



UNIVERSITY *of* WEST FLORIDA

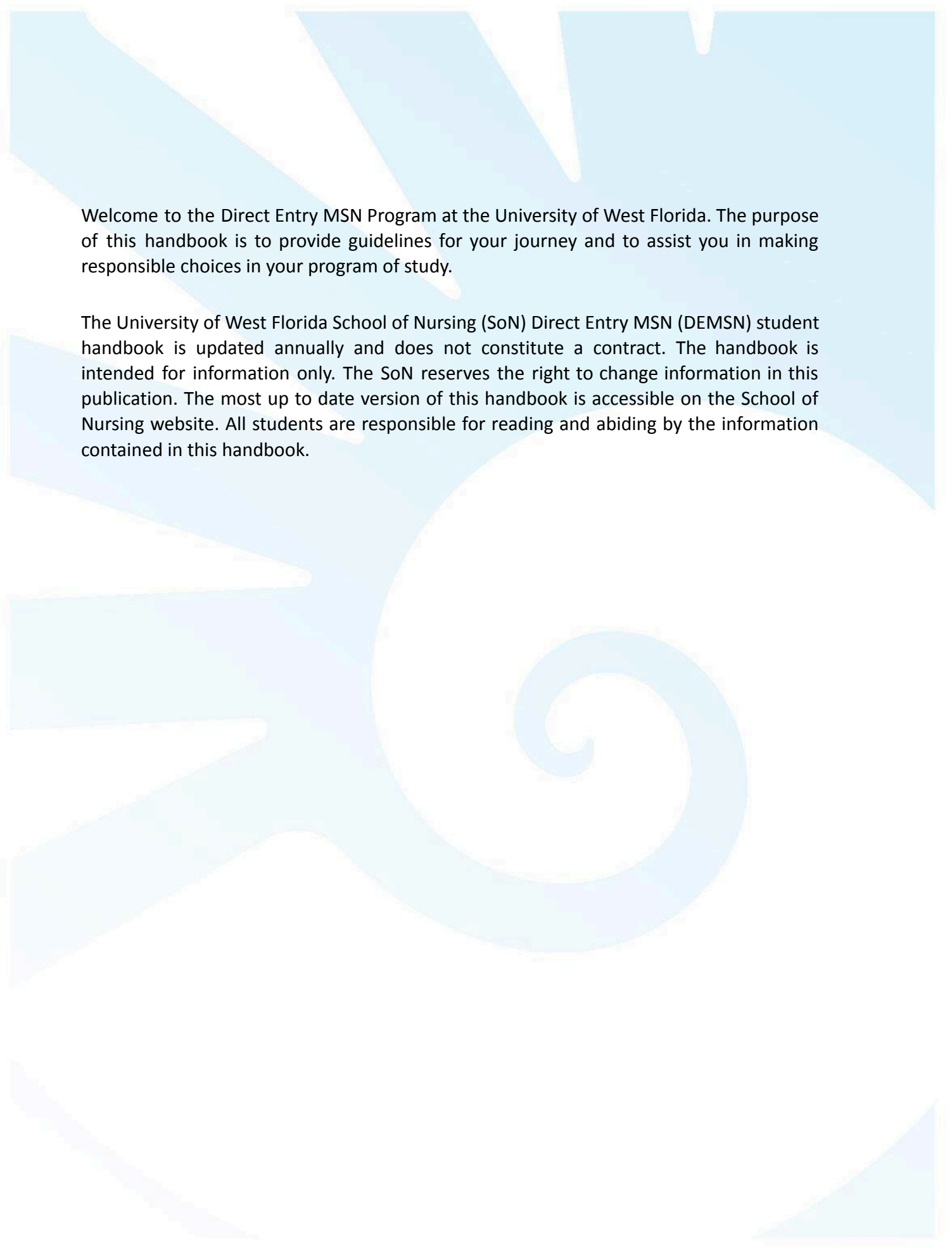
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# Entry Into Practice (Direct Entry) Nursing, MSN

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**2025-2026**

**Program Handbook**

The background of the page features a large, light blue watermark of the University of West Florida logo. The logo consists of a stylized 'W' at the top, a central circular emblem with a spiral, and a stylized 'F' at the bottom.

