



College of Nursing

BSN
Student Handbook

2009-2011



THE UNIVERSITY
OF ARIZONA®
College of Nursing

BSN STUDENT HANDBOOK 2009-2011

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II. College of Nursing Overview

General Information

This publication is for informational purposes and is neither a contract nor an offer to contract. The College reserves the right to change any provision or requirement at any time without notice. This material supplements the University of Arizona Catalog and the Schedule of Classes. Additional sources of information are the University of Arizona web site and the College of Nursing web site.

The College of Nursing Baccalaureate Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of the University of Arizona and the College of Nursing. The vast majority of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided. Additional information can be obtained from the College of Nursing Office of Academic Affairs and the Office of Student Affairs. Students are responsible to know and adhere to all established policies and procedures.

Code of Ethics for Nurses

The College of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001. Students are expected to learn and perform in accordance with this Code. The nine provisions of the ANA Code of Ethics are available free of charge via the ANA web site <http://www.nursingworld.org/>

Mission

The College of Nursing Mission Statement is available online
<http://www.nursing.arizona.edu/Mission.htm>

Vision

The College of Nursing is a learning community that is committed to excellence in teaching, research, scholarship, and service that enhances the health and well being of the people of Arizona and society in general. The community values creativity and balance and promotes excellence through identity as nurses and recognition of social responsibility.

College of Nursing Administration Organizational Chart

FACULTY (PDF): <http://www.nursing.arizona.edu/pdf/faculty.pdf>

ADMIN (PDF): <http://www.nursing.arizona.edu/pdf/admin.pdf>

STAFF (PDF): <http://www.nursing.arizona.edu/pdf/staff.pdf>

College of Nursing Honors Program

The College participates in the University's Honors Program and students are encouraged to enroll. Interested students should contact the Coordinator of the College of Nursing Honors Program. A 3.50 grade point average is required to participate. Program opportunities include a variety of small group and independent study options. Students complete an Honors Project.

College of Nursing Student Governance

Students participate in College governance in a variety of ways. According to the College of Nursing Bylaws, students may serve on the following standing committees: Bylaws; Curriculum and Instructional Support; and Student Recruitment, Admissions and Progression. The Student Nurses' of the University of Arizona (SNUA) acts as the formal representative body of students in the College of Nursing and as the liaison between administration and faculty.

Student Nurses' at the University of Arizona (SNUA)

SNUA is a professional nursing student organization and acts as the formal representative body of the students in the College of Nursing. It is the liaison between the students, the faculty and the administration of the College; the University of Arizona at large; the community; and other professional groups. SNUA also serves as an advocate and research group for the student body of the College. A constitution and bylaws govern SNUA.

SNUA membership is comprised of baccalaureate students enrolled in the College of Nursing. Each class has elections at the end of the spring semester to determine the three class representatives and alternates for the following academic year. The President, Vice-president, Secretary and Treasurer (the Executive Officers) are also elected at this time. Incoming students elect representatives at the beginning of the semester. Pre-nursing, RN and Second Degree Pathway students are each entitled to one representative and one alternate on the Board of Directors. The Board of Directors includes the officers and the representatives from each class.

The incoming Executive Officers elect the faculty advisor(s) for the next academic year. Business meetings of the Board of Directors are generally held once a month. The meetings are open to any member of the College student body. In addition to meetings, SNUA sponsors guest speakers, community activities, fund raising events and opportunities for professional growth. The SNUA office is adjacent to the student lounge in room 214. All College of Nursing students are encouraged to be active in SNUA.

College of Nursing Alumni Council

The College of Nursing Alumni Council was organized in 1982 and is comprised of graduates of the College. One baccalaureate and one graduate student are chosen each year to represent the student body as members of the executive committee of the Council.

Sigma Theta Tau International

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Beta Mu Chapter of Sigma Theta Tau International was chartered at the College of Nursing on April 5, 1974. Membership in Sigma Theta Tau is an honor conferred annually on students in baccalaureate and graduate programs who have demonstrated outstanding academic and professional achievement.

III. University of Arizona Academic Policies and Procedures

<http://catalog.arizona.edu/allcats.html>

You should familiarize yourself with this site as it contains University of Arizona Academic Policies and procedures. A portion of the important policies found at this site is listed below:

- Academic Calendar
- Academic Distinction
- Academic Integrity, Code of
- Academic Honors and Awards
- Academic Standing, Progress, Probation, and Disqualification
- Acceptability of Transfer Credit
- Accommodation of Religious Observance and Practice
- Dean's List
- Disabilities, Resources for Students with
- Discrimination and Sexual Harassment
- Disruptive Behavior in an Instructional Setting
- Equal Opportunity and Affirmative Action
- Final Examinations
- Leave of Absence
- Petitions
- Student Responsibility and Degree Requirements
- Threatening Behavior by Students

Academic Integrity

Principle:

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work (including clinical and laboratory), and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

Student Code of Conduct

Philosophy:

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.

Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Disruptive Behavior in an Instructional Setting

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. The policy can be found in its entirety at: <http://web.arizona.edu/~policy/disrupt.shtml>

Threatening Behavior by Students

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families. The policy can be found in its entirety at: <http://web.arizona.edu/~policy/threaten.shtml>

IV. College of Nursing Academic Policies and Procedures

Class and Clinical Attendance

Regular punctual attendance in class, laboratory, and clinical experience is required. It is expected that students maintain a perfect attendance record. Tardiness and/or failure to report to class, laboratory, or clinical experience can result in a lowering of the final grade or an administrative withdrawal from the course. In the event of absence, it is the

student's responsibility to notify the faculty member or course chair PRIOR to the beginning of the day's class, laboratory, or clinical experience. Exceptions to the policy will be considered only in case of catastrophic events, with approval by the Course Chair, the appropriate Division Director and the Office of Academic Affairs.

Absence from class, laboratory, or clinical experience will result in an evaluation by faculty to determine if the student is able to meet the course objectives. There is no opportunity for make up of absences.

(See Academic Policies, Class Attendance and Administrative Drop, The University of Arizona General Catalog).

Approved by CON Faculty 2/7/05

Undergraduate Grading Policy

These guidelines are used in conjunction with the University Code of Conduct or Code of Academic Integrity.

Final Course Grade Policy:

A = $\geq 90 - 100$

B = ≥ 80 and < 90

C = ≥ 70 and < 80

D = ≥ 60 and < 70

E = < 60

For example: If the final course grade is 89.99, the course grade equals a **"B"**.

Letter grades are assigned at the course grade level. Individual item scores which are not whole integers shall be entered to the second place past the decimal point (hundredth) before calculating clinical, theory, and/or course grades. A student receiving less than a **"C"** in either the theory or the clinical portion of any nursing course or a failure in the pass/fail clinical performance grade will have recorded a grade no higher than a **"D"** for the total course. In accordance to progression policy, the student will be required to successfully complete the re-entry process to repeat the course before progressing to the next clinical course.

For clarification: When the final course grade is ≥ 60 but < 70 a **"D"** shall be recorded. When the final course grade is < 60 , a grade of **"E"** shall be recorded. When the course grade is ≥ 70 but the student has failed either the theory, clinical or pass/fail clinical performance portion of the course, a grade of **"D"** shall be recorded.

Implemented by Student Recruitment, Admission and Progression Committee of the Faculty (Spring, 2009)

Instructional Rules and Decorum Policy

The College of Nursing promotes a teaching and learning environment free from disruptions. Behavior that interferes with or obstructs the teaching/learning process will not be tolerated.

In accordance with the UA Policy on Disruptive Behavior in an Instructional Setting, the College of Nursing has adopted the following guidelines for decorum in the instructional setting. This policy seeks to promote respectful and courteous interactions among students and faculty to maximize appropriate classroom expression and discussion as part of the teaching/learning process.

Examples of Prohibited Disruptive Behaviors in the Instructional Setting

- Using cell phones (including texting) or other paging devices.
- Talking during lectures.
- Entering the classroom late.
- Leaving the classroom early without authorization.
- Conduct that distracts or intimidates others.
- Using personal computers for non-class activities.

Students who engage in disruptive behavior may be directed by the instructor to leave the class for the remainder of the class period. If the student refuses to leave the instructor may summon the University of Arizona police.

All individuals joining the campus community must adhere to policies set forth by the Arizona Board of Regents and the University of Arizona Dean of Students. Policies governing more egregious behaviors can be found on the University of Arizona website.

Line of Communication to Resolve Academic Issues

The College of Nursing is committed to the creation of an environment, which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience.

In order to facilitate the open communication between students and faculty, the College of Nursing has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

Line of Communication for Problem Resolution

Course Instructor or Clinical Instructor ⇒ Course Chair or Level Coordinator (if applicable) ⇒ Division Director ⇒ Associate Dean for Academic Affairs ⇒ Dean

The Assistant Dean for Student Affairs is available to assist the student in this process. Contact the Office of Student Affairs at (520) 626-3808 or vradoye@nursing.arizona.edu.

V. College of Nursing Student Performance and Progression

Satisfactory Student Performance

Academic Guidelines

1. To be academically qualified for graduation, a student must fulfill all degree requirements as stipulated in the catalog of admission to the College of Nursing.
2. Continued enrollment in the College shall be contingent on satisfactory academic performance.
 - a) Students must earn a minimum grade of "C", in all prerequisite courses before being permitted to enroll in courses having specified prerequisite knowledge and skills.
 - b) Students must obtain a minimum grade of "C" in all courses required for the nursing major. Students must receive at least a "C" in both the theory and clinical components of a course in order to receive a passing grade for the course ("C"). (See Undergraduate Grading Policy.)
 - c) In addition to having achieved a minimum passing grade of "C" in clinical laboratory courses, students must provide safe care to patients at all times.

Satisfactory Student Progression

All courses listed in the required professional nursing curriculum must be completed prior to progressing to the following semester. Each clinical course, as listed for each semester, is a prerequisite for the clinical courses listed in the subsequent semester, and must be satisfactorily completed (with a grade of "C" or above) prior to enrolling in the next clinical course.

