



School of Nursing
UNIVERSITY *of* WEST FLORIDA

University of West Florida
School of Nursing Dr.
D.W. McMillan BSN
Nursing Handbook

2018-2019

Nursing Preface

Welcome to the Dr. D.W. McMillan BSN Program at the University of West Florida. The purpose of this handbook is to provide guidelines for your journey and to assist you in making responsible choices in your program of study.

Please be advised that the School of Nursing reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, rules, policies, fees, curricula, and courses. Such changes shall be effective whenever determined by the appropriate faculty and administrative bodies; they may govern both old and new students.

Nothing in this handbook constitutes, is intended to constitute, or should be construed as creating a contract between a student and the School of Nursing or The University of West Florida.



Chair's Message

Welcome to the UWF School of Nursing. This is an exciting time in our profession! Never before have opportunities in the Nursing field been so diverse or our service been in such demand. Growth in the healthcare field is predicted to increase dramatically in the coming years and nurses of many specialties will be in high demand throughout Florida and throughout our country. It's a good time to enter the Nursing profession or look to increase your knowledge, role or level of responsibility in the field.

There are many paths to becoming a Registered Nurse, from earning a Baccalaureate degree or pursuing an advanced degree in Nursing. UWF School of Nursing has been providing a quality education from dedicated, engaging faculty since 1974. Earning your degree here means you will take with you the UWF School of Nursing's reputation to every job interview where employers will know they are getting a Nursing professional who is prepared to meet the challenges of today's healthcare environment.

If you desire to become an ArgoNurse, we have programs designed to meet your needs whether you are new to the nursing profession or looking to: earn a seat at the table of your current organization as a [Nurse Executive](#), earn a degree in [Nursing Education](#) to prepare the next generation of nurses, or you are eager to pursue advanced clinical practice as a [Family Nurse Practitioner](#) (FNP).

We offer undergraduate and graduate programs leading to a [B. S.](#) and [M. S.](#) in nursing as well as an [Accelerated BSN/ MSN](#) program. Whether you are a prospective student, current student or an alumnus or alumna, I encourage you to explore our program details at <https://uwf.edu/ukcohd/departments/school-of-nursing/> to learn about our remarkable programs and offerings.

Go Argos!

Dr. Angela Blackburn

Angela Blackburn, Ph.D., ARNP, NNP-BC

Interim Chair, Associate Professor

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University of West Florida School of Nursing BSN Program

University of West Florida Vision, Mission, and Values

The University of West Florida (UWF) is a public university based in Northwest Florida with multiple instructional sites and a strong virtual presence. UWF's mission is to provide students with access to high-quality, relevant, and affordable undergraduate and graduate learning experiences; to transmit, apply, and discover knowledge through teaching, scholarship, research, and public service; and to engage in community partnerships that respond to mutual concerns and opportunities and that advance the economy and quality of life in the region. UWF is committed to planning and investing strategically to enhance student access and educational attainment; to build on existing strengths and develop distinctive academic and research programs and services that respond to identified regional and state needs; and to support highly qualified faculty and staff who engage students in rigorous, high-impact, student-oriented learning experiences that enhance personal and professional development and empower alumni to contribute responsibly and creatively to a complex 21st Century global society.

Vision

The University of West Florida aspires to be widely recognized as a model of excellence and relevance, sought out as a distinctive intellectual and cultural center, valued as an engaged partner, and acclaimed for being “different by design.”

UWF's Values

UWF's institutional values, shared by students, faculty, and staff, make the University a great place to learn and to work. UWF is committed to maintaining policies and practices and pursuing initiatives congruent with these articulated values.

Caring:	Maintaining a safe and dynamic learning and working environment that fosters the development of individual potential.
Collaboration:	Promoting a culture of supportive and cooperative interactions and communication to advance and achieve shared expectations and goals.
Distinctiveness:	Choosing to be different by design.
Inclusiveness:	Welcoming, respecting, and celebrating the ways in which people and ideas are different and the ways in which they are similar.

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Innovation:	Exploring, expanding, and enhancing learning and knowledge through transforming experiences.
Integrity:	Doing the right thing for the right reason.
Quality:	Committing to uncompromising excellence.
Relevance:	Adding value to enrich the personal and community lives of stakeholders.
Stewardship:	Managing responsibly the resources entrusted to the University.

School of Nursing Philosophy, Mission, Goals, and Academic Learning Compacts

Mission

The mission of the University of West Florida, School of Nursing is to educate both undergraduate and graduate nursing scholars, clinicians, leaders, and healthcare consumers. The education process occurs through the generation and dissemination of new knowledge developed in innovative scholarship. Education is based on the principles of civic professionalism, relationship centered care (interdisciplinary collaboration), evidence-based practice and life-long learning with the goal of advancing the health and flourishing of individuals, communities, and systems, both locally and globally. The University of West Florida, School of Nursing thrives in this setting of 21st century challenge and diversity.

Vision

It is the vision of the School of Nursing to be widely recognized as a model of excellence and relevance, and sought out as the leading baccalaureate and graduate nursing school in the region for evidence-based practice education.

Metaparadigm of Nursing

Consistent with the metaparadigm of nursing, the concept of person includes individuals, family, groups, and communities. Persons are viewed as unique dynamic individuals worthy of respect and are joined together with others due to shared values and needs which are culturally derived. Environment is the context in which the human experience of health occurs which influences the health of the person. Health is non-linear and is affected and characterized by sociocultural, spiritual, economic, physical, developmental, and psychological variables. Nursing practice merges caring elements, ways of knowing, person and health in a variety of environments and in collaboration with consumers and other health professionals. Nursing embraces the relations of the individual to family, community, and society.

Philosophy

Caring

Maintaining a safe and dynamic learning and working environment in the SON that fosters the development of individuals, families, and community members' potential. We understand caring to include compassionate, relationship-centered care, awareness of self and others as biopsychosocial, spiritual beings.

Collaboration

A focus of the SON is to promote a culture of supportive and cooperative interactions and Communication in order to advance and achieve shared expectations and goals. We understand collaboration to include a culture of support, authenticity, cooperation, advocacy, establishing and maintaining partnerships and co-participation. We promote interdisciplinary research, systems coordination, care coordination, and healthcare partnerships. We encourage active engagement and collaborate with all members of the healthcare team and with recipients of health. Effective communication among disciplines, patients and families is central to our guiding principle of collaboration. We value earned partnerships (not dictated by policy or mandate), boundary spanning roles across silos of excellence and complexity, and interdisciplinary collaborative based learning (role based, not task based).

Distinctiveness

The SON chooses to be different by design with an emphasis on evidence-based practice and education. We value personal interaction and individualized attention. We aim to be responsive to dynamic and changing demands in healthcare (transformational), and inclusive of multiple patterns of knowing in nursing (ways of knowing include but are not limited to the science of nursing, the art of nursing, ethical ways of knowing and personal ways of knowing).

Inclusiveness

The SON is welcoming, respecting, and celebrating the ways in which people and ideas are different and the ways in which they are similar. We value and respect others for the richness and diversity that they contribute. We value self accountability for actions, openness, awareness, understanding, interprofessional partnerships and we seek to nurture international and cross cultural understandings.

Innovation

Exploring, expanding, and enhancing learning and knowledge through transforming experiences (high impact practices) is foundational of the SON. We value inquisitiveness, creativity, adaptation, resilience, data driven approaches.

