



The University of Utah

College of Nursing

RN-BS and RN-BS GNL
BACCALAUREATE STUDENT HANDBOOK

2009 - 2011

Please Note: Information contained herein is subject to change without notice.

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Dear Student:

The University of Utah College of Nursing is committed to excellence in education, research and practice. We prepare leaders in nursing and health care whose actions, discoveries and voices strengthen and transform the health of individuals and quality of care within delivery systems. We are also committed to developing knowledge that leads to improved health and quality of life.

As the national shortage of nurses intensifies many new opportunities for individuals interested in a career as a health professional exist. Expertise in health and healing is required and increasingly valued in every aspect of the health care delivery system today. Preparation as a health professional can open doors to an exciting career as a clinical staff nurse, nurse practitioner, nurse midwife, care manager, nurse administrator, clinical informaticist, nurse educator or many other interesting roles.

The College of Nursing is a dynamic organization where we prepare all levels of nurses and scholars for a variety of clinical care, research and leadership professions. We offer interactive, technology-based education in both nursing and gerontology. Clinical partnerships and innovative practice models developed by our faculty create interactive learning environments for students. As a student at the University of Utah College of Nursing you will work with outstanding faculty who are dedicated to providing you with a meaningful learning experience in a supportive, professional atmosphere. Your educational needs are our top priority as we continue our pursuit of excellence.

Maureen R. Keefe, RN, PhD, FAAN
Dean and Professor
Louis H. Peery Endowed Chair

COLLEGE OF NURSING Mission and Vision

The University of Utah College of Nursing supports the mission and vision of the University, and is an integral part of the Health Science Center. We serve the public by improving health and quality of life through excellence in nursing education, research, and clinical care. We endorse the following of the Health Sciences Center:

- Compassion
- Collaboration
- Diversity
- Integrity
- Responsibility
- Excellence

In addition, we support the values of innovation and caring.

VISION STATEMENT

As a College, our vision is to develop leaders in nursing and health care whose actions, discoveries, and voices strengthen and transform the health of individuals and communities worldwide.

MISSION STATEMENT

The College of Nursing is a dynamic and evolving organization where we prepare all levels of professional nurses and scholars for diverse health care delivery and leadership roles. We offer interactive education in both nursing and gerontology. The College provides exceptional clinical care through innovative practice models. We are committed to developing knowledge that leads to improved health and quality of life.

GUIDING PRINCIPLES

The College of Nursing is positioned within an environment that respects the individual, fosters diversity, promotes community, cultivates life-long learning, and makes excellence an imperative. The action plans for education, research, and practice are located within the context of three organizing principles:

- 1) scholarship
- 2) service
- 3) inclusiveness

As foundational elements, these principles inform and guide all activities for faculty, students, and staff.

SCHOLARSHIP

The first organizing principle, scholarship, is defined in the broadest sense of the word, and includes the scholarship of analysis, critique, creation, and utilization. Scholarship is exemplified in excellent practice, inquiry based teaching, and the creation of new knowledge forms. Scholarly work includes publications, presentations, grant writing, and academic endeavors directed toward knowledge construction and distribution.

SERVICE

The second organizing principle that informs all activities in the College is service. Faculty, students, and staff participate in the life and organizational work of the College and University through committees and taskforces. Faculty participate in professional organizations, review panels, and service activities. As a form of service, faculty also engage in public presentations, public education, and volunteer work directed toward promoting health in individuals, families, and the community.

INCLUSIVENESS

The third principle is organized around the cultivation and implementation of diverse ideas, perspectives, and beliefs in the College. This orientation influences the policies and practices of the College and guides student, faculty, and staff recruitment. The outcomes to be achieved and maintained by this organizing principle are:

- 1) The development of a culturally relevant and sensitive curriculum.
- 2) The delivery of culturally competent care.
- 3) The creation and maintenance of an inclusive community.

BACCALAUREATE PROGRAM OUTCOMES

The baccalaureate program at the University of Utah is designed to reflect the mission and philosophy of the University and the vision, mission, goals and expected outcomes of the College of Nursing.