- a) Final Grade Policy - Students must obtain a minimum grade of "C" in all courses required for the nursing major. Students must receive at least a "C" in both the theory and clinical components of a course in order to receive a passing grade for the course. (See Undergraduate Grading Policy.)
- b) In addition to having achieved a minimum passing grade of "C" in clinical laboratory courses, students must provide evidence of their ability to provide safe care to patients at all times. Failure to provide safe patient care may result in immediate withdrawal from both the theory and clinical components of a course and the entry of a grade of "W" or "E" for the entire course as the College of Nursing deems appropriate.
- c) Students who do not complete a required nursing course satisfactorily, that is, receive a grade of "I", "D" or "E" (failing), or a "W" (withdrawal), are not eligible to progress in the professional nursing major. Receiving a grade of "D" or "E" necessitates repeating the course in its entirety.

- d) An entering undergraduate student is expected to complete the BSN program within the designated Traditional Program or Accelerated BSN Partnership Program for College Graduates time periods.

Student Progress Report Guidelines

The purpose of the Student Progress Report is to provide an equitable process for monitoring satisfactory performance in the College of Nursing. The procedure provides a system for early identification of student behaviors that need improvement to assist the student's satisfactory progress through the program. The process provides students with information they should use to improve their own growth and development.

Filing the Progress Form

Concern for students' continuing satisfactory performance is resolved at course level whenever possible. When deemed appropriate by any member of the faculty, a Student Progress Form is completed with copies given to the student, the faculty member, the student's advisor\mentor, Instructional Specialist, and the student's file. The form includes assessment (statement of the problem), diagnosis (categories of performance (theory and clinical), plan (implementation), and student/faculty comments.

Unsatisfactory Student Performance

Unsatisfactory student performance toward the degree may include academic as well as non-academic factors.

Academic Guidelines

1. At midterm and at the end of each semester, the course chairperson shall report to the Division Director, each undergraduate student who is achieving below a "C" grade in a course. In addition, the course chairperson may report at any time to the Division Director any student who may not be providing safe patient care. The Division Director shall notify each student and each student's advisor\mentor that the student is achieving below average performance or is failing to provide safe patient care.
2. Prior to the end of the fourth week of classes, official withdrawal (drop) of a course cancels the registration for the course. A dean's approval is not required. During weeks five through eight, the grade of "W" is awarded to students who are passing at the time of withdrawal. The grade of "E" may be awarded to students not passing at the time of withdrawal. Either a "W" or an "E" will show on the student's permanent record. The last day on which a student may drop a course is the last day of the eighth week during which classes are held, except for an extraordinary reason approved by the student's college dean or by the Dean of Students (in the case of students withdrawing completely from the University). In the case of a course withdrawal either the

grade “W” or “E” will be awarded by the instructor. For withdrawal from the University, the grade of W/P, if passing, or W/F, if not passing, will be awarded for each course by the course instructor. Additional information is available in the academic policy section of the University's Online Catalog <http://catalog.arizona.edu/allcats.html>

Non-Academic Guidelines

1. Non-academic factors that may be considered include:
 - a. Failure to meet the standards outlined in the Essential Qualifications for Nursing Candidates at anytime throughout the program.
 - b. Unethical or unprofessional conduct.
 - c. Dishonest scholastic work.
 - d. Unsafe patient care as determined by the College of Nursing.
2. Other non-academic factors may be considered if the situation makes it inappropriate to award the degree.

Unsatisfactory Student Progression-Failure

1. A student is allowed only one nursing course failure of a "D" or "E" in the undergraduate program. A nursing course is considered any course with a NURS - Nursing classification that is necessary for the completion of degree requirements once the student has been admitted to the College of Nursing. A student must follow the course Re-Entry Process. Re-Entry is not guaranteed.
2. A student may repeat only one nursing course in the undergraduate program.
3. A second nursing course failure will result in automatic disqualification from the College of Nursing.
4. A student who fails one nursing course while on academic probation (GPA <2.0) will be reviewed by the Division Director and Associate Dean for Academic Affairs. Based on their review, the Dean of the College will recommend that the student either progress or be disqualified. This action is supported by the University of Arizona Online Catalog, Academic Policies/Probation or Disqualification by Special Action, which states that, "upon recommendation of the dean of the college, a student may be disqualified at any time for neglect of academic work."
5. A student who is disqualified from the College of Nursing may seek immediate admission to another college in the University and should refer to the University of Arizona Catalog for guidelines concerning educational program changes. Permission for admission to another college must be obtained in writing from the dean of the college into which the student plans to transfer.

Withdrawal Policies and Procedures

Students who drop all classes and are absent from the College of Nursing for a semester or longer must initiate the College of Nursing and University withdrawal procedures. (See University of Arizona Online Catalog, Academic Policies/Leave of Absence.)

Students who withdraw from the baccalaureate program must submit a formal letter indicating their intention of withdrawal to the Assistant Dean for Student Affairs. A current address and telephone number must be stated in the letter. The Assistant Dean for Student Affairs will then schedule an exit interview and the completion of a questionnaire with the student. Readmission procedures will be reviewed during the exit interview.