BSN Program Goals

1. To prepare professional nurses through a curriculum incorporating essential elements of baccalaureate nursing education, professional standards of care, and evidence based nursing knowledge with a foundation in the arts and sciences.
2. To prepare professional nurses as providers and managers of care who effectively promote and restore the health of diverse populations throughout the lifespan.
3. To prepare professional nurses to competently utilize information management and patient care technology, and to communicate and collaborate across healthcare disciplines to promote delivery of highly reliable care.
4. To prepare professional nurses as leaders in advocating process, policy, and regulation change that improve health care delivery systems and client outcomes.

Academic Learning Compact

BSN Program Outcomes

UWF Nursing graduates should be able to do the following:

Content

Integrate the concepts of nursing and multidisciplinary theories, research, and practice, based on the foundations of the arts and sciences courses, in the provision of care to diverse patient/clients of all ages. Apply basic knowledge of health care policy, finance, and regulatory environments.

Critical Thinking

Integrate reliable evidence from across disciplines to promote optimal patient/client outcomes.

Design care for individuals, communities, and populations to promote, maintain, and restore health.

Apply leadership and management concepts with quality improvement principles in the provision of patient/client centered care.

Communication

Demonstrate the ability to utilize healthcare technology and information management to inform practice decisions.

Use professional communication as a member of a healthcare team to improve patient/client outcomes.

Integrity

Demonstrate professional standards of moral, ethical, and legal conduct in the delivery of culturally sensitive patient/client care.

Project Management

Integrate leadership, evidence, and interprofessional competencies into health care planning and decision making to improve health outcomes.

Assessment of BSN Program Outcomes

Nursing baccalaureate students will acquire the generalist skills and knowledge needed to practice baccalaureate level nursing and pursue advanced academic degrees. Direct measures of the student learning outcomes are conducted using examinations, essays, papers, group work, online presentations, case studies, clinical practice, and a capstone project. The baccalaureate nursing student has the opportunity to evaluate each course and upon graduation an exit survey upon completion of degree requirements.

GENERAL INFORMATION

Undergraduate Catalog

In addition to this handbook, there are other resources that will assist you in your successful journey through this program and the University of West Florida (UWF). The University of West Florida Undergraduate Catalog contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and other essential items of information. It is a very important book to have, study, and follow. If you do not already own a current copy of the Catalog, please access this link [Undergraduate Catalog](#). Students should keep a copy of the Catalog on file or saved as a link for reference during their entire stay at the University of West Florida

The University of West Florida Student Handbook

The University of West Florida Student Handbook contains information concerning academics, student services, organizations and activities. It also includes very important policies about student rights and responsibilities, conduct and discipline, grievance and appeals procedures. The School of Nursing adheres to the same policies affecting all students within the university in regard to student rights and regulations. Please see the following link to access the student handbook, [Student Handbook](#).

UWF BSN PROGRAM CURRICULUM

The BSN Program requires 124 semester credit hours for graduation and combines a liberal foundation in the arts, sciences, and humanities with a unique program emphasizing the art and science of nursing.

UPPER DIVISION 62 CREDIT HOUR CURRICULUM PLAN

JUNIOR SEMESTER 1

NUR 3026	Patient Centered Care I	4 Credits
NUR 3026L	Patient Centered Care I Lab	3 Credits
NUR 3138	Health Assessment	3 Credits
NUR 3095	Introduction to Pharmacology	2 Credits
NUR 3805	Achieving Professionalism I	3 credits
		15 Credit

JUNIOR SEMESTER 2

NUR 3215	Patient Centered Care II	4 Credits
NUR 3215L	Patient Centered Care II Lab	3 Credits
NUR 3505	Mental Health Nursing	3 Credits
NUR 3505L	Mental Health Nursing Lab	2 Credits
NUR 3871	Healthcare Informatics	2 credits
NUR 3835	Achieving Professionalism II	2 Credits
		16 Credit

SENIOR SEMESTER 1

NUR 4216	Patient Centered Care III	4 Credits
NUR 4216L	Patient Centered Care III Lab	3 Credits
NUR 4445	Patient Centered Care of Families	3 Credits
NUR 4445L	Patient Centered Care of Families Lab	2 Credits
NUR 4169	Integration of Evidence in Professional Nursing Practice	3 credits
		15 Credit

SENIOR SEMESTER 2

NUR 4257	Patient Centered Care IV	4 Credits
NUR 4257L	Patient Centered Care IV Lab	4 Credits
NUR 4827	Leadership in Nursing	3 Credits
NUR 4615	Community and Public Health Nursing	3 Credits
NUR 4636L	Community and Public Health Nursing Lab	2 credits
		16 Credit

62 Total Credit Hours

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STUDENT HANDBOOK GUIDELINES

Academic Advising

Degree Works identifies and tracks all graduation requirements for each bachelor's degree at the University. Students may check their individual progress toward degree completion by reviewing their Degree Works audit, which is available in MyUWF. The audit is used for their final graduation check and a completed audit is required before a baccalaureate degree is awarded.

Students are responsible for accuracy of their Degree Works audit to ensure all graduation requirements are met, including having all college level transcripts submitted and accurately recorded by Admissions (including high school transcripts for foreign language). Students are encouraged to maintain contact with the program advisor throughout their program of study to ensure current and factual information pertaining to the students' course of study and graduation. Students have access to their advisor during posted office hours, by email, or by appointment.

Academic Misconduct

Students are admitted to the University of West Florida and the BSN Program with the expectation of acceptable personal standards of conduct and ethics. The UWF School of Nursing expects Students to behave in a manner congruent with the department' honor code pledge, NSNA Code of Academic and Clinical Conduct and the Code of Professional Conduct (available online at www.nsna.org/pubs; Click on Chapter Resources). Academic dishonesty is defined in the UWF Undergraduate catalog - [Academic Misconduct](#)

Assessment Technology Institute (ATI) Guidelines

Guideline I: (ATI) Comprehensive Assessment and Review Plan is a component of admission, progression, and graduation in the BSN program at the University of West Florida. This procedure has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on the NCLEX-RN exam after graduation.

1. **Admission:** The ATI Test of Essential Academic Skills (TEAS) is used as a component of the admission process. Students are required to achieve an Individual Score at 75 or above on the most current version of the TEAS in order to be considered for admission.
2. **Progression:** Students must complete all required ATI testing successfully by the dates set forth in the course calendar at the beginning of each semester.
3. **Course Credit:** Scores on the ATI Examinations in selected courses comprise a

certain percentage of the course grade.

4. **Course Requirement for Graduation:** Students must pass the ATI Comprehensive examination (within two attempts) during the final semester and score at or above the national average. Required scores vary based on the national average. Students will be provided with the test score that must be achieved on the first attempt at the beginning of the semester and the score required for the second attempt as needed. The first and second attempts must be completed by the scheduled dates available on the course calendar at the beginning of the semester. If a student fails to achieve the required passing score on the first attempt, remediation will be required prior to second attempt.

Guideline II: ATI Remediation

To strengthen the identified weak-content areas from the Proctored Assessments, students will refer to their course materials, textbooks, and the ATI Review Modules for more detailed nursing information. Module booklets and non-proctored, online practice assessments are provided by ATI for immediate follow-up to assist the student in accountability for nursing content. These Review Modules help strengthen students' review with content application in the form of critical thinking & priority setting exercises. Remediation consists of the following items:

- The student must wait a minimum of 10 days after taking the first ATI-Comprehensive Predictor before taking the second ATI-Comprehensive Predictor.
- The faculty member will determine when the student is ready for re-testing.
- The student will remediate from ATI resources and have faculty assistance if needed.
- In addition to proposed remediation, the student will be required to complete a minimum of 200 NCLEX-RN review questions and turn in documentation of completion to the Course Coordinator
- When the student has completed the approved remediation and the required review questions he/she will meet with the Course Coordinator and/or Faculty to complete the remediation form which will be submitted to the BSN Program Director.

