defined as anything that a student, or those individuals with whom they interact, would expect to remain private. This includes information relating to the performance of other individuals, the details of the simulation scenarios and educational activities conducted. This applies whether seen in real time, on video, or otherwise communicated to the learner, and any related discussions.

PROCEDURE:

1. Students will engage in simulation-based training as part of their clinical learning experience and will participate in the simulation as a professional and treat it as a real patient care encounter.
2. The content of the simulations is to be kept confidential to maintain the integrity of the learning experience for all students and fellow learners.
3. During participation and throughout enrollment in the program, the student will maintain and keep confidential all scenario-specific and student-performance related information per the School of Nursing Code of Conduct.
4. Faculty and staff will maintain and keep confidential all scenario-specific and student performance related information.
5. Student performance information can only be shared on a need to know basis with the course lead, simulation coordinator, and/or undergraduate program coordinator.
6. Student will report any violations of confidentiality to the Simulation Facilitator or Clinical Faculty.
7. While simulation is in progress, video will not be streamed, recorded, or saved without prior knowledge of the scenario participants.
8. Any person not participating in the simulation event will not be allowed access to the simulation center while a scenario is in progress. This includes all tours and UNC employees from other departments.
9. This policy extends confidentiality protection to all participants in simulation including students, faculty, staff, and standardized patients.

POLICY TITLE:**Simulation Etiquette - Students**

Last Revision/Review Date: 10/18/2024 NFSO
Previous Review Dates: 4/2018 NFSO; 10/2020 NFSO
Original Policy Date: 2/1/2018
Sponsoring Committee(s): School of Nursing Simulation Center

DESCRIPTION:

The Simulation Center Faculty, Staff and Students shall adhere to the University of Northern Colorado School of Nursing policy regarding simulation etiquette when engaged in learning activities in the Simulation Center.

PROCEDURE:

1. Students will engage in simulation-based training as part of their clinical learning experience and are expected to participate in the simulation as a nursing professional and engage in the experience as if it were a real patient care encounter.
 - a. All procedures should be performed, unless otherwise instructed.
 - b. Vital signs should be assessed and not retrieved from the monitor, unless otherwise instructed.
 - c. SBAR, or other established reporting guidelines, should be used when communicating with a provider or team member in the scenario.
2. Students are expected to provide support and encouragement for all student peers.
3. Students are expected to complete the required pre-simulation activities and assignments in order to be able to participate in simulation.
4. Students are expected to follow any established scripts and faculty guidance in simulated clinical events.
5. All simulation participants are expected to contribute in debriefing.
6. Conversation should be kept at a minimum and maintain a quiet environment in the control room and shared spaces during the simulated event.
7. Violation of this policy will result in unsatisfactory clinical performance and referral to the lead course faculty member.

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Clinical/Practicum Experiences

ENP Clinical Rotation Requirements

The ENP program is designed for students who want to work as Family Nurse Practitioner (FNP) in the ED/urgent care especially in the rural areas where FNPs will need to cover ED/urgent care along with the primary care clinic.

The ENP program requires a total of 420 clinical/lab/simulation hours in emergency practice:

Lab/Simulation = 60 hours

NURS 663 Emergency Procedures & Lab I (1-credit course / 30 hours Lab/Simulation) – 1st semester

NURS 672 Emergency Procedures & Lab II (1-credit course / 30 hours Lab/Simulation) – 2nd semester

Clinical Hours = 360 hours - *Student clinical hours should mirror what the ENP will be doing in live clinical practice upon completion.*

- NURS 664 ENP Clinical I (2-credit course / 90 clinical hours) – 1st semester
- NURS 673 ENP Clinical II (2-credit course / 90 clinical hours) – 2nd semester
- NURS 692 ENP Clinical Synthesis (4-credit course / 180 clinical hours) – 3rd semester

** Students may use their places of employment, but practicum hours must be completed outside of regular working hours and responsibilities. Maximums are 12-hour shifts and practicum hours with an On-Call portion cannot be more than 12 hours.*

Examples of appropriate rotations include (but are not necessarily limited to):

- Urgent Care
- Emergency Department
- In hospital or freestanding clinics

Securing a Clinical Site and Preceptor

Students will work closely with course faculty, the Graduate Clinical Compliance and Program Management Specialist, and the ENP Program Coordinator to locate and secure placements.

Our clinical placement coordinator is dedicated to the Nurse Practitioner programs to assist Nurse Practitioner students in Colorado to find clinical placements and qualified preceptors (which include: licensed physicians, nurse practitioners, nurse midwives, or physician assistants). The placement coordinator also provides administrative support and advice for students who will complete their clinical experiences outside of Colorado. All students should be prepared to actively network and locate clinical site experiences.