Welcome to the Direct Entry MSN 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.

The University of West Florida School of Nursing (SoN) Direct Entry MSN (DEMSN) student handbook is updated annually and does not constitute a contract. The handbook is intended for information only. The SoN reserves the right to change information in this publication. The most up to date version of this handbook is accessible on the School of Nursing website. All students are responsible for reading and abiding by the information contained in this handbook.



Dear DEMSN Students,

Welcome and Congratulations on your acceptance into the Direct Entry Master of Science in Nursing (MSN) program at the University of West Florida (UWF)!

As this journey unfolds, you will embark on a calling to make a meaningful impact on individuals, families, and communities. Our Direct Entry MSN program will prepare and equip you with the knowledge, skills, and clinical expertise needed to excel in today's dynamic nursing healthcare environment. Through a rigorous but tailored curriculum, we will prepare you to meet the challenges of nursing practice with confidence and compassion. With experienced and supportive faculty who are honored to share this journey, we are dedicated to fostering a culture of innovation, collaboration, and lifelong learning. As you navigate your nursing education, embrace every challenge, seize every opportunity, and cultivate a passion for lifelong learning and service. Your decision to pursue nursing reflects a positive commitment to a wonderful profession. Welcome to the Direct Entry MSN program at UWF.

Best Regards,

A handwritten signature in black ink that reads "Brandy Clayton". The signature is fluid and cursive, with the first name "Brandy" and last name "Clayton" clearly distinguishable.

Brandy Clayton, PhD, MSN, RN  
Assistant Professor of Clinical Practice  
DEMSN Program Director, Interim

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## University Of West Florida MISSION, VISION and VALUES

### **School of Nursing Mission and Vision**

#### **Mission**

To be a catalyst for excellence and innovation by delivering high-impact, competency-based educational experiences. In collaboration with clinical practice partners, we are committed to preparing nurses who can meet the evolving healthcare needs of diverse populations. We aim to shape nurses who excel at all levels of practice, grounded in a commitment to diversity, equity, and excellence

#### **Vision**

As transformational leaders, we prepare future nurses in person-centered care, enhancing their knowledge, skills, and competencies to improve regional quality of life. Committed to excellence in clinical practice and lifelong learning, our competency-based approach equips graduates to be proficient, compassionate caregivers with strong clinical judgment, communication, and ethical decision-making. We foster an inclusive, collaborative environment that respects different perspectives and supports individualized learning needs. By addressing the broader factors that influence health, we empower future nurse leaders to confidently meet society's evolving healthcare needs with confidence and compassion.

### **School of Nursing Values**

#### ***Compassionate Person Centered Care***

The SON fosters a culture of compassionate, patient-centered care by upholding a person-centered care and learner-centered approach. This is achieved through empathic communication, sound clinical judgment, and respectful relationships that promote safe, healthy environments for learning and healing.

#### ***Ethical Practice and Accountability***

The SON is committed to ethical practice and professional accountability, grounded in fairness, respect, and integrity. and provide equitable care Through evidence-based decision-making, advocacy, and a strong ethical foundation, learners are prepared to lead responsibly to all populations.

#### ***Excellence in Nursing Practice***

The SON champions excellence in nursing practice through a culture of innovation and continuous improvement. By integrating clinical judgment, evidence-based practice, and emerging healthcare technologies, learners are empowered to lead transformational change and deliver high-quality, person-centered care in complex and evolving healthcare environments

### ***Innovation in Practice***

The SoN embraces innovation in practice by fostering a spirit of creativity, adaptability, and visionary leadership. Through the integration of healthcare technologies and evidence-based solutions, learners are equipped to drive meaningful change, improve health outcomes, and lead transformative initiatives in clinical and community settings

### ***Collaboration, Learning, and Communication***

The SoN fosters a dynamic learning environment where collaboration, communication, and mutual respect are central to learner and professional success. Through interprofessional engagement, community partnerships, and shared decision-making, learners develop leadership skills that promote quality, safety, and equitable care across all healthcare settings.

