

UTAH VALLEY UNIVERSITY

Student Handbook

Department of Nursing

Fall 2008

Department of Nursing Student Handbook

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Department of Nursing Mission Statement

Mission

Our mission is to promote quality nursing education through a dynamic curriculum and to cultivate requisite knowledge, sound clinical judgment, and a foundation for lifelong learning in students as they progress toward becoming competent, knowledgeable, caring nurses.

Vision

The Department of Nursing is committed to educating competent, knowledgeable, caring nurses who are well prepared to meet the needs of the profession in a dynamic health care environment. The department is focused on an excellent baccalaureate degree, while maintaining an associate degree option and educational advancement for licensed practical nurses and associate degree nurses. The department anticipates offering a master's degree to meet community needs.

Values

We are committed to the learning and success of our students. Student success is a measure of our success as nurse educators.

We believe that caring nurses promote the health of body, mind, and spirit with individuals, families and communities.

We are committed to serving our local, state and global communities. We promote and maintain positive relationships with our community partners. We promote health by educating nurses committed to work and service in their community.

We are dedicated to student-centered teaching. We value evidence-based teaching strategies and active, collaborative, experiential learning. Teaching and learning are a partnership in which students are ultimately responsible for their learning, and accountable for their nursing practice.

We encourage the pursuit of excellence through life-long learning. We expect our graduates to utilize sound clinical judgment and evidence-based nursing action.

We believe honor and integrity are essential in learning and in nursing practice, and we promote professional standards of practice.

We value collegial collaboration as well as the rights and responsibilities of academic freedom. We encourage thoughtful and civil discourse, recognizing that free exchange of informed ideas enhances individual and community decision-making.

We appreciate the diversity and the interconnectedness in our faculty, students, and in the communities in which we practice. We celebrate diversity within our community.

Department of Nursing Curriculum

4 Domains of Instruction

1. Patient Centered Care
2. Inquiry and Reasoning
3. Roles and Collaboration
4. Quality and Safety

Definitions of Domains

Patient Centered Care: Includes holistic nursing and collaborative care for patients (e.g., individuals, families, and communities) with the patient being the center of nursing care.

Inquiry and Reasoning: Includes sound clinical judgment *and critical* reflection; the ability to access, use, and/or generate information *to* apply evidence in practice.

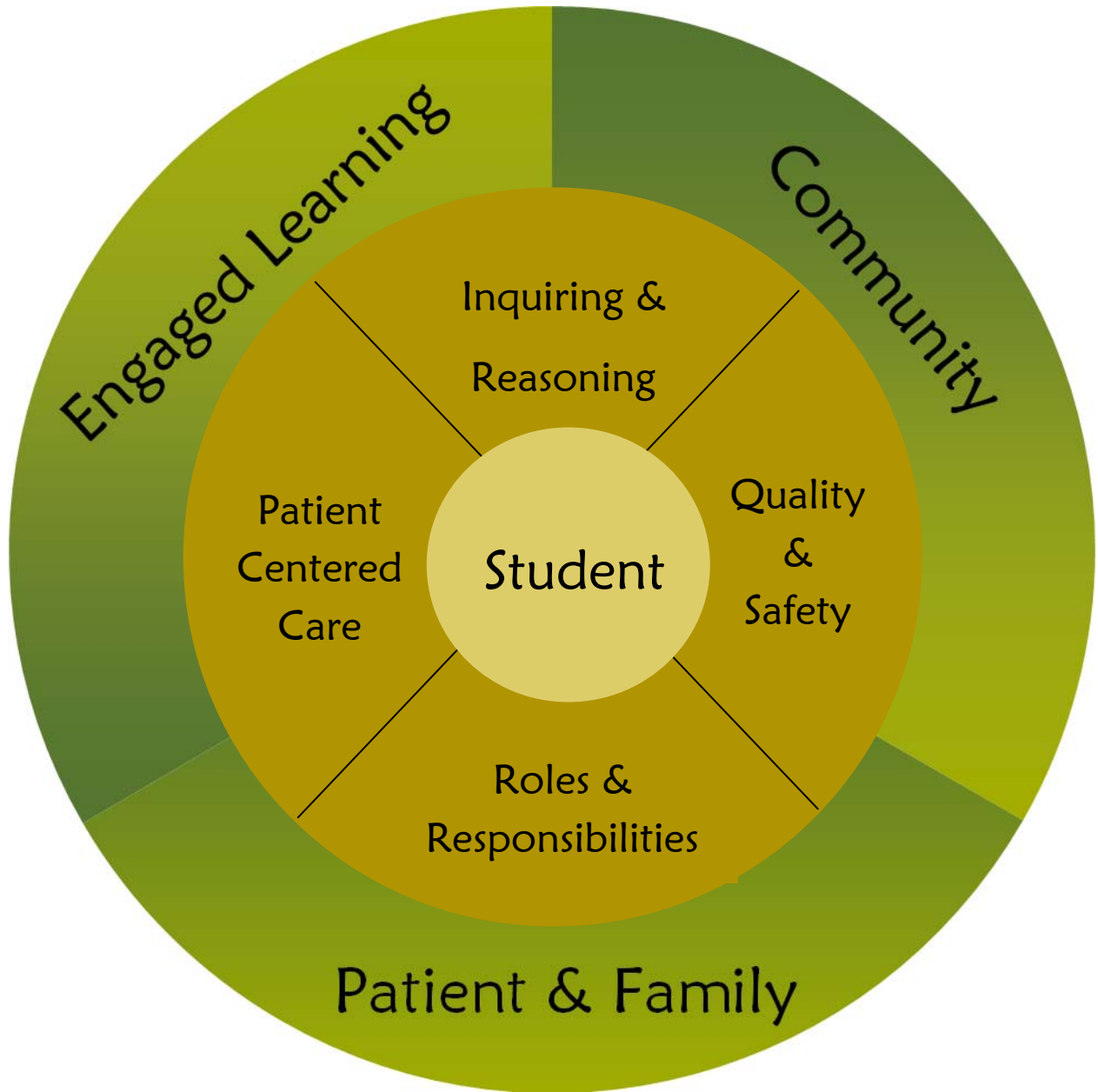
Roles and Collaboration: Includes personal commitment to the values and roles of the profession of nursing and the ability to work collaboratively within the healthcare team and coordinate among systems

Quality and Safety: Includes using evidence based nursing interventions and other actions at current practice standards and at all levels of healthcare processes that prevent or minimize problems or complications yielding improved outcomes.

Desired Outcomes

ADN	Patient Centered Care	Provide competent patient centered nursing care.
	Inquiry and Reasoning	Demonstrate sound clinical judgment in providing Evidence Based Care.
	Roles and Collaboration	Collaborate within the healthcare team through a variety of nursing roles.
	Quality and Safety	Apply principles of Quality and Safety in clinical practice.
BSN	Patient Centered Care	Provide proficient patient centered nursing care.
	Inquiry and Reasoning	Demonstrate critical reflection in providing <i>and managing</i> Evidence Based Care.
	Roles and Collaboration	Coordinate within the healthcare system.
	Quality and Safety	Manage principles of Quality and Safety in a variety of settings.

Conceptual Model



Policies Important to the Nursing Student at Utah Valley University

Academic Honesty

To define self regulatory behavior for the professional nursing student

References:

- A. Webster, M. *Merriam Webster's Collegiate Dictionary. 2003. 11th edition.* Merriam-Webster, Springfield, Massachusetts.
- B. Milstead, J. *Health Policy and Politics: A Nurse's Guide. 2007. 3rd edition.* Jones Bartlett Publishing Company, Sudbury, Massachusetts.

Definitions:

- A. Ethical behavior: a theory or system of moral values pertaining to the professional nurse where emphasis is on moral principles and exemplar conduct.
- B. Cheating: any unethical action by a student designed to improve or enhance their academic progress in the program.

Policy:

- A. Cheating or dishonest behavior in any form is not tolerated. Examples of cheating may include, but is not limited to,
 1. Unauthorized procurement of test or test questions,
 2. Copying work or test answers from other students,
 3. Plagiarizing,
 4. Dishonest reporting of attendance at clinical or other required activities.
- B. Application for readmission after dismissal shall be made in accordance with existing requirements of the Department of Nursing

Procedure:

- A. Students accused of violating the Code of Ethical Behavior
 1. Interviewed by the instructor for cause
 2. If a violation is discovered to have taken place, disciplinary action is imposed upon the student to include possible expulsion.
- B. The instructor in conjunction with level faculty decides action to be taken

Accommodation of Students with Disabilities

1. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that reasonable and appropriate accommodation be made for all individuals with disabilities in accessing an education. To be eligible for such accommodation at UVU, students are responsible to provide relevant medical or psychological evidence of their disabilities. This documentation is kept by the Accessibility Services Office, and appropriate accommodations should be arranged in coordination and consultation with that office.
2. Faculty members should provide information to students (preferably via class syllabi) regarding students' rights to access appropriate accommodations if they have documented disabling physical or psychological conditions. The following statement is appropriate. "Because of a verifiable physical or psychological disability, the student is unable to comply with all requirements of the coursework outlined in this syllabus, the student is responsible to initiate discussion regarding these circumstances with the instructor at the beginning of the academic term. Appropriate accommodations are coordinated through the instructor in consultation with the Office of Services for Students with Disabilities and will require appropriate medical and/or psychological documentation. If you have any questions about this policy, please talk to the course instructor."

