



College of Nursing

**Entering the Profession
BSN Pathway and MEPN Pathway**

Student Handbook

2011-2012



College of Nursing

BSN/MEPN PATHWAY STUDENT HANDBOOK

2011-2012

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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 of Nursing 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 website and the College of Nursing website.

The College of Nursing 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 websites 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 Student Affairs. Students are responsible to know and adhere to all established policies and procedures.

American Nurses Association 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.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations or social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Revised June 2001. Copies of the Code, including interpretive statements, may be purchased online at:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

College of Nursing Mission Statement

The College of Nursing, a professional college of The University of Arizona, is in accord with the purposes of the University and Arizona Health Sciences Center. The purposes of the College are education, research and scholarship, and service. Within the purpose of service is a commitment to practice as an essential element in the discipline of nursing.

The mission of the College of Nursing is to provide baccalaureate and graduate education, generate and expand nursing knowledge, and provide service to the community.

The College conducts its educational mission by preparing professional nurses who function in various roles related to advancing human health in meeting the health care needs of the people in Arizona and society in general.

The College conducts its research and scholarship mission to generate and expand nursing knowledge by fostering and sustaining programs of research and scholarship directed toward advancing nursing science.

The College conducts its service mission by providing leadership in professional and health-related activities. The service mission incorporates nursing practice in meeting local, regional, national and global health needs.

Adopted 4/1989

Revised 12/1993, 12/1996, 11/1998, 3/2001, Reaffirmed 3/2009

College of Nursing Vision Statement

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.

Adopted 5/1998

Reaffirmed 3/2001

College of Nursing Administration Organizational Chart

Faculty: <http://www.nursing.arizona.edu/PDF/faculty.pdf>

Administrative: <http://www.nursing.arizona.edu/PDF/Admin-Org-Chart.pdf>

Staff: <http://www.nursing.arizona.edu/PDF/Staff-Org-Chart.pdf>

College of Nursing Honors Program

The College of Nursing 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 of Nursing 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 Admission and Progression of Students. 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 BSN students in the College of Nursing. It is the liaison between the undergraduate students, the faculty and the administration of the College of Nursing; the University of Arizona at large; the community; and other professional groups. SNUA also serves as an advocate and research group for the undergraduate student body of the College of Nursing. A constitution and bylaws govern SNUA.

SNUA membership is comprised of students enrolled in the BSN program 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.

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 BSN undergraduate College of Nursing student body. In addition to meetings, SNUA sponsors guest speakers, community activities, fund raising events and opportunities for professional growth. The SNUA office is in Room 229. All Undergraduate BSN, College of Nursing students may participate in SNUA activities.

College of Nursing Alumni Council

The College of Nursing Alumni Council was organized in 1982 and is comprised of graduates of the College of Nursing. 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 the 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 on the website are listed below:

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

Code of 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, 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.

Prohibited Conduct

Students enrolled in academic credit bearing courses are subject to this Code. Conduct prohibited by this Code consists of all forms of academic dishonesty, including, but not limited to:

1. Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Code of Conduct, ABOR Policy 5-308E.6, E.10, and F.1.
2. Submitting an item of academic work that has previously been submitted or simultaneously submitted without fair citation of the original work or authorization by the faculty member supervising the work.
3. Violating required disciplinary and professional ethics rules contained or referenced in the student handbooks (hardcopy or online) of undergraduate or graduate programs, or professional colleges.
4. Violating discipline specific health, safety or ethical requirements to gain any unfair advantage in lab(s) or clinical assignments.

5. Failing to observe rules of academic integrity established by a faculty member for a particular course.
6. Attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.
7. Assisting or attempting to assist another to violate this Code.

Student Responsibility

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the generally applicable provisions of this Code whether or not faculty members establish special rules of academic integrity for particular classes. Students are not excused from complying with this Code because of faculty members' failure to prevent cheating.

For a more complete outline of procedures see the complete Code of Academic Integrity at: <http://deanofstudents.arizona.edu/codeofacademicintegrity>

2/2009

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. This 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.

