

## *Nursing Preface*

This Nursing Student Handbook has been prepared for use by students in the Department of Nursing.

All students should also have a copy of the current University of West Florida Catalog and University of West Florida Student Handbook for general information.

The Department 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 Department of Nursing or The University of West Florida.

The University of West Florida does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or veteran status. The University subscribes fully to all federal and state legislation and regulations regarding discrimination.

Revised 2009

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## **STRUCTURE AND GOVERNANCE**

### *The University of West Florida Mission and Goals*

#### **MISSION STATEMENT**

The mission of the University of West Florida is to empower each individual we serve with knowledge and opportunity to contribute responsibly and creatively to a complex world.

### *The Department of Nursing Philosophy, Mission and Academic Learning Compacts*

#### **PHILOSOPHY**

Professional nursing is a creative, caring, scientific and scholarly process. Nursing focuses on providing services that assist individuals, families, and groups within a community in achieving their optimum levels of health and well being. Nursing is both an independent and collaborative profession that is committed to the management of illness, health promotion, disease prevention and facilitating coping throughout the lifespan. The role of nursing requires compassion, critical thinking, the ability to effectively communicate, and the skills to intervene appropriately. Every professional nurse is an advocate for the patient and is legally and ethically responsible to provide patients with physical, emotional, social and spiritual support. The baccalaureate-educated nurse is also prepared to assume the authority and accountability to provide effective professional leadership in a variety of health care settings.

The education of professional nurses is an individualized, life-long process that is manifested by change, or a reorganization of thoughts and/or behaviors. It is goal directed by nature and is accomplished through active inquiry, critical thinking, and creative discovery. While the responsibility of the faculty is to create an atmosphere that stimulates and facilitates learning, the ultimate responsibility for learning rests with the student. Using their own background of knowledge and experience each student is asked to analyze, synthesize and integrate information with their previous and current learning. Further, each learner participates in identifying and evaluating his or her personal learning needs and experiences.

## **Nursing Program Academic Learning Compacts**



## **Academic Learning Compact**

### **NURSING**

#### **Mission Statement**

The mission of the University of West Florida Nursing Program is to educate the student as a professional nurse – one who is a clinical generalist, a leader, and a life-long learner.

The nursing graduate of the UWF program will be capable of using the nursing process with clients of all ages, with diverse backgrounds in a variety of health care settings. The program refines clinical skills and stimulates the awareness of research applications, the practice of active inquiry, the ability to think and respond critically, and the desire for advanced study. This baccalaureate program provides a service to the health care community by increasing the number of nurses who practice professional nursing. The program also serves the populations' health needs by providing quality nursing care.

#### **Student Learning Outcomes**

UWF Nursing graduates should be able to do the following:

##### **Content**

- Explain the use of the nursing process in providing care to clients of all ages
- Describe the concepts that provide the foundation of the nursing curriculum
- Describe and use appropriate teaching-learning theories to design, implement, and evaluate educational experiences with clients of all ages and abilities
- Implement and evaluate therapeutic nursing interventions

##### **Critical Thinking**

- Conduct accurate health assessments to determine appropriate care of individuals, families and communities
- Incorporate socio-cultural, ethnic, religious, and other unique individual considerations when implementing the nursing process through the life span
- Practice active inquiry and problem solving strategies in addressing health care concerns
- Evaluate and use appropriate research findings in nursing practice

##### **Communication**

- Use information technologies to enhance knowledge base
- Participate effectively in community and professional groups and organizations
- Make effective oral and written presentations of findings

##### **Integrity/Values**

- Demonstrate accountability, responsibility, authority, and professionalism in professional nurse practices
- Adopt the American Nursing Association Code of Ethics to evaluate strengths and weakness in ethical dimension of profession

##### **Project Management**

- Collaborate with other health care providers as a manager of health care services
- Facilitate the attainment of high level wellness of individuals, families, and communities

- Act as a client advocate
- Demonstrate leadership and management skills

## Job Prospects for Nursing Graduates

Intensive Care	Public Health Nursing
Coronary Care	Operating Room
Out Patient Surgery	Out Patient Clinic
Pediatrics	Maternal-Infant (Obstetrics)
Adult/Medical/Surgical	Dialysis
Transplant Units	School Health Nursing
Nursing in Correctional Institutions	Industrial Health Nursing
Geriatrics	End of Life Care
Oncology Nursing	Orthopedic Nursing
Sports Medicine	Psychiatric/Mental Health Nursing
Military Nursing	Veterans Administration