Unsuccessful ATI Attempts

Students who fail the ATI comprehensive Predictor on the second attempt will be required to repeat the last Patient Centered Care Course or another academic remediation intervention as determined by the BSN Program Director. The student will be required to pass a final predictor exam and if not successful will result in program failure.

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PSK Usage

Lab kits are mandatory for this course. All kits must be purchased from the bookstore. DO NOT use equipment or supplies from work or other sources. The kits sold in the bookstore have the appropriate sizes and materials that will not harm the lab mannequins. All kits look the same; make sure you label everything with your name. The lab is not responsible for lost or missing items. Do not throw anything away, including the wrappers of your supplies - you'll reuse them numerous times for practice and return demonstration. Bring all the necessary equipment and supplies for lab as needed for each skill. The lab does not have extra equipment. If you do not bring what you need you may lose out on valuable practice time. Coming unprepared for a skill check-off will result in a grade of Unsatisfactory. Being prepared includes having all equipment and supplies necessary for completion of that skill.

Supplies are not suitable for human use and not for invasive procedure on human beings or animals.

Attendance in Class, Lab and Clinical

- ✓ Clinical and classroom experiences are planned to enhance the learning process. Being present, prepared, and on time demonstrates a seriousness of purpose and enriches the learning experience for both faculty and students. Faculty reserve the right to set more specific attendance requirements.
- ✓ Prompt attendance and preparation for classroom, scheduled learning lab, and clinical experiences are required. The faculty will maintain attendance records. Faculty reserve the right to dismiss a student from clinical for exceeding the limit of allowed tardiness and absences, being physically or mentally compromised or for any evidence of unprofessional conduct.

In the event that the student must be absent from class, learning lab or clinical, it is the student's responsibility to call the faculty member associated with that activity a minimum of one hour prior to the start of clinical or class. E-mail or voice mail is not acceptable. The student must provide the following information:

1. Student's name
2. Reason for student's absence.
3. Activity (class, learning lab, clinical experience, etc.) from which the

student will be absent.

Classroom Conduct

- ✓ Professional behavior is an expectation of all present in the classroom. This includes respect for faculty while presenting content and respect for students while presenting content or voicing an opinion. Students are expected to be prepared to participate in class discussion and to be on time in attending class sessions. If a student is not seated at the time class starts, he or she must wait until break to enter. Students who demonstrate unprofessional behavior will be asked to leave the classroom which can result in reporting to Student Services

- ✓ **Cell phones and beepers** are to be placed on silent or vibrate during class, skills/computer lab, clinical or during appointments with faculty. Please notify the course instructor if you have an emergency and need to request an exception to this policy. Childcare is the responsibility of the student.

Course Grading

The School of Nursing adheres to the grading practices established by the university as discussed in The University of West Florida catalog. Each faculty member establishes the specific grading plan and attendance requirements for assigned courses. These requirements are explained to the students at the beginning of each semester, and the course syllabus includes the evaluation criteria. Students are evaluated in meeting the prescribed objectives for each course. All course objectives must be completed successfully with grade of C (75%) or better in order to progress in the TBSN track. There will be no rounding of grades in the TBSN track.

All written assignments are to demonstrate a professional level of scholarship by adhering to the current American Psychological Association (APA) format. Faculty reserve the right to set more specific guidelines regarding written assignments. Late papers will not receive full credit and a student's written work may be retained in the School of Nursing.

Guidelines for writing in APA style are found in the following library link [APA Link](#)

Grade of Incomplete

An "incomplete" will be used only in cases of true hardship when unanticipated extenuating circumstances have resulted in the student's being unable to complete course requirements by the end of the semester. An "incomplete" may be granted at the discretion of the faculty in consultation with the program director and department chair.

In rare instances, in which this occurs, the following policies are in effect:

- ✓ All university policies regarding incompletes are applicable to nursing courses. Refer to the UWF Catalog.
- ✓ Incompletes will not be used to allow for remedial work; student work must be passing.
- ✓ Students will receive a date by which the incomplete must be removed.
- ✓ Students are required to remove the incomplete before enrolling in the next nursing course.

Program Progression:

The Faculty in the School of Nursing at The University of West Florida are dedicated to the student's successful progression and completion in the Nursing Program. The faculty believes in a collaborative partnership in the learning process. The student's responsibility in this partnership is to prepare to accomplish the tasks for learning and translate what is learned into safe nursing practice. In the event that the student has difficulty successfully accomplishing the requirements of any of the courses in the program, it is the responsibility of the student to seek help and notify the Course Coordinator. It is important that the student seeks out assistance early and communicate directly with the Course Coordinator in order to identify areas of the curriculum that may be challenging and or difficult. Early contact will enable the Course Coordinator to assist the student in formulating a plan for success. It is the student's responsibility as an active partner of the learning team to elicit the assistance of additional help to successfully meet the objectives of the course and program.

The following requirements must be met to remain and progress in the Prelicensure TBSN program track:

- ✓ A course grade of C (75%) in graded nursing courses, satisfactory grade in clinical courses, and an overall grade point average of 2.5 (on a 4.0 scale) is required to remain in the program.
- ✓ A student may only have two attempts in any nursing course and must successfully pass on the second attempt. Withdrawing from a course counts as an attempt in the course.
- ✓ Students may repeat a didactic and clinical course one time only. When a student receives less than a passing grade (C, 75%, for didactic courses/Unsatisfactory (U) in clinical courses) or withdraws from two or more required courses in the nursing curriculum, the student may not be eligible for readmission to the TBSN track. In this case, the student will receive academic advising on a closely matched field.

- ✓ Students repeating a laboratory course must also repeat the didactic component. Conversely, if the student is repeating a didactic course, the associated laboratory course must be repeated also.
- ✓ Students with a grade below “C” in a nursing course or an unsatisfactory in clinical at midterm will be issued a letter of academic jeopardy.

Program Dismissal:

In accordance with the policies of the University of West Florida , the faculty and chair of the of the School of Nursing reserve the right to dismiss at any time a student whose health, conduct, academic dishonesty, professional conduct, general attitude, clinical performance, or scholastic standing make it inadvisable to retain the student in the program. Students are expected to display qualities that are desirable in professional persons as described in the NSNA Code of Academic and Clinical Conduct and the Code of Professional Conduct, See the following link [NSNA Code of Ethics](#). Students who are dismissed or are not successful in the Nursing Program are asked to complete the Student Exit Questionnaire.

Cancellation of Registration:

Students may cancel registration by dropping all courses through MyUWF or notifying the Office of the Registrar in writing prior to the last day of the drop/add period. Students may also drop individual courses through MyUWF before the end of the drop/add period. Students who cancel their registration or drop courses within this time frame are not liable for tuition or fees. The University may cancel the registration of a student whose fees are not paid or who has not received authorized deferred payment status as of the close of the fee payment period. Students are responsible for reviewing registration and account information in My UWF.

- ✓ If a student drops all nursing courses for a semester prior to the drop/add deadline they must apply for readmission.