Graduates of the baccalaureate program will achieve the following outcomes:

- Demonstrate attitudes, values and competencies consistent with the practice of professional nursing.
- Demonstrate intellectual curiosity, critical thinking, and clinical judgment in the planning and provision of client**¹ centered health promotion and health care.
- Demonstrate personal commitment to engage in activities that promote life long learning.
- Use concepts from the natural, behavioral, social sciences, and the humanities in choosing and applying appropriate nursing interventions.
- Provide independent, dependent and collaborative health care in a caring and professional manner.
- Assume responsibility for providing leadership, and management within health care systems and professional organizations.
- Demonstrate legal and ethical accountability for professional behavior, nursing decisions and actions, and patient outcomes and their evaluation.
- Use concepts of evidence based practice for providing patient care and evaluation of health care outcomes.
- Assume accountability for helping to shape priorities/values of society regarding health care and the nursing profession, including the direction of the health care system, through participation in community life, public service, and professional organizations.

The College of Nursing understands that the preparation of professional nurses is grounded in a solid understanding of human behavior and pathophysiologic alterations affecting humans with emphasis on practices that results in increased health of the general population, including underrepresented and culturally and ethnically diverse groups, as well as cost-effective coordinated care.

The courses at the baccalaureate level, both for basic and RN-BS students, focus on the competencies and skills professional nurse will need in the 21st century.

¹ patient, family or community

Statement of Beliefs about Academic Integrity

We believe that:

- Faculty and students are individually and mutually responsible for maintaining academic integrity to support a foundation of professional integrity.
- A professional code of conduct is an inherent component of academic integrity.
- Faculty members have a responsibility to model professional teaching and mentoring behaviors.
- Faculty and students are mutually accountable and responsible for maintaining a positive learning environment.
- Faculty and students have a reciprocal commitment and responsibility to identify and report behavior that is not consistent with academic integrity. Examples of reportable behaviors include, but are not limited to plagiarism, unprofessional behavior, cheating, unethical conduct of nursing research, and disruptive behavior.
- These beliefs about academic integrity apply in each and every learning environment, encompassing clinical, didactic, scholarly and research activities.

POLICIES AND PROCEDURES

ADMISSION AND ADVANCEMENT

I. ADMISSION

A. General Information for applying.

1. Completion of an Associate Degree (A.S. or A.A.S.) nursing program from a nursing program accredited by a nationally recognized accrediting agency AND College of Nursing prerequisites prior to entering the program.
2. Applicants may apply to the RN-BS program or the RN-BS Geriatric Nursing Leadership (GNL) program.
3. Completion of the nine (9) prerequisite courses prior to entering the program and one (1) co-requisite (http://nursing.utah.edu/programs/bs/rn_bs/prerequisites.html).
4. Completion of all prerequisite courses with a grade of C or higher (C-grades are not acceptable and must be repeated).
5. Completion of all general education, math and American Institutions requirements prior to entering the program. Refer to the University of Utah Undergraduate Bulletin at <http://www.ugs.utah.edu/bulletin/?pageId=2778>. Students with an Associate of Applied Science may be required to take additional courses prior to entering the program to fulfill University of Utah general education requirements.
6. Minimum grade point average (GPA) of 2.8 on a 4.0 scale on all prerequisite courses.
7. Minimum cumulative grade point average (GPA) of 2.8 on a 4.0 scale.
8. Official transcripts from all universities and colleges attended.
9. Three professional letters of recommendation.
10. Written essay on a subject chosen by the College of Nursing.
11. A resume.

12. Copy of current RN license without restrictions. License needs to be maintained throughout the program. If it expires or has a change in status, a copy needs to be given to the Office of Academic Programs and Student Services.

13. Applicants for whom English is a second language must score 50 out of 60 on the “Test of Spoken English”.

14. International students who are graduate nurses in their countries are required to complete the *Council on Graduates of Foreign Nursing Schools* (COGFNS) requirements and be licensed to practice as a Registered Nurse in the State of Utah in order to apply to the RN-BSN Program.

15. The application deadline is February 15th of each year for Fall admissions.

It is the student’s responsibility to submit updated information, i.e., grades, to ensure completion of information and subsequent review of your application.

B. Transfer Requests

1. Students requesting transfer of nursing credit from an RN-BS program will be reviewed on a case-by-case basis.

II. PROGRESSION

The Baccalaureate Admissions and Advancement Committee (BAAC) has the responsibility to review student academic and professional records to determine eligibility for progression and readmission to the program.