## CURRICULUM PLAN

### Department of Nursing Prelicensure Program Student Selection, Entrance, and Recruitment Policies Student Selection

*The BSN prelicensure nursing program at the University of West Florida is a limited access program. Because enrollment is limited, all qualified applicants can not be admitted.*

Applicants are evaluated on criteria that are relevant to successful program completion and practice of professional nursing. Additionally enrollment numbers are set depending on available resources. The Department of Nursing Recruitment, Admission, Retention, and Progression Committee will evaluate applications.

PRELICENSURE BACCALAUREATE TRACK			
<b>First Semester Freshman</b>	<b>SH</b>	<b>Second Semester Freshman</b>	<b>SH</b>
Fundamentals of Chemistry & Lab	4	Elective	3
Algebra	3	English II	3
English I	3	Sociology	3
History	3	Microbiology & Lab	4
Anatomy & Physiology I	4	Anatomy & Physiology II	4
<b>First Semester Sophomore</b>	<b>SH</b>	<b>Second Semester Sophomore</b>	<b>SH</b>
Values/Ethics	3	Literature	3
Fine Arts	4	Elective	4
Nutrition	3	Statistics	3
Psychology	3	Growth & Development	3
Elective	3		
<b>First Semester Junior</b>	<b>SH</b>	<b>Second Semester Junior</b>	<b>SH</b>
Concepts of Nursing Practice	3	Psych/Mental Health	3
Pharmacology	3	Psych/Mental Health Clinical	3
Foundations of Med/Surg Nursing	8	Medical Surgical II	5
Foundations of Med/Surg Nsg Lab	4	Medical Surgical II Clinical	5
Basic Nursing Skills	3		
<b>First Semester Senior</b>	<b>SH</b>	<b>Second Semester Senior</b>	<b>SH</b>
Community Nursing	3	Management/Leadership	3
Community Nursing Clinical	3	Management/Leadership Clinical	3
Nursing Research	3	Medical Surgical III	3
Maternal/Newborn Nursing	2	Medical Surgical III Clinical	4
Maternal/Newborn Clinical	2	Health Care Issues	2
Total number of credit hours for degree is 124. There are 62 lower division credits, including 29 semester hours of common prerequisites. Major coursework claims 62 upper division credits.			

Applicants will be rank ordered according to highest total score on the Nursing Admissions Ranking Form and will be accepted in rank order until admissions are filled. Remaining applicants will be placed on a waiting list and accepted as vacancies occur. Once classes have begun, the waiting list will be dissolved. Students not admitted may reapply the following year.

### **Minimum Admission Criteria for the Prelicensure BSN Track**

- ⓐ Admission to the University of West Florida
- ⓐ Completion of 60 semester hours of required general education and pre-professional coursework prior to end of summer semester of the year in which application is made.
- ⓐ An overall GPA of at least 2.75 on a 4.0 scale
- ⓐ A GPA of at least 2.75 in required pre-professional courses
- ⓐ A grade of C or better in all required pre-professional courses
- ⓐ Satisfactory completion of communication and computation requirements (Gordon Rule)
- ⓐ Current certification in basic cardiopulmonary resuscitation (CPR)
- ⓐ Completion and timely submission of a Nursing Department Application form.
- ⓐ FDLE/FBI check completed.
- ⓐ Achieve minimum composite score of 73% on the Test of Essential Academic Skills (TEAS) nursing entrance test.
- ⓐ Signed statement of Essential Functions form testifying ability to perform physical and mental requirements necessary for nursing. The Standards of Essential Functions are listed on page 28 of this handbook.

***The Prelicensure BSN Track in the Department of Nursing at the University of West Florida is a limited access program. Because the enrollment is limited, all qualified applicants cannot be admitted.***

## Progression in the BSN Program

Students are required to perform at a minimal grade point level of 2.3 (on a 4.0 scale) on all courses. ***In all nursing courses, students must have a passing test/quiz average (73% or higher) in order to successfully complete the course.***

Students must provide the clinical instructor with the following on the first day of clinical:

1. Current immunization card
2. Proof of health insurance
3. American Heart Association Health Care Provider CPR card, current through the end of the term

**Failure to provide the above items on the first clinical day will result in the student being withdrawn from the clinical and corequisite theory course, which may result in the student being withdrawn from the University of West Florida, Nursing Program.**

The faculty of the Department of Nursing reserves the right to retain only those students who satisfy the requirements of scholarship, and adhere to behaviors that conform to Florida Nurse Practice Act.

