



COLLEGE
OF NURSING

Master's Entry to the Profession of Nursing (MEPN)

Program Handbook

2012-2013

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College of Nursing Overview

Introduction

The purpose of the College of Nursing Master's Entry to the Profession of Nursing Program Handbook is to facilitate MEPN student advising by providing information to students and faculty members.

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 Graduate Catalog and the Schedule of Classes. Additional information may be found at the following web sites:

[The University of Arizona](#)

[The University of Arizona Graduate College](#)

[The University of Arizona College of Nursing](#)

The Master's Entry to the Profession of Nursing Program Handbook is designed as a resource for Master's Entry to the Profession of Nursing students and faculty advisors. Relevant policies and procedures of the University of Arizona, Graduate College and College of Nursing are included in this handbook. Much 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 online, a brief description is provided. Additional information can be obtained from the Office of Student Affairs or from the faculty advisor within the College of Nursing. Students are responsible to know and adhere to all established policies and procedures.

Relationship to Other Documents

The Master's Entry to the Profession of Nursing Program Handbook is intended to be used in conjunction with other University documents such as the University of Arizona Graduate Catalog. Students should first consult the Master's Entry to the Profession of Nursing Program Handbook from the College of Nursing, then consult the Graduate Catalog when questions arise. The online Graduate Catalog contains essential information about University Policies and procedures. Individual colleges within the University of Arizona may alter Graduate College policies and procedures when doing so results in the strengthening of an academic program. Therefore, some of the policies and procedures in the Master's Entry to the Profession of Nursing Program Handbook are specific to Master's Entry to the Profession of Nursing students.

Code of Ethics for Nurses

The CON faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the American Nurses' Association House of Delegates in June 2001. Students are expected to learn and perform in accordance with this Code. The nine provisions of the American Nurses' Association Code of Ethics are available free of charge via the [ANA web site](#).

Mission and Vision

The College of Nursing's [Mission](#) and [Vision](#) Statements are available online.

Academic Policies and Procedures for Master's Entry to the Profession of Nursing Students

Code of Academic Integrity

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 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.

Code of Academic Integrity

Student Code of Conduct

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. 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 to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Student Code of Conduct

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, laboratory and online 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, laboratory and online behavior and decorum via the syllabus and discussion in the instructional setting. This policy is not intended to discourage appropriate student expression, discussion or disagreement, but to promote respectful interactions.

Policy on Disruptive Behavior in an Instructional Setting

Policy on 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.

Policy on Threatening Behavior by Students

Line of Communication

The CON 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.

To facilitate the open communication between students and faculty, the CON has outlined a line of communication to resolve academic issues that may arise in the classroom, laboratory, online or clinical practicum. 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.

1. Communicate with the course or clinical instructor
2. Communicate with the course chair
3. Communicate with the program coordinator

4. Communicate with Dr. Terry Badger, Division Director
5. Communicate with the Dean of the College of Nursing

The Director of Student Affairs is available to assist the student in this process. Contact the Office of Student Affairs at 520-626-3808 or 800-288-6158 or studentaffairs@nursing.arizona.edu.

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, 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 Drug Free Schools and Communities 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

Students who are experiencing problems with alcohol and/or other drugs have campus and community resources available for assistance. Students should contact the Office of Student Affairs or Campus Health for additional information and support.

The Campus Health Service provides two programs which can provide assistance to students with substance abuse problems. Counseling and Psychological Services (CAPS) offers confidential short-term counseling. Additionally, an 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 520-621-6483.

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 (520-621-1684); students and student employees should report to the Dean of Students Office (520-621-7060). These individuals are also available to answer any questions pertaining to the legislation or the University's compliance.

Grading and Program Progression

A high level of performance is expected of students enrolled in the Master's Entry to the Profession of Nursing program. A student must be making satisfactory progress toward completion of the degree to remain enrolled in the program. In addition to Graduate College policies, the College Of Nursing requires adherence to the following Graduate Academic Progression policies:

- A. A student must earn an overall grade point average of 3.0 or better to be awarded the Master's Entry to the Profession of Nursing 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 Mentor/Director of the Office of Student Affairs to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action.
- D. A student shall be dismissed from the program if more than two final grades of "C" (i.e. 3 grades of "C") are earned as a final course grade. All instances of "C" grades are considered in this policy, including all attempts of repeated courses.¹
- E. A student may petition the Director of Student Affairs to repeat a graduate course if a grade of "C" is earned. No more than one course can be repeated. A final grade of "C" earned twice in the same course will result in dismissal (see item E).²
- F. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course.
- G. 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.