A. Criteria for Progression

1. Letter grades of “C” or better are required in all nursing courses (“C-” grades are not acceptable and are considered to be a failing grade.

2. A minimum 2.00 cumulative GPA is required for graduation from the University of Utah.

3. Didactic and clinical courses must be completed satisfactorily before advancement to the next courses in sequence. Alterations in the printed program of study must be pre-approved by the relevant faculty and the BAAC.

4. Incomplete (“I”) grades in clinical and the accompanying didactic course may not be carried over from one course to the next didactic or clinical course in the progression sequence. This policy supersedes the University policy regarding incomplete grades.

5. Students in the nursing major are required to complete all General Education requirements for the BS degree at the University of Utah prior to registering for NURS 4400 Capstone. Exceptions to this policy must receive prior approval by the BAAC.

B. Assessment Technologies Institute Examinations

Thirty hours of upper division academic credit is earned by RN students successfully completing four Assessment Technologies Institute (ATI) exams. Examinations cover the following topics:

Pediatric Nursing
Maternity Nursing
Medical-Surgical Nursing
Psychiatric Nursing

The credits earned for each of these exams will be valid for only three years. If a student does not complete the RN-BS degree within that three year period, the credits become invalid. As such, the student will then need to retake the pertinent exams.

The established fee for each exam must be paid in advance of the exam administration. The exam dates will be determined by the Office of Academic Programs and Student Services.

If a student does not pass a specific topic area, the exam(s) may be rescheduled for a second and last time. If a student fails any portion of the ATI examinations a second time, the student must consult with the Coordinator of the RN-BS Program to plan a program of remediation. In consultation with the Coordinator of the RN-BS Program, if the student wishes to take the course pertaining to the relevant content material missed on the ATI exam(s), the student must submit such a petition to the Baccalaureate Admissions and Advancement Committee (BAAC). At the discretion of the BAAC and on a space available basis, the student may have the opportunity to earn credit for the failed ATI exam by taking and passing the relevant nursing course.

Graduation and awarding of the BS degree is contingent upon successful completion of all university requirements, required nursing course work and/or passing the required ATI examinations.

C. Academic Action / Academic Misconduct / Academic Sanction:

“Academic action” means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or

qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term “academic action” does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.

“Academic misconduct” includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another commit an act of academic misconduct (for further discussion of this section “B”, refer to the “Policies Related to Cheating and Plagiarism” section in this document).

“Academic sanction” means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from the program or the University, or revocation of a student’s degree or certificate.

Refer to the University of Utah Regulations (<http://www.regulations.utah.edu/academics/6-400.html>) for a further detailed discussion. (University Regulations: Policy 6-400 Rev 6: Chapter X, Sections I - VI).

Additional information on policies related to cheating and plagiarism can be found on page 16 of this handbook.

D. In the College of Nursing students are placed on academic probation for:

1. Receiving a grade below “C” in a required nursing course.
2. Inappropriate or unsafe clinical performance.

In order to remain in the program, a course receiving a “C-” or below must be retaken the next semester the course is offered, pending space availability. Once a student is placed on academic probation, the student is required to meet with the Baccalaureate Advisor in Academic Programs and Student Services to plan a continued course of study. This plan shall then be submitted to the BAAC for approval. Nursing courses may be retaken once. (Refer to the Suspension/Dismissal section below).

E. Grade Appeal

If a student fails a course and files a formal grade appeal, eligibility for continued enrollment for nursing clinical courses depends on BAAC approval. (See the College of Nursing Baccalaureate Advisor in Academic Programs and Student Services for procedures for filing an appeal and the University of Utah Regulations.)

F. Suspension / Dismissal

Students will be suspended or dismissed from the nursing program for any of the following:

1. Receiving a grade of “C-” or less in the same nursing course twice
2. Receiving grades of “C-” or less in 2 nursing courses during the student’s enrollment in the nursing program
3. Failure to maintain a cumulative GPA of 2.00
4. Unsafe clinical practice
5. Unprofessional behavior
6. Suspended, restricted or expired license

Instructors documenting student behavior as unsafe or unprofessional must submit written documentation to the BAAC.