Alcohol, Tobacco and Drugs

To the extent not regulated by the Drug-free Workplace policy, alcoholic beverages, unlawful drugs, or other illegal substances shall not be consumed, used, carried, or sold on any property or in any building owned, leased, or rented by Utah Valley University, or at any activity sponsored by the University.

Appropriate Conduct in Laboratory and Clinical Settings

http://www.nsna.org/pubs/pdf/code_of_ac.pdf

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.

7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations' are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Auditing nursing courses

Nursing courses may not be audited

Blood borne pathogen exposure policy

To minimize the risk to students in case of blood-borne pathogen exposure

References:

- A. U.S. Department of Labor, Occupational Safety & Health Administration. Bloodborne Pathogens and Needlestick Prevention. <http://www.osha.gov/SLTC/bloodborne pathogens/>
- B. Students in clinical settings are considered “interns,” and are therefore covered under UVU’s Worker Compensation plan. As stated in Utah Code, Unannotated, Volume 3, Title 53, Section 53B-16-403:
 1. An intern participating in an internship under Section 53B-16-402 is considered to be a volunteer worker of the sponsoring institution of higher education solely for purposes of receiving workers’ compensation medical benefits.
 2. Receipt of medical benefits under Subsection (1) shall be the exclusive remedy against the institution and the cooperating employer for all injuries and occupational diseases as provided under Title 34A, Chapters 2 and 3.

Definitions:

- A. Exposure incidents include:
 1. Percutaneous injury: needlestick or laceration
 2. Mucous membrane: blood or body fluid splash
 3. Broken skin: dermatitis, hangnail, abrasion, chafing, etc.
 4. Parenteral: includes human bite that breaks skin
 5. Intact skin: when the duration of the contact is prolonged (several minutes or more) or involves an extensive area

Policy

Blood-borne pathogen exposures are treated according to guidelines from the U.S. Department of Labor, Occupational Safety and Health Administration.

Procedures

Student Guidelines:

1. Immediately following an exposure the student should follow these guidelines:
 - a. For percutaneous injury:
 - i. Briefly induce bleeding from the wound.
 - ii. Wash the wound for 10 minutes with soap and water or a disinfectant with known activity against HIV (10% iodine solution or chlorine compounds).
 - iii. Remove any foreign materials embedded in the wound.
 - b. Broken skin exposure:
 - i. Wash with soap and running water or antiseptic, if water is not available.

- ii. Disinfect.
 - c. Mucous membrane exposure:
 - i. Irrigate copiously with tap water, sterile saline, or sterile water for 10-15 minutes.
2. Next, CALL YOUR INSTRUCTOR IMMEDIATELY.
 - a. If your instructor is not immediately available contact the Chair of the Nursing Department at 863-8199.
 - b. If you are unable to reach either your instructor or the Chair of the Nursing Department leave a voice-mail message and report to the Infection Control Department of the agency and/or a local Emergency Room.
 - c. It is important to report ALL injuries not just those that are considered a risk for blood-borne diseases since these injuries or exposures may also be a risk for other diseases including localized infections.
 - d. Do not wait until the end of your shift to report the exposure.
 - e. Note: if the injury was of malicious intent, campus police must also be notified.
 3. The diseases of most concern after an occupational exposure are
 - a. Hepatitis B,
 - b. Hepatitis C and
 - c. HIV.
 4. Your instructor will refer you to the Student Health Services at UVSC or an Emergency Room for possible treatment, counseling, testing and follow-up.
 - a. The Student Health Services should be used after the initial first-aid has occurred unless it is closed or more than one hour away.
 - b. A local Emergency Room should be used for the initial treatment of major injuries and post-exposure treatment when the Student Health Services is closed or more than one hour away.
 - c. All follow-up should then be rendered by the Student Health Services, if appropriate.
 5. The faculty member and the injured student must notify Human Resources at UVU of injuries as soon as is possible in order to begin a Workers Compensation claim. Injured students will receive a claim number shortly thereafter which must be presented by the students to the agency at which they receive treatment.
 6. If the source patient is known, the agency in which the exposure occurred will request that he/she consent to testing for HIV, Hepatitis B, and Hepatitis C. These test results, along with your own (if you consent to testing), will be given to you when they are completed.
 7. Source testing must be initiated and coordinated by the agency where the exposure occurred and reported to the Student Health Services.
 8. The results of your tests are confidential.
 9. Various treatments may be recommended depending upon the risk assessment of your exposure. Because no two exposures are alike, each incident will be treated and followed-up on a case-by-case basis. In general, if treatment is indicated it should be

started within 2 hours of the exposure incident. The Student Health Services will manage your case and help guide you through the treatment and follow-up process.

A. **Faculty Guidelines**

1. When an exposure occurs faculty are responsible to:
 - a. Ensure initial first-aid has occurred.
 - b. Provide and assist the student with a *Report of Exposure to Blood-borne Pathogens*. (See below)
 - c. Make additional copies of the completed report and submit to the following immediately:
 - i. Agency in which exposure occurred
 - ii. Agency in which treatment occurs and Student Health Services if appropriate (send copy with student)
 - iii. Chair of the Nursing Department
 - d. Notify the Chair of the Nursing Department of the incident.
 - e. Notify UVU's Human Resource Department and begin Worker's Compensation Claim with student
 - f. Document follow-up in a timely manner.

Children in the Classroom

Children are not permitted in College classrooms or laboratories unless they are an integral part of instruction; nor should parents/guardians leave children unattended in hallways and/or restrooms.

Clearance for registration in nursing courses

To describe documentation required in order to register for each nursing course.

References:

Department of Nursing Policy_Criminal Background Check Student

Department of Nursing Policy_Drug Screen Students

Definitions:

Utah Board of Nursing disclosure form: A questionnaire students fill out prior to making application for nursing licensure. This form provides information and makes students aware in advance, of the implications of situations such as chemical dependence, drug and alcohol abuse, criminal history, physical and/or mental disability or illness, etc. and the effects these situations will have on eligibility to sit for the licensing examination.

Required Registration Information Form: A form with information needed by the nursing department.

Policy:

Prior to being cleared to register for nursing courses, Associate Degree in Nursing students submit a(n)

- Background check
- Drug Screen
- Medical exam record,
- Up-to-date immunization history including tetanus/diphtheria/pertussis (Tdap), MMR, Hepatitis B, polio and tuberculosis testing,
- CPR card that will remain current through the program,
- Utah Board of Nursing disclosure form,
- Documentation of health and auto insurance and
- A current photo
- Required Registration Information Form

Students who are admitted into the program as an advanced placement student submit a current Licensed Practical Nurse License or a current Registered Nurse License instead of the Utah Board of Nursing disclosure form.

Clinical Attendance

Clinical attendance is mandatory. Any clinical absence will be handled at the discretion of the course faculty as mandated by the course syllabus and may result in course failure.

CPR Certification (Basic Life Saving, BLS)

To assure that students participating in clinical experiences meet affiliated clinical agency requirements for Basic Life Support certification.

References:

- A. American Heart Association (2005) Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. *Circulation*. Volume 112, Issue 24 Supplement; December 13, 2005.
- B. Red Cross professional rescuer certification
<http://www.redcross.org/services/hss/courses/professional.html>

Policy:

- A. All students enrolled in nursing programs at Utah Valley University maintain a current Basic Life Support (BLS) certification.
- B. Students are responsible for renewing certification and providing evidence of continuing certification without lapse.
- C. Students are allowed to register when all requirements are met including a copy of a current BLS certification which does not expire during the semester.
- D. Only the following certifications are acceptable:
 1. American Heart Association Health Care Provider
 2. Red Cross Professional Rescuer
 3. No online courses are accepted.

Procedures:

- A. Prior to registration the student presents evidence of current BLS Certification to the Administrative Assistant.
- B. A copy of the certification is placed in the departmental student file.
- C. The department administrative assistant reviews BLS certification expiration dates prior to each semester. A registration card is granted when all requirements are met which includes a copy of a current BLS certification which does not expire before the end of the semester for which the student is registering.

Drug Screening

To comply with the current recommendations given by Utah State Division of Occupational and Professional Licensing (DOPL), and community resources in which Utah Valley University students participate in clinical placements, to have current and accurate drug screens on each student attending classes in the Department of Nursing.

References:

Laura Poe R.N., M.S., Bureau Manager, DOPL, Executive Administrator, Utah Board of Nursing

Utah Nurse Practice Act found on November 13, 2007 at:
http://le.utah.gov/~code/TITLE58/58_OF.htm.

Utah Criminal Code found on November 13, 2007 at
http://le.utah.gov/~code/TITLE76/76_01.htm.