Examples of prohibited conduct are: all forms of student academic dishonesty; behavior which endangers, threatens or causes physical harm to any member of the university community or to oneself; and interference with university or university-sponsored activities. Sanctions for violating the Student Code of Conduct range from expulsion from the University to a written warning.

The entire Student Code of Conduct may be accessed at: <http://deanofstudents.arizona.edu/studentcodeofconduct>

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 University of Arizona Interim 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.

Disruptive Behavior in an Instructional Setting

The University of Arizona 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 respectfully interactions. This policy can be found in its entirety at:

<http://web.arizona.edu/~policy/disrupt.shtml>

- 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 online at the following URL addresses and in the College of Nursing Undergraduate and Graduate Student Handbooks.

University of Arizona Policies

<http://catalog.arizona.edu/2010-11/policies/aaindex.html>

Student Code of Conduct

<http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct>

Academic Integrity

<http://deanofstudents.arizona.edu/codeofacademicintegrity>

Policy on Disruptive Behavior in an Instructional Setting

<http://web.arizona.edu/~policy/disrupt.shtml>

Policy on Threatening Behavior by Students

<http://web.arizona.edu/~policy/threaten.shtml>

Threatening Behavior by Students

The University of Arizona 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>

Statement on Drug Free Schools and Campuses

Under Federal legislation entitled The Drug Free Workplace Act of 1988, and The Drug Free Schools and Communities Act of 1989 (“Act”), no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Act requires the annual distribution of the following information to students and employees.

Policy and Prohibition

To achieve the policy and objective of providing a drug free environment for all University students and employees, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities. Further, the University prohibits employees while on duty from consuming or being under the influence of a) alcoholic beverages while on duty or b) a controlled substance not prescribed for the employee by their health care provider. University of Arizona students and employees are subject to all applicable drug and alcohol policies including policies set forth in the University’s Staff Personnel Policy Manual, University Handbook for Appointed Personnel, Arizona Board of Regents Code of Conduct, the University of Arizona Alcohol Policy and Regulations, or other applicable rules when adopted.

Sanctions

- Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service.
- In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the University will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the University (e.g. Student Code of Conduct and Student Disciplinary Procedures, Staff Rules and Conduct and Disciplinary Action, ABOR Code of Conduct) and where appropriate, local, state, and federal regulations.
- Sanctions will be imposed on students or employees who violate Arizona Board of Regents or University drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including discharge.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

Support Systems and Resources

If you are experiencing problems with alcohol and/or other drugs, there are campus and community resources available to assist you.

For Employees

Services are available through the University health plans to assist staff, faculty or appointed personnel who are experiencing problems with chemical dependency. Individuals can speak with their primary care physician or their health carrier's Member Services Department to access those resources. Additionally, the University's Life and Work Connections Employee Assistance Counseling/Consultation service provides free, voluntary and confidential short-term counseling when appropriate, or supervisor consultation, information and referrals to individuals requesting assistance for drug and/or alcohol problems. Employee Assistance Counseling/Consultation service also provides ongoing consultation and supervisory training each semester in conjunction with Human Resources and the Office of General Counsel to educate about signs and symptoms of alcohol/drug problems, ways to help troubled employees, and resources available on campus and in the community. For more information or to schedule an appointment, please call 621-2493.

For Students

The Campus Health Service provides two programs which can provide assistance to students with substance abuse problems. First, Counseling and Psychological Services (CAPS) offers confidential short-term counseling. Second, the alcohol and other drug prevention program (part of Health Promotion and Preventive Services) provides risk reduction programs for students, presentations to the campus community, and an educational class entitled SHADE which is a part of the University's Diversion Program. For more information, please call 621-6483.

All of these programs can provide students and employees with more information about the dangers of drug and alcohol abuse and make referrals to other services throughout the community.

Reporting Responsibility

Employees are obligated to report any criminal drug/alcohol statute conviction for a violation occurring in the workplace. Appointed personnel and classified staff employees should report such information to the Associate Vice President for Human Resources (621-1684); students and student employees should report to the Dean of Students Office (621-7060). These individuals are also available to answer any questions pertaining to the legislation or the University's compliance.