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. **These deadlines may not be feasible for first semester ENP students.*

- ☐ **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.



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: _____
Preceptor Email: _____ *Note: if preceptor is a PA, a supervising physician's name must be documented.*
Role/Specialty Area: _____
Clinical Overview/Purpose: _____ # Hours: _____
(Family Practice, Urgent Care, etc.)

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, UCHHealth, 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): _____

ENP – 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 either in person or virtual to discuss how the clinical learning experience is progressing. They either will also see 2 to 3 patients with the student or for a virtual visit discuss 2 to 3 patients 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 when possible and talk to the preceptor alone about student performance. Site visits in person may take anywhere from 2 to 3 hours of time on average, or a virtual visit could take 1 hour 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 an NP 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. NP faculty are available for further explanation and clarification if needed.

EXPECTATIONS OF CLINICAL PRECEPTORS:

- Work with the students to establish a learning environment in which all individuals are respected, and their contributions valued.
- Construct assignments and structure clinical activities to help students identify/master key concepts and develop effective learning habits and skills as addressed in ENP competencies.
- Encourage students to think critically and analytically and help them develop skills in these areas.
- Effectively respond to student’s questions and provide meaningful feedback and guidance.
- Make his/her expertise available to students.
- Contact clinical faculty promptly with any concerns or needs.

EXPECTATIONS OF STUDENTS IN CLINICAL ROTATIONS:

- Work with faculty to establish a learning environment in which all individuals are respected, and their contributions valued.
- Arrive prepared for the upcoming clinical day.
- Complete assignments and clinical activities on time as directed by faculty and preceptors.
- Strive to further develop skills and knowledge base.
- Interacts professionally and collegially with faculty, preceptors, and peers.
- Communicates professionally and effectively with patients and significant others and provides appropriate support in the context of the clinical situation.

- 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 (SITE VISITOR):

- Provide preceptor with course syllabus and objectives.
- Review completed Clinical Logs in Typhon, assignments submitted on Canvas, and any oral presentations and provide timely feedback to student in a constructive manner.
- Provide consultations for the student and/or preceptor as requested.
- Visit or contact clinical sites, complete site visit evaluation as indicated, and review all student evaluations.
- Evaluate ongoing preceptor/student interactions to ensure that the student engages in experiences sufficient to meet the FNP role and population focused guidelines.
- Evaluate progression of competencies via meetings or communication with student and preceptors
- Regularly assess student's learning environment to promote positive experiences.
- Facilitate any necessary clarification related to the FNP program objectives or course expectations.
- Provide recognition, as appropriate, for the preceptor.
- Promote positive customer services for the clinical site.
- Listen to student's identified needs and help develop a plan to achieve positive outcomes.
- Contribute to the student's professional knowledge development.
- Report any concerns or variances to the primary course faculty.

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*.

****It is advised for students to download and print their clinical hours/experiences from Typhon at the end of their program.***

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Clinical/Practicum Compliance and Related Policies

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.

Clinical/Practicum Practice Related Policies

(See the following pages for Practicum Practice Related Policies)

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:

1. 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).
2. The students will have the opportunity to ask questions and receive any needed clarifications before the beginning of their program of study.
3. Students will be asked to sign the assumption of risk document and will be kept in their student record.



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Assumption of Risk During Clinical Experiences

**You will be instructed by the SON
on how to sign this form.**

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.

Even with such measures, there are risks inherent to every clinical experience. Potential risks include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes, or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, families or other persons, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

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.

Printed name of student/Signature

Date

POLICY TITLE:

Background Investigation - Students

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH Edits w/Univ Counsel

Previous Review Dates: 11/07 DWL; 8/2008 ULT/GLT; 12/3/21 NFSO

Original Policy Date: 11/2/2007

Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

All students accepted to the University of Northern Colorado (UNC) School of Nursing (SON) clinical programs are required to pass a background investigation(s) as a part of their program and licensure requirements, and to meet legal and contractual requirements for off-campus courses scheduled at clinical agencies.