Utah State Motor Vehicle Traffic Code found on November 13, 2007 at
<http://www.livepublish.le.state.ut.us/lpBin22/lpext.dll?f=templates&fn=main-j.htm&2.0>.

Definitions:

- A. *Drug Screen:* A urine sample provided at a contracted facility that is tested for the drugs of cocaine, marijuana (THC), amphetamines, barbiturates, benzodiazapines, opiates, phencyclidine (PCP), and tricyclic antidepressants (TCA).
- B. *Impaired:* Under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle and/or performing the cognitive and physical functions of a student nurse resulting in risk to the safety of self or others.

Policy:

- A. The Utah Valley University Department of Nursing requires a drug screen on all nursing students upon admission to the Department of Nursing and randomly thereafter if behavior warrants another screening during the student's tenure at Utah Valley University Department of Nursing.
- B. Behavior that can warrant further drug screens includes but is not limited to, failure to comply with facility protocols while working in clinical settings, being evaluated as impaired by clinical faculty and/or clinical staff, suspicion of drug use during school and clinical experiences.
- C. Admission and continuing status in any nursing program at Utah Valley University is contingent upon satisfactory results of initial and subsequent drug screens. Failure to submit to a requested drug screen will cause immediate dismissal from the nursing program.
- D. Drug screens identifying issues that may preclude admission are referred to the Chair of the Department of Nursing, who notifies the applicant, in writing, of the results. The Chair may

request additional information from the applicant. Upon receipt of all requested information, drug screen, and additional information is referred to the Student Admission, Progression, and Graduation Committee for review and action.

- E. Although a positive drug screen does not automatically disqualify an applicant from admission, conviction of, or a drug related arrest may preclude licensure, therefore, students receiving multiple positive drug screens, or conviction of any drug related offence will be referred to DOPL in order to obtain clearance for licensure prior to admission to, or continuance in the Department of Nursing.

Procedures:

- A. Students are given instructions to receive a drug screen along with their acceptance letter from Utah Valley University Department of Nursing. The drug screen is in connection with admission to the Department of Nursing. (See Appendix A)
- B. After the student has completed the required screening, results are submitted to Utah Valley University Department of Nursing by the agency that obtained the specimen. Results must be received prior to the student being provided with registration information.
- C. Students will receive permission to register once screening results have been received by the Department of Nursing.
- D. Drug screening information that does not place the student in jeopardy of admission is filed in the student's personal file. Information that may require further investigation is given to the Chair of the Department of Nursing.
- E. The Chair of the Department of Nursing may allow admittance to the nursing program, or refer the student with the drug screen and subsequent information to the Admission, Progression, and Graduation Committee for decision on student's ability to register.
- F. The decision of the Admission, Progression, and Graduation Committee is considered final. Any student disagreeing with the Committee's decision may file a formal grievance as defined in policy.

Gifts for Faculty and Staff

Faculty and staff of the Department of Nursing at Utah Valley University are subject to the gifts section of the State Ethics Code, Section 67-16-5 which states: "It is an offense for a public officer or public employee, under circumstances not amounting to a violation of Section **63-56-1001** or **76-8-105**, to knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another a gift of substantial value or a substantial economic benefit tantamount to a gift.

Grading

All courses in the Department of Nursing will use the following table to determine course grades. This will provide a consistent standard of grading within the Department of Nursing. This table will be included in all nursing course syllabi.

PERFORMANCE	LETTER GRADE	NUMBER GRADE	DEPARTMENT PERCENTAGE
Superior achievement	A	4.0	95-100
	A-	3.7	90-94
	B+	3.4	87-89
Commendable mastery	B	3.0	83-86
	B-	2.7	80-82
	C+	2.4	77-79
Satisfactory mastery	C	2.0	74-76
(Does not meet nursing minimum expectations for continued progression in the curriculum)	C-	1.7	70-73
	D+	1.4	67-69
Substandard progress	D	1.0	64-66
	D-	0.7	60-63
Inadequate mastery (failure)	E	0.0	<60
Official Withdrawal	W	Not computed	N/A
Unofficial Withdrawal	UW	0.0	N/A
Incomplete	I	Not computed	Determined on an individual basis

Graduation requirements for Associates of Science in Nursing

All courses including prerequisites and general education must be completed with a grade of "C" or better to graduate from the Nursing program (see Advisor)

General Education Requirements: -- Credits: 36.0

BIOL 1010 General Biology (3.0)
 CHEM 1110 Elementary Chemistry for the Health Sciences (4.0)
 ENGL 1010 Introduction to Writing (3.0)
 MATH 1050 College Algebra (4.0)
 NUTR 1020 Foundations of Human Nutrition (3.0)
 PHIL 2050 Ethics and Values (3.0)
 PSY 1100 Human Development Life Span (3.0)
 ZOOL 2320 Human Anatomy (4.0)

Discipline Core Requirements: -- Credits: 43.0

NURS 1400 Introduction to Nursing (2.0)
 NURS 2300 Nursing Health Assessment (3.0)
 NURS 2310 Nursing Pharmacology (3.0)

NURS 2320 Nursing Interventions (3.0)
NURS 2400 Clinical Reasoning in Nursing (2.0)
NURS 2410 Nursing Care of Adults with Common Disorders (4.0)
NURS 2420 Nursing Care of Older Adults (2.0)
NURS 2430 Nursing Care of Persons with Psychiatric Disorders (3.0)
NURS 3300 Health Promotion and Health Teaching in Nursing (2.0)
NURS 3310 Nursing Care of Child-Bearing Families (2.0)
NURS 3320 Nursing Care of Child-Rearing Families (2.0)
NURS 3330 Nursing Care of Persons with Complex Disorders (4.0)
NURS 3400 Nursing Care Coordination and Management (3.0)
MICR 2060 Microbiology for Health Professions (4.0)
ZOO 2420 Human Physiology (4.0)

Graduation Requirements:

Completion of a minimum of 70 semester credits.
Overall grade point average of 2.0 (C) or above. (Departments may require a higher GPA.)
Residency hours-- minimum of 20 credit hours through course attendance at UVU.
Completion of specified departmental requirements

Graduation requirements for Bachelors in Science in Nursing

All courses including prerequisites and general education must be completed with a grade of "C" or better to graduate from the Nursing program (see Advisor)

General Education Requirements: -- Credits: 36.0

ENGL 1010 Introduction to Writing (3.0)
ENGL 2020 Intermediate Writing-Science and Technology (3.0)
MATH 1050 College Algebra (4.0)

Complete one of the following

HIST 1700 American Civilization (3.0)
HIST 2700 US History to 1877 (3.0) and HIST 2710 US Economic History (3.0)
HIST 1740 US Economic History (3.0)
POLS 1000 American Heritage (3.0)
POLS 1100 American National Government (3.0)

Complete the following

PHIL 2050 Ethics and Values (3.0)

Distribution Courses

BIOL 1010 General Biology (3.0)
CHEM 1110 Elementary Chemistry for the Health Sciences (4.0)
PSY 1100 Human Development Life Span (3.0)
ZOO 2320 Human Anatomy (4.0)

- Humanities Distribution
- Fine Arts Distribution

Discipline Core Requirements: -- Credits: 84.0

NURS 1400 Introduction to Nursing (2.0)
NURS 2300 Nursing Health Assessment (3.0)
NURS 2310 Nursing Pharmacology (3.0)
NURS 2320 Nursing Interventions (3.0)
NURS 2400 Clinical Reasoning in Nursing (2.0)
NURS 2410 Nursing Care of Adults with Common Disorders (4.0)
NURS 2420 Nursing Care of Older Adults (2.0)
NURS 2430 Nursing Care of Persons with Psychiatric Disorders (3.0)
NURS 3300 Health Promotion and Health Teaching in Nursing (2.0)
NURS 3310 Nursing Care of Child-Bearing Families (2.0)
NURS 3320 Nursing Care of Child-Rearing Families (2.0)
NURS 3330 Nursing Care of Persons with Complex Disorders (4.0)
NURS 3400 Nursing Care Coordination and Management (3.0)
NURS 3410 Professional Standards of Nursing (1.0)
NURS 4300 Nursing Theory (2.0)
NURS 4310 Nursing Research (3.0)
NURS 4320 Nursing in the Community (4.0)
NURS 4330 Nursing in Health Systems and Policy (3.0)
NURS 4400 Nursing Leadership (4.0)
NURS 4410 Nursing in Global Perspective (3.0)
NURS 4420 Senior Seminar in Nursing (3.0)
NURS 4430 Senior Project in Nursing (3.0)
MATH 2040 Principles of Statistics (4.0) (Math 1040 is accepted as an alternative to MATH 2040)
MICR 2060 Microbiology for Health Professions (4.0)
NUTR 1020 Foundations of Human Nutrition (3.0)
ZOOL 2420 Human Physiology (4.0)
ZOOL 4400 Pathophysiology (4.0)
And a minimum of 4 credits from any upper-division nursing courses not otherwise required for BSN degree.