Suspended students must remain out of the program for one calendar year. Students readmitted must meet program requirements in effect at that time. If a student fails a course after readmission, he/she will be dismissed from the program.

Dismissal from the nursing program is final. A student who is dismissed from the University for behavioral misconduct may not petition for reinstatement.

G. Program Modification

Program modification is designed to meet the individual needs of students who may find it necessary to modify program progression. Early preliminary planning is necessary to facilitate placement and increase the options available to students. Criteria for program modification are:

1. Any student with a modified program must meet all prerequisites to the involved course.
2. Application (in writing) for program modification should be initiated by the student and submitted to the BAAC. Such requests need to be submitted to the BAAC before the end of the semester preceding the semester for which the request pertains. If the request is made after

this deadline, the BAAC will consider whether it will accept the request or not.

3. Planning for the program modification will be developed by the student in consultation with the Baccalaureate Advisor in Academic Programs and Student Services. The BAAC must be involved in all program changes involving academic status and progression.

4. Final approval of the student's program modification by the BAAC is required before program implemented and it is dependent on space available.

H. Interrupted/Readmission/Withdrawal

Students in good standing who interrupt their program of study shall notify, in writing, the BAAC of their intent to withdraw and anticipated date of return. Notification to the BAAC is required a full semester prior to the intended semester of re-entry to assure proper placement. Re-entry to the program is not automatic and depends on space and availability of courses. Students must complete the program requirements in place at the time of re-entry or readmission.

Students who are not in good standing (i.e., on probationary status) and who interrupt their program of study shall be required to file a readmission application which will be evaluated by the BAAC. The readmission application must be submitted at least a full semester prior to the intended date of re-entry. Eligibility for readmission is determined by BAAC.

Withdrawal from individual courses is according to University policy. Withdrawal from the nursing program must be made in writing to the BAAC.

I. Graduation

Graduation applications are collected by the Office of Academic Programs and Students Services during new student orientation. Applications will be turned in to the Graduation Evaluation office by the Baccalaureate Advisor prior to the deadlines established by the University. Students who do not turn in a graduation application to Student Services must acquire necessary signatures and take it to the Graduation Evaluation office. Applications can be found at <http://www.sa.utah.edu/regist/pdfs/Gradapp.pdf>. University graduation requirements can be found at <http://www.sa.utah.edu/regist/graduation/GenGradReq.htm>.

PROFESSIONAL BEHAVIOR

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e., all of the important facts were not considered). The College believes that professional behavior is an integral part of each student's nursing education. As such, each student is asked to read and sign the following statement at orientation:

I, the undersigned, acknowledge the importance of personal integrity in nursing, including the standard set by the University of Utah Student Code and the following commitment to the public trust made by the College of Nursing.

Nursing is a profession which has earned the public's trust. The importance of student integrity, trustworthiness and honesty are very serious concerns due to the implications to patient safety. A faculty member may refuse to have a student continue in their course, and the college may dismiss a student from the program, if the student's character does not uphold the professionalism of nursing. This is a serious matter for both the college and the student. Dismissal due to the lack of professional behavior is an academic dismissal.

Unprofessional behavior is also defined in Section R156-31b-502 of the Utah Nurse Practice Act. The ANA Code for Nurses also defines professionalism, as follows:

ANA CODE FOR NURSES

1. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.

8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

COLLEGE OF NURSING GUIDELINES

All students in the College of Nursing are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:

- Attending orientations, class and clinical.
- Taking exams as scheduled.
- Arriving and leaving class and clinical as scheduled.
- Adhering to the appropriate dress code when in clinical.
- Accepting responsibility for their own actions.
- Giving prior notification in writing or voice mail to the faculty when they are unable to meet commitments and detailing how and when they will make up requirements.
- Dealing with others (peers, faculty, patients and clients) in a respectful, sensitive and nonjudgmental manner.

The faculty acknowledges that true life emergencies do exist and will work with students in these situations as they arise. Note: True life emergencies do NOT include:

- Scheduling work or vacation during class or clinical or final exam times.
(Missing class in order to work is not an excused absence.)
- Non-emergent doctor or dental appointments.
- Being fatigued due to your own actions.
- Planning "special" events that interfere with class or clinical time.

