Graduate Student Handbook

2020-2021 Academic Year

Processes and guidelines may be revised or updated as needed in order to meet program needs. Students may be notified via: myUV email, U.S. Mail, in-person announcements, postings in the Department of Nursing, on the nursing webpage, or on the current Learning Management System.

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Utah Valley University Policies Important to Nursing Students

Mission:
Utah Valley University is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship.

Values:
UVU's culture supports our mission of student success. Student success encompasses both terminal degrees and the holistic education of students, and we believe that we can fulfill this mission best in an environment that allows all individuals to thrive personally and professionally. To this end, UVU operates in accordance with three core values: exceptional care, exceptional accountability, and exceptional results.

- **Exceptional CARE:** We invite people to "come as you are" and let them know that "UVU has a place for you." Care means that we strive always to "see" the person in front of us — their strengths and weaknesses, struggles and triumphs, past and potential, and inherent dignity and worth. This does not mean that we set low expectations or make excuses for poor efforts. Instead, our commitment to exceptional care means that we set the bar high and provide challenging, honest conversations and feedback because we are deeply invested in seeing every member of our community succeed.
- **Exceptional ACCOUNTABILITY:** We are strongly committed to working ethically and effectively. We approach each situation from a position of integrity, knowing that everything we do can help or hinder a positive student experience. We honor the resources and mandates we have been entrusted with and strive always to do our best to honor that trust. We respect each member of our community, seek to understand and fulfill our responsibilities, and recognize both individual and collective successes.
- **Exceptional RESULTS:** We are committed to creating opportunity systematically for as many people as possible. Our engaged curricula, programs, and partnerships address the intellectual and practical needs of our service area and the larger community. We seek to prepare our students to thrive in a rapidly changing economy and an interdependent, complex world. We aspire to greatness in all that we do, while also measuring progress against rigorous metrics that show our students are becoming competent and ethical professionals, lifelong learners, and engaged citizens.

ACTION COMMITMENTS AND OBJECTIVES:

UVU's culture supports our mission of student success. Student success encompasses both terminal degrees and the holistic education of students, and we believe that we can fulfill this mission best in an environment that allows all individuals to thrive personally and professionally. To this end, UVU operates in accordance with three core values: exceptional care, exceptional accountability, and exceptional results.

- **INCLUDE:** Through open admission and other practices, UVU provides accessible and equitable educational opportunities for every student who wants to receive a rewarding postsecondary education.
  - o **OBJECTIVE 1:** UVU integrates educational opportunities appropriate to both community colleges and universities.
  - o **OBJECTIVE 2:** UVU provides accessible, equitable, and culturally diverse learning experiences and resources for students of all backgrounds, including those historically underrepresented in higher education.
  - o **OBJECTIVE 3:** UVU fosters an inviting, safe, and supportive environment in which students, faculty, and staff can succeed.

- **ENGAGE:** UVU delivers rigorous, meaningful, and experiential learning opportunities driven by a shared responsibility for student success.
  - o **OBJECTIVE 1:** UVU faculty, staff, and students practice excellent, engaged teaching and learning activities as a community of scholars, creators, and practitioners.
  - o **OBJECTIVE 2:** UVU develops relationships and outreach opportunities with students, alumni, and community stakeholders.
  - o **OBJECTIVE 3:** UVU employees demonstrate a commitment to student success, professionalism, ethics, and accountability.
- **ACHIEVE:** UVU champions a university experience that helps student realize their educational, professional, and personal aspirations.
  - o **OBJECTIVE 1:** UVU supports students in completing their educational goals.
  - o **OBJECTIVE 2:** UVU students master the learning outcomes of the university and their programs.
  - o **OBJECTIVE 3:** UVU prepares students for success in their subsequent learning, professional, and civic pursuits.

Reference: https://www.uvu.edu/president/mission.html

Accommodation of Students with Disabilities

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 University Accessibility Services Office, and appropriate accommodations should be arranged in coordination and consultation with that office.

Faculty members should provide information to students (preferably via class syllabi) regarding students' rights to access appropriate accommodations. For more information, see the following UVU policies:

- Policy 152: Accommodations for Individuals with Disabilities
- Policy 160: Animals on Campus
- Policy 452: Electronic and information Technology Accessibility

Student Rights and Responsibilities Code

Students are expected know and uphold their rights and responsibilities as UVU students.
For more information visit UVU policy 541: Student Rights

Alcohol, Tobacco and Drugs

Utah Valley University is a drug-free campus and has a "zero tolerance" alcohol and drug policy. UVU has developed an alcohol and tobacco and other drug policy not only in response to the federal drug-free legislation, but also to encourage and sustain an academic environment that promotes the health, safety, and welfare of all members of its community.

"Use, possession, distribution, being under the influence of alcoholic beverages or paraphernalia on the university campus or at university-sponsored events or activities, and other conduct prohibited by *UVU Policy*

157 Alcoholic Beverages, Unlawful Drugs, and other Illegal Substances. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under 21years of age" (UVU Policy 541, p. 8).

Ombuds

Within the UVU community, misunderstandings and disagreements needing resolution occur. The UVU Ombuds is one who is familiar with campus policies and student rights and responsibilities, and can help find useful options within these guidelines. In order to serve as a mediator, as opposed to an advocate, the Ombuds neutrally and objectively listens to all problems. We hope you use this person as a resource for help in a variety of difficult situations. Our Ombuds office is guided by IOA Standards of Practice. We are confidential, informal, neutral, impartial and independent.

For more information see: http://www.uvu.edu/ombuds/

Student Health Services

Student Health Services has a staff united in the goal of serving students in a caring and competent manner. They have low cost and available service for UVU students in the areas of medical and psychiatric care, mental health services, learning disability assessment services, and crisis services. They offer life and health enhancing services that increase safety, productivity and life experience of the individual and the campus.

For more information: http://www.uvu.edu/studenthealth/

 Location: Student Center, SC 221
                800 West University Parkway
                Mail Stop 200
                Orem, UT   84058
Office Phone: 801.863.8876
Office Fax: 801.863.7056

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 63G-6a-2404 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.

Children in the Classroom

Children are not permitted in University classrooms or laboratories unless they are an integral part of instruction. Children should not be left unattended in hallways and/or restrooms.

Department of Nursing Guidelines -- General

Department of Nursing Mission Statement

Mission

Our mission is to provide quality nursing education, helping students to cultivate requisite knowledge, sound clinical judgment, and a foundation for lifelong learning, as they progress toward becoming competent, caring nurses in a complex and changing health care environment.

Values

1. We are committed to the learning and success of our students. Student success is a measure of our success as nurse educators.
2. We believe that caring nurses promote the health of body, mind, and spirit in individuals, families and communities.
3. 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.
4. 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.
5. We encourage the pursuit of excellence through life-long learning. We expect our graduates to utilize sound clinical judgment and evidence-based nursing actions.
6. We believe honor and integrity are essential to learning and for nursing practice, and we promote professional standards of practice and behavior.
7. 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.
8. 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.