- Ⓢ Students may repeat the same nursing course only once, and on a space-available basis.
- Ⓢ Students repeating a laboratory course must also repeat the didactic component.
- Ⓢ Students are allowed to repeat two different nursing courses before mandatory withdrawal from the nursing major.
- Ⓢ Students with a grade below “C” in a nursing course at midterm will be issued a letter of warning of their academic standing.

## Readmission Policy

Readmission to the Nursing Program is not guaranteed. Readmission is based on total educational records and academic standings as well as available resources such as adequate space in nursing practice sites and adequate numbers of faculty for clinical mentoring. Students seeking readmission are to follow the same process as a student requesting transfer

## Advisement

After admission to the nursing program, the student is assigned a faculty advisor from the department of nursing. Students are to make an appointment to meet their advisor and develop an individualized academic degree plan. Registration schedule forms do not require the signature of the student's advisor prior to registration, however it is strongly suggested the student consult with the faculty advisor on a regular basis 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 or by appointment.

## Scholastic Standards for Nursing Program Students

### *Scholastic Standards*

Students must earn a grade of C or better in all required nursing courses, or S (Satisfactory) in related clinical courses. Students earning less than a C in any required nursing course, or S in related clinical courses, may repeat that course only once and on a space-available basis. Students may repeat no more than **two** nursing courses.

### REQUIREMENTS FOR GRADUATION

- Ⓢ Completion of 124 credits, including 60 junior/senior level credits. The last 60 credits of required nursing courses must be taken at UWF and in the Department of Nursing.
- Ⓢ A grade of C or better in each nursing course, or P in related clinical courses.
- Ⓢ Successful completion of a comprehensive achievement exam during the senior year.
- Ⓢ Adherence to the standards of acceptable conduct as outlined in the American Nurses association Code of Ethics, the Florida Nurse Practice Act, as well as in the University of West Florida Student Handbook and the Undergraduate Catalog.
- Ⓢ Pass the ATI Pre-NCLEX examination with at national average score or above.

### GRADUATION APPLICATION

During the semester **preceding** graduation, a graduation application form available online or from the Office of Records and Registration must be completed and submitted. Students are responsible for completion and submission of these forms. See the University Bulletin for more information.

### GRADING PRACTICES

The Department 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 on meeting the prescribed objectives for each course. All course objectives must be completed successfully with grade of 'C' (2.3 on a 4.0 scale) or better in order to progress in the nursing program.

Grading Scale	
A 93 – 100	C+ 77 – 79
A- 90 – 92	C 73 – 76
B+ 87 – 89	C- 70 – 72
B 83 – 86	D+ 67 – 69
B- 80 – 82	D 63 – 66

*In all nursing courses, students must have a **passing test/quiz average** (73% or higher) in order to successfully complete nursing courses in which a grade other than S (Satisfactory) or U (Unsatisfactory) is awarded.*

Instructors file course grades with the registrar at the end of each semester.

#### POLICY REGARDING INCOMPLETES

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 department chair.

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

- Ⓢ All university policies regarding incomplete are applicable to nursing courses. Refer to the UWF Catalog.
- Ⓢ Incomplete 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.

#### POLICIES REGARDING WITHDRAWALS

- Ⓢ 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 are to understand that re-enrollment in that course is subject to the review of the Faculty and space availability. The student is to be encouraged to explore all other alternatives before taking such action.
- Ⓢ See University guidelines for the procedure that must be followed regarding withdrawal. Students who do not follow the required University procedure to officially withdraw from a course will receive an "F" grade.
- Ⓢ Students withdrawing from the program will be requested to complete an *Exit Questionnaire* as part of the withdrawal process.
- Ⓢ The student must meet with her/his advisor to revise changes in the curriculum schema resulting from change in normal progression. In most instances, the student's progression will be prolonged.
- Ⓢ Student is required to notify the Department Chair.