IV. COLLEGE OF NURSING ACADEMIC POLICIES AND PROCEDURES

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

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 course 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 this policy will be considered only in case of catastrophic events, with approval by the Course Chair, the appropriate Division Director and the Office of Student 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 College of Nursing Faculty 2/7/2005.

Attendance:

1. Clinical: Students are expected to communicate with clinical faculty in a timely manner in the event of illness or emergency.
2. Lecture: Students are responsible for course content presented in lecture, textbook, and other specified assignments.
3. Examinations: All students are expected to take exams when scheduled. If an emergency arises, students are to contact the course chairperson no later than the exam start time on the day of the examination. If unable to contact the course chairperson, the student should call the College of Nursing office and leave a message and telephone number. All examination make-ups must be arranged and scheduled with the course chairperson. The time frame for making up an examination is limited to a one week period following the regularly scheduled test day except under extenuating circumstances. Exceptions to this policy will be considered on in case of catastrophic events with approval by the course chair.

* Please refer to specific course policies about exams.

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)

Turnitin®

If you decide to take and continue in this course, you are agreeing to submit your papers online, when so instructed, through a plagiarism-prevention program called Turnitin.com. When you set up your individual account with Turnitin® for this class, make sure you understand and consent to all the terms that the program provides you at that point. You should note that Turnitin® – always without your name and any personal information – will retain your paper as part of their database so that students who plagiarize from it can be detected. Because of this program, the vast majority of you who do their own work and cite their sources of information properly will not have to compete with students who commit undetected plagiarism. Anyone who has questions or problem with Turnitin® may talk privately about these with the instructor.

The College of Nursing uses Turnitin.com a software program that checks original work of student papers. Nursing students will submit their course papers using this service. Students will use the Turnitin® originality option, which allows students to see the originality report and, except for doctoral comprehensive examinations, make appropriate changes to course papers, thesis, projects, scholarly papers (including scholarly inquiry), and dissertations. For information about Turnitin.com, please go to <http://turnitin.com/static/index.html>.

Approved 1/27/2011 Dean-Director’s Meeting

Proper Use of Electronic Devices in Academic and Clinical Settings

Classroom

Visible and audible use of cell phones and paging devices is prohibited in classrooms as stated in the University's Instructional Rules and Decorum Policy. Students are expected to inform friends and family members not to call during class times, except for emergencies. Students may have their cell phones on vibrate or silent mode in case of emergency. Text messaging during class is prohibited.

Computer use during class time should be for academic-related purposes only. Use of computers for personal communication, personal entertainment, or non-academic Internet use is strictly prohibited. Working on academic assignments which are not designated as "in-class" assignments is also prohibited.

Inappropriate in-class use of any electronic device may result in dismissal from the classroom setting.

Clinical

In general, students may not use cell phones, pagers, recording devices, or other electronic communication devices in the clinical area.

However, students may be allowed to use electronic communication devices within the clinical setting with the direct permission of their clinical faculty. Students must adhere to all specific institutional policies and procedures and professional behaviors pertaining to the use of electronic devices during clinical lab time (including clinical conference times).

Computer use during clinical time should be restricted to clinical care – related activities only. Use of computers for personal communication, personal entertainment, non-academic Internet use, and to work on academic assignments is strictly prohibited.

Inappropriate use of any electronic device during clinical may result in dismissal from the clinical setting. In addition, inappropriate use of electronic devices within the clinical setting constitutes unprofessional behavior and may result in unsuccessful completion of the clinical portion of the course.

Original: 2007; Revision: 6/2009

V. COLLEGE OF NURSING STUDENT PERFORMANCE AND PROGRESSION FOR BSN PATHWAY

Satisfactory Student Performance for BSN Pathway

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 of Nursing 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 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 - Student 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 receiving a passing grade for the course. (See 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 graduate time periods.