Revisions Approved: December 9, 2010

Registration for Nursing Courses

Completion of required documents and activities is necessary for access to clinical settings. Students who do not comply with requirements cannot be allowed in the clinical settings and, therefore cannot complete course expectations. Current licensure in the state of Utah precludes needing a background check, however students must remain current in the following items as part of their admission paperwork:

  a. Up-to-date immunization history, including tetanus/diphtheria/pertussis (Tdap), MMR, Hepatitis B, influenza and tuberculosis testing per current agency requirements
  b. American Heart Association Healthcare Provider BLS certification, for which student will maintain currency throughout the program.
  c. Utah State RN license
  d. Current passport photos
  e. Completed Registration Information form

Throughout the course of the nursing program these requirements may change as industry, agency, or university standards evolve. Students will be notified of registration requirements in a timely manner and will be expected to comply with requirements and established timelines.   This is especially true for students participating in *NURS 6655 Teaching Nursing in the Clinical Settings Practicum* as clinical partners require faculty and students to be compliant with their policies.

Healthcare Provider Basic Life Support (BLS) Certification

Students participating in clinical experiences namely, *NURS 6655 Teaching Nursing in the Clinical Settings Practicum,* must meet affiliated clinical agency requirements for Basic Life Support certification. Basic life support consists of essential non-invasive life-saving procedures including CPR, basic airway management, artificial ventilation, and in most cases, the use of automated external defibrillators (AEDs). Students who are not working in clinical settings will be required to have a current BLS certification in order to participate in *NURS 6655 Teaching Nursing in the Clinical Settings Practicum*. UVU Department of Nursing subscribes to the American Heart Association Guidelines for BLS certification and renewal.

Immunization and Tuberculosis (TB) 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). Immunization and TB testing compliance will be required of all students entering the Department of Nursing. *Immunization requirements are subject to change based on agency requirements for participation in clinical sites.*

Immunization Requirements
1. Tetanus/Diphtheria/Pertussis: A one-time dose of Tdap (received after age 10) with direct patient contact. CDC recommends a Tdap booster every ten (10) years.
2. Measles/Mumps/Rubella (MMR): Two doses after 1 year of age (Note: If born in 1957 or before, and serologic evidence shows adequate immunity, the MMR requirement is waived).
3. Hepatitis B: Documentation of completed three (3) dose series or blood test with reactive results. Documentation of six (6) dose series with a "non-reactive" blood test will also be accepted, as this individual is considered a "non-responder."
4. Varicella (Chicken Pox): If no serologic proof of immunity, prior vaccination, or history of Varicella disease, two (2) doses, four (4) weeks apart are required.
5. Influenza: One dose annually (Flu season begins in October and extends through the winter/spring semester).
6. Other immunizations with documentation may be required as agency and/or infection control guidelines change.

Tuberculosis (TB) Testing Requirements

1. Students must document they have completed one of the following options:
    a. Two (2) negative screenings for tuberculosis within six (6) months prior to admission
    b. One (1) Quantiferon Gold (QFT) test with negative result or
    c. One (1) T-SPOT blood test with negative result
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) Retrieved from
http://www.cdc.gov/mmwr/preview/mmwrhtml/00050577.htm

Utah Department of Health *Adult Immunization Program;* Retrieved from http://www.immunize-utah.org/pdf/Adult_Vaccine_Schedule_Eng.pdf

Immunization Action Coalition (2009) *Health Care Personnel Vaccination Recommendations*; Retrieved from http://www.immunize.org/catg.d/p2017.pdf

Auditing Nursing Courses

Nursing courses may not be audited.

Graduation Requirements

Nursing coursework required for graduation is outlined in the UVU Catalog at the time of the student's acceptance to the nursing program. Students may track their individual progress toward graduation through Wolverine Track and students are encouraged to meet regularly with the MSN Program Coordinator to review their program of study and ensure that they will satisfy all graduation requirements within their desired timeframe. All required nursing coursework must be completed with a minimum letter grade of B in order to progress in, and graduate from, the MSN program.

American Psychological Association (APA) Writing Style

The American Psychological Association (APA) Writing Style will be used for student scholarly writing assignments in the MSN program. APA style is detailed in the *Publication Manual of the American Psychological Association*. Like all other scholarly writing formats, the purpose of APA style is to ensure clear, concise and consistent presentation of written materials. For this purpose, APA style offers guidelines for (a) accurate identification of sources, (b) manuscript preparation, and (c) writing style.

The APA *Publication Manual* (7th ed.), in paperback or electronic format (about $30) is required for students in the MSN program. There are also numerous commercial and free guides to APA style, and software programs which claim to put your references and paper in APA style.

Accreditation and Endorsement

Utah Division of Occupational and Professional Licensing (DOPL) Contact Information
Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, UT   84111
Telephone Numbers: 801.530-6628
Toll-free in Utah: 866.275.3675
Fax Number: 801.530.6511
http://www.dopl.utah.gov/
Website for printing an application for licensure: http://www.dopl.utah.gov/licensing/nursing.html

Accreditation Commission for Education in Nursing
Mission: The ACEN 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.

Purpose: The purpose of the ACEN is to provide specialized accreditation for all types of nursing programs, including clinical doctorate, master's/post-master's certificate, baccalaureate, associate, diploma, and practical nursing programs. The ACEN accredits nursing programs in secondary, postsecondary, and hospital-based governing organizations that offer certificates, diplomas, or degrees.

Goals: The goals of the ACEN are to:
- Promulgate a common core of standards and criteria for the accreditation of nursing education programs.
- Strengthen educational quality through assistance to associated nursing education units by evaluation processes, functions, publications, and research.
- Advocate self-regulation in nursing education.
- Promote peer review.
- Foster educational equity, access, opportunity, mobility, and preparation for employment based upon type of nursing education.
- Serve as gatekeeper to Title IV-HEA programs for which the ACEN is the accrediting agency. (These include some practical nursing and all hospital-based diploma programs eligible to participate in programs administered by the United States Department of Education or other federal agencies.)

Contact Information:
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

Department of Nursing Guidelines -- Academic

Department of Nursing Curriculum

The Department of Nursing at Utah Valley University offers an Associate of Science in Nursing (ASN) pre-licensure program, a Bachelor of Science in Nursing (BSN) completion program, and a Master of Science in Nursing (MSN). The nursing curricula are centered on four faculty defined Competency Domains. The UVU Competency Domains were developed to facilitate student learning and progression within the nursing program and to contribute to graduate success in a dynamic healthcare environment.

4 Competency Domains and Definitions

1. **Patient Centered Care:** Includes holistic nursing and collaborative care for patients (e.g., individuals, families, groups, and communities), with the patient being involved in and at the center of nursing care.
2. **Inquiry and Reasoning:** Includes sound clinical judgment and critical reflection and thinking; the ability to access, evaluate and/or generate information through multiple means/methods including information technology; and apply evidence to practice.
3. **Roles and Collaboration:** Includes personal commitment to the profession of nursing values and roles, and the ability to communicate effectively and practice collaboratively within healthcare organizations and interdisciplinary teams.
4. **Quality and Safety:** Includes protecting patients from harm, using evidence and technology to advance individual, group, and systematic processes to achieve positive outcomes.