Graduation Requirements:

Completion of a minimum of 120 semester credits.
Overall grade point average of 2.0 (C) or above. (Departments may require a higher GPA.)
Residency hours-- minimum of 30 credit hours through course attendance at UVU.
Completion of GE and specified departmental requirements

Exit Examination

The use of a standardized, comprehensive exit examination provides students with feedback regarding their preparation to take NCLEX-RN and to assume registered nurse responsibilities. It also provides nationally normed aggregate data related to program outcomes.

References:

National Council of State Boards of Nursing (www.ncsbn.org)

Definitions:

NCLEX-RN is the National Council Licensure Examination for Registered Nurses, developed by the National Council of State Boards of Nursing.

Policy:

Students who will take the NCLEX-RN upon completion of an undergraduate program of study are required to take a standardized, comprehensive RN exit examination during the semester of program completion. Any student whose score indicates serious risk of not passing NCLEX-RN must develop a plan for improving their readiness for NCLEX-RN and take an alternate version of the exit examination.

Procedures:

1. The RN exit examination is scheduled approximately six weeks prior to the end of the semester of program completion.
2. Any student whose exit examination score indicates serious risk of not passing NCLEX-RN must consult with faculty, develop a plan for remediation and re-testing, and take an alternate version of the exit examination.
3. Retesting may be no sooner than two weeks after taking a prior version of the exit examination. This process of remediation and testing may be repeated a total of three times, at the discretion of the faculty member. (Note: Other factors to be considered are significant improvement on exit examination scores and students' commitment to enroll in NCLEX-RN preparation courses, as documented and agreed upon by both faculty and student, in a written "plan for success.")
4. If a student is unable to meet the minimum score expectation after three attempts at the comprehensive exit examination, or is unable to meet other criteria as determined by faculty, the student may be required to meet with the Chair of the Department of Nursing for final resolution.
5. The initial exit examination is included in course fees. Any subsequent re-take of an alternate form must be paid for by the student.

Immunization and Tuberculosis Testing

Student nurses are at risk for exposure to and possible transmission of diseases because of their contact with patients or with infective material of patients. Some diseases are preventable by vaccination (e.g. Hepatitis B), while other diseases require early detection and effective treatment to prevent harm to the student and transmission to others (e.g. Tuberculosis).

This policy outlines the required immunizations and testing, as well as documentation that is acceptable as proof of compliance.

References:

CDC--Centers for Disease Control and Prevention (1997). Immunization of health-care workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC) [Electronic version]. *Morbidity and Mortality Weekly Report (MMWR)*, 26, 1-42.

United States Public Health Service Advisory Committee on Immunization Practices (2002, February 8). General recommendations on immunization [Electronic version]. *Morbidity and Mortality Weekly Report (MMWR)*, 51, 1-36.

Utah Department of Health (2002). *Utah school and early childhood program: Immunization guidebook 2002 for health care providers*. Salt Lake City, UT: Utah Department of Health Immunization Program.

Immunization Action Coalition (2007) health care Personnel Vaccination Recommendations. Retrieved November 20, 2007 from www.immunize.org/cag.d/p2017.pdf Item #P2017(3/07)

Policy:

Immunization Requirements

1. Tetanus/Diphtheria/Pertussis (Tdap)-completed series and a booster within the past 10 years;
2. Polio-completed series;
3. Measles/Mumps/Rubella (MMR)-two doses after age 1 year (Note: If born in 1957 or before, or if lab record shows adequate Rubella titer, the MMR requirement is waived);
4. Hepatitis B-completed the three-injection series.
5. Chicken Pox

Tuberculosis (TB) Testing Requirements

The student is required to have an annual screening for tuberculosis by an intradermal Mantoux PPD test. A copy of TB test results is submitted annually to the departmental designee.

Students who test positive are required to have a chest X-ray and are strongly encouraged to complete the medication series currently endorsed by the Centers for Disease Control and Prevention.

Students who test positive show that they have had adequate work up for tuberculosis and are currently not communicable by presenting a clear chest X-ray and a physician or health department statement.

Acceptable Documentation

Students must submit a **copy of the original record** of immunization or testing. The record must document the following:

- a. the **name** of each required vaccine or test,
- b. the **date** (month/day/year) **of each dose** received,
- c. the **result** if documenting a **test or titer**, and
- d. **written verification** of all doses by a physician or other authorized medical provider, governmental or employee health department, or health clinic.

The following guidelines originated from the Utah Department of Health (2002) and are incorporated into this immunization / TB testing policy:

1. The record must be written.
2. Dates from memory or estimates are not acceptable. The ideal record would be the "Utah School Immunization Record (USIR)" (p. 12).
3. The student has the responsibility to provide written documentation. "If the record cannot be located, the [student] should be vaccinated in an age appropriate manner" (p.16) or provide a titer to demonstrate immunity.

Procedures:

Prior to receiving clearance to register for clinical courses, students submit documentation that all required immunizations and Tuberculosis (TB) test results are complete and current. Refer to the section: "Acceptable Documentation" for specific guidelines. The vaccinations are administered and documented according to the recommendations of the United States Public Health Service's Advisory Committee on Immunization Practices (2004). The departmental designee reviews

submitted documents and maintains an immunization / TB testing record for each nursing student. The record reflects testing done and vaccination histories including the immunizing agent, date, and certifying facility or provider (CDC, 1997).

Once clearance to register is granted, it is the student's responsibility to maintain all required immunizations and TB testing; i.e., the student must

Repeat any immunization that expires before the student completes the nursing program.

Submit TB test results once every twelve months.

After each immunization or TB test, the student provides written documentation to the departmental designee who updates the student's immunization record.

The Department of Nursing may release proof of immunization and TB testing to clinical facilities where students are assigned, if required by clinical facility policy.

Health Insurance

To release the State of Utah, the University and their officers, agents and employees and volunteers from any and all claims, damages, losses or injuries connected with activities at Utah Valley University, Clinical sites or travelling to and from sites.

References

The College-wide student insurance fee (non-refundable after classes begin) provides secondary insurance coverage for bodily injury to students while attending classes or participating in school sponsored activities. Additional optional student and family health and accident insurance is available by contacting the Student Health Services.

Policy

- A. Students are required to sign a Risks and Hazards Statement of Understanding and Release form by the first meeting of each course which has a clinical component.
- B. The certification remains in effect through the end of the semester.
- C. Students are not allowed to participate in clinical activities who do not sign the Risks and Hazards Statement of Understanding and Release.
- D. Inability to participate in clinical activities jeopardizes the student's ability to successfully complete all course objectives and obtain a passing grade.

Procedures

- A. Students receive a copy of Risks and Hazards Statement of Understanding and Release in their nursing student orientation packet.
- B. This form is signed and turned in with all required forms and documents prior to receiving a registration card.
- C. Students who do not receive an orientation packet for any reason obtains and signs said waiver at the nursing office prior to receiving a registration card.
- D. The copy of the Risks and Hazards Statement of Understanding and Release is placed in the student's file.
- E. The designated administrative assistant makes a list of all students and sends it to Human Resources and Risk Management stating they are doing clinical (internships) during the semester.

Late work/exam policy

In Order to have a consistent policy in the Department of Nursing for late examination and late assignments the following policy will be in place and be included in each course syllabi.

- A. Students who are unable to complete examinations or assignments by the scheduled date must negotiate a submission date with appropriate faculty prior to the date examinations or assignments are due.
- B. Penalties for late examinations or assignments are as follows:
 - 1. 1st late day 5% reduction
 - 2. 2nd late day 10% reduction for a total of 15% reduction on day 2
 - 3. 3rd late day 10% reduction for a total of 25% reduction on day 3 etc.
- C. If a student does not make other arrangements with the appropriate instructor, the student may receive no credit for the exam or assignment.

Medical release policy

Nursing students who have serious illness, injury, or condition which may impact their safety and/or clinical performance are required to obtain a medical release prior to entering the program or returning to student clinical or lab practice.

- 1. Students with disabilities contact the UVU Accessibility Department and follow current accessibility guidelines.
- 2. Students with an acute condition, or an exacerbation of a chronic condition, which poses a threat to their personal safety or clinical performance must notify their clinical faculty as soon as possible. Examples include, but are not limited to:
 - a. Surgery;
 - b. Fractures;
 - c. Pregnancy;
 - d. Infectious processes; or,
 - e. Unstable medical conditions, such as:
 - i. Seizures;
 - ii. Respiratory conditions; or,
 - iii. Cardiovascular conditions.
- 3. Students discuss clinical requirements with their personal physician or licensed healthcare provider and request recommendations for clinical restrictions and an estimated length of restriction.
- 4. Students report the restriction information to their clinical faculty as soon as possible.
- 5. Clinical faculty consults with the student to evaluate any restrictions.
 - a. Clinical faculty may:
 - i. Consult with the Department Chair for guidance;
 - ii. Require an alternative clinical experience, if necessary;
 - iii. Grant an “Incomplete” (I) grade for the course in accordance with UVU policy; or,
 - iv. Counsel the student regarding withdrawal from the semester.
- 6. Students are not allowed to enter or return to the clinical setting until a written release from their personal physician or licensed healthcare provider is given to clinical faculty.