Grade Appeal

Grades given in graduate courses may be appealed on the basis of fundamental fairness. 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](#).

The College of Nursing has the following significant modifications:

- A. 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.
- B. 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.

¹ Approved T. Badger 5/10/12

² Approved T. Badger 5/10/12

Leave of Absence, Withdrawal Grades, and Incomplete Grades

MEPN Students are not eligible to receive a Leave of Absence, Withdrawal Grade, or Incomplete Grade due to the accelerate timeline of the program.

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. The faculty members are first expected to notify and meet with students, in a timely manner, of any clinical risk or theory deficiencies that could lead to an unsatisfactory grade in the course. After meeting with the student, a copy of the Student Progress Report will be immediately sent to the Office of Student Affairs for review and referrals to appropriate services.

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 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.

Readmission to the MEPN Program

Students, who were previously enrolled in the MEPN degree program, were in good academic standing but withdrew from the program must petition for re-entry. Ideally, a student who must leave the program will file the petition for re-entry within 30 days if he/she wishes to return to the program. Students will submit their petition to the Office of Student Affairs which will forward to the appropriate committee. The committee recommendation will be forwarded to the Administrator in charge of the program for final approval. Students will be notified when they will be re-admitted to the program or if they need to submit a new application to enter the program and follow all new admissions policies.

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 Director for Student Affairs requesting readmission into the program. The request will be submitted to the Admission and Progression Committee 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 program³.

Progression Priority Policy

Before a student can be readmitted to enroll in any course or role option in which there are space limitations, recommendation for approval from the faculty member teaching the course or coordinating the role option must be forwarded to the Director of Student Affairs.

Petitions

A student, who believes with good academic reason, that they deserve redress or exception to the University of Arizona Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Degree Certification Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the student's Advisor, Director of Graduate Studies, or CON Division Director. Petition forms are available from the [Graduate College](#).

Appeal of Dismissal for Unsatisfactory Progress

In accordance with College of Nursing policy, the student has a right to initiate a written appeal to the MEPN Program Committee for a dismissal based on unsatisfactory progress. The written appeal must be delivered during the 5 week period following written notification of the decision. The initial appeal must be filed with the Director of Student Affairs. The second and final level of appeal is to the College of Nursing Dean / Dean's designee.

³ Approved T. Badger 5/10/12

Student Resources

E-mail

Students are required to have basic computer knowledge prior to beginning the first semester of the DNP 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 the Internet) and must be checked daily, as it is the official source of communication between faculty, staff and students. All technology related issues should be directed to the Information Technology Group, located in room 351 at the College of Nursing. E-mail help@nursing.arizona.edu or call 520-626-5053 or 1-866-278-1427.

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 520-626-HELP (626-4357).

Faculty Mentor

Upon admission to the Master's Entry to the Profession of Nursing 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.

Office of Student Affairs & Academic Advising

The Office of Student Affairs works collaboratively with students and faculty to support the educational mission of the College of Nursing. The Office of Student Affairs is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

An academic 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.

Office of Academic Practice

The Office of Academic Practice (OAP) supports DNP students in the successful completion of clinical practica. The OAP is responsible for assuring students have current Registered Nurse licensure, a valid fingerprint clearance card, current Basic Life Support certification and have completed all required immunizations and screening tests. The OAP maintains this documentation on file throughout the course of a student's program of study. The Clinical Affairs Coordinator is located in the OAP and manages all clinical placements, verifies preceptor and clinical agency suitability, contacts potential preceptors and secures contracts with the preceptors and their clinical agencies. Specific clinical policies may be found in the Appendix.

Students with Disabilities

For students who anticipate issues related to the format or requirements of the program, please meet with the course chair or Director of Student Affairs as early as possible. If it is determined that formal, disability-related accommodations are necessary, students will need to register with the [Disability Resource Center](#) (520-621-3268). Students are also responsible for notifying the course chair of each course regarding eligibility for reasonable accommodations. Early notification ensures the most effective accommodation and support. Students may also wish to take advantage of the [Strategic Alternative Learning Technologies \(SALT\)](#) program.