Approved: April 24, 2013

Nursing Program Student Learning Outcomes

	Associate Degree Student Learning Outcomes	Baccalaureate Degree Student Learning Outcomes	Master Degree Student Learning Outcomes
Patient-Centered Care	•Implement skills to meet the individualized needs of patients in structured health care settings. •Use established evidence-based nursing protocols in providing nursing care for patients.	•Integrate knowledge and clinical expertise to help patients achieve optimal health outcomes	•Facilitate the development, implementation and evaluation of health policy and health care delivery.
Inquiry and Reasoning	•Utilize sound judgment and critical reflection to prioritize nursing care for small groups in structured health care settings. •Assist in collection of research data within a structured format.	•Utilize clinical judgment, critical reflection, and technology to plan, implement, and evaluate theory- and evidence-based nursing practice	•Critically evaluate research and evidence applying standards of reliability and validity. •Apply research and evidence with appropriate discrimination and discernment. •Gather, evaluate, and utilize evidence for the improvement of patient outcomes.
Roles and Collaboration	•Demonstrate professional attributes including the ability to collaborate with the health care team, commitment to high ethical standards, and continuing professional development.	•Demonstrate team-building and collaboration strategies in health systems, guided by nursing values and standards	•Function as a leader in the professional healthcare team. •Function as a change agent at the point of care and within the health care system. •Develop and implement programs to achieve educational outcomes based on learners' needs.
Quality and Safety	•Apply standards of quality and safety in clinical practice. Evaluate the effectiveness of nursing care and teaching plans in promoting	•Establish and maintain a culture of safety in a variety of health care settings by applying standards, theories,	•Create products that advance the science of nursing at the point of care in health care delivery, nursing education, or safety and quality practices.

	safety for patients. •Integrate and evaluate personal responsibility and accountability in all nursing experiences.	and quality improvement principles	
	Accepted: February 4, 2010	Accepted: October 2, 2013	Accepted: February 4, 2010

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	94-100
	A-	3.7	90-93
Commendable mastery	B+	3.4	87-89
Satisfactory mastery (Does not meet nursing minimum expectations for continued progression in the curriculum)	B	3.0	83-86
	B-	2.7	80-82
	C+	2.4	77-79
	C	2.0	74-76
	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

Late Work and Exams

In order to have consistent expectations in the Department of Nursing for late examination and late assignments, the following guidelines will be instituted:

1. 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.
2. Penalty for late examinations or assignments is 10% reduction for each late day.
3. If a student does not make other arrangements with the appropriate instructor, the student may receive no credit for the exam or assignment.
4. Guidelines must be included in each course syllabus.

Computer Needs for *Canvas* Learning Management System

The Department of Nursing uses the learning management system (LMS) of *Canvas. Canvas* and its hosting

infrastructure are designed for maximum compatibility and minimal requirements.

Screen Size:
A minimum of 1024x600. That is the average size of a netbook. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Operating Systems:
Windows XP SP3 and newer
Mac OSX 10.6 and newer
Linux - chromeOS

Mobile Operating System Native App Support
iOS 7 and newer
Android 2.3 and newer

Computer Speed and Processor
Use a computer 5 years old or newer when possible
1GB of RAM
2GHz processor

Internet Speed
Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
Minimum of 512kbps

Screen Readers
JAWS 14 or 15 for Internet Explorer 11 & 12 and Firefox 27
Latest version of VoiceOver for Safari
There is no screen reader support for Chrome

Retrieved from: http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas

Progression and Graduation Guidelines

MSN Progression and Graduation Guidelines:
1. In order for students to progress within the graduate nursing program, they must maintain good academic standing at all times, and continuous enrollment during semesters in which the program is offered (fall and spring).
2. Inability to maintain good academic standing includes:
   a.   failure to submit expected course assignments,
   b.   failure to receive an acceptable grade,
   c.   failure to maintain academic integrity.
3. Students must maintain an average of 83% in all courses in order to progress in the program.
4. Students who do not successfully complete any graduate nursing course will need to petition the MSN committee for consideration of readmission and/or progression in the graduate program.
5. Students who withdraw from the program will need to petition the MSN Committee for consideration of readmission.

Procedural Guidelines:
1. Students are expected to maintain good academic standing at all times.
2. Students are responsible to maintain dialog with faculty concerning their standing within each course.
3. Faculty are responsible to give appropriate and timely feedback to students based on student performance of assignments at a minimum of mid-semester and two weeks prior to the end of the semester.
   a.   Mid-term consultation may include development of a contract between student and faculty.
   b.   Failure to meet the demands of the course by two weeks prior to the end of the semester may

constitute failure of the course.

    c. Anticipated failing grades will be presented to student two weeks prior to the end of the semester.

4. Students who do not maintain an average of 83% in any course will not be allowed to progress in the program until the course is successfully completed.
5. Students with an Incomplete (I) in one course and passing grades (83%) in other courses will be allowed to continue in the program for one semester allowing the Incomplete to be replaced with a passing grade during that semester.
6. Students with Incomplete (I) grades in multiple courses will not be allowed to continue in the program until **all** incomplete grades are replaced with passing (83%) grades.
7. Students who do not maintain academic integrity throughout the program will receive a failing grade for the course in which academic integrity was compromised.
8. Students who do not successfully complete any graduate nursing course will need to petition the MSN committee for consideration of readmission to the MSN program.
    a. Student will submit a petition to the MSN committee for readmission in the program.
    b. The MSN committee will review the petition for readmission and interview the student.
    c. The MSN committee will make a recommendation to the MSN program coordinator.
    d. If approved, the student will be allowed to readmit in the MSN program with the next available cohort.
    e. Students may only petition the MSN committee one (1) time and may only be readmitted one (1) time.
9. Students who withdraw from the MSN program will need to petition the MSN committee for consideration of readmission to the MSN program.
    a. Students may petition the MSN committee for readmission in the MSN program.
    b. The MSN committee will review the petition for readmission and interview the student.
    c. The MSN committee will make a recommendation to the MSN program coordinator who will discuss student's options with the Director of Graduate Studies for the university.
    d. If approved, the student will be allowed to readmit/continue in the MSN program with the next available cohort.
    e. If the student is unable to complete the full MSN curriculum within six years of the initial entry into the program, student will be required to reapply.

Scholastic Appeals

In accordance with Utah Valley University's **Student Code of Conduct** (Policy 541), The UVU Department of Nursing provides opportunity for students to appeal serious academic matters such as admission decisions, grades, or dismissal from programs. Before an appeal, the student must attempt to resolve the issue informally with the instructor.

Appeal Process:
1. 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 three years old.
2. In attempts to resolve student-faculty conflict, the student should use the following sequence of procedures:
    a. Meet with the faculty member involved in the conflict.
    b. Meet with the faculty member and/or the Program Coordinator.
    c. Meet with the Chair of the Department of Nursing.
    d. The scope of the questions addressed by the above is limited to:

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

    e. If unresolved, the student should meet with the Dean or the Dean's designee. Following such a meeting, the Dean may convene the College of Science and Health Scholastic Appeals Committee to obtain a recommendation on the student's appeal.

    f. If the student feels there is reason to further appeal, they may follow University procedures of the Academic Appeals Committee.

3. 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.

Professional and Academic Conduct

Utah Valley University 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.

In addition, UVU expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic environment.