Satisfactory Academic Progress for MEPN Pathway

A high level of performance is expected of students enrolled in a graduate program. To remain enrolled in a graduate degree program, a student must be making satisfactory progress toward completion of the degree. In addition to Graduate College policies, the College of Nursing requires adherence to the following Graduate Academic Progression policies to reflect high standards of scholarship:

- a. A student must earn an overall grade point average of 3.0 or better to be awarded the MS degree.
- b. Graduate students in the College of Nursing are expected to earn grades of "A" (4.0) or "B" (3.0). Grades below a "B" (3.0) are viewed as unsatisfactory academic performance for graduate students.
- c. A student with regular status achieving less than a 3.0 grade point average at any point in the program will be placed on academic probation. Students on probation are required to meet with their Faculty Advisor to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action to be submitted to the College of Nursing Division Director responsible for administering of the program and the Graduate College. See like for full details of Graduate College policy at <http://grad.arizona.edu/academics/policies/academic-policies/academic-probation>.
- d. Students on Graduate College academic probation for two consecutive semesters will be automatically disqualified from the MS program and blocked from further registration. See link for full details of Graduate College policy at <http://grad.arizona.edu/academics/policies/academic-policies/academic-probation>.
- e. A student will be dismissed from the program if **more** than two grades of "C" or below are earned in one class (see item F below) or in different classes, whether or not the courses are repeated and better grades subsequently received.

- f. A student may petition the Division Director responsible for administering the program to repeat a graduate course once in which a grade lower than 3.0 is received. No more than one course can be repeated. If a student receives a "C" the second time in any one course, the student will be dismissed (see item E.)
- g. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course.
- h. A student may be dismissed from the College of Nursing for unsafe practice and/or unethical conduct in the program without having been previously warned.

Satisfactory Academic Progress for Graduate Programs (MS, DNP, PhD)

A high level of performance is expected of students enrolled in a graduate program. To remain enrolled in a graduate degree program, a student must be making satisfactory progress toward completion of the degree. In addition to Graduate College policies, the College of Nursing requires adherence to the following Graduate Academic Progression policies to reflect high standards of scholarship:

- a. A student must earn an overall grade point average of 3.0 or better to be awarded the MS, DNP and PhD degrees.
- b. Graduate students in the College of Nursing are expected to earn grades of "A" (4.) or "B" (3.0). Grades below a "B" (3.0) are viewed as unsatisfactory academic performance for graduate students.
- c. A student with regular status achieving less than a 3.0 grade point average at any point in the program will be placed on academic probation. Students on probation are required to meet with their Faculty Advisor to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action to be submitted to the College of Nursing Division Director responsible for administering of the program and the Graduate College. See like for full details of Graduate College policy at <http://grad.arizona.edu/academics/policies/academic-policies/academic-probation>.
- d. Students on Graduate College academic probation for two consecutive semesters will be automatically disqualified from the MS program and blocked from further registration. See link for full details of Graduate College policy at <http://grad.arizona.edu/academics/policies/academic-policies/academic-probation>.
- e. A student will be dismissed from the program if **more** than two grades of "C" or below are earned in one class (see item F below) or in different classes, whether or not the courses are repeated and better grades subsequently received.
- f. A student may petition the Division Director responsible for administering the program to repeat a graduate course once in which a grade lower than 3.0 is received. No more than one course can be repeated. If a student receives a "C" the second time in any one course, the student will be dismissed (see item E.)
- g. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course.
- h. A student may be dismissed from the College of Nursing for unsafe practice and/or unethical conduct in the program without having been previously warned.

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.

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 of Nursing 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 anytime 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 of Arizona 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 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 withdraw 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 of Arizona 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 of Arizona through the Dean of Students Office. An exit interview with the Assistant Dean for Student Affairs in the College of Nursing is required.

10/2/1989 Adopted by Faculty

9/9/1991 Revision adopted by Faculty

1/9/1995 Revision adopted by the Student Recruitment, Admissions and Progression Committee of the Faculty

12/9/1996 Revision adopted by the Student Recruitment, Admissions and Progression Committee of the Faculty

9/8/1997 Revision adopted by the Student Recruitment, Admissions and Progression Committee of the Faculty

Fall 2001 Reviewed and Revised

VI. COLLEGE OF NURSING 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/2010-11/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 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 BSN/MEPN Pathway

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 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 of Arizona 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 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

Health Related Policies

Health Care Policy

Students are required to have the results of current immunizations, CPR and health insurance on file in the College of Nursing. The requirements listed below are to ensure that students enter the clinical nursing courses in good health. Only students in compliance with the health care policy will be allowed in clinical courses. Required immunizations can be obtained at Campus Health. The University of Arizona Campus Health Service has a \$10 charge per visit.