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.

MEPN Student Organization (MSO)

MSO is a student organization for Master's Entry to the Profession of Nursing (MEPN) professional program students which is focused on philanthropy, skills enhancement, professional and career development for future nurses, as well as student representation of the College of Nursing.

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.

General Master's Entry to the Profession of Nursing Information

Transfer of Credits

The maximum amount of credits accepted for transfer credit is 9. Students who wish to transfer credits must submit [Evaluation of Transfer Credit form](#) to the Graduate College before the end of their first year of study. The procedure is outlined in the appendix for easy reference. Acceptable transfer work must be less than 6 years old at the time of enrollment in the Master's Entry to the Profession of Nursing program. All transfer credits must be approved prior to submission of the plan of study. No transfer credits will be accepted once the plan of study is filed.

Plan of Study

All Master's Entry to the Profession of Nursing students need to complete and submit a Plan of Study to the Graduate College by the end of September. The form is available at the Graduate College [MyGradColl](#) website for students to complete. Instructions are emailed to students at the beginning of the fall term on how to complete this form. Note that all transfer credits must be approved and included in the plan of study.

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 absences⁴.

Clinical

Students are expected to communicate with clinical faculty in a timely manner in the event of illness or emergency.

Lecture

Students are responsible for course content presented in lecture, textbook, and other specified assignments.

Examination

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, in case of catastrophic events with approval by the course chair.

Students should always refer to specific course policies concerning exams.

Proper Use of Electronic Devices in Academic and Clinical Settings⁵

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.

⁴ Approved by College of Nursing Faculty 2/7/2005

⁵ Original: 2007; Revision: 6/2009

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.

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.

Immunization Requirements

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 students will be completing clinical experiences, require 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 students will be completing 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

Students 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 the zip code or state and 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. Students must provide a copy of your CPR card to the Office of Student Affairs.

HIPAA/OSHA

The College of Nursing requires that students 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. There is no need to submit the results to the Office of Academic Practice. Notification is sent to the Office of Academic Practice once students have taken and passed each test. Please feel free to contact the Administrative Associate in the Office of Academic Practice with questions.

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:

1. 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.
2. 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.
3. 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.
4. 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.

Fingerprint Clearance and Background Check Policy⁶

Fingerprint Clearance Card

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 and may be dismissed from the program.

Purpose/Rationale

This policy is in accordance with the University of Arizona Statement on Drug Free Schools and Campuses which prohibits the use of alcohol or a controlled substance not prescribed by a health care provider while on duty. The University of Arizona College of Nursing has a responsibility to provide for the safety of patients. Presence of drugs/alcohol could interfere with a student's judgment, cognitive abilities, and motor skills causing risk to the patient, the clinical agency, and the University. Additionally, there are significant health risks associated with the use of illegal substances and alcohol.

Urine Drug/Alcohol Screening

The University of Arizona College of Nursing maintains a no tolerance policy regarding substance use. If required by a clinical agency, students must pass a urine/alcohol test. Failure to submit test results, a positive test, or a tampered with urine sample will result in (permanent) dismissal from the program. Students taking a valid prescription medication which causes the drug screen to be positive must provide proof that they are under the current treatment of a licensed medical provider. The medical provider must indicate that the prescribed drug will not interfere with safe practice in the clinical area.

⁶ Policy Related to Fingerprint Clearance Card and Background Check Following the Enactment of A.R.S. § 15-1881.

Safe Performance in Clinical Laboratory Settings⁷

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 practice⁸.

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

2) 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:

- a) A conference between the student and clinical instructor; or
 - b) Discussion of appropriate action by student;
 - c) Consultation by faculty member and student with the course chairperson and/or associate dean; or
 - d) 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
 - e) 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
 - f) Consultation by student with own health care provider and evidence of sanction to the associate dean; or
 - g) 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.
- 3) The student may initiate the appeal process according to the procedures outlined in the College of Nursing Student Handbook.
 - 4) In such case that the behavior violates the Arizona Board of Regents' Code of Conduct charges will be brought under this Code.