Nursing Course Withdrawal:

A student may perform or request a withdrawal once the drop/add deadline period for a semester ends. Removal actions performed during a registration period or add/drop are not considered withdrawals; they are considered as a “course drop.” The option of withdrawing from a course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. Students electing to take a "W" in a nursing course understand that re-enrollment in that course requires applying for readmission and following program readmission procedures. Readmission is subject to faculty review and space availability.

- ✓ A student who receives a grade of "W" will not receive credit for the course, and the W will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.

- ✓ When a student withdraws from two or more required courses in the nursing curriculum, the student may be dismissed from the UWF BSN Program and not eligible for readmission to the nursing program. In this event, the student may seek admission to other programs at UWF.
 - See Undergraduate Catalog guidelines for the procedure that must be followed regarding withdrawal. See the link provided, [Academic catalog](#).
 - If a student withdraws from a class with a co-requisite then they must withdraw from the co-requisite course as well. (For example, if you withdraw from PCC1 you must withdraw yourself from PCC1 Lab.) Co-requisite withdrawal with a lab/clinical only counts as one withdrawal since the co-requisite withdrawal was required.
 - Students who do not follow the required withdrawal procedure grade may receive a grade of F for the course.
- ✓ Students withdrawing from the program will need to complete an Exit Questionnaire with the BSN Program Director as part of the withdrawal process.
- ✓ If a withdrawal is medically necessary, see [medical withdrawal](#).

The student must meet with her/his advisor to revise changes in the academic plan which would result in individual progression. In some instances, the student's progression may be prolonged. The student is required to notify the Director of the BSN Program in writing of their decision to withdraw from a nursing course.

University Withdrawal:

Currently enrolled students may withdraw through MyUWF. Students withdrawing from all courses prior to the end of the 4th week of a full semester will receive a grade of “WR” (partial refund). A grade of “WR” is not computed in the UWF GPA. Students withdrawing from all courses after the fourth week through the end of the tenth week of any fall or spring semester will receive a grade of “W” in each course. Students withdrawing after the designated automatic “W” deadline through the last day of instruction will be assigned a grade of “W” or “WF” at the discretion of the course instructor(s). Grades of “WF” are computed in the UWF GPA.

- ✓ Withdrawal from all courses does not prevent registration for future terms. Students are not required to apply for readmission unless they have not enrolled at UWF for three or more consecutive academic semesters (including summers).
- ✓ However, when a student withdraws from two or more required courses in the nursing curriculum, the student may be dismissed from the UWF BSN Program and not eligible for readmission to the nursing program.
- ✓ If a withdrawal is medically necessary, see [medical withdrawal](#).

Students are encouraged to consult with their advisors before withdrawing from classes and to contact the Office of Financial Aid and the Cashiers Office for questions regarding fee liability or financial aid awards. Students who withdraw from all classes are not enrolled as of the date

the withdrawal is processed. Enrollment status will be adjusted based on the date of withdrawal.

Medical Withdrawal:

To qualify for a medical withdrawal, the student is required to complete and submit the Medical Withdrawal Form with supporting documentation to the Dean of Students Office (DSO), Building 18/Room 150B; [Link for Dean of Students Office](#) . Medical documentation is needed from a physician, counselor, or other licensed health care provider and should: include the date(s) of treatment, the nature of the illness/injury; indicate whether the illness or injury is severe enough to necessitate a withdrawal for the current or prior semester. The DSO will review the documentation and determine whether the criteria for a medical withdrawal have been met. The student will receive email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 working days. Questions regarding the medical withdrawal process may be directed to the Dean of Students Office or the Office of the Registrar.

Withdrawals for Active Duty Military Service:

In the case of a student called to active duty military service or change of orders due to military conflict within the semester, the student must contact the Office of the Registrar and provide a copy of military orders upon receipt of orders. Students will have the option of withdrawing with a complete refund, withdrawal with a grade of “W”, or accepting incomplete grades to allow the student to complete the courses at a later date. Students will be asked to notify the University of their desired option. The transcripts of students who have contacted the Office of the Registrar as stated above and are subsequently withdrawn, awarded refunds, or given incomplete grades will be annotated with appropriate statement indicating action taken was due to military active duty service.

Readmission into the Program:

Readmission to the School of Nursing is not guaranteed. Readmission is based on available slots, academic standings, sufficient resources, available space in clinical settings, as well as available faculty members. Students not successful in a course will be ranked according to final percentage grade to determine academic standing in that course. Students seeking readmission are to follow the instructions on the Readmission Request Form and submit completed the form to the Admissions Coordinator of the School of Nursing. Students readmitted must maintain an overall GPA of 2.5 or higher prior to pre-registration for the semester in which they are requesting re-entry into the nursing program. Students may be required to validate course material previously taken through written and/or lab/clinical examination as determined by the faculty. The need for course knowledge validation will be determined by faculty based upon previous grades and length of time away from nursing courses.

CORE PERFORMANCE FUNCTIONS

The goal of the UWF School of Nursing is to eliminate barriers to nursing for students with disabilities. Students with disabilities who can meet the criteria for standard nursing practice with “reasonable accommodations” (ADA, 1990) will not be excluded on the basis of the disability. Students admitted to the nursing program must be able to meet the Southern Regional Education Board’s (SREB) Council on Collegiate Education for Nursing’s (2004) core performance standards for admission and progression. A student applying to the nursing program with an identified or perceived disability should contact the Student Accessibility Resources <https://uwf.edu/offices/student-accessibility-resources/>

With consideration of the University’s policies related to students with disabilities, as well as the SREB’s (2004) current guidelines, the following guidelines regarding students with disabilities are suggested. Students admitted to the nursing program must demonstrate, with “reasonable accommodations,” the following functional abilities and performance standards:

Core Performance Standards

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<p>Identification of cause/effect relationships in clinical situations</p> <p>Use of the scientific method in the development of patient care plans</p> <p>Evaluation of the effectiveness of nursing interventions</p>
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<p>Establishment of rapport with patients/clients and colleagues</p> <p>Capacity to engage in successful conflict resolution</p> <p>Peer accountability</p>

Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client
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		responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

The Council's ADA Task Force, led by Linda Davis (University of Alabama at Birmingham), included Linda Bowlin (University of Arkansas for Medical Sciences), Katherine J. Futch (Grady Memorial Hospital, Atlanta) and Mary Hazzard (Western Kentucky University)

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1. Ability to see, hear and touch, smell and distinguish

colors Vision (with or without corrective lenses):

- Visual acuity that enables students to assess changes in patient's skin tone for cyanosis and alterations in respiratory status
- Ability to read physicians orders, small print on medication containers, electronic health records, and monitoring equipment

Hearing (with or without aids):

- Ability to interpret normal speaking voice, monitors alarms, assessment equipment, and telephone conversations

Touch:

- Ability to assess skin temperature, pulses, respiratory patterns via sensation in fingertips

Smell:

- Ability to distinguish odors during assessment such as wound odors, abnormal breath odors

Colors:

- Ability to distinguish changes in skin color, wound appearance

2. Oral and writing ability with accuracy, clarity, and efficiency

- Ability to communicate effectively orally through clear verbal speech during communications with patients and members of the healthcare team
- Ability to communicate effectively through written documentation with members of the healthcare team

3. Manual dexterity, gross and fine movements

- Use of fine & gross motor movements necessary to perform to technical standards.