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.

The Immunization Requirements Listed Below :

MMR (Measles, Mumps, Rubella)

All students are required to have the results of measles, mumps and rubella immunity on file with the College of Nursing prior to beginning the first semester. The form is provided by the College of Nursing and can be completed by the Campus Health Service. Measles and rubella immunity is a University of Arizona requirement (<http://www.health.arizona.edu/webfiles.main.htm>). University of Arizona Campus Health Service cost is \$45. We must have proof of immunity for measles and rubella regardless of your age. Your health care provider should indicate the dates of vaccination or the results of serological testing. There is an additional charge for serological testing.

Hepatitis B

The College of Nursing and health agencies, in which you will be doing your clinical experiences, requires immunization against Hepatitis B virus and serological proof must be provided. Verification that the first injection has been received must be submitted to the College of Nursing prior to beginning the first semester in College of Nursing courses. Upon receipt of each injection, a copy of the immunization record should be submitted to the Office of Student Affairs. Serological proof of immunity (titer) is to be submitted after the third injection.

Chicken Pox

The health agencies, in which you will be doing your clinical experiences, require chicken pox immunization (2 doses) or the date when blood testing was performed indicating immunity.

Tuberculosis Skin Test

A tuberculosis skin test will be required each year at the beginning of the semester of renewal and the results should be negative. 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. If the tuberculin skin test is positive, a chest x-ray will be required. If students have had a large chest film, 14 x 17, within the last twelve months, a written report of this film will be accepted for this requirement. 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 Campus Health Service upon admission. The Campus Health Service will provide these services at a nominal fee. Students are responsible for supplying this report.

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 of Nursing. 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.

CPR Certification

You are required to successfully complete the BLS (Basic Life Support for Healthcare Providers) CPR course. Schedule it now! You can check the American Heart Association website for class information. Their website is <http://www.americanheart.org> - just click on the following prompts: "CPR & ECC", "Find a Class Near You", type in your zip code or state, choose the CPR course "BLS for Healthcare Providers" from the drop down list. A list of locations, addresses and telephone numbers will appear on the screen. You must provide a copy of your CPR card to the Office of Student Affairs.

HIPAA/OSHA

The College of Nursing requires that you review basic HIPAA and OSHA information and take the on-line HIPAA/OSHA exams once a year. Each exam must be passed by 100%. For each exam there are study materials available in Room 102 if you would like to preview. There is no need to submit your results to the Office of Academic Practice. Notification is sent to the Office of Academic Practice once you have taken and passed each test. Please feel free to contact the Administrative Associate in the Office of Academic Practice, if you should have any questions

**ARIZONA HEALTH SCIENCES CENTER
STUDENT EXPOSURE TO BLOOD/BODY FLUIDS PROCEDURES**

It is the policy of The University of Arizona Health Sciences Center that all students who are exposed (percutaneously, through mucous membranes or skin) to blood/body fluids while engaged in a University-sponsored educational program receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.

- To help all Arizona Health Sciences Center students who are exposed (percutaneously, through mucous membranes or skin) to blood/body fluids while participating in a University-sponsored program and to provide access to appropriate counseling, treatment, or both, and to provide follow up after such exposure, each student participating in an Arizona Health Sciences Center program shall obtain a card from the Arizona Health Sciences Center and carry it with him or her at all times while participating in such programs with the information provided below:

STUDENT EXPOSURE TO BLOOD/BODY FLUIDS PROCEDURES
If you are exposed to blood/body fluids, IMMEDIATELY