Expectations and Professional Standards for Classroom and Clinical

1. Respect other's space. No pagers or cell phones in class or clinical.
2. Start and end class on time.
3. Maintain a professional appearance and image.

4. Accountability for preparation in class and clinical.
5. Constructive verbal and non-verbal behavior.
6. Care for others in an empathetic manner.
7. Honest, open, respectful communication.
8. Confidentiality of all patient information.
9. Teamwork and helping behavior for colleagues.
10. Academic and personal honesty and integrity.
11. Uphold personal and professional ethics.
12. Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).

CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

When problem behaviors are identified, the involved faculty member will:

1. Counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame. The student's unacceptable behavior and the specific counseling will be documented by the faculty in the student's file and entered into a secure database kept by the College as a means of identifying repeated infractions. If an incident occurs, the faculty will inform the student that an entry has been made in the database. Only the Executive Director of Undergraduate Programs, the Executive Director of Clinical Graduate Programs, and the Director of the PhD program will have reading access to this database. The student is given a copy of the documentation which was submitted to his/her file. If the behavior is a major infraction, the student will be counseled, referred to the Course Coordinator, the Director of Academic Programs and Student Services, and the BAAC; documentation will be placed in the student's file. The BAAC will ultimately evaluate the student's situation. Dismissal is a possibility.

If the student violates the University of Utah Student Code, he/she will be counseled and documentation will be placed in the student's file. The Executive Director for Undergraduate Programs, the BAAC, and the Director of Academic Programs and Student Services will be notified. The BAAC may either refer to the University of Utah Academic Misconduct Committee (refer to <http://www.regulations.utah.edu/academics/guides/students/studentRights.html>) or make a recommendation to the Associate Dean for Academic Programs.

This database is in addition to any University policies regarding academic or professional misconduct. Students should be familiar with the Student Code (<http://www.regulations.utah.edu/academics/6-400.html>) and be aware that serious violations of University policies on Academic and Professional Misconduct may result in termination or dismissal.

POLICY RELATED TO A STUDENT RECEIVING AN ACADEMIC FAILURE IN GRADES /UNSATISFACTORY BEHAVIOR

1. If a student receives a failing grade (C- or lower) in a course, initially the student must discuss the situation with the involved faculty. If the student wishes to address the situation further, he/she may then contact the coordinator of the course. If the outcome is unsatisfactory, the student may then meet with the Executive Director for Undergraduate Programs. The student may also write a letter to the BAAC stating his/her position. Lastly, the student may meet with the Associate Dean for Academic Programs to discuss the matter.
2. The BAAC is responsible for evaluating a student's progression status once the student has failed a grade and/or demonstrated unsatisfactory behavior.
3. The student may appeal a grade by following the procedures outlined in the University Student Code.

POLICIES RELATED TO CHEATING AND PLAGIARISM

The University of Utah policies on plagiarism and cheating are clear. The *University of Utah Student Code* defines academic dishonesty as:

B. Academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information... It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

1. "Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
2. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both faculty members.
3. "Plagiarism" means the intentional unacknowledged use or incorporation of any other person's work in, or as the basis for, one's own work offered for academic consideration or credit, or for public presentation. Plagiarism

includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.

4. "Fabrication or falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

The complete University of Utah Code of Student Rights can be found on the University web site, at <http://www.regulations.utah.edu/academics/guides/students/studentRights.html>.

ACADEMIC MISCONDUCT AND APPEALS COMMITTEE

The Academic Misconduct and Appeals Committee of the University of Utah College of Nursing provides students and faculty with a vehicle for the making of decisions relative to student contested academic actions, academic sanctions for misconduct, and dismissals from participating in class. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at <http://www.regulations.utah.edu/academics/guides/students/studentRights.html>.

AMERICANS WITH DISABILITIES ACT OF 1990

The University of Utah follows all regulations under the "Americans with Disabilities Act of 1990." The College of Nursing, following ADA guidelines, will "provide reasonable accommodations for *qualified students with disabilities* unless it constitutes an *undue hardship* to do so. Learning disabilities are included in this Act. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. Reasonable accommodations cannot be made unless the instructor receives documentation of the disability and, in some cases, instructions or suggestions for making necessary accommodations. For further information regarding disability services and student/faculty responsibilities go to www.hr.utah.edu/oeo/ada/guide/faculty/. The University Center for Disabled Student Services is located in 162 Olpin Union (581-5020). Students are encouraged to contact the Center with questions, concerns, or when they require assistance.