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 Policy⁹

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 pin, should be worn except in assigned clinical experiences. This policy must be observed by all nursing students.

⁷ 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

⁸ Approved October 2010 by Professional Entry Subcommittee of the Curriculum and Instructional Support Committee

⁹ Revised, spring 2001; Revised, 12/2003; Approved by Faculty Council, 1/2004; Revised, 5/2010; Approved by Faculty, 5/2010

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) General Guidelines

- a) The College of Nursing uniform is worn:
 - i) When engaged in skill acquisition and clinical practice both inside and outside the College.
 - ii) When representing the College in designated activities.
- b) 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.
- c) While giving direct care, no outer covering other than the approved uniform jacket may be worn over the uniform.
- d) 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.

2) 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.
- f) Agency scrubs may be required to be worn in specialty areas such as used, in Labor and Delivery, or the Operating Room. These scrubs are provided by the agency.
- g) Students are expected to adhere to agency policies regarding dress code and identification badges.

3) 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 neutral color elastic so it does not interfere with patient care.
- b) Male facial hair must be neatly trimmed or cleanly shaved.

4) Jewelry

- a) Watches which display seconds are required.
- b) Jewelry is not allowed with the following exceptions:
- c) One plain (without stones) wedding or personal ring
- d) One small, non-dangling post earrings in each ear. Earrings must be neutral color and professionally appropriate.
- e) 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.

5) 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 polishes 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.

Graduation

College of Nursing Pin¹⁰

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.

Commencement and College Ceremony information is available online at: <http://commencement.arizona.edu/>.

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).

¹⁰ 9/2008; 2/2009; 6/2009; 4/2011

Appendices

Appendix A: Transfer of Courses from Other Institutions¹¹

Students who wish to transfer coursework must abide by both Graduate College and College of Nursing requirements. Master's Entry to the Profession of Nursing students may transfer up to 9 credits of work into the Master's Entry to the Profession of Nursing program. Transfer credit must be at the graduate level (500 level or higher), with a grade of "A" or "B". 400 level coursework will not be accepted. Transfer requests must be completed prior to the submission of the Plan of Study.

The process for transfer coursework is:

- 1) The **students** must obtain the following documentation for each course: syllabi & course description. This information should include a list of textbooks, assignments and learning outcomes. The Office of Student Affairs will assist the student in gathering this information as needed.
- 2) Once the **student** has obtained the proper documentation the Office of Student Affairs sends the materials to the appropriate Course Chair and Program Director for evaluation. The **faculty course chair** reviews the materials to assess if they meet UA requirements (refer to the Graduate College website: <http://grad.arizona.edu/>).
- 3) The **faculty course chair** informs the Office of Student Affairs if the course has been approved or denied for transfer.
- 4) The **Office of Student Affairs** informs the student if the course has been approved or denied for transfer.
- 5) If the transfer request is approved, the **Office of Student Affairs** assists the student in filling out the appropriate Graduate College form. The Office of Student Affairs will also provide this information to the appropriate administrator and forwards this documentation to the Graduate College.

In addition, the following policies apply to Master's Entry to the Profession of Nursing students who wish to continue to the College of Nursing's Doctor of Nursing Practice Program:

- Students are limited to 9 units of transfer work into the DNP program.
- Students may transfer NURS 512 (Nursing Research for Evidence Based Practice) for NURS 652 Methods of Scholarly Inquiry.
- Students may not transfer NURS 511 (title) for NURS 646 (Informatics). The courses are not equivalent. NURS 511 may be used for 2 credits of elective coursework.
- NURS 513 (title) cannot be transferred to substitute for NURS 650 (Leadership). At a minimum, the faculty will require a 1 credit independent study focusing on organizational assessment to meet DNP requirements. The student may wish to transfer this course as an elective.

¹¹ G: Academic Affairs_ DNP Program_ Transfer of Graduate Courses From Other Institutions Policy. Approved by Office of Student Affairs, Director of DNP Program & Administrator of DNP Program _9-22-11.

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.

Student's Signature

Date

Print Name

RETURN TO LYNDA RAU ROOM 102

Essential Qualifications for Nursing Candidates¹²

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.

¹² Office of Academic Affairs 8/2005