PROCEDURE:

1. SON will post background investigation requirements and disqualifying offenses on its website and in its program handbooks.
2. Upon admission SON will inform students of the background investigation requirement, which may include fingerprinting. SON will provide the process for getting a background investigation before starting the program and will inform students that additional background investigations are possible during the program, depending on the clinical agency requirements. Finally, SON will inform students that a positive background investigation may impact their admission status or ability to continue in their program.
3. The student is responsible for payment through a third-party vendor for background investigation.
4. As required by SON's clinical agency agreements, the background investigation(s) includes, but is not limited to, 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
 - County Criminal Search
 - Central Registry for Child Protection (CBI)
5. Any student with a positive background investigation will not be allowed to start or continue in their program. A positive background investigation means that the student was convicted of one or more of the following criminal offenses :
 - *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 offense).*
 - *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.*
6. The SON Director will review any positive background check on a case-by-case basis and may request additional information from the applicant or student and confer with UNC Human Resources and the General Counsel's Office.
 7. Any student who refuses to complete the background investigation or provides false or misleading information will be referred to the SON Director for program termination.

POLICY TITLE:**Clinical Performance Evaluation – APRN students****Last Revision/Review Date:** 10/21/15 GLT/NFSO; Reviewed GLT 4/2022**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.



School of Nursing

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:**Clinical/Practicum Placement Policy****Last Revision/Review Date:** 12/1/2023 NFSO**Previous Review Dates:** 10/18/19, 3/9/18 NFSO, 4/30/2021 NFSO; 12/1/2023 NFSO**Original Policy Date:** 3/2/2018**Sponsoring Committee(s):** School Leadership Team – Academic Policy**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. Students may schedule their clinical/practicum hours at a clinical site they work at, however, the clinical/practicum hours cannot be scheduled as part of the student's employment. Thus students must have hours scheduled for their course that are separate then their scheduled work hours. Students cannot be paid for their time in a clinical rotation.
 - c. If contacted for assistance, the clinical/practicum placement or program coordinator will seek an available site/preceptor.
 - d. 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.
 - e. The clinical/practicum placement or program coordinator secures a site and preceptor and notifies student.
 - f. The student then has 5 business days to initiate contact with the site/preceptor.
 - g. 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.
 - h. If student fails to initiate contact within 5 business days, then the placement or program coordinator may offer the site/preceptor to another student.
 - i. 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* (form titles and content vary slightly by program and are attached) 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 - Students**

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel

Previous Review Dates: 10/08 NFSO; 10/11/19 NFSO; 12/3/21 NFSO

Original Policy Date: 9/28/07

Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

To ensure the safety and well-being of students and patients, and to meet mandatory contractual and liability standards with clinical agencies, all students interacting with any clinical agency are required to obtain and pass a drug screen as part of the admission process and during their program of study.

Marijuana is a schedule 1 substance under federal law (<https://www.dea.gov/drug-information/drug-scheduling>) and is a prohibited substance under this policy.

PROCEDURE:

1. The School of Nursing (SON) will publish the drug screening requirement on its website and in its program handbooks.
2. SON will notify students of the drug screen requirement and requirement for annual drug screens upon admission to the SON clinical programs. SON will also notify students that, depending on agency requirements, random drug screening(s) may be required during the program.
3. Upon admission, SON will provide each student the process to get a drug screen, including the location of designated drug testing sites, deadlines for completion, results reporting, and associated costs.
4. The student is responsible for payment through a third-party vendor designed by SON for the Drug screen(s).
5. For program compliance, SON will use a ten (10) panel drug screen, which includes screening for:
 - a. Cannabis
 - b. Cocaine
 - c. Opioids
 - d. Benzodiazepines
 - e. Amphetamines
 - f. Barbiturates
 - g. Methadone
 - h. Methaqualone
 - i. Propoxyphene
 - j. Phencyclidine
6. The designated vendor's Medical Review Officer will review the drug screen to determine whether the student passed. If a student believes that they have extenuating circumstances regarding positive drug screen results, the student may contact the designated vendor to verify that the drug test results are correct.
7. The SON Director will review positive drug screens on a case-by-case basis and may request additional information from the applicant or student and confer with UNC Human Resources and the General Counsel's Office.
8. Any student who fails to submit the drug screen by the required date, or has a positive screen, may not be admitted to the program or may have their program of study terminated.

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., doctorly-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.

POLICY TITLE:

Health and Safety Compliance Tracking for Nursing Students

Last Revision/Review Date: 10/13/2023 NFSO; 11/14/2024 MH edits; 5/13/2025 MH edits
Previous Review Dates: 7/98 SB, 5/99 SB; 2/2000 SB, 5/2000SB, 10/2000SB; 5/08 DWL; 9/11 KBL; 4/18/22 NFSO
Original Policy Date: 10/11/14
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Students must maintain health and safety clearance requirements upon admission to the undergraduate and graduate nursing programs. Students 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 noted below).
2. Requirements will be communicated to the students upon admission to the program.
3. All clearance and other requirements 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 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. Students will follow the instructions on the attached sheets (reviewed and updated annually)