1. Remove soiled clothing and wash the exposed area with soap and water.
2. Notify attending physician, resident, and site coordinator.
3. Students shall present at Affiliate's Employee Health, ER or Urgent Care (per Affiliate's policy) for assessment and initial prophylactic treatment if applicable.
4. Following the assessment, the Affiliate shall immediately make available to the affected student a copy of all the student's records relating to the treatment and follow up, and if and when available results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by law.
5. Following treatment, student needs to download and complete the Non-Employee Incident Report Form from the UA Risk Management website (<http://risk.arizona.edu/forms/index.shtml>) The completed form should be forwarded to:

University of Arizona Campus Health
(ATTN: Tejal Parikh, MD)
Highland Commons
1224 E. Lowell Street, P.O. Box 210095
Tucson, AZ 85721
Fax (520) 626-4301
6. Treating Physician should contact the on-call infectious disease physicians at UA for a consultation via the Physician's Resource Line at 520-694-5868 or 800-777-7552 to discuss recommendations for tests and/or medications related to the student's exposure.
7. Within 5 days of the exposure the student must follow up with Campus Health in Tucson or Phoenix. Students in Tucson should contact University of Arizona Campus Health at 520-621-6493 and make an appointment with Dr. Parikh. Students in Phoenix should contact Floyd Daniels at ASU Downtown Campus at 602-496-0721.

- All contacts with training institutions and sites will include a provision that requires them to be familiar with the Arizona Health Sciences Center current policy on student exposure to blood/body fluids. Additionally, the institutions shall provide or make available initial prophylactic treatment as set forth in the most recent protocols of the Centers for Disease Control within the time limit articulated within those protocols.
- Post-exposure testing and further prophylactic drug treatment of Arizona Health Sciences Center students will be performed in Tucson or Phoenix.
- The Arizona Health Sciences Center will pay for all testing (balance after personal insurance has paid) and recommended prophylactic drug treatment following exposure for the period prescribed by the more recent guidelines established by the Centers for Disease Control. <http://www.cdc.gov/>

I have read the policy and procedures set forth above, and acknowledge receipt of the card outlining the above.

Date:

Student's Signature

Print Name

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 Services 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. She/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. She/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 direction 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. She/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, she/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.

Office of Academic Affairs
8/2005

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 CardNursing 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 as amended, and provided 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 of Nursing, on a form provided by the College of Nursing, declaring that she/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 of jurisdiction.

Effect of Failure to Obtain Fingerprint Clearance Card or Revocation of Fingerprint Clearance Card

The College of Nursing 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 or 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 of Nursing.

Policy Related To Fingerprint Clearance Cards and Background Checks

Information regarding this policy is attached and we are enclosing an application for your convenience. If you have not already requested the Fingerprint Clearance Card, you must do so immediately by completing and submitting the application to the Arizona Department of Public Safety. If you already have your fingerprint clearance card, please provide our office with a copy of the front and back of the card.

Agency/Clinical Placement Screening Procedures

In addition to the Department of Public Safety Fingerprint Clearance Card required by the College of Nursing, separate agencies and clinical sites may require screening procedures such as background checks, drug screens, and/or fingerprinting prior to permitting student clinical placements in the agency or clinical site. Students are expected to comply and bear the expense of these requirements. Students who fail to comply with these requirements may be unable to fulfill their academic requirements.

Safe Performance in Clinical Laboratory Settings

I. 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. In accordance to the American Nurses Association (ANA) Nursing Scope and Standards of Practice and Code of Ethics for Nurses, the student is expected to demonstrate accountability in preparation for and provision, evaluation, and documentation of nursing care according to expected individual student learning outcomes for clinical practice.

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:

- A. Regulatory: Students practice within the boundaries of the Arizona State Nurse Practice Act, the ANA Code of Ethics; 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.

- B. 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 assignment 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.

C. 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, 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 of decisions.

D. 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 or 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.

E. Human Rights: The student's performance demonstrates respect for the individual, client, health team member, faculty and self including but not limited to the legal, ethical, and cultural realms.

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.

II. 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, 3-15-1988

Approved by Risk Management and Safety, University of Arizona, 4-6-1988

Approved by Safe Practice Task Force, College of Nursing, 4-8-1988

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 emergencies.