The withdrawal procedure does not apply to students who withdraw from one course and continue to take classes in the nursing program. However, the student must meet with the Assistant Dean for Student Affairs to review procedures for re-entry into the course. (See Re-Entry in a Course).

1. **Withdrawal - Failure:** Students who withdraws because of failure to meet course or clinical objectives may have a Student Progress Report form completed by course faculty. The Student Progress Report will include recommendations that are reviewed with the student and placed in the student's file. The file will be maintained in the Office of Student Affairs. (See Satisfactory Student Progress.)
2. **Withdrawal - Medical Reasons:** Students who withdraw from the College of Nursing for medical reasons and who are medically encumbered must have their readmission approved by a health care provider. Medical withdrawal from the University of Arizona is initiated from the Student Health Service. The student must supply adequate medical documentation. Students who withdraw from the University for medical reasons and who are medically encumbered must have their readmission approved by the Student Health Service.
3. **Withdrawal - Unforeseen Circumstances:** A student with unforeseen circumstances that require an extended absence must complete normal procedures for withdrawal from the University through the Dean of Students Office. An exit interview with the Assistant Dean for Student Affairs in the College of Nursing is required.

10/2/89 Adopted by Faculty

9/9/91 Revision adopted by Faculty

1/9/95 Revision adopted by the Student Recruitment, Admissions and Progression Committee of the Faculty

12/9/96 Revision adopted by the Student Recruitment, Admissions and Progression Committee of the Faculty

9/8/97 Revision adopted by the Student Recruitment, Admissions and Progression Committee of the Faculty

Fall 2001 Reviewed and Revised

VI. College of Nursing Student Due Process Policies and Procedures

Appeal of Grade Procedure

A student who feels that a grade has been unfairly awarded may appeal. To initiate the appeal procedure, the student must contact the course instructor no later than the end of the fifth week of classes of the first regular semester after the semester or summer term in which the grade was awarded. The entire procedure to be followed is described in the University of Arizona Online Catalog: Academic Policies/Grade Appeal Policy <http://catalog.arizona.edu/2008-09/policies/gradappeal.htm>. The College of Nursing has the following significant modifications:

1. Pending appeal or review, a student who has been awarded a failing grade in or been withdrawn from a course on the basis of failing to provide safe patient care may not attend either the theory or clinical portions of the course.
2. Pending appeal or review, a student who does not complete a required nursing course satisfactorily is not eligible to progress in the professional nursing major.

Academic Appeal of Disqualification from College Procedure

A student disqualified from the College of Nursing may submit to the Dean or Dean's designee a written academic appeal detailing his/her objections along with documentation supporting an exception to academic progression policy. This formal appeal must be submitted within 10 days of the student receiving notification of disqualification. The Dean or Dean's designee may charge an existing faculty committee to review and provide a recommendation to the Dean on the appeal. The Dean will render a written decision to the student within thirty calendar days. The Dean's decision shall be the final decision.

VII. College of Nursing Student Readmission/Re-Entry to Course

Readmission to Baccalaureate Program

Students who are not on academic probation or under disqualification upon departure from the College of Nursing and the University of Arizona are eligible for readmission. Students must apply for readmission to the University and comply with applicable readmission rules unless returning from an approved leave of absence. Students absent from the College of Nursing for a semester or longer must follow the procedure below when seeking readmission to the BSN program. Submit a letter to the Assistant Dean for Student Affairs requesting readmission into the nursing program. The request will be submitted to SRAP-U for review and recommendation. The letter should include a current address, telephone number and the following:

- a) Explanation of the circumstance under which the student did not successfully complete the course during the first enrollment and the reason for seeking re-entry in the course

- b) Practice or educational experiences the student has had during absence from the program, if appropriate.
- c) If the student withdrew for medical reasons, a current letter from the health care provider attesting to the student's ability to resume a professional nursing course load must be submitted.

Students who withdraw from the University for more than two consecutive regular semesters (Fall, Spring) must meet degree and admission requirements as outlined in the catalog in effect at their admission. Approval for readmission may require the student to successfully demonstrate knowledge in clinical skills at the appropriate level to progress in the program. (*Revision approved by SRAP-U 12/1/2003*)

Re-Entry in a Course

Students seeking re-entry in a course from which they previously withdrew or failed must follow the guidelines outlined below.

Course Re-Entry Process

Student submits a letter of intent to the Assistant Dean for Student Affairs identifying the course(s) that the student is requesting to repeat. The letter must include the following:

- a) The semester and year of first enrollment.
- b) Explanation of the circumstance under which the student did not successfully complete the course during the first enrollment and the reason for seeking re-entry in the course
- c) Explanation Practice or educational experiences the student has had during absence from the course, if appropriate.
- d) If the student withdrew for medical reasons, a current letter from the health care provider attesting to the student's ability to resume a professional nursing course load must be submitted.