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 <u>date</u> and <u>results</u> 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 previous screening	Complio
Measles, Mumps, Rubella	Documented series or positive titer; due once upon admission.	Health record with immunization dates or titer results	Complio
Hepatitis B	Documented vaccination series or signed declination; due once upon admission. Titer results not accepted*	Health record with immunization dates or approved declination	Complio
Tdap/Td booster	Required every 10 years; due first of month of expiration.	Health record with immunization dates	Complio
Varicella	Vaccination or positive titer; due once upon admission.	Health record with immunization dates or titer results	Complio

COVID-19 Vaccination	Due upon admission	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; replaces BLS)	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, annually thereafter, and as needed		Complio
Background Check	Completed upon admission to nursing program and as needed		Complio
HIPPA	Annual training	Completion certificate	Complio
OSHA (must include Blood Borne Pathogens)	Annual training	Completion certificate	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

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.



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 _____

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:

1. 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.
2. 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.
3. 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.
4. Exemption Procedure
 - 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.



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 _____

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.

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.

POLICY TITLE:**Performance Standards – Clinical Programs****Last Revision/Review Date:** 4/26/2024 NFSO**Previous Review Dates:** 1/31/14 ULT; 2/14/14 NFSO, 4/29/16 NFSO; 4/18/2022 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, UNC Disability Resource Center ("DRC"), the SON Director, and respective program coordinator.

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 develops a temporary health condition or a permanent disability that requires accommodation for any aspect of their learning (including classroom and offsite clinical rotations), they will be directed to contact the DRC, who will facilitate the interactive process to establish reasonable accommodations. The DRC can be reached by email at DRC@unco.edu or phone at 970-351-2289. Their office is located in James A. Michener Library L-80.
4. The student may need to provide supporting documentation and meet with a DRC staff member.
5. As part of the interactive process, when necessary, the DRC will seek information from the SON Director, relevant program coordinator, or course faculty, about the academic requirements essential to the course or program. When doing so, the DRC will inquire of faculty/director the academic or licensing requirements that are essential to the course or program. This information will be used to inform the DRC about whether the requested accommodation would result in lowering academic standards and/or involve a fundamental alteration of the course or program.
6. The DRC will document its conclusions regarding the accommodation and communicate with the requesting student and relevant faculty/director or other relevant persons such as clinical coordinators and supervisors.
7. SON faculty or staff who receive an accommodation request from a student should pass the request along to the DRC directly so the DRC can engage with the student in an interactive process of determining reasonable accommodations. When doing so, faculty and staff should provide the student's name and contact information so that the process is not impeded.
8. If a student has a temporary or permanent need for physical restrictions that may impact engagement at an off-site clinical agency (e.g. lifting restrictions post-surgery), the student must have their health care provider send a letter to the DRC outlining any restrictions and the length of time of the restriction. The DRC will then reach out to the student and set a meeting with the student and SON Director and other relevant persons (i.e. program coordinator) to determine how to proceed with the temporary restrictions in place, which may include delay of the clinical experience. Implications for patient and student safety, as well as any requirements by the student/UNC liability insurance policy may also be reviewed as part of this process.
9. 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.
10. 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.

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	

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

POLICY TITLE:

Workers' Compensation

Last Revision/Review Date: 11/11/2020 HR/MH; 11/11/2024 MH edits 3/2025 MH update form

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 – Administrative Policy

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 <http://www.unco.edu/nhs/nursing/pdf/workers-compensation-policy.pdf>.
- b. The student must sign the form, as well as the 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.

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Academic Record and Signature pages



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.

*You will find documents/policies requiring student signature listed below and full copies are either located throughout the handbook or below for your review. **You will be instructed by the SON on how to specifically complete them for your program.***

X	DOCUMENT	NOTE
	Assumption of Risk (<i>as seen in the Clinical/Practicum Compliance and Related Policies section, Pg 59</i>)	<i>Clinical/Practicum Programs Only</i>
	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	<i>Clinical/Practicum Programs Only</i>
	Confidentiality Statement	<i>Clinical/Practicum Programs Only</i>
	Performance Standards (<i>as seen in the Clinical/Practicum Compliance and Related Policies section, Pg 80</i>)	<i>Clinical/Practicum Programs Only</i>
	Plagiarism Contract (University Honor Code)	
	Student Code of Conduct (<i>as seen in the Academic Progression Related Policies section, Pg 36</i>)	
	Audio and Video Recording during Simulated Teaching-Learning Activities - Student Consent (<i>as seen in the Academic Progression Related Policies section, Pg 29</i>)	<i>Clinical/Practicum Programs Only</i>
	Student Handbook Agreement	



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



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



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



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



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



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



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