Appropriate Conduct

1. Students have the responsibility to understanding and adhere to published state, UVU, and national nursing guidelines that contribute to an understanding of nursing and the nurse's role.
2. Indicators of unprofessional or unsafe conduct include but are not limited to:
   a. 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. Examples of unprofessional/unsafe conduct include but are not limited to:
      - Arriving for clinical under the influence of drugs and/or alcohol;
      - Failing to follow applicable policies and procedures of UVU, the Department of Nursing and/or health care agencies;
      - Arriving for clinical too ill, tired, or unprepared to perform safely;
      - Leaving the assigned area without the express permission or knowledge of the instructor and/or nurse who the student is following.
   b. Failure to practice according to the American Nurses Association *Code of Ethics for Nurses*, *Utah Nurse Practice Act*, and National Student Nurses' Association *Code of Academic and Clinical Conduct*. Examples of unprofessional conduct include but are not limited to:
      - Refusing assignment based on client attributes such as gender, medical diagnosis, race, culture, or religious preference;
      - Misrepresenting oneself and/or practicing beyond student role expectations;
      - Failing to report unethical, unprofessional, or unsafe conduct of peers and other health care team members.
   c. 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:
      - Failing to exhibit appropriate mental, physical, or emotional behavior(s);

- 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;
- Failing to recognize and promote patients' rights.

d. Failure to demonstrate responsible preparation, documentation, and continuity in the care of patients/clients. *Examples* of unprofessional practice include but are not limited to:
- Failing to respond appropriately to errors in the provision of care;
- Failing to provide concise, inclusive, written and verbal communication;
- Failing to report questionable practices by any healthcare worker;
- Attempting activities without adequate orientation, theoretical preparation, and/or appropriate assistance;
- Dishonesty and/or miscommunication which may disrupt care and/or unit functioning.

e. Failure to show respect for patients/clients, peers, health care team members, faculty, and self. *Examples* of unprofessional practice include but are not limited to:

- Failing to maintain confidentiality of interactions and/or protected client communications;
- Failing to maintain confidentiality of records including adhering to HIPAA and facility regulations;
- Dishonesty;
    o Using stereotypical assessments or derisive comments or terms;
    o Disruption of class, lab, simulation, and/or clinical including but not limited to audible use of cell phones or other electronic devices.

f. For further clarification refer to the following:
- *Utah State Nurse Practice Act* Utah Code Title 58/Chapter 31b/Sections 502 and 704. https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html
- *ANA Code of Ethics for Nurses* http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses
- *UVU Student Code of Conduct* https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3

Consequences of Misconduct

1. Expected academic conduct is outlined in UVU's **Student Code of Conduct.** Academic dishonesty, misconduct, and unprofessional behavior are dealt with in accordance with UVU's Student Code of Conduct, Policy 541.
2. Consequences of a student's dishonesty, misconduct, or 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 initiated by the supervising faculty and in coordination with the Nursing Program, up to and including dismissal from the UVU nursing program.
3. Faculty may immediately dismiss a student from class 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, use of alcohol, drugs, narcotics, chemicals, or any other substances, or as a result of any mental or physical condition. Dismissal from class/clinical or any initial action may result in interim suspension.
4. Whenever a student's conduct or pattern of deficiency warrants interim suspension, the circumstances will be reported to the Program Coordinator and reviewed by the Chair of the

Department of Nursing immediately or as soon as is feasibly possible, but no later than five (5) working days after the incident has occurred. The Chair will review the circumstances and determine by UVU policies the appropriate action(s) to take, including convening the APG committee or a similar council to assess the grievance. If it is determined that a student should be suspended or removed from the nursing program, the action must be reviewed and confirmed by the Dean of the College, and the UVU Dean of Students under the Vice President of Academic Affairs. A student who is suspended/dismissed from the nursing program will not be allowed to participate in remaining clinical or classroom experiences until the suspension/dismissal has been reviewed by appropriate personnel and it has been determined that the student may return to the clinical setting and/or classroom.

5. 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 warning and instructions by the instructor. Faculty may immediately institute interim suspension for unsafe or unprofessional conduct.

    a. When faculty first identifies indications or patterns of unsafe or unprofessional conduct/behavior, the faculty will:
- Discuss concerns with the student, precepting nurse, and/or charge nurse as applicable;
- Determine if the student may stay at the site for the day/rotation;
- Document concerns, circumstances, plan for remediation and/or disciplinary action (use the Department of Nursing's form "Reporting and Documenting Student Underperformance") and submit it to the Program Coordinator.
- Determine if the student will be placed with a consulting clinical instructor/mentor for further evaluation;
- Discuss concerns with Program Coordinator and Chair of the Department of Nursing, as appropriate.

    b. If the concern is drug or alcohol related:
- The student will be expected to immediately submit to, and pay for, drug testing at a Department-approved facility;
- A student who refuses immediate drug testing will immediately be placed on interim suspension and reported to the Department Chair as well as the Student Conduct Office per Policy 541.
- Faculty will determine if the student is safe to drive home, or make arrangements for someone to take the student home, and whether or not law enforcement needs to be notified;
- If drug testing is positive, actions will be taken according to UVU policy.

    c. If the unsafe or unprofessional conduct/behavior is egregious or is repeated:
- The faculty will immediately ensure the student is removed from the clinical site or classroom;
- The clinical faculty will promptly notify the charge nurse, course faculty, the Program Coordinator, and Chair of the Department of Nursing, as appropriate;
- Faculty will document the incident using the "Reporting and Documenting Student Underperformance Form") and submit it to the Program Coordinator. Prior counseling will be placed in the student's file in the Department of Nursing. Actions will be taken according to UVU policy.

    d. The incident/conduct/behavior will also be reported to the Office of Student Conduct. A record will be kept that helps track academic and behavioral misconduct.
- Prior concerns or offenses will be reviewed by the Program Coordinator and/or APG.

Student Grievance Process

Students will use this sequence to address student grievances:
1. Meet with the course faculty;
2. Meet with the course faculty and/or the Program Coordinator;
3. Meet with the Chair, Department of Nursing;
4. Meet with the Department Admission, Progression, & Graduation (APG) Committee
   a. The scope of the questions addressed by this committee is limited to:
      i. Is there cause for a grievance?
      ii. Were the student and/or faculty informed of College or Departmental policies or procedures and/or applicable standards?
      iii. Was the student and/or faculty treated fairly in relation to the applicable policies or procedures and/or applicable standards?
5. Meet with the Dean's Office of the College of Science and Health (CHPS) representative;
   a. The Dean may recommend an appeals committee convening on the issue.
6. Contact UVU's Council on Academic Standards (uvu.edu/cas/) for academic-related appeals.
7. Contact the Office of Student Conduct and Conflict Resolution for non-academic-related appeals or information.

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, as stated in Policy 541.

If at any level during the grievance process the student is uncomfortable, they may seek assistance from and escalate contact with the next level up.