Nursing Progression Requirement

Criteria for advancing students toward graduation from the Associate Degree in Nursing (AN) or Bachelor of Science in Nursing (BSN) program:

- A. All program courses are completed with a “C” grade or better.
- B. A student may not fail any required nursing course and remain in the clinical program.
- C. In order to pass the nursing course:
 - 1. At the conclusion of each semester, a student must have an average of 74% or above for course exams,
 - 2. An overall course average of 74% or above; and
 - 3. If the course has a clinical component the student must also pass the clinical.
- D. In the event of failing a course,
 - 1. A student is allowed to repeat that nursing course only once.
 - 2. Only one nursing course may be repeated during the entire program in order for a student to graduate from the program.
 - 3. A student is not allowed to audit any course.

Ombudsman

ASUVU maintains an Ombuds Office under the direction of the Associated Students organization. The Ombuds is appointed each academic year by a Student Government appointing committee chaired by the Student Body President.

Procedure:

The College hereby recognizes the establishment of the Associated Students of Utah Valley University Ombuds Office. The Ombuds Office will address current issues and personal problems facing UVSC students in their relationships with UVSC, with other UVSC students, and with landlords.

The Ombuds will assist students in finding solutions to issues and problems facing currently enrolled UVSC students. These issues and problems may include issues between:

1. Students
2. Student and Faculty
3. Student and Landlord
4. Student and College including policy issues

The Ombuds will not engage in any adversarial relationship with any party. A position of neutrality will guide the Ombuds' efforts. The Ombuds will provide all evidence of wrongdoing or evidence of unjust policies and procedures, if any, in an effort to bring about an equitable solution between the parties and in order to set a precedent for similar issues in the future.

The Ombuds is appointed and supported by ASUVSC and is not an employee of the College. With the approval and financial support of ASUVSC, the Ombuds may obtain legal advice, but may not retain legal counsel for any student.

Patient Privacy and Confidentiality

In order to protect privacy and confidentiality of patients with whom students work in clinical practicals the following policy and procedures will be in place.

Definitions:

“Privacy” and “confidentiality” are described in American Nurses Association. (2001). Code of ethics for nurses with interpretive statements, sections 3.1 and 3.2 (p. 12).

“Clinical agency” is a health care institution with which UVU Department of Nursing has a contract to allow nursing students to participate in patient care activities.

Policy:

- A. Faculty are responsible to assure that student learning activities in clinical agencies are in compliance with applicable laws including the HIPAA Privacy Rule, clinical agency policies, and professional codes of conduct with respect to protection of patient privacy and confidentiality.
- B. Students are responsible for adherence to applicable laws, clinical agency policies, and professional codes of conduct with respect to patient privacy and confidentiality. Violation of privacy and confidentiality laws, clinical agency policies, and professional codes of conduct may be grounds for failing a course and dismissal from the program.

Procedure:

- A. Faculty assures that students understand patient privacy and confidentiality laws, clinical agency policies, and professional codes of conduct.
- B. Faculty design learning experiences in clinical agencies to protect patient privacy and confidentiality, in accordance with applicable laws, clinical agency policies, and professional codes of conduct.
- C. If a clinical agency requires student acknowledgment of patient privacy and confidentiality policies and procedures, faculty assure that students understand and have signed required forms.
- D. Expectations and requirements for students to protect patient privacy and confidentiality are published in course syllabi and/or instructions for clinical learning assignments. This includes:
 - a. No sharing of identifiable patient information other than with assigned clinical agency staff, clinical faculty, or in faculty-led clinical conferences.
 - b. No accessing of patient health records other than assigned patients.
 - c. No printing or photocopying of individual patient information from agency health care records.
 - d. In any academic patient-based assignments, no use of actual patient name or initials, exact age, place of residence smaller than a state, or other identifying information. May use age range (“6-12 months,” “50-60 years,” “age 90 or over,” etc).
- E. In case of departure from patient privacy and confidentiality law, clinical agency policies, or professional codes of conduct, faculty counsel with the student and take appropriate action, which may include course failure and/or dismissal from the program.

References:

- A. American Nurses Association. (2001). *Code of ethics for nurses with interpretive statements*. Washington, DC: Author. (See Appendix)
- B. National Student Nurses Association. (2001). *Code of academic and clinical conduct*. http://www.nsna.org/pubs/pdf/code_of_ac.pdf (See Appendix)
- C. U.S. Department of Health and Human Services Privacy Rule from the Health Insurance and Portability and Accountability Act [HIPAA] of 1996. <http://www.hhs.gov/ocr/privacysummary.pdf>
- D. UVU Nursing Department Student Policy_Professional Conduct
- E. Nurse Parctice Act (Amended 2006). Unprofessional conduct. Utah Code Title 58/Chapter 31b/Section 502, 801. Retrieved January 11, 2008 from http://le.utah.gov/~code/TITLE58/htm/58_OF018.htm

Physical Exam

To document students' physical and mental health status upon entry into the nursing program, and to inform nursing students of the essential performance requirements.

References

- A. Form_Student Health Status Report
- B. Form_Nursing Students Essential Performance Requirements
- C. Form_Required Registration Information
- D. Utah Board of Nursing Disclosure statement
- E. Risks and Hazards statement
- F. www.uvu.edu/csh/nurs/docPhysicalDemands.html
- G. www.uvu.edu/csh/nurs/information.html

Policy

- A. A physical exam is required upon entry to a program (ADN or BSN); documentation must be submitted prior to registration for clinical courses.
- B. Students verify they have read and understood the "Nursing Students Essential Performance Requirements" and have access to the "Mental and Emotional Demands of Nurses" document before registering for nursing courses.

Procedures

- A. After satisfactory results of a background check and drug screen, students receive "Required Registration Information" form, which includes all items which need to be verified:
 1. Personal information
 2. All required immunizations
 3. CPR certification
 4. Current ID photographs
- B. To complete the registration process, these additional forms require the students' signature:
 1. The Student Health Status Report
 2. The Essential Performance Requirements for Nursing Students
 3. Utah Board of Nursing Disclosure
 4. Risks & Hazards Statement
- C. Students turn all documentation into the designated Administrative Assistant.
- D. Students are given a registration card which clears them to register.
- E. This documentation is kept in the individual's file.

Preceptored Clinical Learning

Student learning experiences with preceptors may be effective in helping students develop the knowledge, skills and attitudes essential for the practice of registered nurses. This policy provides guidelines for planning and supervising student clinical practica with preceptors, and respective responsibilities of faculty, students, contracted clinical agencies, and preceptors.

- A. Preceptored clinical learning experiences help students achieve the objectives of specified courses. Faculty plans to use preceptored clinical experiences are reviewed by the Curriculum Committee and approved by the Nursing Faculty Organization, with consideration of:
 - 1. Knowledge, skills, attitudes and values expected of students entering the course.
 - 2. Practical experiences necessary and helpful for students to achieve course objectives.
 - 3. Availability of patient populations appropriate to help students to achieve course objectives.
 - 4. Clinical agency availability and willingness to provide preceptored learning experiences.
 - 5. Availability of RN preceptors with qualifications appropriate to help students meet course objectives, including clinical nursing skills, communication and relationship skills, willingness to assist and mentor students, support of program and course objectives.
 - 6. Level of faculty supervision appropriate for students, considering number of students, types of patient care experiences expected, qualifications and experience of preceptors, etc.
- B. Faculty provides written responsibilities and expectations of preceptors, students, clinical agencies, and faculty.
 - 1. Faculty responsibilities include:
 - a. Locate appropriate clinical agencies, seek administrative approval for students to be preceptored, and ensure that a current contract between UVU Department of Nursing and the clinical agency is in force.
 - b. Set qualifications for clinical agency staff members to act as preceptors.
 - c. Provide adequate faculty supervision of preceptors and students.
 - d. Maintain communication with preceptors and students to monitor student progress.
 - 2. Responsibilities of clinical agencies include:
 - a. Identify staff members who meet qualifications to act as preceptors.
 - b. Promptly communicate clinical agency concerns about preceptored students to faculty.
 - 3. Responsibilities of preceptors include:
 - a. Current licensure as an RN eligible to practice in Utah (or the state where the student will be preceptored).
 - b. Minimum of one year experience as an RN, with BSN preferred.
 - c. Employed by the contracted agency.
 - d. Approved by the agency to serve as a preceptor.
 - e. Maintain a schedule that allows completion of required number of student clinical hours.
 - f. Be familiar with course objectives and clinical expectations.
 - g. Assist student with identification of appropriate goals and learning experiences.
 - h. Facilitate learning opportunities that assist student in achieving goals.

- i. Guide learning and offer resources.
- j. Provide ongoing and final evaluation of student performance, to the student and the supervising faculty.
- k. Maintain regular communication with supervising faculty and student.
- l. Promptly notify faculty and student of concerns related to student performance.
- 4. Responsibilities of students include:
 - a. Be familiar with course objectives and clinical expectations.
 - b. Identify goals and regularly review goals with preceptor.
 - c. Communicate regularly with preceptor and faculty, including notification of any changes to agreed-upon schedule prior to any changes.
 - d. Follow policies, procedures and guidelines established by the clinical agency, as well as of UVU Department of Nursing.
 - e. Document achievement of clinical objectives and expectations, as specified by course syllabus and supervising faculty.