The decision concerning permission to re-enroll in the identified course will be based upon approval of the Student Recruitment, Admission, and Progression Undergraduate Committee, available faculty, clinical space and the College of Nursing Progression Priority Policy as established by the Undergraduate Student Recruitment, Admissions and Progression (SRAP) Committee. Approval for re-entry may require the student to successfully demonstrate knowledge in clinical skills at the appropriate level to progress in the program. (*Revision approved by SRAP-U 12/1/2003*)

Progression Priority Policy (listed in order of priority)

1. Students who were admitted and are progressing in good academic standing.
2. Students in good academic standing who interrupted their studies by withdrawal for medical reasons.

3. Students who interrupted their studies by withdrawal for unsatisfactory academic performance attributable, at least in part, to medical problems.
4. Students in good academic standing who interrupted their studies by withdrawal for other than medical reasons.
5. Students who have failed one nursing course and intend to repeat the course.
6. Students seeking transfer from a similar nursing program who are in good academic standing.

VIII. College of Nursing Clinical Policies

Cardiopulmonary Resuscitation (CPR)

Each student is required to be certified as a Healthcare Provider in CPR before starting the first semester of the College of Nursing courses and certification must be kept up-to-date throughout the student's enrollment in the College. Proof of certification is to be submitted to the Office of Student Affairs upon admission to the College of Nursing and to the Office of the Associate Dean of Clinical and Community Services following each renewal.

Health Related Policies

These policies are to insure that students enter the clinical nursing courses in good health prior to their contact with clients.

1. Immunizations

- a) **Measles, mumps and rubella** - All students are required to have the results of measles, mumps and rubella immunity on file with the College prior to beginning the first semester. The form is provided by the College and can be completed by the Campus Health Service. Measles and rubella immunity is a UA requirement.
<http://www.health.arizona.edu/webfiles/main.htm>
 - b) **Hepatitis B** - The College requires immunization against the Hepatitis B virus and serological proof must be provided. Verification that the first injection has been received must be submitted to the College prior to beginning the first semester in College of Nursing courses. Upon receipt of the third injection, serological verification (a positive titer) must be given to the Office of Student Affairs.
2. **Tuberculosis Screening** - All students must have an annual TB skin test. A chest x-ray will be required if the skin test is positive. If the chest x-ray is negative, repeat x-rays are not needed for two years unless symptoms develop that could be attributed to tuberculosis. Students in second through fifth semester are to take their results to the Office of the Associate Dean for Clinical and Community Services at the beginning of each semester. Newly admitted students must provide this information to the Office of Student Affairs upon admission. The Campus Health Service will provide these services at a nominal fee.
 3. **Health Insurance** - Students are encouraged to carry personal health insurance. (All international students are required by law to have health insurance and, per university policy, must purchase the insurance through the University Student

Health Office.) In case of illness or injury, the student must pay the cost of care including emergency and inpatient services. If the student is not covered by a family member's health insurance, it is suggested the student investigate the accident and sickness insurance plan available during registration.

4. **Student Exposure to Blood/Body Fluids** - The Arizona Health Sciences Center policy and procedures on Student Exposure to Blood/Body Fluids is applicable to students enrolled in the College of Nursing. The policy and procedures are available in the Office of the Associate Dean for Clinical and Community Services and in the Office of Student Affairs.
5. **Unusual Occurrence** - With the exception of exposure to blood and body fluids, the following procedure is to be followed when a student is injured in the College of Nursing building or at a clinical agency:
 - a) Arrange for immediate care of the student as necessary. The student is to be referred to Campus Health Service as the College of Nursing agency for student health care.
 - b) The student is expected to pay for all health care costs incurred in treatment. If the student chooses to see a personal physician, the student is responsible for all charges. The student may elect to be seen in the agency Emergency Room; if the student incurs Emergency Room charges, the student is responsible for those charges. The College of Nursing is NOT responsible for any health care costs incurred by students.
 - c) Complete an Incident Report according to agency policy. A copy of the Incident Report is to be forwarded to the Associate Dean for Clinical and Community Services and the Associate Dean for Academic Affairs.
 - d) Complete a University of Arizona Incident Report Form. This form is used by Risk Management to assess potential insurance liability. The form is obtained from the College of Nursing Business Office, completed by the student and instructor, and submitted to the Associate Dean for Clinical and Community Services. The Associate Dean for Clinical and Community Services will make a copy of the Report for the Associate Dean for Academic Affairs and forward the original copy to Risk Management.

ESSENTIAL QUALIFICATIONS FOR NURSING CANDIDATES

The following qualifications are required of all candidates for undergraduate and advanced practice nursing programs for successful admission, continuance, and graduation.

Motor Skills

Qualification

A candidate should have sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.

Sensory/Observation

Qualification

A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. S/he must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. The candidate must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and information communicated by patients and body functions. The candidate must be able to adhere to the standards of patient assessment and standards of nursing care, including the use of technological equipment.

Communication

Qualification

A candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. S/he must express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The candidate must be able to communicate effectively. The candidate must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team.

Cognitive

Qualification

A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of nursing study. The candidate must be able to read and comprehend extensive written material. S/he must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting. The candidate must be able to problem solve rapidly, consider alternatives and make decisions for managing or intervening in the care of a patient.