Procedural Process for Student Underperformance/Misconduct

1. Students are encouraged to review UVU Policy 541 which guides this procedural process for student underperformance/misconduct.
2. Faculty will document concerns, circumstances, plan for remediation and/or disciplinary action (use the Department of Nursing's form "Reporting and Documenting Student Underperformance"), submit it to the Program Coordinator, and review it with the student within five (5) business days of the occurrence.
3. A student will have the chance to submit a written explanation of the underperformance within five (5) business days of being notified by the faculty.
4. If the grievance is not resolved at the faculty/Program Coordinator level, the Advancement, Progression, and Graduation (APG) committee will review the associated paperwork (faculty and student submissions) in a timely manner and issue a determination/confirmation of sanction. The student will be notified in writing (using their my.UVU.edu email address) of the decision and steps for appeal.
   a. Sanctions may range from informal counseling to dismissal from the nursing program.
5. The Dean's Office of the College of Science and Health (CHPS) will become involved if the grievance is not resolved at the Department level, at the student or department request. The student will be notified in writing (using their my.UVU.edu email address) of the decision and steps for appeal.
6. The UVU Office of Student Conduct and Conflict Resolution will become involved if the grievance is not resolved at the Department level, at the student or department request. The student will be notified in writing (using their my.UVU.edu email address) of the decision and steps for appeal.
7. The Department of Nursing coordinates with the UVU Office of Student Conduct and Conflict Resolution, which keeps a record of student violations and behavioral concerns pertaining to all students. (https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3). At any point, the

Department of Nursing can and will include the UVU Office of Student Conduct and Conflict Resolution in the matter.

Academic Honesty

UVU expects all students to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic environment.
Definitions:
1. Ethical behavior: a theory or system of moral values pertaining to the professional nurse where emphasis is on moral principles and exemplar conduct.
2. Cheating: any unethical action by a student designed to improve or enhance their academic progress in the program.
3. Plagiarism: to steal and pass off the ideas or works of another as one's own, use of another's production without crediting the source, or to commit literary theft by presenting as new and original an idea or product derived from an existing source.

Academic Honesty Guidelines:
Unethical or dishonest behavior in any form is not tolerated.
1. Examples of cheating may include, but are not limited to:
   a. Unauthorized procurement of a test or test questions,
   b. Copying work or test answers from other students,
   c. Dishonest reporting of attendance at clinical or other required activities.
2. Examples or plagiarism may include, but are not limited to:
   a. Submitting written work without proper referencing,
   b. Submitting papers that are not original work,
   c. Submitting papers that contain considerable levels of quoted materials rather than individual thoughts, or synthesizing of others' thoughts or ideas.
3. Students in violation of this policy may be dismissed from the program.
4. Application for readmission after dismissal shall be made in accordance with existing requirement of the Department of Nursing.
Procedural Guidelines:
1. Students accused of violating the Code of Ethical Behavior will be:
   a. Interviewed by the instructor for cause.
   b. If a violation is discovered to have taken place, disciplinary action is imposed upon the student to include possible dismissal from the program.
2. The instructor, in conjunction with the MSN Committee and the Department Chair, will decide the action to be taken.
References:
Webster, M. (2003). *Merriam Webster's collegiate dictionary* (11th ed.). Springfield, MA: Merriam-Webster.
Milstead, J. (2007). *Health policy and politics: A nurse's guide* (3rd ed.). Sudbury, MA: Jones Bartlett Publishing Company.
UVU Student Rights and Responsibility Code
    https://policy.uvu.edu/ Student Rights policies are numbers 541-547.

Department of Nursing Guidelines -- Clinical

Practicum Attendance

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

Fitness for Clinical Duty

Nursing students who have serious illness, injury, or condition(s) which renders them incapacitated or unable to perform activities required in the clinical setting are required to inform their instructor of the situation as soon as possible. Students must discuss clinical requirements with a licensed healthcare provider and request an estimated length of restriction. Students are required to provide documentation of their restrictions and estimated time of recovery to their clinical faculty as soon as possible. Clinical Faculty will work with students on an individual basis and evaluate best course of action. They will consult with the faculty supervisor, program coordinator, and/or department chair for guidance. If students cannot perform the activities required in the clinical setting they are not allowed to enter clinical facilities until they have received a medical release from their licensed healthcare provider and provided documentation to the clinical faculty member.

Faculty will:

- Obtain documentation from the student concerning illness, or injury, or condition rendering student as unfit for clinical duty.
- Refer to UVU policy 523 (Grading; September, 2012) concerning requirements for giving an incomplete grade.
- Meet with student to facilitate an appropriate plan of action. Faculty may require alternative clinical experience, grant an incomplete grade in accordance with UVU policy, or counsel the student regarding withdrawal from the course.
- Once a plan of action is agreed upon between a student, faculty member, program coordinator and/or department chair, that plan of action will govern the student's program placement going forward.
- Complete the Fitness for Clinical Duty Plan of Action contract and place in student file.

Uniform Code

Compliance to a specific uniform code for Utah Valley University (UVU) nursing students will accurately represent students to clinical staff and patients, provide a consistent and professional appearance, and preserve patient comfort as students work in close physical contact with patients.
1. The Utah Valley University Department of Nursing requires that nursing students follow personal grooming and uniform standards as established by the Faculty Organization.
2. MSN faculty will determine appropriate uniform based on student activities and advise students before engaging in practicum activities. Faculty may direct students to wear scrubs or professional attire and lab coat to activities such as lab, conferences or teaching activities.
3. 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.

IDENTIFICATION

1. Student will qualify for an agency-issued student identification badge by completing orientation activities according to the policies outlines 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.

PERSONAL GROOMING

1. Each student will conform to the following guidelines:
    a. Hygiene
        • Display excellent personal hygiene due to the physical contact required in patient care
        • Use deodorant and avoid wearing cologne or perfume
    b. Hair
        • Clean and neat
        • No extreme styles or accessories
        • Controlled so it will not fall onto student's face, obstruct vision, or require pushing aside
        • Facial hair must be conservative and neatly trimmed or clean shaven
    c. Fingernails
        • Short to medium length, clean, manicured
        • No artificial nails
        • Clear or neutral color polish, if worn
    d. Makeup and tattoos
        • Makeup conservative and neatly applied
        • 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
        • Watch with second hand; band as simple as possible
        • One pair of small post earrings may be worn
        • No necklaces, bracelets, or ankle bracelets
        • No visible adornments, such as nose, eyebrow or tongue rings
        • 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.

Patient Privacy and Confidentiality

In order to protect privacy and confidentiality of patients with whom students work in clinical settings, the following will be in place.
1. 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.
    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.

2. Students are responsible for adherence to applicable laws, clinical agency policies, and professional codes of conduct with respect to patient privacy and confidentiality.
   a. 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.
   b. If a clinical agency requires student acknowledgement of patient privacy and confidentiality policies and procedures, faculty assure that students understand and have signed required forms.
   c. 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:
      • No sharing of identifiable patient information other than with assigned clinical agency staff, clinical faculty, or in faculty-led clinical conferences
      • No accessing of patient health records other than assigned patients
      • No printing or photocopying of individual patient information from agency health care records
      • No use of actual patient name or initials, exact age, place of residence smaller than a state, or other identifying information in any academic patient-based assignments. May use age range ("6-12 months," "50-60 years," "age 90 or over," etc.).
   d. Using a cell phone or other electronic media to take pictures, make audio and/or video recordings in a clinical setting is not acceptable.

3. 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:
American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Washington, DC: Author.
U.S. Department of Health and Human Services Privacy Rule for the *Health Insurance and Portability and Accountability Act [HIPAA] of 1996* retrieved from: http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html
UVU Nursing Department Student Guidelines for Professional Conduct
Nurse Practice Act (amended 2019). Unprofessional conduct. Utah Code Title 58/Chapter 31b/Section 502. Retrieved from https://rules.utah.gov/publicat/code/r156/r156-31b.htm#T18

Preceptored Learning

The preceptored learning experience is a valuable teaching and learning methodology. This experience gives graduate students the opportunity to work directly with experienced nurse educators in a classroom, clinical, and/or other academic setting to gain practical experience in the teaching/learning process in a controlled but real world environment. The purpose of the following guidelines is to outline responsibilities for the graduate student, graduate faculty, agency, and preceptor to optimize graduate student learning.