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 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 or for special College of Nursing sponsored activities. No part of the uniform, including the name pain, 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.

1. The College of Nursing uniform is worn:
 - a. When engaged in skill acquisition and clinical practice both inside and outside the College.
 - b. When representing the College in designated activities.
2. Uniforms must be clean, neat, properly fitted, and worn with appropriate undergarments. An optional navy V-neck undershirt that is not visible may be worn.
3. While giving direct care, no outer covering other than the approved uniform jacket may be worn over the uniform.
4. Additional coats or jackets may be worn to and from a clinical facility and must be removed upon entering the building. These jackets must be stored in a tote bag or backpack.
5. Uniform components are:
 - a. Navy scrub top (College of Nursing approved brand in style numbers only) embroidered with the approved "University of Arizona College of Nursing" logo on the top left side of the front.
 - b. Navy scrub pants (College of Nursing approved brand in style numbers only).
 - c. Optional navy scrub jacket (College of Nursing approved brand in style numbers only) may be worn over the scrub top. The jacket must be embroidered with the approved "University of Arizona College of Nursing" logo on the top left side of the front.
 - d. Shoes must be mostly white, clean and worn with plain white socks. Open-toed shoes, sandals, clogs, or canvas shoes are not permitted.
 - e. Student name badges must include the student's first and last name, the words, "Nursing Student", and "University of Arizona College of Nursing". Students will wear the name pin on the right front of the exterior garment level with the embroidered logo. 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 in clinical settings where street clothes are required.
6. Students are expected to adhere to agency policies regarding dress code and identification badges.

* Note: Agency scrubs may be required to be worn in specialty areas such as Labor and Delivery and the Operating Room. These scrubs are provided by the agency.
7. 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 behind the shoulders with a neutral color elastic so it does not interfere with patient care.
 - b. Male facial hair must be neatly trimmed or cleanly shaved.

8. Jewelry

- a. Watches which display seconds are required.
- b. Jewelry is not allowed with the following exceptions:
 - One plain (without stones) wedding or personal ring
 - One small, non-dangling post earrings in each ear. Earrings must be neutral color and professionally appropriate.
- c. All body piercing jewelry and ankle jewelry must be covered or removed during clinical experiences. No body piercing jewelry may be visible. No facial or tongue jewelry is permitted.

9. 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/or women's) may not be worn in patient care areas to avoid the possibility of patient sensitivity.
- d. All body art and tattoos must be covered during clinical experiences.

Revised, Spring 2001

Revised, 12/2003; Approved by Faculty Council, 1/2004

Revised, 5/2010; Approved by Faculty, 5/2010

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 nursing program. Students receive a personal E-Mail account on the College of Nursing 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 telecommunication functions such as E-Mail and class newsgroups, access to campus libraries, remote databases, the Internet, and World Wide Web.

Official Student E-Mail Policy

E-Mail 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 E-Mail 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 E-Mail. See Guidelines for the Use of Official Student E-Mail Addresses for details.

For the entire Student E-Mail Policy, please see: <http://www.registrar.arizona.edu/emailpolicy.htm>

Students With Disabilities

If you anticipate issues related to the format or requirements of this course, please meet with the course chair as early as possible. As course faculty, we would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you register with the Disability Resource Center (621-3268; drc.arizona.edu) and notify the course chair of your eligibility for reasonable accommodations. The course faculty can then plan how best to coordinate your accommodations.

Disability Resource Center: <http://drc.arizona.edu>

Strategic Alternative Learning Technologies (SALT): <http://www.salt.arizona.edu>

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 into 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 E-Mail help@nursing.arizona.edu or call 626-HELP (626-4357).

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/>

X. GRADUATION

College of Nursing Convocation

The College of Nursing Convocation is usually held the day preceding the University of Arizona 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 of Arizona 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 of Nursing at the time the first 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 Medical 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 BSN Pathway and MEPN Pathway 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 designed testing site and will be administered via computerized adaptive testing (CAT).

9/2008; 2/2009; 6/2009; 4/2011