Behavioral/Social

Qualification

A candidate must possess the emotional health required to exercise good judgment, the timely completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, s/he must maintain mature, sensitive, and effective and harmonious relationships with patients, students, faculty, staff and other professionals under highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to exhibit empathy for the situations and circumstances of others and

effectively communicate that empathy.

Professional Conduct

Qualification

The candidate must abide by professional standards of practice. The candidate must be able to engage in patient care delivery in diverse settings and be able to deliver care to all patient populations.

Fingerprint Clearance and Background Check Policy

POLICY RELATED TO FINGERPRINT CLEARANCE CARD AND BACKGROUND CHECK FOLLOWING THE ENACTMENT OF A.R.S. § 15-1881.

FINGERPRINT CLEARANCE CARD

Nursing Students - Students are advised that, as a condition of final acceptance in an educational program in which they are required to participate in clinical training rotations, they must obtain a valid fingerprint clearance card, in accordance with A.R.S. § 15-1881 (see attached), as amended, and provide a copy of such card to the College of Nursing Office of Student Affairs. A student who does not possess a fingerprint clearance card at the time of conditional acceptance shall, pending receipt of such fingerprint clearance card, but prior to the first day of the semester to which the student is admitted, provide a signed, notarized statement to the College, on a form provided by the College, declaring that s/he is not awaiting trial on or has never been convicted of or admitted in open court pursuant to a plea agreement, to committing any offense listed in Arizona Revised Statutes § 41-1758.03, subsection B or C, as amended, in this state or a similar offense committed in another state or jurisdiction.

Effect of Failure to Obtain Fingerprint Clearance Card or Revocation of Fingerprint Clearance Card. The College may rescind the admission of a student who fails to obtain a valid fingerprint clearance card prior to enrollment, and may dismiss a student whose fingerprint clearance card is revoked, upon notification of revocation. Students who are unable to obtain a fingerprint clearance card will be unable to enroll at The University of Arizona College of Nursing. Maintaining a valid fingerprint clearance card will be required to retain good standing within the College.

Safe Performance in Clinical Laboratory Settings Policy

The student in the College of Nursing is expected to demonstrate safe professional behavior which includes promoting the actual or potential well being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms and demonstrating accountability in preparation for, provision and documentation of, nursing care according to course objectives.

The purpose for setting safe performance clinical standards is to: 1) identify expectations of the College of Nursing; 2) to comply with licensure regulations and agency agreements; and 3) to identify and help students who need assistance and support to succeed in the nursing program.

Indicators to be used as guidelines for determining safe performance are:

Regulatory - Students practice within the boundaries of the Arizona State Nurse Practice Act, the ANA Code of Ethics for Nurses; the guidelines, objectives and policies of the College of Nursing; and the rules and regulations of the health care agency where they are assigned for clinical learning experience.

Examples: of unsafe practice include but are not limited to the following:

1. Fails to notify the agency and/or instructor of clinical absence.
2. Fails to follow College of Nursing and/or agency policies and procedures.
3. Reports for clinical practicum under the influence of drugs and/or alcohol.

Ethical - The student performs according to the guidelines of the American Nurses' Association Code of Ethics for Nurses, Standards of Practice, and the Arizona State Nurse Practice Act. <http://www.azbn.gov/NursePracticeAct.aspx>

Examples of unsafe practice include but are not limited to the following:

1. Refuses assignments based on client's race, culture, religious preference, gender, national origin, age, disabling condition or any other protected status category.
2. Fails to consult with instructor prior to refusing assignment based on medical diagnosis of the client.
3. Denies, covers-up or does not report own errors in clinical practice.
4. Ignores and fails to report unethical behavior of other health care persons in the clinical setting which affects client welfare.

Biological, Psychological, Social, and Cultural Realms - The student's performance meets the needs of the human system from a biological, psychological, sociological, and cultural standpoint at the level of the nursing course objectives.

Examples of unsafe practice include but are not limited to the following:

1. Displays mental, physical, or emotional behavior(s), which may adversely affect others' well being.
2. Fails to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others.
3. Commits acts of omission or commission in the care of clients, such as but not limited to: physical abuse, placing client in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors.
4. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and faculty resulting in miscommunications, disruption of client care and/or unit functioning.

5. Lacks physical coordination essential for carrying out nursing procedures.
6. Lacks information-processing ability necessary for making appropriate clinical judgments or decisions.

Accountability - The student's performance demonstrates continuity in the responsible preparation, documentation, and promotion for the health care of clients, according to course objectives.

Examples of unsafe practice include but are not limited to the following:

1. Fails to provide inclusive written communication on appropriate documents or verbal communication to faculty and/or appropriate agency personnel.
2. Fails to accurately record essential client behaviors.
3. Fails to report incompetent, unethical or illegal practice of any person.
4. Attempts activities without adequate orientation, theoretical preparation or appropriate assistance.
5. Fails to maintain honesty in clinical practice and/or written work.
6. Is habitually tardy to clinical practicum.

Human Rights - The student's performance demonstrates continuity in the responsible preparation, documentation, and promotion for the health care of clients, according to course objectives.