Graduate Faculty Responsibilities:
1. Initiate preceptor experience:
   a. Request placements from various agencies. Faculty members are responsible for selection of sites and preceptors and make final decisions relating to preceptored experiences.
   b. Notify agencies and preceptors of graduate student who will be placed in their facilities.

     c.   Meet with preceptor and orient to practicum learning objectives, preceptor guidelines, evaluation forms, pertinent school policies, and any other documents that might be necessary.

     d.   Ensure that a current letter of agreement with the preceptor's agency is on file.

2. Evaluation:
    a. Evaluation will be the ultimate responsibility of the faculty member, however the preceptor will have input by completing the graduate student's evaluation feedback form.
    b. The preceptor may give input to the faculty member at any time during the preceptored experience.
    c. Periodic graduate student evaluations will be completed by the faculty member during the semester.
    d. Faculty will have the final authority to determine when the graduate student has met the practicum learning objectives, and the requirements of the course.
    e. Agencies and preceptors will periodically be evaluated by the Department of Nursing MSN committee.

Agency Selection:
1. Agencies selection criteria will be based upon having:
    a. Qualified preceptors able to meet graduate student needs.
    b. Adequate resources for educational instruction, communication, and documentation.

Agency Responsibilities:
1. Promote graduate student opportunities to perform all required activities for their role as nurse educator, including but not limited to:
    a. Development of teaching plans that follow the agency's curriculum.
    b. Implementation of the teaching plans.
    c. Supervision of undergraduate students in classroom and/or clinical areas where appropriate.

Preceptor Selection:
1. Preceptor selection criteria will include:
    a. Current RN licensure with a minimum of a Master Degree of Nursing.
    b. Minimum three years of experience as a nurse educator and/or recommendation from the agency nursing supervisor.
    c. Employed as a nurse educator in an accredited nursing program.
    d. Willingness to participate in education and evaluation processes of the graduate student.

Preceptor Responsibilities:
Preceptor responsibilities will include orientation, supervision, instruction, and evaluation of the graduate student's performance.
1. Orientation:
    a. Meet with the graduate student for orientation and initiation of the teaching experience.
    b. Discuss guidelines for preceptor/graduate student interactions, feedback, and review of graduate student performance.
    c. Discuss pertinent policies and procedures of the agency.
    d. Discuss expectations of preceptor and graduate student.
    e. Discuss graduate student practicum learning objectives, and plans regarding how to facilitate accomplishment of identified objectives.
    f. Negotiate schedule to optimize graduate student learning experiences.
2. Supervision and instruction:
    a. Provide input to student regarding achievement of practicum learning objectives.
    b. Ensure graduate student's performance is safe, accurate, and follows agency policies.
    c. Facilitate graduate student's understanding of the roles and responsibilities of the nurse educator.
    d. Directly supervise graduate student in teaching /learning experiences while at the agency.

3. Evaluation:
   a. Assess graduate student's level of performance in meeting identified learning objectives and proficiency in classroom/clinical teaching through a formal written evaluation at the end of the preceptor experience.
   b. Inform nursing faculty member if any concerns arise related to student's performance.

Graduate Student Responsibilities:
Graduate students should take responsibility for their education, seeking opportunities to meet the practicum learning objectives and expand their role as nurse educators. Graduate students should:
1. Discuss course and practicum learning objectives with faculty and preceptor.
2. Negotiate schedule with preceptor.
3. Demonstrate professional behaviors at all times when in the teaching role.
4. Demonstrate accountability by having all assigned responsibilities completed on time.
5. Complete self-evaluations and evaluations of preceptors and agencies at the end of the preceptored experience.
6. Give feedback to preceptor regarding experiences.

Revised 2/25/15

Injury or Exposure at Clinical sites

Purpose: To provide guidance for appropriate procedure when a student is injured or exposed to pathogens while at a clinical site in the role of a student. 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.
3. Exposure incidents include:
   a. Percutaneous injury: needlestick or laceration
   b. Mucous membrane: blood or body fluid splash
   c. Broken skin: dermatitis, hangnail, abrasion, chafing, etc.
   d. Parenteral: includes human bite that breaks skin
   e. Intact skin: when the duration of the contact is prolonged (several minutes or more) or involves an extensive area
4. Blood-borne pathogen exposures are treated according to guidelines from the U.S. Department of Labor, Occupational Safety and Health Administration.

Guideline/Procedure for Students
1. Immediately following an exposure, the student should follow these guidelines:
   a. For percutaneous injury:
      • Wash the wound for 10 minutes with soap and water
      • Remove any foreign materials embedded in the wound.
   b. Broken skin exposure:
      • Wash with soap and running water or antiseptic, if water is not available.
      • Disinfect.
   c. Mucous membrane exposure:

• 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 Department of Nursing at 801.863.8199.
   b. If you are unable to reach either your instructor or the Chair of the Department of Nursing, leave a voice-mail message and report to a local Workmed clinic. Workmed clinics are specifically designated to deal with workman's compensation injuries.
   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
   c. HIV
4. Your instructor will refer you to the nearest Workmed clinic for possible treatment, counseling, testing and follow-up.
   a. A Workmed clinic should be used after the initial first-aid has occurred, unless it is closed or more than one hour away.
   b. A local Instacare should be used for the initial treatment of major injuries and postexposure treatment when Workmed is closed or more than one hour away.
   c. A local emergency room should be used in Workmed and Instacare are unavailable, closed or more than 1 hour away.
5. The faculty member of the injured student must notify Human Resources at UVU of injuries as soon as 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 Chair of the Department of Nursing.
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. The Workmed clinic, UVU Human Resources, and the Chair of the Department of Nursing will manage your case and help guide you through the treatment and follow-up process.

Nursing Laboratory Guidelines

To support nursing student learning experiences, UVU Department of Nursing maintains several laboratory rooms in the Health Professions (HP) building, with equipment ranging from basic clinical tools through high-fidelity simulators, audio-visual equipment, and supplies.
   1. Funding of nursing labs
      a. Laboratory equipment and supplies are funded primarily by student laboratory fees. Faculty using laboratory resources for their courses are responsible to identify supplies needed and assist in calculating lab fees to meet those needs. (See UVU Policy 607 Lab and Course Fees, http://www.uvu.edu/policies/officialpolicy/policies/show/policyid/81)
      b. Some laboratory equipment is funded through grants and occasional special projects funding

from the University. Faculty writing grant proposals for lab equipment should coordinate with lab managers, program coordinators and the department chair.
2. Student Responsibilities
   a. Using lab rooms, equipment and/or supplies is always under faculty supervision.
   b. Students who request lab space, equipment, or supplies, are referred to the faculty member responsible for their current course associated with their requested lab use.
   c. Straightening lab areas following use:
      • cleaning and properly storing any mannequins and other equipment used.
      • returning unused supplies to the appropriate storage area (drawers, cupboards, etc.).
      • ensuring that beds are neatly made and returned to low, flat position (or, for mannequin-occupied beds, the head of bed elevated 30 degrees).
      • returning furniture to usual locations.
      • making sure that trash is properly disposed of, and arrangements made, if necessary, for custodial help.
   d. Respecting the work and needs of other lab users.