When any issues arise pertaining to ADA guidelines, the College of Nursing will refer the situation to the ADA office for evaluation and that office will issue a report.

SEXUAL HARASSMENT

The University of Utah expects members of the University community to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972, and is a violation of University policy. For further information go to <http://www.hr.utah.edu/oeo/policies/> or contact the Office of Equal Opportunity and Affirmative Action at 581-8365. All questions or concerns will be treated with complete confidentiality.

PRIVACY RIGHTS OF STUDENTS

The University of Utah and the College of Nursing are committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student. The College of Nursing will not give out scholastic or personal information about students. The College will take messages in an emergency situation, but will NOT provide families or friends with the means to contact the student. If you want people to know how to find you when you are in class or clinical, you need to inform them.

MANDATORY TRAINING FOR COMPLIANCE WITH FEDERAL HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All students in the College of Nursing (baccalaureate, master's and doctoral) *are required to show proof* of having completed a federally mandated, web-based training session on the Health Insurance Portability and Accountability Act (HIPAA Regulations).

The training program is available at <http://www.educat.utah.edu>. It contains module content and quizzes. Following successful completion of the quizzes you will be asked to print a certificate of completion. *A copy of this certificate needs to be given to the Office of Academic Programs and Student Services.*

- HIPAA TRAINING (Health Insurance Portability and Accountability Act of 1996)
You are required to complete HIPAA training prior to the first day of clinical and then renew it every year you are in the program. You can complete this training at the following website <http://www.educat.utah.edu>. Please print a certificate of completion and bring a copy of it with you to your orientation for clinical or class. (The orientation time will be specified in the relevant course syllabus).

HEALTH & SAFETY REQUIREMENTS FOR NURSING STUDENTS

All students in the College of Nursing are required to be Cardiopulmonary Resuscitation (CPR) certified (Adult and Infant) *prior to their first semester of clinicals in the nursing program*. The CPR certification must be renewed when it becomes due. At the time of entrance, students must provide a copy of the CPR certification card for filing in the Office of Academic Programs and Student Services. Copies of all renewals must also be provided. Students must have a TB test each year and bring the results of the test to the Office of Academic Programs and Student Services. Failure to do so will result in the student's removal from clinical courses until proof of CPR certification and/or updated TB test is received.

OSHA TRAINING:

Prior to the first semester of clinicals in the nursing program, students are required to provide proof of OSHA instruction on fire safety, handling of hazardous materials, electrical safety, and preventing spread of disease. If you do not have access to OSHA training through your employment, the modules mentioned below must be completed.

You are required to complete OSHA training prior to the first day of clinical and then renew it every year you are in the program. You will need access to EduCat (<http://www.educat.utah.edu>) for this training. Please print a certificate of completion and bring a copy of it with you to orientation.

The above requirements are designed to protect the student, as well as the patients, and staff with whom students have contact. Therefore, all the above are MANDATORY. Students will NOT be allowed in clinical agencies without the appropriate verification.

CPR CERTIFICATION:

- You are required to be CPR certified prior to the first day of clinical. Copies and renewals must be provided. Online CPR certifications will not be accepted.

IMMUNIZATION POLICY:

1. Students enrolled in a nursing course with a clinical component must have on file in the Office of Academic Programs and Student Services:
 - a. A report of a chest x-ray or tuberculin intradermal test (Mantoux test) within one year. If the intradermal tuberculin test is positive, a chest x-ray must be taken and the report submitted. Once a negative chest x-ray report has been submitted, no further TB testing is required unless medically indicated.
 - b. Current (within ten years) tetanus/diphtheria/pertussis immunization.