### ***Commitment to Health Equity***

The SoN is dedicated to advancing health equity by promoting inclusive practices, accessible education, and culturally responsive care. Through the lens of ethics, health policy, and social determinants of health, learners learn to advocate for marginalized populations and lead efforts that reduce health disparities and foster justice within the healthcare system.

## **Graduate Program Goals**

- Prepare graduates to deliver evidence-based, person-centered, and culturally responsive care across the lifespan and healthcare settings, applying clinical judgment, interprofessional collaboration, and advanced nursing knowledge to improve health outcomes
- Foster leadership development and advocacy for health equity by empowering graduates to lead quality improvements, manage healthcare resources strategically, and apply inclusive, systems-based strategies to reduce health disparities.
- Cultivate professional nursing identities committed to accountability, resilience, continuous learning, and the advancement of innovation of nursing scholarship to drive transformation in healthcare.

## **Academic Learning Plan**

### **Program Outcomes**

**Graduates of the UWF Direct Entry Master of Science in Nursing program should be able to do the following:**

- Synthesize, critically evaluate, and apply advanced nursing and interdisciplinary knowledge from the liberal arts, natural sciences, and social sciences to lead clinical judgment, drive innovation in healthcare practice, and transform health outcomes in complex and diverse care environments.
- Evaluate and apply evidence-based, person-centered care to meet the complex health needs of all populations, utilizing advanced clinical judgment, interprofessional collaboration, and a comprehensive holistic care approach across the lifespan.
- Leverage advanced nursing expertise to integrate community resources and shape equitable, inclusive, and culturally responsive care across the healthcare continuum, driving initiatives in disease and injury prevention, and advancing health equity for all populations.
- Critically appraise, translate, integrate and disseminate research findings in decision making to improve healthcare outcomes.
- Conceptualize and design innovative quality improvement and safety initiatives that minimize harm to patients and providers, while optimizing system efficiency and effectiveness within complex healthcare environments.
- Cultivate advanced collaboration and strategic communication with interdisciplinary stakeholders, embodying core nursing values to enrich healthcare experiences and drive improved outcomes in complex and diverse care environments.
- Design and implement strategies to optimize resource management in complex health systems, enhancing the delivery of safe, quality, and equitable care for diverse populations while driving systemic improvements in healthcare.
- Strategically employ advanced information and communication technologies to collect, critically analyze, and apply healthcare data, driving clinical judgment and informed decision-making to enhance healthcare outcomes in diverse complex environments.
- Model accountability, collaborative leadership, and advanced professionalism in cultivating a nursing identity that exemplifies the core values, ethics, and competencies of the nursing profession.
- Actively engage in self-reflection and advanced nursing endeavors that elevate personal well-being, resilience, and professionalism, fostering continuous lifelong learning and advancing the development of nursing expertise and leadership.



### **Assessment of Direct Entry MSN Program Outcomes**

Graduate nursing students will acquire advanced skills and knowledge that enable them to practice advanced professional nursing or pursue doctoral level study. Direct measures of the student learning outcomes are conducted using examinations, essays, papers, group work, online presentations, observation, and problem-solving activities. Finally, the graduating student will participate in an exit survey upon completion of degree requirements.

## **GENERAL INFORMATION**

### **Graduate 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 Graduate 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 resource to have, study, and follow. If you do not already own a current copy of the Catalog, please access this link [Graduate 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](#).

## DEMSN PROGRAM CURRICULUM

[Nursing, M.S.N. | University of West Florida Academic Catalog](#)

The DEMSN Program requires 69 semester credit hours for degree completion.