Request for Leave of Absence (LOA) from Graduate Study

Any student who has been admitted to the Utah Valley University (UVU) Department of Nursing for graduate study and who will not maintain continuous registration (enrolled in courses at UVU Department of Nursing in concurrent semesters, excluding summer) must submit a **"Graduate Student Leave of Absence Form"**. This form can be found through UVU graduate studies website:
https://www.uvu.edu/graduatestudies/docs/gradstudentleaveofabsence.pdf   The request must be submitted to the MSN Program Coordinator prior to leaving school. A leave of absence cannot last longer than one year. The MSN Committee will review the request and the MSN Program Coordinator will notify the student of the Committee's decision within two weeks of receiving the form.

Request for Readmission to Graduate Study

Any student who has been previously admitted to the Utah Valley University (UVU) Department of Nursing for graduate study, but who has not maintained continuous enrollment will be ineligible to register for future classes unless they are readmitted through the graduate program's procedures:

• Student will submit a **Request for Readmission** to the MSN Program Coordinator prior to the semester for which the request is being made.
• The MSN Committee will review the request and the MSN Program Coordinator will notify the student of the Committee's decision within two weeks of receiving the form.
• Students who have been dismissed from graduate study are eligible to reapply if they present convincing evidence that the circumstances that contributed to their dismissal from the program have been corrected.
• Students who have been absent from the program for any reason greater than one year will be required to reapply based on current UVU Graduate Program Policies and will be held accountable to application guidelines at the time of reapplication.

Thesis and Project Information

Thesis/Project Committee Selection and Responsibilities

Thesis/Project Committee Selection and Responsibilities Guidelines:
1. Selection of thesis/project committees for students will be under the direction of the Department of Nursing MSN Committee.
2. Thesis/project committees will consist of a minimum of three members.
    a. At least two members of the thesis/project committee must be full-time faculty members in the Department of Nursing.
    b. The Committee Chair must have an earned doctorate degree and be a full-time faculty member in the Department of Nursing.
    c. The additional member must have a minimum of a Master's Degree in his/her field.
        i. Committee members who are not faculty within the Department of Nursing must have approval by the Committee Chair.
        ii. Committee members who are not faculty members within the Department of Nursing must submit a current curriculum vitae demonstrating expertise for selection to the student's committee.
    d. Committee members should have diverse educational/research backgrounds to best meet students' needs.
    e. The initial responsibility of the committee is to meet and determine the feasibility of the topic and the thesis/project proposal, and to permit the student to proceed only after such determination has been made.
    f. The committee will sign off on the thesis/project proposal after the student has successfully defending the proposal. A copy of the Thesis/Project Proposal form will be kept in the student's file in the department. The signing of this document signifies that the student has permission to submit documents to the Institutional Review Board (IRB) with the aid of their Committee Chair.
    g. The committee is responsible for assuring that the student is familiar with and has received copies of appropriate University policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance.
    h. The committee will determine whether the student's research is subject to the University policy on research involving human subjects and advise the student accordingly.
    i. Committee members are responsible to meet as a committee when asked by the Chair and/or the student.
    j. Committee members are responsible to read and provide feedback on a thesis/project draft in a timely manner. Committee members should have feedback to the Committee Chair within 10 business days of receiving the draft.
    k. The responsibility of the committee as a whole is to examine the student's work and make final determination as to the acceptability of the thesis/project. Once accepted, an oral defense of the thesis/project will be scheduled.
    l. If at any time the Committee Chair and/or committee members feel they can no longer provide collaborative guidance to the student, the MSN Program Coordinator and Chair of the Department of Nursing should be consulted to determine appropriate actions which may include selection of new committee membership.

3. Responsibilities of the thesis/project committee chair:

a. The Committee Chair and student, insofar as it is possible, should arrive at an agreement on an approximate time schedule, including meetings of the committee, for the accomplishment of thesis/project related work for each semester that the student is engaged in such work.
b. Selected Chair and committee members are intended to be permanent members of the student's committee. The Committee Chair will have primary responsibility for the supervision of the student's work.
c. The Committee Chair will assume the role of co-investigator when the student's research involves human subjects.
d. The Committee Chair will review the *Master of Science in Nursing Thesis/Project Handbook* with the student.
e. The Committee Chair is responsible for coordination of the thesis/project between other committee members, and the student.
f. The Committee Chair should meet regularly (at least monthly) with the student to assist the student in navigating the thesis/project process from conception until the thesis is submitted to the Graduate Office.
g. The Committee Chair is responsible for consolidating committee member thesis/project suggestions and reviewing the suggestions with the student within five business days of receiving them from the committee members.
h. The Committee Chair is responsible for scheduling and conducting the student's thesis/project proposal and final defense.
i. The Committee Chair is responsible for evaluating the student's progress and assigning a "T" grade during the time the thesis/project is in progress.
j. The Committee Chair is responsible for scheduling and conducting the student's thesis/project defense.
k. In consultation with the other members of the committee, the Committee Chair will determine the final grade on the thesis/project.
l. The Committee Chair will hood the student at graduation unless alternative arrangements are made.

4. Student's responsibilities for the thesis/project committee:
   a. Committee formation should be formed shortly after the student selects a topic for a thesis/project.
   b. The student should meet regularly with the committee chair to review progress on thesis/project.
   c. The student shall follow university regulations regarding the need to maintain continuous enrollment while working on the thesis/project.
   d. The student shall observe graduate deadlines for the submission of final and publication copies of the thesis/project.

5. The student shall be familiar with the materials provided in the *Master of Science in Nursing Thesis/Project Handbook*. Additionally the student is responsible for the Utah Valley University Policies and Procedures number 541 Student Rights and Responsibilities Code located at https://policy.uvu.edu/

Procedural Guidelines:

1. Under the direction of the MSN Committee, students will be presented with names of acceptable faculty as potential committee chairs.

      a.   Faculty members should not be chair of more than two thesis/project committees at any one time. Permission from the Department Chair is necessary to be chair of more than two thesis/project committees.

      b.   Faculty members have a right to refuse to be chair of a thesis/project committee or serve on a thesis/project committee.

2. Students have the opportunity to select their own committees.

      a.   Following suggestions by the MSN Committee, students will set up appointments for consultation among faculty with whom they would like to work, and should include in the discussion with faculty:

         i.   Faculty experience to include research, types of methodologies, research interests, etc.

        ii.   Faculty's interest/lack of interest in student's desired focus of research for thesis or project.

     iii.   Other potential members of the committee with whom the Committee Chair feels may be beneficial to the student.

3. Committees should be formed shortly after the student selects a topic for a thesis/project.

4. Once the committee has been formed, the thesis/project Committee Chair will complete the *Selection of Thesis/Project Committee* form.

      a.   One copy will be placed in the student's permanent file,

      b.   One copy will be kept by the thesis/project Committee Chair,

      c.   One copy will be given to the student.

5. Changes in thesis/project committee configuration must be approved in writing by the MSN Committee.

MSN Research Guidelines

Research Guidelines:
1. The MSN student will maintain academic integrity related to research conducted in the MSN program.
2. Academic misconduct will not be tolerated and is grounds for dismissal from the MSN program.
3. MSN research approval must be obtained prior to conducting any research as outlined in the procedures.