- c. Evidence of two measles, mumps and rubella (MMR) immunizations is required. A clinical diagnosis of rubella is not considered reliable as evidence of immunity. Rubella vaccine is not necessary if a physician's statement indicates that the rubella titer is eight or greater. A physician's written statement indicating the individual has had the clinical disease(s) is acceptable evidence of immunity for measles and/or mumps.
 - d. Evidence of two varicella (chicken pox) immunizations is required. A clinical diagnosis of chicken pox IS considered reliable as evidence of immunity. Varicella vaccine is not necessary if a physician's statement indicates that a titer indicates immunity. A physician's written statement indicating the individual has had the clinical disease(s) is acceptable evidence of immunity for varicella.
 - e. Evidence of a flu shot. Must be updated yearly.
 - f. The complete Hepatitis B series.
 - g. Polio is recommended, but not required.
2. If clinical agencies have additional health specifications, students who are assigned to those agencies will be required to meet them.
 3. Neither the University of Utah nor the College of Nursing is responsible for the payment of expenses incurred by the student for laboratory tests, immunizations, hospitalizations, or other health care expenses.
 4. Compliance with health/immunization requirements is necessary to maintain clinical placement. Failure to do so will result in removal from the clinical practicum.

Where to Obtain Immunizations:

Required immunizations and tuberculin skin testing may be obtained in one of the following manners (all associated costs are the responsibility of the individual student):

1. From a private physician.
2. Salt Lake County Health Department:
 - 610 South 200 East, 534-4575
 - 2001 South State Street, 468-2720
 - 9340 South 700 East, 255-7144
3. University of Utah Student Health Service - 555 Foothill Blvd, Madsen Health Center, 581-6431, basement level, free parking, accessible by Campus Shuttle.

*These requirements must be completed in order to maintain clinical placement.
Failure to do so will result in removal from clinical practicum.*

It is the responsibility of each student to ensure that updated and complete immunization, certification and licensure information is provided to the Office of Student Services and Academic Programs. Students are expected to provide copies of their Student Verification Immunization report to their clinical instructor prior to the start of any clinical rotation.

Faculty Right to Request Medical Clearance

College of Nursing faculty, especially those who teach students in clinical or laboratory settings, have the right to request written medical clearance from the student's health care provider if there is reason to believe that a known or suspected problem or illness (physical or emotional) may compromise patients, staff, faculty, peers or the student's own health, welfare and safety. The student will not be allowed in the clinical area and/or classroom until such documentation is obtained. A copy of the letter from the health care provider will be kept on file in the Office of Academic Programs and Student Services. All expenses related to the medical clearance are the sole responsibility of the student.

Drug Screening

Drug screening may be required as the University of Utah College of Nursing places students in appropriate clinical education facilities. Some agencies require this prior to placement into clinical sites. Confidential test results are sent to the College of Nursing from a secured website or via an encrypted email attachment.

INSURANCE COVERAGE

Nursing students are exposed to the usual risks of illness and accidents. The University of Utah and the College of Nursing expects that all students carry their own adequate health insurance. You are responsible for any expenses you incur, even if the accident or illness is related to your student role.

Information regarding how to obtain student insurance can be found at:

Student Insurance Office
Wasatch Clinic
555 Foothill Blvd.
Salt Lake City, Utah 84112
<http://www.studenthealth.utah.edu/>

ACADEMICS

REGISTERING FOR CLASSES & TUITION INFORMATION

University Class Schedule information is available at www.utah.edu/students/catalog.html.

All students MUST be registered for courses PRIOR TO the first day of class.

No student will be allowed to remain in class, or to enter a clinical area, without being registered. Unlike some of the community colleges, *you do not have to pay for courses on the day you register*. Tuition bills are not sent out to students so it is important that you are familiar with the tuition policies and deadline dates. This information can be found at <http://fbs.admin.utah.edu/index.php/income/>. Tuition not paid by the deadline will result in cancellation of your class registration and interruption in your program of study.

COLLEGE OF NURSING SCHOLARSHIPS

Students who have been officially admitted to the nursing program are eligible to apply for College of Nursing scholarships. Application forms may be downloaded from <http://www.nurs.utah.edu/students/scholarship.htm> three to four months prior to the deadline. Application deadlines are:

Fall Semester	May 15
Spring Semester	October 15
Summer Semester	March 15

All applications must be submitted by 5:00 p.m. to the Coordinator for Recruitment and Financial Aid in the Office of Academic Programs and Student Services. In the event a deadline falls on a weekend or holiday, applications must be submitted by 5:00 p.m. the following business day. Criteria for these scholarships vary, but most are offered based on merit and demonstration of financial need.