4. Ability to learn, think critically, analyze, assess, and solve problems

- Ability to assess patients using senses, analyze data, identify problems, plan and implement

5. Emotional stability and ability to accept responsibility and accountability

- Ability to provide safe and competent patient care and respond to rapidly changing conditions

NOTE: If any student believes she/he has a disability, the "Disabled Student ID Form" and accompanying required documentation obtained from the Office of Student Services must be submitted by the end of the first week of class. Appropriate accommodations will

be determined based on the documented needs of the individual.

Student Accessibility Resources

The Student Accessibility Resources (formerly the Student Disability Resource Center - SDRC) views disabilities as an aspect of diversity that is integral to society and to our UWF community. They are committed to the full inclusion of students with disabilities in all curricular and co-curricular opportunities as mandated by Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act. They work collaboratively with students, faculty, and staff to provide reasonable accommodations for students with documented disabilities. They acknowledge that classroom and campus accessibility needs and considerations are expanding as more classes and campus experiences incorporate online and technological components. They are available to discuss any course or campus barriers that may be preventing access to education and an equitable campus experience for our students.

SAR offers a variety of accommodations and services for students with documented disabilities including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, ADHD, psychiatric and medical conditions. Some of the accommodations and services provided by SAR include:

- Sign language interpreting
- Note taking services
- Testing accommodations
- Campus orientation
- Readers/scribes
- JAWS Screen Reader
- Livescribe Smartpen
- Other accommodations as appropriate based on documentation

It is the student's responsibility to request student accessibility resources-related services and accommodations through the SAR office. Students may contact the SAR by viewing the following link: [Student Accessibility Resources](#)

EXPENSES/ FINANCES

Expenditures specific to nursing courses include specialized equipment, uniforms, materials and supply fees for clinical and laboratory courses, standardized testing fees, and transportation for off-campus experiences. Course and pre-graduation achievement exams are required and paid for by the student.

Acute care clinical facilities require that all students purchase access to Castlebranch Bridges Program. This program is used by the student to upload all documents required for student onboarding to the clinical facilities (examples of such documents include hospital orientation modules, immunization record, student background screening information, etc.). The student is required to participate in this program in order to attend clinicals at the acute care facilities. This program allows the clinical facilities to assure compliance and screening of students who will complete clinical hours and participate in patient care at their facilities. The student pays a small fee for access to this program.

Students will pay a fee at the beginning of the Junior and Senior years to Assessment Technologies Institute (ATI) to access the ATI Resource. Students will be required to pay a fee for a live NCLEX review in their final semester.

Financial aid, scholarships, and loans are available to nursing students from various sources. Students should contact the Office of Financial Aid for specific information.

Gifts

Students are not to accept gifts from clients. Students are not to give gifts to faculty.

GRADUATION GUIDELINES

Graduation Requirements:

- ✓ Meet all University requirements
- ✓ Completion of 124 credits, including 62 junior/senior level credits.
- ✓ The last 62 credits of required nursing courses must be taken at UWF and in the School of Nursing.
- ✓ A grade of C (75%) or better in each nursing course, or S in related clinical courses.
- ✓ Pass the ATI Comprehensive Predictor at or above the national average.

Graduation Application:

During the semester of graduation, a graduation application form available in My UWF must be completed and submitted. Students are responsible for completion and submission of these

forms. [GRADUATION INFORMATION AND FORMS](#)

Graduation Convocation

Each year the School of Nursing hosts a convocation ceremony at the completion of the final semester of the BSN program. The ceremony is held to honor and present nursing pins to all graduating BSN students.

GRIEVANCE PROCEDURE

The Student Grievance process provides students the opportunity to bring complaints to the attention of the University. The Student Grievance Process may only be used to grieve a University action or decision when there is no appeal process associated with that particular University action or decision. This process is designed for student concerns for which there are no other avenues of redress.

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that an action or decision by the University affecting him /her is unjust, inequitable or creates unnecessary hardship. Such grievances include but are not limited to problems with student or academic services, other university departments, or other matters.

The faculty in the School of Nursing at UWF follow the University's grievance policy found in the [Student Grievance Policy](#).

Informal Resolution

A student may seek informal resolution of the complaint or dissatisfaction before filing a written grievance if he or she wishes. A student may seek informal resolution by:

- a. Talking with the faculty member he or she believes has caused the complaint or dissatisfaction to see if informal resolution is possible and/or
- b. Talking with the course coordinator, program track coordinator, or program director of the individual he or she believes has caused the complaint or dissatisfaction to see if informal resolution is possible.

Steps of the Written Grievance Process

Step 1

A student with a complaint meeting the definition detailed above ("Student") must provide a written complaint to the course coordinator, program track coordinator, or program director of the faculty alleged to have caused the complaint or dissatisfaction within 10 calendar days of when the issue occurred. The written complaint must include the following:

1. Date of the written complaint
2. The Student's name, local address, UWF e-mail address and phone number
3. The name and location of the office/department or individual by whom the student feels aggrieved
4. A concise statement of the event(s) causing the student to feel aggrieved including, wherever possible, the dates of the events
5. A statement of any action previously taken to resolve the issue and the results of these actions
6. The disposition desired by the Student

The course coordinator, program track coordinator, or program director receiving the written complaint shall meet with the Student to hear the Student's concerns within 10 calendar days of receiving the written grievance. The faculty member shall also consult with the course coordinator, program track coordinator, or program director and may request additional information from the aggrieved student or others prior to rendering a decision. The course coordinator, program track coordinator, or program director shall prepare a written decision and provide it to the student and to the faculty member within 10 calendar days of the Step 1 meeting. It shall be the responsibility of the course coordinator, program track coordinator, or program director to inform the Student and the Respondent of any extension of time needed to complete the written decision.

If either the Student or faculty member is unsatisfied with the Step 1 decision, the grievance process continues. Should the Student not find the Step 1 decision satisfactory, the Student may appeal to the next level supervisor as detailed in Step 2. If the faculty member is unsatisfied with the Step 1 decision, he or she may submit a rebuttal.

Step 2

A Student not satisfied with the Step 1 decision may appeal to the Department Chair. This appeal must be in writing and address the rationale for appeal. The appeal should be submitted to the Department Chair within 10 calendar days of the date of the Step 1 decision.

If the faculty member is not satisfied with the Step 1 decision, he or she may submit a rebuttal to his/her Department Chair. The rebuttal should be submitted to the appropriate University official within 10 calendar days of the date of the Step 1 decision.

The Department Chair shall review the grievance, Step 1 decision and appeal and/or rebuttal. He or she may request more information and/or request to meet with the student bringing the grievance and/or the faculty member. The Department Chair shall prepare a written decision and provide it to the student and the faculty member within 10 calendar days of receipt of the appeal. It shall be the responsibility of the Department Chair to inform the student and the faculty member of any extension of time needed to complete the written decision.

If the student and the faculty member are satisfied with the Step 2 decision the grievance process is complete. Should the student or the faculty member not find the resolution satisfactory, a final appeal or rebuttal may be submitted to the appropriate Vice President (e.g., senior division head).

Final Decision

A student who is not satisfied with the Step 2 decision may appeal to the appropriate Vice President. A faculty member who is not satisfied with the Step 2 decision may submit a rebuttal to the appropriate Vice President. The appeal /rebuttal must be in writing, must be submitted to the appropriate Vice President within 10 calendar days of the date of the Step 2 decision, and must address the rationale for appeal or rebuttal.