#### POLICIES REGARDING "DECELERATION"

Students experiencing personal or academic difficulties may request a modification of their scheduled course of study. The student is to contact their academic advisor to discuss this option.

Upon readmission, progression into the next nursing courses will be permitted on space-available basis and faculty approval. In addition, students must maintain a 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.

#### POLICIES REGARDING DISMISSAL

- Ⓢ Falsification of records and reports and cheating on an examination, quiz, or any other assignment will be a basis for dismissal from the program.

Plagiarism, which is the presentation of another's work as if it were the student's own, is grounds for consideration for dismissal from the program. For further information, refer to the UWF "Plagiarism Policy" publication.

- Ⓢ Violation of client and/or agency confidential information may result in dismissal from the program.
- Ⓢ The faculty reserves the right to dismiss any student whose personal integrity, health or behaviors demonstrate unfitness to continue preparation for the profession of nursing.
- Ⓢ Students considered by faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory will be dismissed from the program.

A course deficiency letter will be issued to the student by the faculty when any behavior is observed that places the student at risk for failure and/or dismissal from the nursing program. If a third course deficiency letter is issued to a student during their enrollment in the nursing program, the student's progression in the program will be reviewed by the faculty and progression in the program will be contingent upon the approval of the faculty.

## TRANSFER STUDENTS

### Transfer Policy

The University of West Florida, Nursing Program accepts transfer students on a case by case basis. Students requesting transfer into the University of West Florida, Nursing Program must meet the minimum academic requirements. Deadlines for accepting transfer student are:

<b>Requested Entry Semester</b>	<b>Deadline for Completed Application</b>
Fall Semester	Friday before Spring Break of each academic year
Spring Semester	October 15

- Students requesting transfer into the University of West Florida, Prelicensure Program of Nursing must first be admitted to the University.
- Students are required to submit the following in order to be considered for transfer into the UWF Prelicensure BSN program:
  1. A completed application for the nursing program.
  2. A letter of interest including acknowledgement that placement in the program is determined by:
    - a review of the students didactic performance
    - meeting minimum academic requirements
    - space available
  3. Two letters of good standing from the current or most recent school of nursing; one of which must be from the dean, director of the program, or designee.
- Once the application is reviewed and approved by the admissions Recruitment, Admissions, Retention and Transfer (RARP) committee, the student will be notified that they have met the minimum requirement and will need to meet with a program advisor to discuss the plan of study, assessment skill practicum, and medical calculation examination.
- At the time of advisement by the program of nursing, the student will need to provide the following:
  1. Acceptable background check, current within six months or less.
  2. American Heart Association CPR card for healthcare providers that will be current through the last semester of the senior year.
  3. Results from TB screening within the past year
  4. Hepatitis B titer or status
  5. Rubella titer or immunization
  6. Varicella (chickenpox) titer or immunization

Links to the University of West Florida:

Information for prospective students: <http://uwf.edu/uwfMain/prospective.cfm>

Student Health Center: <http://uwf.edu/healthcenter>

On-line resources to help you find a location near you for CPR\* and to have titers drawn:

CPR:

<http://emergencycourses.com>

<http://www.cprsearch.com>).

Lab:

<http://lab-safe.resultspage.com>

**\* Certification by American Heart Association is required.**

### CREDIT BY PROFICIENCY REQUIREMENTS

Student must be currently enrolled in the university and eligible to take the course for which the student is requesting credit by proficiency examination. Students should contact the department chairperson to make arrangements. Students who previously attempted a course or is currently enrolled in a course may not use the credit by examination option for that course.

### STUDENT EXIT QUESTIONNAIRE

Students who are dismissed or decelerate in the Nursing Program are asked to complete the Student Exit Questionnaire.

## NURSING STUDENTS RECORDS

### STUDENT RECORDS

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

### NAME/ADDRESS CHANGE

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported as soon as possible to both the University Registrar's Office and the Department 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.

## 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.

## EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS

Student policies have been developed to facilitate achievement of the mission of The University of West Florida Department of Nursing. The faculty, within the framework of Departmental Bylaws, develops policies specific to students in the nursing program. Policies may originate from faculty or students. The Bylaws provide for input from students and faculty during the formulation of policies and procedures.