*\*Note: Curriculum plan is subject to changes at any time throughout the program due to programmatic needs and accreditation requirements.*

NGR 5108	Foundations of Nursing Practice Across the Lifespan	3 Credits
NGR 5108L	Foundations of Nursing Practice Across the Lifespan Clinical Immersion	3 Credits
NGR 6003C	Health Assessment and Promotion Across the Lifespan with Lab	3 Credits
NGR 5171	Pharmacology Across the Lifespan	3 Credits
NGR 5140	Pathophysiology Across the Lifespan	3 Credits
NGR 5241	Care of Adults Across the Lifespan - Common Health Problems	3 Credits
NGR 5241L	Care of Adults Across the Lifespan - Common Health Problems Clinical Immersion	3 Credits
NGR 5507	Mental Health Nursing Across the Lifespan	3 Credits
NGR 5507L	Mental Health Nursing Across the Lifespan Clinical Immersion	2 Credits
NGR 6002	Advanced Health Assessment	3 Credits
NGR 5242	Care of Adults Across the Lifespan - Complex Health Problems	3 Credits
NGR 5242L	Care of Adults Across the Lifespan - Complex Health Problems Clinical Immersion	3 Credits
NGR 5352	Nursing Care of Women, Children, and Families	3 Credits
NGR 5352L	Nursing Care of Women, Children, and Families Clinical Immersion	2 Credits
NGR 6140	Advanced Pathophysiology	3 Credits
NGR 5636	Population Health Promotion and Management Across the Lifespan	3 Credits
NGR 5636L	Population Health Promotion and Management Across the Lifespan Clinical Immersion	2 Credits
NGR 5700	Systems Leadership and Health Policy	3 Credits
NGR 5871	Informatics and Healthcare Technologies in Practice	2 Credits
NGR 6172	Advanced Pharmacology	3 Credits
NGR 6605	Care of Persons Across the Lifespan - Transition to Professional Nursing Practice	3 Credits
NGR 6605L	Care of Persons Across the Lifespan - Transition to Professional Nursing Practice Clinical	4 Credits
NGR 5888	Healthcare Quality and Safety in Professional Nursing Practice	3 Credits
NGR 6803	Integration of Evidence in Advanced Nursing Practice	3 Credits

**69 Total Credit Hours**

## **STUDENT HANDBOOK GUIDELINES**

### ***Academic Advising***

Degree Works identifies and tracks all graduation requirements for each master'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 master's 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 Graduate Admissions. 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 Conduct***

Students are admitted to the University of West Florida and the DEMSN 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 school honor code pledge, the [UWF Student Code of Conduct](#), and the NSNA Code of Academic and Clinical Conduct and the Code of Professional Conduct (available online at [www.nсна.org/pubs](http://www.nсна.org/pubs); Click on Chapter Resources).

## ***Assessment Technology Institute (ATI) Guidelines***

### **Guideline I:**

(ATI) Comprehensive Assessment and Review Plan is a component of admission, progression, and graduation in the DEMSN 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 of 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. Due to the critical nature of remediation with regards to NCLEX score, students must complete any assigned remediation following ATI mastery exams as well as assigned ATI mastery exam retakes in order to progress in the program.
3. **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 the 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, the student will meet with the Course Coordinator and/or Faculty to complete the remediation form which will be submitted to the Remediation Coordinator (or their designee).

### ***PSK Usage***

Lab kits are mandatory for nursing lab courses. All kits must be either purchased from the bookstore or they may be supplied by the School of Nursing. DO NOT use equipment or supplies from work or other sources. The kits sold in the bookstore or provided by the School of Nursing 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 will 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.

**Supplies are not suitable for human use and not for invasive procedures 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.