Examples of unsafe practice include but are not limited to the following:

1. Fails to maintain confidentiality of interactions.
2. Fails to maintain confidentiality of records.
3. Exhibits dishonesty in relationships with peers, faculty, clients/patients and/or agency personnel.
4. Fails to recognize and promote every patient's rights.

Implementation of Policy

Unsafe behavior(s) related to the student's performance problem must be clearly described and documented. Confirmation, or with supporting observation of clinical staff, should be included in the documentation of the performance problems, if possible. The student has a right to provide input and/or data regarding his/her clinical performance and to consult with the clinical instructor, the course chairperson, faculty advisor, and/or associate dean. The clinical instructor will document unsafe behaviors and take appropriate action, which may include one or more of the following:

1. A conference between the student and clinical instructor; or
2. Discussion of appropriate action by student;
3. Consultation by faculty member and student with the course chairperson and/or associate dean; or
4. Referral to the Campus Health Service for physical health assessment to determine if there are any factors impacting on students performance, and any recommendations for health care; or

5. Referral to Counseling and Psychological Services for psychological or drug/alcohol assessment to determine if there are any factors impacting on student performance and any recommendations for health care; or
6. Consultation by student with own health care provider and evidence of sanction to the associate dean; or
7. Removals from the clinical practicum with appropriate action, e.g., with a failure to meet clinical course objectives, leading to possible suspension or dismissal from the nursing program.

The student may initiate the appeal process according to the procedures outlined in the College of Nursing Student Handbook.

In such case that the behavior violates the Arizona Board of Regents' Code of Conduct, charges will be brought under this Code.

Approved by Office of the Attorney, University of Arizona, 3-15-88

Approved by Risk Management and Safety, University of Arizona, 4-6-88

Approved by Safe Practice Task Force, College of Nursing, 4-8-88

Transportation

Clinical nursing laboratories are held in a variety of settings throughout the greater Tucson community. All students in the nursing major are required to provide their own vehicles for transportation to the clinical sites where they are assigned for patient care experiences.

Student Uniform Policy

The uniform policy is designed to protect the personal safety of students and patients in the clinical setting and to protect the professional image of nursing. It also is a means of identifying our students as University of Arizona College of Nursing students when they are in the clinical setting. Therefore, no part of the uniform, including the name pin, should be worn except in the clinical setting. No part of the uniform, including the name pin, should be worn except in assigned clinical experiences. This policy must be observed by all nursing students. When in uniform, students must follow this policy. In certain clinical settings, clinical faculty will provide students with special instructions concerning exceptions to this policy. In addition to the following policy, students will follow any dress policies required by the clinical agency to which they are assigned.

1. The College of Nursing uniform is worn when engaged in clinical practice and when representing the College in designated activities.
2. Uniforms must be clean, neat, properly fitted, and worn with appropriate undergarments.
3. While giving direct care, no outer covering other than a lab coat should be worn over the uniform.

4. Uniform components

- a) A white lab coat may be worn over a navy blue or white polo shirt with blue or white slacks, A-line skirt, or pleated skirt. The words "University of Arizona College of Nursing" must be displayed on a name pin or embroidered in blue on the left front of the lab coat and the polo shirt (blue on white or white on blue).
- b) When scrub uniforms are required in the clinical setting, they should be plain without decoration.
- c) The student must purchase a name pin including the student's name, the words, Nursing Student, and "University of Arizona College of Nursing". Students will wear the name pin on the left front of the exterior garment and the pin must be visible during all assigned clinical experiences. Students will wear the name pin in a health care facility only for assigned clinical experiences. The pin must also be worn when in clinical settings where scrub uniforms or street clothes are required.
- d) Neutral or white hose are worn with skirts; either hose or plain white socks may be worn with slacks or pants.
- e) Shoes must be white and clean. Open-toed shoes, sandals, clogs, or canvas shoes are not permitted.
- f) If required, appropriate eye gear must be worn in accordance with OSHA mandates, if the clinical setting in which the student is working required that it be worn.

5. Hair

- a) In the clinical setting, hair must be clean and neat. Hair that is shoulder length or longer must be pulled back and secured with a neutral color elastic so it does not interfere with patient care.
- b) Male facial hair must be neatly trimmed and does not interfere with patient care.

6. Jewelry

- a) Watches which display seconds are required.
- b) Jewelry of any kind is discouraged for infection control and patient and student safety reasons; however, a plain wedding or personal ring may be worn so long as it has no stones. One set of small, non-dangling post earrings may be worn, but only one such earring may be worn in each ear.
- c) Body piercing jewelry and ankle jewelry must be covered or removed during assigned clinical experiences. No body piercing jewelry may be visible. No facial jewelry is permitted.

7. Fingernails and skin

- a) Fingernails must be clean, short, and smooth to ensure student and patient safety. In accordance with the Center for Disease Control Guidelines, only natural nails may be worn during assigned clinical experiences.

- b) Only clear, colorless nail polish is permitted.
- c) Perfumes, aftershaves, and colognes (men's and women's) may not be worn in patient care areas to avoid the possibility of patient sensitivity.
- d) Body art and tattoos must be covered during assigned clinical experiences.