Professional Conduct

To outline the standards of conduct expected of nursing students and to provide examples of indicators and consequences of unprofessional or unsafe conduct/behavior.

References:

*American Nurses Association (2001). *The Code of Ethics*. Retrieved February 1, 2008 from http://nursingworld.org/ethics/code/protected_nwcoe813.htm

*National Student Nurses' Association, Inc. (2001). *Code of Academic and Clinical Conduct*. Retrieved February 13, 2008 from http://www.nsna.org/pubs/pdf/code_of_ac.pdf

*Nurse Practice Act (Amended 2007). *Unprofessional conduct*. Utah Code Title 58/Chapter 31b/Sections 502 and 801. Retrieved January 11, 2008 from http://le.utah.gov/~code/TITLE58/htm/58_OF018.htm

Utah Valley University (2008). *Student Rights and Responsibility Code*. Retrieved March 1, 2008 from http://www.uvsc.edu/catalog/2007-2008/information_policies_services/student_rights_responsibilities.pdf

Policy:

A. Utah Valley University (UVU) Department of Nursing aims to support nursing students in the development of professional abilities and attributes through experiences in clinical and academic settings. To provide a foundation for this development, students must adhere to approved standards of conduct/behavior and demonstrate patterns of clinical and academic performance which follow the legal and ethical codes of nursing; promote the actual or potential well being of clients, other health care providers, and self; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the rights of individuals.

B. Standards of professional/safe conduct are based on the following:

1. Utah Nurse Practice Act;
 2. American Nurses Association (ANA) *Code of Ethics*;
 3. National Student Nurses' Association (NSNA), *Code of Academic and Clinical Conduct*;
 4. UVU *Student Rights and Responsibilities Code*; and
 5. Mission, vision, and values of UVU Department of Nursing
- C. Students have the responsibility to study, clarify, and adhere to published guidelines.
- D. Students have the right to challenge Department of Nursing policies, related regulations, and disciplinary actions according to the established grievance policy of the Department of Nursing and/or UVU.
- E. Department of Nursing faculty and administration have the responsibility and authority to enforce standards of conduct in clinical and academic settings; report and/or document substandard student performance and/or conduct; and be guided by a commitment to safeguard client well being.
- F. Consequences of a student's failure to comply with professional standards will be based upon the offense or pattern of deficiencies and may range from a verbal warning to immediate dismissal from clinical or class as determined by the supervising faculty. Faculty may immediately dismiss a student if there is reasonable cause to believe that the student is impaired, or is unable to practice nursing with reasonable skill and safety to clients because of illness, lack of preparation, drunkenness, use of drugs, narcotics, chemicals, or any other substance or as a result of any mental or physical condition.
- G. Whenever a student's conduct or pattern of deficiency warrants dismissal, the circumstances and grounds for dismissal will be reported to and reviewed by the Chair of the Department of Nursing, and may result in the student being immediately dismissed from the nursing program. A student who is dismissed from the nursing program will not be allowed to participate in remaining clinical or classroom experiences.
- H. **Indicators of unprofessional or unsafe conduct:**
1. Failure to practice within the boundaries of the Utah Nurse Practice Act, the guidelines of the Department of Nursing, and the rules and regulations of the health care agencies in which students practice. (Policies of the Department of Nursing are found in the Student Handbook and may be accessed on the Department of Nursing web site <http://www.uvsc.edu/ssh/nurs/index.html> .) *Examples* of unprofessional/unsafe conduct include but are not limited to the following:
 - a. Arriving for clinical under the influence of drugs and/or alcohol.

- b. Failing to follow applicable policies and procedures of UVU, the Department of Nursing and/or health care agencies.
 - c. Arriving for clinical too ill, tired, or unprepared to perform safely.
 - d. Leaving the assigned area without the express permission or knowledge of the instructor.
2. Failure to practice according to the American Nurses Association *Code of Ethics*, *Utah Nurse Practice Act*, and National Student Nurses' Association, Inc. *Code of Academic and Clinical Conduct*. *Examples* of unprofessional conduct include but are not limited to the following:
- a. Refusing assignment based on client attributes such as gender, medical diagnosis, race, culture, or religious preference.
 - b. Misrepresenting oneself and/or practicing beyond student role expectations.
 - c. Failing to report unethical, unprofessional, or unsafe conduct of peers and other health care team members.
3. Failure to meet safe standards of practice from a biological, psychological, sociological, and cultural standpoint. *Examples* of unprofessional practice include but are not limited to the following:
- a. Failing to exhibit appropriate mental, physical, or emotional behavior(s).
 - b. Acts of omission or commission in the care of patients/clients, such as but not limited to: allowing or imposing physical, mental, emotional or sexual misconduct or abuse; exposing self or others to hazardous conditions, circumstances, or positions; intentionally or unintentionally causing or contributing to harming patients/clients; making grievous errors.
 - c. Failing to recognize and promote patients' rights.
4. Failure to demonstrate responsible preparation, documentation, and continuity in the care of patients/clients. *Examples* of unprofessional practice include but are not limited to the following:
- a. Failing to respond appropriately to errors in the provision of care.
 - b. Failing to provide concise, inclusive, written and verbal communication.
 - c. Failing to report questionable practices by any healthcare worker.
 - d. Attempting activities without adequate orientation, theoretical preparation, and/or appropriate assistance.
 - e. Dishonesty and/or miscommunication which may disrupt care and/or unit functioning.

5. Failure to show respect for patients/clients, health care team members, faculty, and self. *Examples* of unprofessional practice include but are not limited to the following:
 - a. Failing to maintain confidentiality of interactions and/or protected client communications.
 - b. Failing to maintain confidentiality of records including adhering to HIPAA and facility regulations.
 - c. Dishonesty in relationships.
 - d. Using stereotypical assessments or derisive comments or terms.
 - e. Disruption of class, lab and/or clinical with audible use of cell phones or other electronic devices.
 6. For further clarification and definition of unsafe/unprofessional conduct, refer to the *Utah Nurse Practice Act*.
- I. **Consequences of unprofessional or unsafe conduct or clinical performance may include:**
1. Verbal and written notice that performance is unprofessional or unsafe and continuation of such may result in further disciplinary action and/or clinical failure.
 2. Removal from the classroom, laboratory, or clinical area for that day with an unexcused absence recorded for the day; requirements for remedial activities before being allowed to return to clinical or class, depending on where the infraction occurred. All absences from clinical for unprofessional or unsafe conduct will be considered unexcused. In the event a faculty member dismisses a student from the clinical area, the Chair of the Department of Nursing will be notified as soon as possible.
 3. Dismissal from the course with a grade of E recorded for the course.
 4. Dismissal from the nursing program with a grade of E recorded for the course and denial of future readmission.
 5. Report to UVU Office of Judicial Affairs at 801-863-8665 or 801-863-8694 for conduct/behavior which violates the *Student Rights and Responsibility Code* (nonemergency), UVU Campus Police at 801-863-5555 (emergency), or local law enforcement as appropriate.
 6. Recommendation of suspension, separation or expulsion from the University

Procedures

- A. A student whose performance endangers the safety of a client, peer, health care team member, or faculty, or whose conduct/behavior is determined to be unprofessional, will be removed from the situation and given verbal and written instructions by the instructor. Students may be immediately dismissed from the nursing program for unsafe or unprofessional conduct.

1. When faculty first identifies indications or patterns of unsafe or unprofessional conduct/behavior, the faculty will:
 - a. Discuss concerns with the student, precepting nurse, and/or charge nurse as applicable.
 - b. Determine if the student may stay at the site for the day/rotation.
 - c. Document concerns, circumstances, plan for remediation and/or disciplinary action: (Use Department form: "Record of Unsafe or Unprofessional Conduct.")
 - d. Determine if the student will be placed with a consulting clinical instructor/mentor for further evaluation
 - e. Discuss concerns with course faculty and Chair of the Department of Nursing, as appropriate.
2. If the concern is drug or alcohol related:
 - a. The student will be expected to immediately submit to, and pay for, drug testing at the Department-approved facility.
 - b. A student who refuses immediate drug testing will be automatically dismissed from the nursing program, given an E in the course, and reported to the UVU Office of Judicial Affairs.
 - c. Faculty will determine if the student is safe to drive home or make arrangements for someone to take the student home and if law enforcement needs to be notified.
 - d. If drug testing is positive, the student will be immediately dismissed from the nursing program and reported to appropriate authorities including the UVU Office of Judicial Affairs.
3. If the unsafe or unprofessional conduct/behavior is egregious or is repeated:
 - a. The student will immediately be removed from the clinical site.
 - b. The charge nurse, course faculty and Chair of the Department of Nursing is promptly informed as appropriate.
 - c. Documentation of the incident and prior counseling will be placed in the student's file in the Department of Nursing. (Use Department forms: "Record of Unsafe or Unprofessional Conduct" and "Record of Unsafe or Unprofessional Conduct - Outcome / Follow-up.")
 - d. The student may be immediately dismissed from the nursing program at the discretion of the Chair of the Department of Nursing.
4. If it is determined that the student will be dismissed from the nursing program due to unsafe or unprofessional conduct/behavior, the student will NOT be allowed to reapply or re-enter any nursing program at UVU. Documentation of the incident(s) and related decisions will remain in the student's permanent file.