General university policies that relate to all students are published in The University of West Florida Catalog and in the Student Life Handbook. University policies, as published in the catalog, extend to all sites where students are engaged in the role of nursing student.

The following guidelines directly relate to student course work and are common expectations and responsibilities expressed by the faculty. Individual faculty members are students' major resource person for additional information or clarification.

## EXPENDITURES

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

## COMPUTER REQUIREMENT

All students must have access to a computer, and be proficient in word processing, e-mail, file transfer and literary 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 course work 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 Department of Nursing computer labs are available during posted hours.

For students who wish to use a home computer most computers built within the past 2-3 years will meet your online learning needs. It is recommended that the computer be at the minimum a Pentium II 200 MHz or higher; with 128 MB or higher of RAM; and a modem at the speed of 56.6K baud. DSL or cable is strongly recommended. A 16-bit sound card and speakers, CD-ROM and an operating system of Windows 98, Windows 2000, Windows ME, Windows XP or

Macintosh PowerPC is also required.. The computer should have Internet Explorer 5.0 or Netscape 4.73 or later.

## 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 a preferred provider. The E-mail address will be made available to other students within the course in which the student is enrolled. Exception to this policy will require a written request from the student.

## INTERNET AND 'REDUCED SEAT TIME' NURSING COURSES

Selected nursing courses are delivered in a format that combines Internet and classroom teaching methods.

Students should expect to spend approximately the same amount of time on Internet/independent learning activities and assignments, as they would spend in the classroom if the course were taught in a traditional format.

## CLASS COURTESY & BEHAVIOR

Cell phones, beepers and children are not to be brought to 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.

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. Students who demonstrate unprofessional behavior will be asked to leave the classroom and may be reported to Student Services.

## WRITTEN ASSIGNMENTS

All written assignments are to demonstrate a professional level of scholarship by adhering to the current American Psychological Association (APA) format. Late papers will not receive full credit. Papers may be retained in the department of nursing.

Guidelines for writing in APA style may be found in the publication and at the following Internet site; <http://apastyle.org>

## GIFT POLICY

No gifts are to be accepted from clients. No gifts are to be given to faculty.

## CLASS ATTENDANCE

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. Students must provide their own transportation for all clinical assignments.

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 tardiness, dress code violations, being unprepared, 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 clinical faculty 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.
4. Name of instructor who should be notified of the absence.
5. Hospital/agency and clinical unit to which the student is assigned (if assigned to clinical that day).

Absences and tardiness jeopardize a student's ability to achieve the objectives of the course and are inconsistent with professional behavior. If problems are noted with attendance or tardiness, the student will be counseled and issued a letter of warning. A copy of the letter will be placed in the student's academic file in the nursing department office. If attendance or tardiness problems continue, the student will be issued a course deficiency letter. Any further incidences may result in dismissal from the nursing program.

## PREPARATION

Students are expected to prepare for clinical assignments prior to the scheduled experience. A student unprepared for a clinical assignment will be dismissed from the unit. A student dismissed from clinical for being unprepared will be issued a course deficiency letter. The student will be required to make up the experience, provided comparable experiences which meet the course objectives is available at the discretion and prior approval of the faculty.

## SAFETY

Traveling to and from clinical sites requires the students' awareness of surroundings and activities. The Student Life Handbook offers numerous safety tips and skills.

## **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 U.S.H.H.S. 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 statement signed by a licensed physician, ARNP or physician assistant for physical examination during the past year.

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

\* Immunization records must be submitted to the Nursing Department to be placed in your file\*

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.

If the 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 10 years.

### **Chickenpox(Varicella)**

Documentation of vaccine, titer, or signed physician's statement documenting history of disease.

### **Measles (Rubeola)**

2 doses of live virus measles vaccine received on or after first birthday or laboratory evidence of immunity are required for all students born on or after January 1, 1957. At least one dose of live virus measles vaccine is recommended for students born prior to 1957.

### **Mumps**

One dose of live virus vaccine on or after first birthday is required.

### **Rubella**

One dose of live virus vaccine on or after first birthday is required. Must have a record of immunization since 1980. If immunized prior to 1980, must have laboratory evidence (Rubella screen or Rubella titer) of immunity. (It is usually less expensive to have the MMR repeated than to pay for a Rubella screen or 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", complete series must be repeated. A copy of the results of this testing must be submitted to the Department of Nursing.