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 30 minutes 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.
- ✓ 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.
- ✓ The University of West Florida, UWF College of Health, School of Nursing, and clinical agencies all have established codes and policies, including the [American Nurses Enterprise | American Nurses Association](#), Usha Kundu MD, College of Health policies, the School of Nursing policies, and clinical agency policies that guide students in professional conduct.
- ✓ Unprofessional conduct will be documented and placed into the student's file. Incidents of unprofessional conduct may impact preceptorship placement at the end of the program.

## ***Course Grading***

The School of Nursing adheres to the grading practices established by the university as discussed in The University of West Florida graduate catalog. 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 a grade of B (83%) or better in order to progress in the DEMSN program. There will be no rounding of grades in the DEMSN program.

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.

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

## ***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 Instructor. It is important that the student seeks out assistance early and communicates directly with the Course Instructor in order to identify areas of the curriculum that may be challenging and or difficult. Early contact will enable the Course Instructor 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.

## **Progression**

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

- Course grades of B or higher in graded nursing courses, and satisfactory ("S") grades in nursing clinical (laboratory) courses, are required to remain in the program.
- A student may only have one nursing course grade below B or one clinical (laboratory) course of Unsatisfactory ("U") to be eligible for readmission.
- Withdrawing from a nursing course is considered the same as receiving below a B in a graded course or an Unsatisfactory ("U") in a clinical (laboratory) course and requires an application for readmission to the DEMSN program. Students who withdraw from two or more courses may not be eligible for readmission.
- If readmitted to the nursing program, students may repeat a nursing course (including clinical) one time only and must successfully pass the course on the second attempt to remain in the program.
- Students who receive less than a passing grade of B in a nursing course or an Unsatisfactory ("U") in a clinical (laboratory) course will receive academic advising to develop an individualized revised academic plan of study.
- Students repeating a nursing clinical course must also repeat the nursing didactic course component. Conversely, if the student is repeating a nursing course, the associated nursing clinical/laboratory course must be repeated also.
- Due to the critical nature of remediation with regard to NCLEX scores, students are required to complete all assigned remediation following Assessment Technologies Institute (ATI) mastery exams as well as assigned ATI mastery exam retakes at a Level 2 Proficiency in order to progress in the program.

### ***Program Dismissal:***

In accordance with the policies of the University of West Florida, the faculty and director 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.

Failure to maintain the academic and professional standards as specified in this nursing program handbook may result in dismissal from the program.

### ***Program Readmission into the Program:***

Readmission to the School of Nursing is not guaranteed. Readmission is based on available slots, academic standing, 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 the completed form to the Admissions Coordinator of the School of Nursing.

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](#).

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 certain functional abilities and performance standards as described on the [SoN Core Performance Standards document](#).

### ***Student Accessibility Resources***

Welcome to the University of West Florida where our mission is to provide students with access to a high-quality learning experience through teaching, scholarship, research, and public service. UWF provides individualized support services to encourage full participation for students with disabilities.

### ***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 1st semester and then beginning of the 3rd semester 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.

### **Criminal History Status**

While in the program, if the student's criminal status changes, the student must disclose this to the School of Nursing within three (3) business days of the offense. Failure to disclose will result in dismissal from the program. Absolute honesty is essential. Clinical practice facilities have the right to refuse to permit a student to attend practice in their facility due to criminal charges. If a student is denied access to clinical practice, this could result in the inability to complete clinical requirements resulting in a course failure and dismissal from the SoN program.

Students who are not enrolled for two or more consecutive semesters will be required to resubmit all criminal background check materials at the time of re-entry.

### ***Gifts***

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

## **GRADUATION GUIDELINES**

### ***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 [GRADUATION REQUIREMENTS](#) forms.

### ***Graduation Convocation***

Each year the School of Nursing hosts a pinning and award ceremony at the completion of the final semester of the DEMSN program. The ceremony is held to honor DEMSN students and present nursing pins at the completion of the nursing program.