Scholastic Appeals

I. COMMITTEE PURPOSE AND FUNCTION

- A. Purpose: The purpose of the Scholastic Appeals Committee of the Departments and College of Science and Health is to protect the students' and faculty member's rights in academic disputes.
- B. Function: This committee will function *only* in relation to serious academic matters, such as an admission decision, grade appeal, or dismissal from a program.

The scope of the questions addressed by this committee is limited to:

- 1. Is there cause for a grievance?
- 2. Were the student and faculty informed of College or Departmental policies or procedures and/or applicable standards?
- 3. Was the student or faculty treated fairly in relation to the applicable policies or procedures and/or applicable standards?

After completing its investigation, the Scholastic Appeals committee will inform the Chair of the Department and the Dean of the School of Science and Health of the results of its deliberations in relation to the above three questions.

The burden of proof is on the student. The standard of proof will be preponderance. The student may present documentation or witnesses to support the appeal.

II. DEPARTMENT COMMITTEE COMPOSITION

- A. Each Department will have an Academic Appeals Committee constituted as described below.
- B. This committee should be comprised of three department contract faculty uninvolved in the conflict.

III. SCHOOL COMMITTEE COMPOSITION

- A. The faculty of each department of the School of Science and Health shall elect one (1) representative, and one (1) alternate representative to serve on the Scholastic Appeals Committee. Representatives must be full-time contract faculty members. The representative shall sit as a permanent member of the Scholastic Appeals Committee, except when they are the faculty member or Department Chairperson involved in the appeal, or are otherwise biased.

1. Departments with fewer than 5 full-time contract faculty may either use the School committee for all appeals, or they may ask the chair of the School committee to appoint members of that committee to also serve on the committee for the smaller departments.
- B. The alternate representative shall sit as a member of the Scholastic Appeals Committee only when an appeal originating in his/her department is being considered and the representative is the faculty member or department chairperson involved or is otherwise biased.
1. In departments with two (2) or more full-time faculty members, only full-time faculty members may serve as an alternate representative.
 2. In departments with fewer than two (2) full-time faculty members, either a full-time or a part-time faculty member may serve as an alternate representative.
- C. The Dean of the School of Science and Health shall appoint one of the elected representatives to serve as chair of the Scholastic Appeals Committee. In the event that the chair is absent or is the faculty member involved in the appeal or is otherwise biased, the representatives serving at that time shall elect a representative to serve as interim chair. The chair of the committee shall have full voting rights.

IV. RESOLUTION OF CONFLICTS

- A. Student appeals must be filed within one calendar year of the incident under appeal. Exceptions will only be made in the event of extraordinary circumstances which prevented the student from coming forward sooner. In no case will an appeal be allowed for incidents more than 3 years old.
- B. In attempt to resolve student-faculty conflict, the student should use the following procedures:
1. The student should meet with the faculty member involved in the conflict.
 2. The student should meet with the faculty member and Department Chairperson.
 3. The student should meet with the Department Appeal Committee.
 4. The student should meet with the Dean or the Dean's designee. Following such a meeting the Dean may convene the School of Science and Health Scholastic Appeals Committee to obtain a recommendation on the student's appeal.
 5. If the student feels there is reason to further appeal, they may follow College procedures of the Academic Appeal Committee.

V. SCHOOL APPEAL HEARING PROCEDURE

- A. The student should prepare a written appeal.
- B. The Dean shall give the Chair of the School's Scholastic Appeals Committee the student's written appeal within 5 working days of receiving the appeal.
- C. Upon receipt of the written appeal, the chair shall obtain the student's written permission for the Committee to review relevant academic records.
- D. The chair shall call a meeting of the Scholastic Appeal Committee within ten (10) working days of receipt of the student's written permission to review relevant academic records.
- E. The student may submit written materials to support the appeal; all such materials must be submitted to the chair no later than 48 hours prior to the scheduled hearing. The student may also present witnesses. The student must submit a list of witnesses no less than 48 hours prior to the scheduled hearing.
- F. The student may invite a support person (parent, spouse, advisor, attorney, and/or counselor) to attend the meeting but must notify the chair of invited guests no less than 48 hours prior to the scheduled hearing. Support persons may counsel with the student, but may only address the committee if they are witnesses. If legal counsel is attending the hearing on behalf of the student, the hearing will be delayed until such time as the School can have legal counsel present as well.
- G. Order of Business:
 - 1. Introduction of committee members, student and guests by chair.
 - 2. Explanation of the role of the Committee, chair, student and faculty member.
 - 3. Confidentiality explanation by chair and signing of confidentiality statement by all present.
 - 4. Explanation of Due Process and Academic Freedom.
 - 5. Explanation of recording of meeting. A tape recording will be used to obtain unbiased documentation of the proceedings. The student may later obtain a written record from the recording but must assume the expense of having the manuscript typed by School staff.
 - 6. Committee members with conflicting interests, prejudices, bias, etc. shall be excused.
 - 7. Chair presents the student's written petition to the committee.
 - 8. The student presents the appeal including an explanation of documentation submitted and/or statements from witness(es).

9. The faculty member involved presents the basis for actions and/or decisions related to the student's appeal. If faculty wishes to seek legal advice they must do so prior to the start of the hearing.
10. Discussion from the Committee (permission to speak if granted by the chair; the speaker must state their name prior to making comments for the recording). Questions by the student or faculty member must be directed through the chair.
11. Final comments and/or summary by the student.
12. Final comments and/ or summary by the faculty member.
13. Student and faculty member are dismissed.
14. Committee discusses all pertinent data in terms of the Committee's stated scope.
15. Committee members vote on decision by signed ballot. Committee makes a decision on the same day as the student's presentation of appeal if possible. Additional meetings may be scheduled if necessary. The final decision must be made no later than ten (10) working days following presentation of the student's appeal.
16. Minority reports will be accepted no later than three (3) working days after the final decision is rendered.
17. The Dean is informed in writing of the Committee's recommendation and the basis for the recommendation within five (5) working days of the last meeting.

The Dean makes a decision, taking into consideration the Committee's recommendation, and informs the student and the Department in writing.

Student's Rights and Responsibilities Code

See: <http://www.uvu.edu/policies/officialpolicy/policies/show/policyid/172>

Uniform code

To specify the uniform, identification, and personal grooming requirements for Utah Valley University (UVU) nursing students; compliance will accurately represent students to clinical staff and clients, provide a consistent and professional appearance, and preserve patient comfort as students work in close physical contact with clients.

- A. The Utah Valley University Department of Nursing requires that nursing students follow personal grooming and uniform standards as established by the faculty organization.
- B. Unless given specific instructions by clinical faculty, students are to comply with the uniform code when participating in all clinical experiences or representing the Department or UVU as a nursing student. Faculty may direct students to wear the uniform or professional attire and lab coat to activities such as lab, conferences, or pre-assessment.
- C. Failure to comply with the Uniform Code results in a verbal warning and may result in being dismissed from a clinical session. Such a dismissal is an unexcused absence and jeopardizes the student's clinical grade. Repeated deficiencies are grounds for disciplinary action up to and including dismissal from the program.

UNIFORM

1. Students purchase scrub pants and top of the approved color *hunter green*. Student may choose to purchase a short white lab coat/jacket. Student obtains a UV embroidered patch from the UVU bookstore for each scrub top and lab coat. One patch is sewn or fastened with Velcro to the upper, left sleeve of each top and lab coat.
2. Wearing a white lab coat is optional. However, it is the only item of clothing that may be worn over the uniform scrub top while the student provides patient care.
3. Students may wear a clean, white t-shirt with a round or turtle neck underneath the scrub top. Clothing must allow for thorough hand hygiene.
4. Uniform includes white shoes and socks, with minimal color trim or ornamentation. Shoes are to be worn for clinical only and should be clean and in good repair. Shoes must provide adequate protection from injury or exposure to hazardous materials.
5. All clothing items are to be:
 - a. Freshly laundered and wrinkle free for each clinical day. This may require that the student has two or more set of scrubs, and
 - b. In good repair and well-fitting (No drooping or sloppy pants).
6. Underwear must not be visible even when bending over or stretching overhead.
7. Exceptions
 - a. Student may wear appropriate, facility-supplied attire in special care areas (such as Operating Room) or when required for personal protection (such as contact precautions or holding an infant).
 - b. When specified by faculty, a student clinical activity may not require wearing the clinical uniform. Clothing must be professional, conservative, and in compliance with agency policies.

A. IDENTIFICATION

1. Student follows instructions given on admission to obtain a Department of Nursing identification (ID) badge from Campus Connections in the UVU Student Center. The first badge is included in student fees. If lost, student arranges with Campus Connections for a replacement badge. Department ID badge is worn to lab and all clinical activities and must be clearly visible, above the waistline at all times. Faculty may ask that students wear the department ID badge to class.