## **OSHA REQUIREMENTS**

The UWF Department of Nursing complies with OSHA standards for infection control and exposure. Information can be accessed at <http://uwf.edu/envhs/programs.cfm>

## **DRUG SCREEN POLICY AND PROCEDURE (STUDENTS)**

### **RATIONALE:**

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 tolerated.

**POLICY:**

Effective August, 2006, the UWF Program of Nursing will require all clinical nursing students to undergo a routine drug screen, including students in the OWC-UWF Cooperative BSN Program at Niceville. The purpose of the UWF Nursing Program'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 Nursing Program 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 being allowed to meet course objectives for the clinical course. 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 Nursing Program will be notified to meet with the UWF Nursing Program Director. The student will have the option to a repeat test at his/her own expense 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 UWF Nursing Program Director. 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 Arts and Sciences, Department Head, Nursing Program Director, Assistant Nursing Program Director, Dean of Student Affairs, and Clinical Faculty of the student's clinical courses.

A positive test will result in dismissal from the UWF nursing program. 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 Nursing Program at any time.

**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 have a minimum of one random drug screen 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 UWF Nursing Program Director or Clinical Faculty. The student is required to provide proof to the UWF Nursing Program Director 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 Nursing Program 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 Nursing Program offices and shall remain confidential except as noted and to the extent permitted by law.

### **GENERAL REQUIREMENTS AND PROCEDURE:**

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 UWF Nursing Program Director. 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 Arts and Sciences, Department Head, Nursing Program Director, Assistant Nursing Program Director, 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 UWF Nursing Program Director 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 nursing program based on testing results.
- In the event that a nursing student is suspected of illicit use of substances while participating in clinical activities, the UWF Nursing Program Director must be notified immediately by the UWF clinical instructor. 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 UWF Nursing Program Director as soon as possible (within 24-48 hours).

The report is to be sent to :

Diane Gardner, RN., MS., Ed.D.  
Program Director  
UWF Nursing Program

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.

## ESSENTIAL FUNCTIONS

### Standards for Essential Functions:

This should provide students in the Nursing program an overview of the requirements of the course of study. The examples of activities are based upon typical tasks performed by nurses.

Function	Standard	Example Activity
Communication	Ability to interact with others in English, both verbally and in legible written form. Read English.	Keep accurate records. Read and write procedures. Explain procedures and results to patients, health care providers, co-workers.
Hearing	Ability to gather information aurally or to adapt.	Recognize instrument signals, alarms. Use telephone.
Interaction	Ability to interact with individuals or groups from a range of social, cultural, emotional, and intellectual backgrounds.	Establish and maintain rapport and trust with patients, co-workers, and other health care professionals.
Mobility	Ability to move from room to room, and to maneuver in small places, e.g., around instruments, between beds, benches, etc.	Move around hallways, procedure rooms, patient room, storage areas as necessary.
Problem Solving	Ability to measure, calculate, reason and analyze; be able to synthesize and apply complete information	Identify patterns, relevancy, inconsistencies; set priorities.
Motor Skills	Demonstrate/possess gross and fine motor skills to assist patients and perform procedures.	Reach and manipulate equipment and supplies. Assist patients.
Self Care	Ability to present a professional appearance. Maintain own health and safety on the job.	Observe safety/OSHA policies. Practice universal precautions. Promote healthy lifestyles in patients.
Olfaction	Demonstrate sufficient olfactory sense to maintain patients', environment safety.	Use odors to assess specimens, tests. Maintain a safe environment.
Temperament	Ability to work in high stress workplace environment.	Perform duties in emergency situations; with sick patients; in situations with time and manpower constraints.
Vision	Ability to accurately perform and assess patient procedures.	Distinguish colors and opacity
Computer Literacy	Ability to use computer technologies including accessing, retrieving, receiving, and communicating information.	E-mail, creating and uploading MS WORD documents, Internet searches, library database retrieval

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. Determination then will be made if accommodations can be met.