Procedural Guidelines:
1. During the first semester, the student may develop a research proposal as part of his/her research class.

      a.   If the student desires to move ahead with research, he/she must begin the process of developing his/her thesis/project committee as outlined in the MSN Thesis/Project Committee Selection guidelines.

      b.   Students who have developed their thesis/project committee can progress through the completion of their theses/projects as able.

      c.   IRB approval must be completed prior to research being conducted.

2. By the beginning of their second year of course work, the student may complete the thesis/project proposal approval process as outlined in the *Graduate Student Handbook.*

      a.   Committee members must approve the proposed thesis/project proposal in total prior to allowing further development.

      b.   Human subject research must go through the IRB process.

         i.   IRB approval must be completed prior to research data collection.

        ii.   It is the responsibility of the student to follow UVU's IRB guidelines (for more information go to: https://www.uvu.edu/irb/).

3. Academic integrity will be followed throughout the research process.

a. Plagiarism or other academic misconduct will be dealt with according to UVU policy.
4. All required forms will be included in a student file.
5. Research and subsequent analysis will be completed in order to graduate from the MSN program.
6. The final evaluation of the thesis/project will be an oral defense before the committee, and other interested individuals.

Master of Science in Nursing Thesis/Project Guidelines

The Department of Nursing at Utah Valley University (UVU) has determined Master of Science in Nursing (MSN) students may opt to complete either a thesis or project as the culmination of their degree. It should be emphasized that the decision as to whether the product is a thesis or a project is provided by the student's thesis/project committee and is based upon guidelines provided by the Department of Nursing, College Health and Public Service (CHPS), and the University Graduate Office.

Graduate faculty in the Department of Nursing have defined the thesis and project as the following:

Thesis: Provides students an opportunity to complete original research on a particular subject in which they have interest. Theses have a quantitative or qualitative research focus. Students will assess the need for original research in the area of interest, identify a research question and hypothesis, develop research methodology, identify appropriate tools and evaluation methods, and discuss ways to disseminate findings to communities of interest.

Project: Provides students an opportunity to actively integrate and apply learning to the development, implementation, analysis, and evaluation of a practical and hands-on project. Projects have an educational focus and address evidence-based practice issues, concerns, or necessary changes appropriate to selected populations and nursing or nursing education areas. Students will assess needs for the project, develop objectives and outcomes, identify strategies from the literature, and select or develop instruments for collecting data, implementing activities, conducting evaluations, and disseminating the project outcomes.

While a thesis is usually considered a scholarly research study, a project is generally considered more creative. Projects must still be grounded in a discipline and demonstrate a mastery of knowledge of the current literature within the area of study. Both theses and projects will have similar elements in common which will be presented in the final written document.   Thesis/project writing format should follow the Thesis and Project Handbook.

Outline for Writing and Securing Approval of Thesis or Project

The following steps provide an outline for writing and securing approval for the thesis or project.   ***The need for appropriate planning and follow through cannot be overemphasized.*** The following guidelines are based on the current curriculum of the UVU MSN program. It is suggested that students plan to complete a significant portion of their research or project application during the summer between the second and third semesters, and during the third semester. This allows the final semester for completion of the written documentation.

First semester of program	Completion Date
• Network with faculty, discuss your ideas for thesis or project with MSN Committee and/or MSN Program Coordinator, and Department Chair	

Through-out	• Meet with MSN Committee or MSN Program Coordinator to obtain possible faculty for Committee Chair	
	• Complete preliminary topic development	
	• Complete training on research involving human subjects (CITI training)	
	• Review Internal Review Board (IRB) guidelines for research proposals	
	• Identify need for thesis/project and develop into a preliminary introduction for thesis or project	
End	• Develop a theoretical framework for thesis/project (as part of NURS 6200 Advanced Nursing Theory course)	
	• Complete preliminary development of study/project problem and background (as part of NURS 6250 Advanced Nursing Research)	
Second semester of program		
Early	• Select potential Committee Chair	
Middle	• Meet with Committee Chair to discuss topic and selection of faculty committee members	
	• Establish a timeline with Committee Chair to meet University guidelines for completion and graduation	
Middle to End	• Work with Committee Chair to develop Research Proposal including a preliminary development of literature review and methodology (as part of Committee Chair's workload)	
	• Begin writing thesis or project proposal according to the provided style guide and the *Publication Manual of the American Psychological Association* (APA) using the most current edition	
	• Obtain written faculty committee approval – MUST be done prior to any research or application of project	
End	• Compete an oral defense of thesis or project proposal with faculty committee	
	• Submit IRB forms for approval – Must have IRB approval prior to any research or application of project	
	• Upon receiving IRB approval, begin research or application of project	
Through-out	• Meet with Committee Chair to ask questions as needed	
Third Semester of program		
Through-out	• Meet with Committee Chair monthly to ask questions and keep Chair informed of progress (a minimum of three times/semester as part of Committee Chair's workload)	
	• Continue writing thesis or project (written proposal is the beginning of this document) according to the provided style guide and the *Publication Manual of the American Psychological Association* (APA) using the most current edition	
	• Submit preliminary drafts to the Committee Chair for feedback and to make necessary revisions (as part of Committee Chair's workload)	
	• Edit manuscript carefully – note: several revisions are usually customary before the submission of a final draft is accepted	
End	• Meet with Committee Chair to obtain graduation requirements and deadlines	
Fourth Semester of program		

Early	• Obtain permission from Committee Chair that you are "close to graduation" ready	
	• Apply for graduation (must be done by the first Friday in February)	
Mid	• Submit finalized draft copies to all committee members for review – committee will review during the next two weeks	
	• Meet with Committee Chair for final recommendations on thesis or project based on committee recommendations (as part of Committee Chair's workload)	
	• Committee Chair will make an appointment for student to deliver an oral, public, defense of thesis or project (it is suggested that these be held on Wednesday when a majority of faculty are available)	
	• Deliver a public defense of thesis or project -- time and place will be determined by Committee Chair in coordination with committee and student	
	• Submit final draft to Committee Chair for final approval (refer to style guide for submission requirements)	
Mid to end	• Submit necessary documentation to University prior to graduation deadline	
	• After approval from committee, make arrangements (according to University guidelines) to have thesis or project bound and submitted to the proper individuals/departments for archiving	
	• Prepare abstract to submit for presentation and/or publication under the direction of Committee Chair.	

Thesis/Project Defense Format

The following format is a guide for faculty in conducting the thesis/project defense:
1. The Committee Chair will call the meeting to order, introduce the candidate and others in the room, and review the agenda and protocol for the meeting.
2. The student candidate will have not more than 30 minutes to present the entire thesis/project.
3. Questions for the candidate will be asked by the thesis/project committee members (maximum of 30 minutes) before other audience members will be allowed to ask questions (maximum of 15 minutes).
4. All members other than the thesis/project committee members will be asked to leave the room while the committee deliberates.
   a. Committee members will determine whether the candidate will:
      i. Pass without changes and/or revision to the thesis/project,
      ii. Pass with changes and/or revisions to the thesis/project,
      iii. Fail the thesis/project requirement.
5. After deliberation by the committee, the candidate will be invited to rejoin the committee members.
6. The Committee Chair will reveal the results of deliberation to the candidate.