### ***School of Nursing Grievance Procedure***

The SoN grievance procedure is intended to provide students with clear instructions on how to bring complaints to the attention of the School of Nursing faculty and leadership and ensure that student concerns are addressed in a prompt and fair manner. A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that an action or decision by the University affecting the student 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 SoN follows [Conduct and Grievance | University of West Florida](#).

Within the SoN the following procedure should be followed:

I. Informal Resolution

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

- a. Talking with [the individual](#) about the complaint or dissatisfaction to see if informal resolution is possible.
- b. Talking with [the individual](#) the student believes has caused the complaint or dissatisfaction to see if informal resolution is possible, and/or talking with the SoN [Director](#) of the individual the student believes has caused the complaint or dissatisfaction to see if informal resolution is possible.

II. Steps of the Written Grievance Process

A. *Step 1:* A student with a complaint meeting the definition detailed above must provide a written complaint to the SoN [Director](#) of the individual 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 [Director](#) who received the written complaint shall meet with the Student to hear the Student's concerns within 10 calendar days of receiving the written grievance.

The [Director](#) shall also consult with the [respondent](#) and may request additional information from the aggrieved student or others prior to rendering a decision. The [Director](#) shall prepare a written decision and provide it to the student and to the [respondent](#) within 10 calendar days of the Step 1 meeting.

It shall be the responsibility of the [Director](#) to inform the student and the respondent of any extension of time needed to complete the written decision. If either the student or [respondent](#) 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 [respondent](#) is unsatisfied with the Step 1 decision, the respondent may submit a rebuttal.

B. *Step 2*: A Student not satisfied with the Step 1 decision may appeal to the [Assistant Dean of the Usha Kunda MD College of Health \(UKCOH\)](#). This appeal must be in writing and address the rationale for appeal. The appeal should be submitted to the [UKCOH Assistant Dean](#) within 10 calendar days of the date of the Step 1 decision. If the [respondent](#) is not satisfied with the Step 1 decision, the respondent may submit a rebuttal to the [UKCOH Assistant Dean](#). The rebuttal should be submitted to the [UKCOH Assistant Dean](#) within 10 calendar days of the date of the Step 1 decision. The [UKCOH Assistant Dean](#) shall review the grievance, Step 1 decision and appeal and/or rebuttal. The [UKCOH Assistant Dean](#) may request more information and/or request to meet with the student bringing the grievance and/or the [respondent](#). The [UKCOH Assistant Dean](#) shall prepare a written decision and provide it to the student and the [respondent](#) within 10 calendar days of receipt of the appeal. It shall be the responsibility of the [UKCOH Assistant Dean](#) to inform the student and the [respondent](#) of any extension of time needed to complete the written decision. If the student and the [respondent](#) are satisfied with the Step 2 decision the grievance process is complete. Should the student or the [respondent](#) not find the resolution satisfactory, a final appeal or rebuttal may be submitted to the appropriate Vice President (e.g., senior division head).

#### *C. Final Decision*

A student who is not satisfied with the Step 2 decision may appeal to the appropriate Vice President. A [respondent](#) 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. The Vice President (or designee) 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.

### ***Library Resources***

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

### ***Organizations***

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### ***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 selective 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 committees: Graduate 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 electronically on UWF systems. 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 by following instructions found in the [Academic Catalog](#). 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 Main 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.

### **e-Learning**

All DEMSN 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 on 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 complement 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](#). Students should also follow [Nursing Regulation | NCSBN](#).

## **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 for information about 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 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.

### **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. Fabric tennis shoes are not acceptable. Shoes must have closed heels and closed toes.
- White socks or hose must be worn with the uniform shoes.

- Hair must be secured neatly above the collar.
- Hair is to be natural in color.
- 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.
- Only one set of small stud earrings may be worn. If gauges are present, flesh colored gauge accessories must be worn. No other piercing of any kind can be worn in the ear, around the ear, or inside the ear.
- No tongue piercing can be worn.
- No piercings of any kind can be worn on or around the face, or in any area that can be seen while in uniform.
- 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-sleeved 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 pants with a T-shirt.