## DOCUMENTATION OF HEALTH REQUIREMENTS

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

- Ⓢ Each student must submit all required documentation to the department office no later than 5 working days prior to the first nursing clinical class meeting. Copies may be faxed (850-494-4483), mailed, or brought to the Department of Nursing office.
- Ⓢ Documentation of current CPR and TB, recent tetanus, MMR or equivalent, Hepatitis B series or serologic response, history of chickenpox, and other requirements as documentation can expire before the end of the semester.
- Ⓢ 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 until readmission is complete.
- Ⓢ After the documents are received, the student may re-register for the course. This is done at the Registrar's office, which may assess a late registration fee.

## CHANGE IN HEALTH STATUS

Pregnancy or any change in physical or mental health status is to be reported to the clinical instructor. A physician's consent is required for students to continue clinical agency experiences. After surgery, hospitalization, or serious illness, a physician's release to return to clinical is required.

## 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 Arts and Sciences.

OSHA guidelines will be followed in regards to follow up of exposure to blood and body fluids.

## STUDENT RIGHTS AND RESPONSIBILITIES

The Department of Nursing adheres to the same policies affecting all students within the university in regard to student rights and regulations. These rights and regulations are summarized in the UWF [Student Life Handbook](#). The handbook is available to all students at registration and to other interested persons upon request from the Office of Student Affairs.

The 'Student Grievance System' in the UWF Student Life Handbook clearly defines the channel for receipt and consideration of students' views and grievances. Nursing students adhere to the same policy.

All students have the right to seek knowledge, exchange and debate ideas, form opinions, and express their views. However, it is understood that this knowledge of rights should be balanced with a concomitant knowledge of responsibilities.

## UNIFORM GUIDELINES

**BASIC UNIFORM**– The Department 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 laboratory coat, Galaxy Blue polo shirt, and Kaki uniform grade slacks. A white skirt is also an option for female students desiring not to wear slacks. The polo shirt and Kaki slacks 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 pants. 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.

## NURSING STUDENT IDENTIFICATION

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

## GENERAL GUIDELINES

- Ⓢ Uniform skirt is to 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, if longer than collar, is to be either secured in a braid or neatly on the head above the collar.
- Ⓢ Facial hair: If a beard or mustache is worn, it must be neatly trimmed.
- Ⓢ 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.
- Ⓢ No scents may be worn.
- Ⓢ When students are in the hospital, nursing home, or community agency where street clothes or professional dress are required, the polo shirt and kaki slacks 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.

- Ⓢ A stethoscope, pen, penlight and bandage scissors are to be carried as appropriate for the clinical setting.
- Ⓢ The white, long-sleeve laboratory coat is to be worn over the uniform in preference to sweaters, when needed for warmth.
- Ⓢ Tattoos may not be visible and must be covered with a small band-aid or lab coat. Non-uniform clothing may not be worn to cover tattoos.

## LIABILITY INSURANCE

Nursing is a profession in which its members are accountable. Liability insurance coverage beyond that provided by the University is the responsibility of each student.

## CARDIOPULMONARY RESUSCITATION (CPR)

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 do clinical 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.

## FINANCIAL AID

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

## CLINICAL LEARNING POLICIES

### 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.

### HIPAA STATEMENT:

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. 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 fine and/or imprisonment.

## CLINICAL LABORATORY EXPERIENCE

The clinical laboratories' 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.

- Ⓢ The client's name or initials CAN NOT be placed on information removed from their record for care plans and other written assignments.
- Ⓢ 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 give client care.
- Ⓢ Periodic conferences will be held to evaluate the student's clinical performance during the course. Student comments are encouraged. The student and teacher 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.

## TRANSPORTATION

Students shall provide their own transportation to any agency or institution included in curriculum requirements.

## ERRORS AND INCIDENTS IN CLINICAL LABORATORY

All adverse incidents occurring in the clinical laboratory must be reported for the purpose of generating and maintaining a record. 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 as appropriate.

## LEGAL WITNESS

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

## REVIEW OF CHARTS

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 be reviewed for personal reasons.

## DEPARTMENTAL COMMITTEES AND ACTIVITIES

The Department of Nursing provides for student representation on departmental committees. Through student representation, a mechanism exists for sharing views and concerns regarding nursing education and departmental policies.

Faculty and committee meetings are open to all who wish to attend and due consideration given to non-members' opinions, although only members and student representatives may vote to decide policy. 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 NOT be allowed to participate in the Admissions and Progression Committee.