Grounds for appeal or rebuttal are limited to the following:

1. The student's/Respondent's rights, as outlined in this policy, were violated in the grievance process;
2. New information is discovered that was not available at the time of the previous reviews;
3. The information presented does not support the decision.

The Vice President (or designee) receiving the final appeal shall review the grievance, appeals and Step 1 and Step 2 decisions. He or she may request more information and/or request to meet with the student bringing the grievance and/or the faculty member. The Vice President (or designee) shall prepare a written decision and provide it to the student and the faculty member within 10 calendar days of receipt of the appeal. It shall be the responsibility of the Vice President (or designee) to inform the student and the faculty member of any extension of time needed to complete the written decision.

This decision of the Vice President or designee shall be the final decision of the University.

Timing

The semester break (the days between the last day of final examinations and the first day of class of the next term) and Spring break shall not be counted as calendar days for the purposes of this grievance process.

School of Nursing Formal Complaint

The UWF School of Nursing defines a formal complaint as a report from a student or other constituent that expresses a serious concern about the quality of any of our nursing programs or the conduct of a faculty member, staff member, or student. A formal complaint should be initiated when all other appropriate departmental, college and/or university channels have failed to produce a satisfactory resolution from the point of view of the complainant.

School of Nursing Procedure

1. Determine if the complaint is one covered by an existing University process such as The UWF Academic Misconduct Procedure. If not, refer the complainant to the relevant process.
 - a. The UWF Academic Misconduct Procedure can be located in the UWF Office of Students Rights and Responsibilities, [UWF Academic Misconduct Code](#)
 - b. University student handbook which delineates University policies and procedures regarding disciplinary issues, [UWF Student Handbook](#).
2. Determine if the disagreement or conflict has been directly discussed with the person(s) involved. If not, facilitate this discussion if appropriate for the situation.
3. If there is no University or College regulation or policy to govern the nature of the complaint, the student or other constituent should provide a written complaint to the Dean's Office. The Dean will investigate and will maintain a file of all formal complaints and resolutions. The written complaint must include the following:
 - a. Name of the person making the complaint
 - b. Date of complaint
 - c. Email address and telephone
 - d. Program track (if student)
 - e. Relationship to Department or College (if not a student)
 - f. Nature of complaint and date of occurrence

Library Resources

The University of West Florida has a wide variety of nursing journals and books available for student use. [UWF Library](#)

Organizations

[*Sigma Theta Tau*](#)

[*Student Nurse Association*](#)

Student Identification

A UWF Student Nurse picture ID is to be worn by all students when participating in activities as a UWF nursing student.

Committee Service

The School of Nursing committee structure facilitates student representation on all school committees. Through student representation, a mechanism exists for sharing views and concerns regarding nursing education and school policies.

According to the Faculty Organization Bylaws students are asked to be members of the following departmental committees: Curriculum Committee; Evaluation Committee; Recruitment, Admission, Retention, and Progression Committee; Student Affairs Committee. Due to the confidential nature of information presented, students will be excused from participating in any committee meeting in which confidential information is being discussed

STUDENTS RECORDS

Once students have been admitted to the nursing program, student files are kept in a central location within the School of Nursing office. Files containing student records are under supervision and or locked at all times. Only faculty and other appropriate institutional officials have access to these records.

Changes in local and/or permanent addresses, telephone number, email, and change in name are to be reported as soon as possible to both the University Registrar's Office and the School of Nursing. Currently enrolled students may make this change through ARGUS at <http://argus.uwf.edu>. Forms are also available through the Office of the Registrar.

TECHNOLOGY

Computer Requirements

All students must have access to a computer, and be proficient in word processing, e-mail, file transfer, and database searches. Registration can be done by computer, several of the nursing courses are on-line, and departmental communications are often sent via e-mail. While many students prefer the convenience of doing their coursework on their own personal computer, computer access is available in other ways for students who do not own a computer. On the UWF campus, Internet and E-mail access is available to all enrolled students in the SAIL (Student Access to Information Lab) Facility 24 hours a day,

7 days a week. The Learning Center and the School of Nursing computer labs are available during posted hours.

e-Learning

All BSN courses are offered through or supported by e-Learning, software that delivers course material online. Faculty members will advise students on how e-Learning will be utilized for posting course materials, receiving and returning assignments or the use of e-mail regarding course matters,

E-mail

Communication between faculty and students via e-mail is essential for successful completion of course work. Students have a UWF E-mail address that must be activated by the student. **This is the only address the faculty will use** and it is the students' responsibility to forward mail to their preferred provider. The E-mail address will be made available to other students within the course in which the student is enrolled.

Online Courses

Selected nursing courses are delivered in an online format or in a format that combines internet and classroom teaching methods. Students should expect to spend approximately the same amount of time or more in Internet/independent learning activities and assignments, as they would spend in the classroom if the course were taught in a traditional format.

Laptops

Individual instructors may choose to allow laptop computers in the classroom for the purpose of taking notes or seeking information to compliment class discussions/activities. Use of computers in any manner that is disruptive to the class may result in the loss of computer privileges.

Electronic Records

ARGUS gives currently enrolled UWF students access to their electronic records. Students can view grades, class schedule, financial aid status, access registration services, and other services.

Social Media/Web Presence

The University of West Florida recognizes social media and networking as a valuable marketing and communications tool. In order to operate within these mediums effectively,

UWF has developed social media guidelines to ensure that interactions on behalf of UWF represent the university's best interests. [Social Media Guidelines](#)

WEATHER EMERGENCY INFORMATION

The goal of Environmental Health & Safety Emergency Management is to assist the campus community to formulate programs and procedures that will make certain the university has conducted adequate planning in order to prepare, mitigate, and recover from disaster and address weather related issues. Please access this link emergency plans and procedures [ENVIRONMENTAL HEALTH & SAFETY](#)

CLINICAL GUIDELINES:

Cardiopulmonary Resuscitation

Students are required to complete (and keep current for the duration of the program) CPR for Healthcare Providers certification offered by the American Heart Association. No other certification will be accepted. Throughout the program it will be necessary for you to provide a copy of your card to various clinical agencies in order to have clinical experiences at that facility. You are responsible for updating and maintaining your own file copies to provide to various clinical agencies throughout the nursing program. The CPR card must be valid through the entire semester in which the student is enrolled.

Chart Review

Written permission must be obtained from the faculty to review a client's chart that is in the Medical Records Department. Records cannot be removed from the Medical Records Department and information must be considered confidential and for educational purposes only. Charts may not be removed from clinical units nor can they be duplicated for any reason. No chart may ever be reviewed for personal reasons.

Clinical Attire

BASIC UNIFORM–The SON has a standard uniform which is to be ordered through the UWF Bookstore. The Standard uniform consists of: white uniform top, Galaxy Blue uniform pants, white skirt, white laboratory coat, Galaxy Blue polo shirt, and Khaki uniform pants. A Khaki skirt is also an option for female students desiring not to wear the Khaki uniform pants. The polo shirt and Khaki uniform pants/skirt are to be worn whenever “professional dress attire” is required. The top, polo, and laboratory lab coat has “UWF Nursing Student” embroidered on the left chest area. The student is to purchase and wear white socks or hose, and white shoes with the white uniform top and Galaxy Blue uniform

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pants or skirt. The white laboratory coat is to be worn over the uniform, when going to the hospital for clinical experiences and when otherwise requested. The student may be dismissed from clinical if the instructor deems the student is inappropriately attired.