### **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 are 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.

### **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 will result in acquiring an unexcused clinical absence.

### **Drug Screening**

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.

The use of marijuana for any reason, prescribed or otherwise, is not permitted. This is in accordance with UWF's healthcare agency partnership contracts.

### ***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 School of Nursing Director. The student will have the option to take a repeat test at the student's 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 retest to the Director 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, Director of the UWF School of Nursing, Director of DEMSN 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 the student's expense during the remainder of the student's course of study in the nursing program. The timing of the random drug screen(s) will be determined by the Director of the UWF School of Nursing and Clinical Faculty. The student is required to provide proof to the Director 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 the student 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 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 Director 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, Director of the UWF School of Nursing, Director of DEMSN 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 the student's own expense and to have a report sent to the Director 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 student 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 DEMN Program Director must be notified immediately by the UWF clinical instructor. The DEMSN Program Director will then notify the Director 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 the student's 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 the student's own expense and to have a report sent to the Director of the UWF School of Nursing as soon as possible (within 24- 48 hours).

The report is to be sent to:

Renée L. Davis, DNP, APRN, CPNP-PC  
Executive Director of the School of Nursing  
Usha Kundu, MD College of Health  
Associate Professor  
University of West Florida  
11000 University Pkwy  
Building 37, Office 110  
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 student 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.

## **School of Nursing Background Check Process**

Florida Law restricts access to children, elderly and disabled patients by persons convicted of specific misdemeanors and felonies. ([Chapter 435 Florida Statutes](#)). This law places restrictions on health care facilities, which in turn requires students to comply with the same restrictions as their employees and volunteers. Any criminal history revealed on background checks may affect a student's ability to participate in clinical experiences, be admitted into a UWF SoN Program, and/or obtain registered nurse licensure. (See the [Florida Board of Nursing](#) and [Florida Statutes 408.809 Background Screening: Prohibited offenses](#))

If the criminal background check findings reveal a history of criminal activity, the SoN Director will discuss the findings with the student and if the findings do not meet clinical practice site requirements or eligibility for licensure as a registered nurse in the state of Florida, the student will not be admitted to the nursing program.

While in the program, if the student's criminal status changes, the student must disclose this to the School of Nursing within three (3) business days of the offense. Failure to disclose will result in dismissal from the program. Absolute honesty is essential. Clinical practice facilities have the right to refuse to permit a student to attend practice in their facility due to criminal charges. If a student is denied access to clinical practice, this could result in the inability to complete clinical requirements resulting in a course failure and dismissal from the SoN program.

## **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 the 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.

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

Tetanus-Diphtheria Booster Required  
every ten 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, and wait 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, and wait 30 days for a new titer to be drawn. If the 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.

Each student must submit copies of updated health requirements to Certified Background.

A student whose documentation has not been submitted by deadlines provided will be unable to attend any clinical, lab, or simulation activity. Absences due to failure to provide documentation will be considered unexcused absences and will be noted on the student's clinical evaluation.

## **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, 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 extend 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 proficiency on medication calculation exams in select courses. If the student is unsuccessful on the first attempt, a second attempt will be provided. The student will not progress in the course if proficiency is not achieved. Students should refer to their course syllabus for specific requirements.

## **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 incident report and university [Student Accident/Injury Form](#).

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's, 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.

**Informational Only (No Signatures Required)**

**ADVERSE EVENT FORM**  
**Direct Entry MSN 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: \_\_\_\_\_

Direct Entry MSN Program Director Signature: \_\_\_\_\_

Director of the School of Nursing Signature: \_\_\_\_\_

Cc: Dr. Shelley Diveny, InterimDean Usha Kundu, MD College of Health

**ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF REQUIREMENTS**

**UWF Direct Entry MSN Program**

I have read the UWF Direct Entry MSN Student Handbook and agree to abide by all the requirements of this nursing program.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_