2. Student will qualify for an agency-issued student identification badge by completing orientation activities according to the policies outlined by individual clinical facilities. Agency-issued student identification:
 - a. Remains the property of the issuing agency,
 - b. Must be returned according to agency policy,
 - c. May require a fee to replace a lost or missing badge, and
 - d. Must be worn and clearly visible whenever the student is in the clinical facility.

3. Student ensures that the UV embroidered patch is displayed on the upper, left sleeve of the uniform scrub top and lab coat.

B. PERSONAL GROOMING

1. Each student will conform to the following guidelines:
 - a. Hygiene
 - 1) Display excellent personal hygiene due to the physical contact required in patient care.
 - 2) Use deodorant and avoid wearing cologne or perfume.

 - b. Hair
 - 1) Clean and neat.
 - 2) No extreme styles or accessories.
 - 3) Controlled so it will not fall onto student's face, obstruct vision, or require pushing aside.
 - 4) Facial hair must be conservative and neatly trimmed or clean shaven.

 - c. Fingernails
 - 1) Short to medium length, clean, manicured.
 - 2) No artificial nails.
 - 3) Clear or neutral color polish, if worn.

 - d. Makeup and tattoos
 - 1) Makeup must be conservative and neatly applied.

- 2) Tattoos may not be visible. Uniform may need to be adjusted to provide coverage and will require prior approval by the Chair of the Department of Nursing.

e. Jewelry

- 1) Watch with second hand. Band should be as simple as possible.
- 2) One pair of small post earrings may be worn.
- 3) No necklaces, bracelets, or ankle bracelets.
- 4) No visible adornments, such as nose, eyebrow, or tongue rings.
- 5) Wedding and engagement rings are allowed. However, student may be required to remove rings in special care areas, such as NICU, where the arms must be bare from elbow to fingertips. Student is responsible for safeguarding or leaving valuables at home.

Student Health Services

Student Health Services is dedicated to assisting students in their educational pursuits, by maintaining their health, during their college experience. We are a team of professionals ranging from Doctors, Licensed Nurse Practitioners, a Psychiatric Nurse Practitioner, Medical Assistants, Licensed Personal Counselors, Psychologists, Personal Trainers, as well as other well qualified staff.

Main Office Hours: 8 to 5 daily

SC 221
800 West University Parkway
Mailstop 200
Orem, Utah 84058

Office Phone: 801-863-8876
Fax: 801-863-7056

American Nurses Association Standards of Practice

“The registered nurse’s practice flows through several levels of accountability in order to ensure safe competent practice. At the base of this pyramid of accountability is the *Scope and Standards of Nursing Practice*, developed and vetted by ANA on behalf of the profession. The Scope and Standards create the foundation for specialty practice standards and inform the State Nurse Practice Acts, which provide a second layer of accountability. Rules and regulations promulgated by individual states, based upon each state’s nurse practice act, may restrict the RN’s practice. Further restrictions upon practice occur because of the nurse’s accountability to the institution or agency for whom she/he employed, via institutional policies and procedures. A final level of accountability for RN practice occurs via the individual nurse’s own self-determination of those aspects of practice she/he believes herself competent to perform.”

ANA (nd) Regulation and Accountability for Practice. Retrieved August 15, 2008 from <http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/Regulation.asp>

X

Rules governing unprofessional conduct of nurses

http://le.utah.gov/~code/TITLE58/htm/58_OF018.htm

58-31b-502. Unprofessional conduct.

"Unprofessional conduct" includes:

- (1) failure to safeguard a patient's right to privacy as to the patient's person, condition, diagnosis, personal effects, or any other matter about which the licensee is privileged to know because of the licensee's or person with a certification's position or practice as a nurse or practice as a medication aide certified;
- (2) failure to provide nursing service or service as a medication aide certified in a manner that demonstrates respect for the patient's human dignity and unique personal character and needs without regard to the patient's race, religion, ethnic background, socioeconomic status, age, sex, or the nature of the patient's health problem;
- (3) engaging in sexual relations with a patient during any:
 - (a) period when a generally recognized professional relationship exists between the person licensed or certified under this chapter and patient; or
 - (b) extended period when a patient has reasonable cause to believe a professional relationship exists between the person licensed or certified under the provisions of this chapter and the patient;
- (4) (a) as a result of any circumstance under Subsection (3), exploiting or using information about a patient or exploiting the licensee's or the person with a certification's professional relationship between the licensee or holder of a certification under this chapter and the patient; or
(b) exploiting the patient by use of the licensee's or person with a certification's knowledge of the patient obtained while acting as a nurse or a medication aide certified;
- (5) unlawfully obtaining, possessing, or using any prescription drug or illicit drug;
- (6) unauthorized taking or personal use of nursing supplies from an employer;
- (7) unauthorized taking or personal use of a patient's personal property;
- (8) knowingly entering into any medical record any false or misleading information or altering a medical record in any way for the purpose of concealing an act, omission, or record of events, medical condition, or any other circumstance related to the patient and the medical or nursing care provided;
- (9) unlawful or inappropriate delegation of nursing care;
- (10) failure to exercise appropriate supervision of persons providing patient care services under supervision of the licensed nurse;
- (11) employing or aiding and abetting the employment of an unqualified or unlicensed person to practice as a nurse;
- (12) failure to file or record any medical report as required by law, impeding or obstructing the filing or recording of such a report, or inducing another to fail to file or record such a report;
- (13) breach of a statutory, common law, regulatory, or ethical requirement of confidentiality with respect to a person who is a patient, unless ordered by a court;
- (14) failure to pay a penalty imposed by the division;
- (15) prescribing a schedule II-III controlled substance without a consulting physician or outside of a consultation and referral plan; and
- (16) violating Section **58-31b-801**.

Contact Information

Utah Division of Occupational and Professional Licensing

(<http://www.dopl.utah.gov/>)

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111
Telephone Numbers: (801) 530-6628
(866) 275-3675 - Toll-free in Utah
23. Fax Number: (801) 530-6511

Website for printing an application for licensure.

<http://www.dopl.utah.gov/licensing/forms/012.pdf>

National League of Nursing Accreditation Council

The National League for Nursing Accrediting Commission (NLNAC) is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.

NLNAC supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules, and to the oversight of preparation for work in the profession.

<http://www.nlnac.org/home.htm>

Student Nurses Association

Describe the Student Nurse Association and the Role of the SNA Advisor(s).

References:

- A. "Getting the Pieces to Fit 2007-2008" <http://www.nсна.org/pubs/pieces/index.asp>
- B. <http://utahstudentnurses.org/>

Definitions:

The Utah Valley University Student Nurse Association UVU-SNA is a constituent member of the Utah Student Nurses Association (USNA) and the National Student Nurses Association (NSNA). The UVU-SNA functions within the scope and guidelines of the NSNA and USNA and within the requirements of the UVU Campus Clubs. Participation in the SNA provides opportunities for leadership, community service, identifying various opportunities and career specialties in the nursing profession, and insight into pre-professional and professional nursing organizations.

Policy:

- A. The UVU Student Nurse Association is a constituent member of the NSNA/USNA and functions within the scope and guidelines of these organizations.
- B. The UVU-SNA also meets the requirements for UVU Campus Clubs and officers participate in the required Interclub Council (ICC) coordinating meetings.
- C. One or more nursing faculty function as Advisor(s) to the SNA board to mentor and advise them in coordinating activities in conjunction with the UVU Campus Clubs and the USNA/NSNA.
- D. All nursing students are eligible and encouraged to join the local and state/national organizations and attend the board meetings, club activities, and state and national conventions.

Procedures:

- A. The UVU-SNA
 - 1. Conducts elections for officers,
 - 2. Plan and publish a semester calendar of activities,
 - 3. Maintains a membership roster, and keep records of funds collected and expenditures made.
- B. The elected board members
 - 1. Coordinate activities with the USNA and campus clubs as requested and
 - 2. Serve as representatives of the nursing students in various Utah Valley University committees
 - 3. Serve as representatives of the nursing students in various Utah Valley University faculty committees.
- C. The UVU SNA Advisor
 - 1. Facilitates the activities of UVU-SNA.
 - 2. Serves as a liaison for SNA and faculty.
 - 3. Helps find student volunteers for University and College service.

Accommodative testing for NCLEX

Students who require accommodative testing, should contact the State Board of Nursing for procedures to follow when taking the licensure exam. In general, the State Board requires a candidate who requests accommodations to submit documentation from a licensed professional indicating a diagnosis which qualifies under ADA. Testing anxiety and English as a second language do not qualify. Also, applicants are asked what accommodations were made in their schooling. Acceptable accommodations include a separate room and extra testing time. Rarely, repeat rarely, do we approve a reader. If a reader is used he/she must read the question as written i.e. ml and not milliliter. A head set with music would not be approved. No guarantee what is actually being played.@ (Laura Poe, Executive Director, Utah State Board of Nursing, April 5, 2001)