Appropriate Dress:

Uniform dress will cover the knee with proper fit at waist and hips. Pants shall not bind hips or legs.

Shoes and laces must be clean. Plain white leather shoes with white laces and low or medium heels are to be worn with the uniform. White socks or hose must be worn with the uniform shoes. Fabric tennis shoes are not acceptable. Shoes must have closed heels and closed toes. Hair must be secured neatly above the collar.

If a beard or mustache is worn, it must be neatly trimmed.

Hair is to be natural in color.

Nails must be short and rounded with no polish. No artificial nails are to be worn.

No jewelry except one plain wedding band may be worn. A plain watch with a second hand is required.

Only one set of small stud earrings may be worn. If gauges are present flesh colored gauge accessories must be worn.

No scents may be worn.

No tobacco products or electronic cigarettes are to be used while in clinical or when wearing the clinical uniform.

When students are in the hospital, nursing home, or community agency where street clothes or professional dress are required, the polo shirt and khaki uniform pants are to be worn with shoes that have both toes and heel enclosed; no flip flops or sandals will be allowed. School ID and the professional dress uniform must be worn when in clinical agencies for data collection.

Tattoos may not be visible and must be covered with a small Band-Aid or lab coat. Solid white clothing may be worn to cover tattoos.

A stethoscope, pen, penlight and bandage scissors and watch are part of your required clinical experiences

White, long-sleeve laboratory coats are to be worn over the uniform in preference to sweaters when needed for warmth.

The UWF uniform and professional dress uniforms are to be worn only in association with UWF School of Nursing assigned projects, simulation, and/or clinical experiences.

Do not wear parts of your uniform with other clothing. For example uniform blue pant with a T-shirt.

Clinical Attendance

Students must satisfactorily complete all assigned clinical laboratory experiences and associated written assignments in order to pass the clinical portion of each clinical course. Failure to satisfactorily meet the objectives of the clinical experience will result in failure of the course regardless of the course grade. Attendance and punctuality are required for clinical and post- clinical conferences. An absence of two missed clinical days places the student at risk for a failing clinical grade. An unexcused absence may result in clinical failure for the course. A pattern of tardiness (2 days) may also result in clinical failure. All clinical absences are to be made up at the discretion of the faculty. Excused absences greater than 10% of the total clinical hours for the course will be evaluated by to determine if the student is able to meet course outcomes and progress in the BSN program.

Clinical Confidentiality

Students will have access to confidential medical/personal client and family information, and to sensitive agency information as part of the clinical learning experience. It is of utmost importance that client/agency confidentiality is observed. Information concerning a client/family or agency is not to be discussed after leaving the clinical unit, or classroom setting. Violation of this policy may result in dismissal from the UWF Nursing Program.

Clinical Experiences

The clinical days and sections are assigned by faculty as part of the nursing courses where students have the opportunity to observe and apply knowledge of nursing. With the guidance and supervision of an instructor, students provide nursing care for selected clients. Student appearance and conduct must be appropriate to comply with the high standards of the profession.

Students are to remember the hospital/agency is a quiet area and should avoid loud behaviors when in the clinical area.

Students going to the clinical unit to obtain information for clinical assignments must be in proper attire and should not provide client care.

Students shall provide their own transportation to any agency or institution included in curriculum requirements. Carpool arrangements is not the responsibility of the agency. Students are to understand that the school cannot guarantee like clinical assignments for individuals who live together.

Periodic conferences will be held to evaluate the student's clinical performance during the

course. Student comments are encouraged. The student and clinical faculty will share responsibility for evaluation of the student's progress during the course.

Students are required to abide by the policies and procedures of the agency in which they have clinical experience.

One or more unexcused absence from a clinical day may result in dismissal from the program.

Clinical Placement and Documentation

In addition to the Health and Professional Requirements, clinical agencies also require documentation and orientation materials for student class dates for a given semester. Non-compliance may delay start times for students or entire clinical groups. Late submissions in turning in required forms can result in acquiring a clinical absence.

Drug Screening Procedure

Affiliated clinical agencies require a drug-free, healthful, and safe workplace. They require that employees and students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Use of illegal or impairing substances by UWF nursing students that may impair cognitive functioning, critical thinking, or sound judgment will not be allowed.

Procedure

The UWF School of Nursing requires all clinical nursing students to undergo a routine drug screen. The purpose of the UWF School of Nursing's Drug Screen Policy and Procedure is to comply with regulations of area health care agencies/hospitals.

Nursing students are not to be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. UWF nursing students must abide by the drug screen policies of each clinical health care agency/facility to which they are assigned before patient contact will begin.

Agencies may require on the spot drug screens if there is suspicion of drug use. Students enrolled in the UWF School of Nursing must comply with agency requests or they will be unable to complete the nursing clinical responsibilities of the program, and thus will not be able to continue in the nursing program. Student failure to submit to a drug screen, attempting to tamper with, contaminating, or switching a sample will result in the student not meeting course objectives for the clinical course. In this event, progression in the program will not be permitted.

Positive Results

Students who test positive for illicit drugs in their first drug screen required by University of West Florida School of Nursing will be notified to meet with the Department Chair. The student will have the option to a repeat test at his/her own expense at a verifiable laboratory within 24 hours of the notification of the positive result. The student must provide proof of the date and time of the drug screen re-test to the Chair of the UWF School of Nursing. The student will be suspended from all nursing clinical activities until the issue is resolved.

The results of the test will be considered by the Nursing Advisory Panel which consists of the following: the Dean of College of Health, Chair of the UWF School of Nursing, Director of BSN Program, Dean of Student Affairs, and Clinical Faculty of the student's clinical courses. Decisions of the Nursing Advisory Panel are final.

Second Test- Positive Results

If the second drug screen is also positive, the student will be dismissed from the nursing program. The student will not be eligible for continuation or readmission to the School of Nursing at any time. It is highly encouraged that the student seek assistance from the Division of Student Affairs [Psychology and Counseling](#) at UWF or other outside resources

Second Test- Negative Results and Random Follow-up Testing

If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, but the student will be required to undergo random drug screens at his/her expense during the remainder of his/her course of study in the nursing program. The timing of the random drug screen(s) will be determined by the Chair of the UWF School of Nursing and Clinical Faculty. The student is required to provide proof to the Chair of the UWF School of Nursing that the drug screen was conducted within 24 hours of the written notification. If the random drug screen is positive, the student will be dismissed from the nursing program, and he/she will not be eligible for continuation or readmission to the School of Nursing at any time.

Security of Test Results

Test results will not be shared, except as necessary, with individuals other than the Nursing Advisory Panel. All test results will be filed in a locked cabinet within the School of Nursing offices and shall remain confidential except as noted and to the extent permitted by law.

Drug Screening General Requirement

Prior to a student starting a nursing clinical course, conducting a nursing research study or project, or a didactic course that involves contact with patients, a drug screen is required.

Students will be notified not more than 24 hours in advance of the date and time for drug screenings. All charges for drug screening(s) are the responsibility of the student.

If the drug screen indicates an area of concern, the student will be notified by the Chair of the UWF School of Nursing. The Nursing Advisory Panel will convene to determine the action that needs to be taken. Decisions of the Nursing Advisory Panel are final.