8. Waist Packs

- a) A clean white or navy waist pack may be worn with the uniform.

Revised, Spring 2001

Revised, December 2003; Approved by Faculty Council, January 2004

IX. College of Nursing Student Support Services

Office of Student Affairs

The Office of Student Affairs works collaboratively with the Office of Academic Affairs to support the educational mission of the College of Nursing by maximizing the educational environment and experiences of nursing students. The Office of Student Affairs is responsible for student services including academic advising, recruitment, academic support services, admissions, progression, graduation, student centered events and College of Nursing scholarships.

Academic Resources

The Office of Student Affairs and the College of Nursing are committed to your academic success. We provide support services to help students with the time management, test taking, verbal reasoning, critical thinking, writing, and study skills required for success in the College of Nursing degree programs. Individualized APA format and citation assistance is also available.

<http://www.nursing.arizona.edu/AcademicStudentSupport.htm>

Advisor/Faculty Mentor

Upon admission to the baccalaureate program, the student is assigned a faculty mentor who will serve in this capacity throughout the student's program. The mentor will assist the student with professional and career mentoring.

Advisor/ Professional

An advisor located in the College of Nursing Office of Student Affairs will be available to assist students with general education requirements, Nursing major questions, registration, academic and student support services.

College of Nursing Assembly

A College Assembly, held the first day of classes each semester, has been designed to facilitate dissemination of important information and promote socialization among faculty, staff and students. All students, faculty, and staff are encouraged to attend the Assembly

E-mail and Computer Access

Students are required to have basic computer knowledge obtained in high school, computer store, university courses, or self taught, prior to beginning the first semester of the baccalaureate nursing program. Students receive a personal e-mail account on the College's computer network (__@nursing.arizona.edu). E-mail sent to this address can be accessed within the College of Nursing and from remote sites (via Internet using a standard web browser at <http://email.nursing.arizona.edu>) and should be checked daily. Computer resources in Room 101 give students access to a number of computer applications which include computer-assisted instructional programs, computerized tests, and telecommunications functions such as e-mail and class newsgroups, access to campus libraries, remote databases, the Internet and World Wide Web.

Official Student Email Policy

Email is a mechanism for official communication within the University of Arizona. The University has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of this process, the Office of Curriculum and Registration is responsible for directing the use of the official student email. See, Guidelines for the Use of Official Student Email Addresses for details.

For the entire Student Email Policy please see
<http://www.registrar.arizona.edu/emailpolicy.htm>

Student Printing Procedures

Effective Fall Semester 2005, students will receive a printing allocation of 100 pages per semester. Once you have used this allocation, additional printing will be billed to your student account at the end of the semester through the Bursar's Office at the rate of five cents per page. You will be required to log in to College of Nursing computers using your username and password to use the computers and printers in the College of Nursing so that print activity can be connected to your account. To protect your privacy and your printing allocation, please remember to log out when you have completed your computer session. For questions or concerns, please email help@nursing.arizona.edu , or call 626-HELP.

Financial Assistance

Information regarding financial assistance is available from the University of Arizona, Office of Student Financial Aid. The University of Arizona, Office of Student Financial Aid administers scholarships, grants, loans and emergency funds.

The College of Nursing has extraordinary opportunities for scholarships. Students are encouraged to review the criteria for these scholarships and submit the necessary materials to the Office of Student Affairs to be considered for an award. The deadline for College of Nursing scholarship applications is June 1.

For further information see: <https://financialaid.arizona.edu/Default.aspx>

X. Graduation

College of Nursing Convocation

College Convocation is usually held the day preceding the University Commencement. Baccalaureate and graduate degree recipients are recognized at this time and awards are presented to the graduates in the presence of families and friends. Only students who have met University completion of degree deadlines are eligible to participate. Academic caps and gowns are worn by faculty and graduates.

College of Nursing Pin

Students in the College at the time the first class graduated in May 1961 selected the pin. The medallion was designed in 1960 to celebrate the 75th anniversary of the founding of the University of Arizona. The year 1957 was added to reflect the date when the first students were enrolled in the nursing program. While the original pin was made of copper to represent Arizona is the Copper State, the pin is also available in gold or silver. Students wishing a pin must purchase it through the Arizona Health Sciences Center Bookstore well in advance of graduation. Traditionally students receive their pins during the College of Nursing Convocation at graduation. Only the official College of Nursing pin can be used.

Registered Nurse Licensure to Practice (NCLEX)

Successfully completing the National Council Licensure Examination for Nursing (NCLEX-RN) is essential for each BSN graduate in order to begin a professional nursing career. Students graduating from the Traditional and Accelerated BSN Partnership Program for College Graduates are required to complete diagnostic tests in preparation for the NCLEX. Each student must establish and implement a comprehensive study plan in the review of specific nursing content areas.

During the final semester, students apply for licensure to practice as a registered nurse. The College of Nursing Office of Student Affairs provides information regarding the NCLEX-RN and assistance in preparing the application. The examination may be taken

at any designated testing site and will be administered via computerized adaptive testing (CAT).

9/08; 2/09; 6/09