Test results are confidential with only the Dean of Health, Chair of the UWF School of Nursing, Director of BSN Program, Dean of Student Affairs, and Clinical Faculty of the student's clinical courses notified. The action may include that the student submit to a repeat test of body fluids for the presence of illicit drugs at his/her own expense and to have a report sent to the Chair of the UWF School of Nursing as soon as possible (within 24 hours).

The results of the testing will be considered by the Nursing Advisory Panel in determining the student's continuance in the program. The person will be suspended from all nursing clinical activities until the issue is resolved. Also, the student may be dismissed from the UWF School of Nursing based on testing results.

In the event that a nursing student is suspected of illicit use of substances while participating in clinical activities, the BSN Program Director must be notified immediately by the UWF clinical instructor. The BSN Program Director will then notify the Chair of the UWF School of Nursing. If a student is requested to take a drug screen at any time during the UWF nursing experience, the student will be placed in a taxi at his/her own expense and sent to a laboratory collection site for testing. The student will be accompanied by the instructor or other UWF faculty or staff member. At that time a bodily specimen will be requested for testing. The student will submit an authorization allowing the designated company to test body fluids for the presence of illicit drugs at his/her own expense and to have a report sent to the Chair of the UWF School of Nursing as soon as possible (within 24- 48 hours).

The report is to be sent to:

Angela Blackburn, PhD, RN
Interim Chair and Associate Professor
UWF School of Nursing 11000 University Parkway
Pensacola, FL 32514

The results of the testing will be considered by the Nursing Advisory Panel in determining the student's continuance in the program. The person will be suspended from all nursing clinical activities until the issue is resolved. Also, the student may be dismissed from the UWF nursing program based on testing results.

Error and Incidents in Clinical Lab Settings

All adverse incidents occurring in the clinical laboratory must be reported for the purpose of generating and maintaining a record. A School of Nursing **ADVERSE EVENT FORM** (see copy in appendices) must be completed immediately post incident and submitted to clinical instructor, Program Coordinator, and Director. This information is considered confidential and is retained only for the period of time a student is enrolled in the nursing program. A student responsible for, or a witness to, an incident shall make out an agency incident report with faculty supervision as appropriate.

Health Requirements

Every student must complete a "Medical History" form provided by the Division of Student Affairs. This form must be forwarded to the UWF Health Center before registration.

All students are required to comply with United States Department of Health and Human Services (USHHS) guidelines regarding tuberculin test or chest x-ray (and Hepatitis B vaccination) before enrolling in clinical courses. Students are expected to be physically and mentally able to perform the essential functions of the nursing curriculum. Students are required to submit a copy of a statement signed by a licensed physician, ARNP or physician assistant confirming a physical examination during the past year.

A copy of statement or card verifying current health insurance provider for student is also required by the School of Nursing.

Immunization records must be submitted to the School of Nursing to be kept on file (electronically and/or hard copy).

The following immunization schedule must be followed:

Tuberculin Skin Test (Mantoux)

The Mantoux must have been administered within six (6) months of starting classes at UWF and annually while in the nursing program. First semester juniors are required to have the 2- step PPD while first semester seniors are required to have the PPD.

If the skin test is positive, a chest x-ray and report of physician's recommendations must be attached. If student is known to have a positive reaction, the student must submit a report of the chest x-ray. After initial chest ex-ray, ANNUAL evaluation/screening for tuberculosis signs/systems must be submitted.

Tetanus-Diphtheria Booster

Required every five (5) years.

Chickenpox(Varicella)

Documentation of vaccine or titer.

MMR

Student must have documentation

of 2 doses of MMR vaccine or

positive MMR titer. Hepatitis B

Immunization is required for all nursing students. The series consists of three intramuscular doses of vaccine, with the second and third doses given 1 to 6 months, respectively, after the first dose. It is required that you be tested for serologic response to the vaccine 1 to 6 months following the completion of the series. If titer shows “not immune”, the student has two options:

Option 1: If the series was completed more than 1 year ago, they can get a Hepatitis B booster, and 30 days later have a new titer drawn; if the results of the titer are positive they are complete. If the titer is negative they must repeat the entire 3 part immunization series, wait the 30 days for a new titer to be drawn.

Option 2: If the series was completed in the past year, repeat the entire 3 part immunization series, wait 30 days for a new titer to be drawn. If result is negative see a provider for Hep B infection serology.

Health Requirement Documentation

The purpose of this policy is to facilitate compliance with legal requirements for documentation of immunization, TB test, etc. before classes begin.

Updated health requirements are required for all students every semester.

After the first semester, in addition to submitting required documentation to their

clinical instructor(s), each student must submit copies of updated health requirements to Certified Background.

A student whose documentation has not been submitted by the first nursing clinical class meeting each semester will be administratively dropped from the course.

Students who have been dropped from the course will not be able to attend class/clinical until readmission is complete.

After the documents are received, the student may re-register for the course. This is SON at the Registrar's office, which may assess a late registration fee.

HIPAA

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number and social security number and any other identifiers. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as a part of the clinical affiliation. HIPAA is a Federal law. Penalties for wrongful disclosure range from a fine and/or imprisonment. A violation of HIPAA by a student can result in dismissal from the nursing program.

Legal Witness

A student, regardless of age, may not witness a will or sign legal documents such as surgery permits or nursery footprints.

Liability Insurance

Liability insurance coverage beyond what is provided by the University is the responsibility of each student.

Medication Calculation

Students must demonstrate 90% grade proficiency on a medication calculation exam during the junior year and 100% grade proficiency during senior year. If the student is unsuccessful on the first attempt, a second attempt will be provided. The student will not progress in the nursing program if a 90% grade junior year and 100% senior year is not achieved.

OSHA

The UWF School of Nursing complies with OSHA standards for infection control and exposure. [Occupational Health and Safety Policies](#)

Personal Injury/Exposure to Blood and Body Fluids

Students who are injured or exposed to blood and body fluids in the clinical setting are to report the incident IMMEDIATELY to their instructor and complete both an agency and department incident report. A copy of the departmental report will also be filed in the Dean's office of the College of Health. OSHA guidelines will be followed in regards to follow up of exposure to blood and body fluids. [Occupational Health and Safety Policies](#)

Pregnancy and Medical

A physician's, Nurse Practitioner or Physician Assistant's written consent is required for students to continue participating in clinical agency experiences. After delivery, surgery, hospitalization, change in core performance functions and/or physical abilities, or serious illness, medical clearance is required to return to clinical and/or class. This form must be submitted to the Director in order for the student to be cleared to return to clinical rotation.

**Acknowledgement of Receipt & Understanding of Requirements
for the UWF Dr. D.W. McMillan BSN Nursing Program**

I have read the UWF Dr. D.W. McMillan BSN Nursing Student Handbook and agree
to abide by all the requirements of this nursing program.

Student Printed Name

Student Signature

Witness Signature

Date

ADVERSE EVENT FORM
Dr. D.W. McMillan BSN Nursing Program
THE UNIVERSITY OF WEST FLORIDA

DATE

STUDENT NAME: _____

STUDENT ADDRESS: _____

WHERE EVENT OCCURRED: _____

DESCRIBE INCIDENT:

ACTION TAKEN:

FOLLOW-UP ACTION IF NECESSARY:

STUDENT SIGNATURE: _____

INSTRUCTOR SIGNATURE: _____

DIRECTOR SIGNATURE: _____

Dr. Cynthia Smith Peters

CHAIR SIGNATURE: _____

Dr. Angela Blackburn

Cc: Dr. Denise Seabert, Dean College of Health