When other scholarships or financial aid opportunities become available, students will be advised through posting on the scholarship bulletin boards in the Office of Academic Programs and Student Services, email or Blackboard (WebCT). Please keep your email current in the University of Utah Campus Information System.

UNIFORMS

You will be required to wear a standard uniform and maintain appropriate hygiene and grooming while in clinical settings utilized by the College of Nursing. You will be expected to dress and act professionally at all times when in the clinical area. No body piercing besides earrings are allowed, and artificial nails are prohibited as they harbor bacteria. Tattoos should be covered. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to in those institutions.

You are required to purchase navy blue uniform pants and a white polo-like or v-neck top. The College of Nursing patch will be available for you to purchase at orientation and must be worn on the LEFT shoulder of your polo shirt or white lab coat. You will also be required to wear a name badge which states your first name followed by Student Nurse, and University of Utah on the second line. This name badge will be red with white lettering and will be worn on the LEFT chest. It must be worn **AT ALL TIMES YOU ARE IN A CLINICAL AREA**. Your name badge will be available at orientation to purchase.

The uniform is generally navy blue pants and a white top. If women would like to wear a dress (white) in the clinical setting, white or flesh-colored hose must be worn also. No jumpsuits are acceptable. The pants cannot be Levi's or leggings; they must be uniform-type pants. Shoes must be white leather or white leather-type; they cannot be nylon. Students are allowed to wear pastel colored turtlenecks under their uniforms if desired. Uniforms or a white lab coat (which must also have a College of Nursing patch and name badge) must be worn whenever in the clinical area, including the day before your clinical when you are picking up your patient assignment. Additional patches will be available for purchase during orientation or in the Office of Academic Affairs and Student Services. *You are required to have your complete uniform by the first day of clinicals.* The Health Sciences Bookstore typically offers great discounts on scrubs to nursing students.

PROGRAM OF STUDY

RN-BS Program

Semester 1:

NURS 3003: Individual and Family Assessment (3)

NURS 4100: Nursing Research (3)

Semester 2:

NURS 4050: Nursing History/Health Policy (3)

NURS 4280: Advanced Concepts in Pathophysiology (3)

UUHSC 5500: CCMR (Cultural Competence and Mutual Respect) (1)

Semester 3:

NURS 3005: Global and Community Epidemiology (3)

NURS 3530: Family and Community Focused Care (4)

Upper Division Elective (3) (may be taken at any time during the program)

Semester 4:

NURS 4202: Professional Leadership in Health Care (3)

NURS 4410: Integrated Nursing Practice (5)

RN-BS GNL Program

Semester 1:

NURS 3003: Individual and Family Assessment (3)

GERON 5100: Applications of Research in Aging (3)

Semester 2:

NURS 4050: Nursing History/Health Policy (3)

NURS 4280: Advanced Concepts in Pathophysiology (3)

NURS 5050: Best Practices in Geriatric Nursing (3)

UUHSC 5500: CCMR (Cultural Competence and Mutual Respect) (1)

Semester 3:

NURS 3005: Global and Community Epidemiology (3)

NURS 3530: Family and Community Focused Care (4)

Semester 4:

NURS 4202: Professional Leadership in Health Care (3)

NURS 4410: Integrated Nursing Practice (5)

RN-BS PROGRAM COORDINATOR

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APPLYING FOR GRADUATION

Graduation applications are collected by the Office of Academic Programs and Students Services during new student orientation. Applications will be turned in to the Graduation Evaluation office by the Baccalaureate Advisor prior to the deadlines established by the University. Students who do not turn in a graduation application to Student Services must acquire necessary signatures and take it to the Graduation Evaluation office. Applications can be found at <http://www.sa.utah.edu/regist/pdfs/Gradapp.pdf>.

University graduation requirements can be found at <http://www.sa.utah.edu/regist/graduation/GenGradReq.htm>.

After the application has been turned in, your personal graduation information section on the Campus Information System will be updated.

Completion of all nursing requirements does not automatically make you a graduate; all University requirements must be completed as well. So it is important to follow the instructions provided to you from the Graduation Office.

Please note that your date of graduation will be the semester you complete all requirements, regardless of the time you participate in Commencement activities. Students who graduate in Summer semesters are invited to participate in the Spring Commencement of that year. However, summer graduates will not be “official” until the end of Summer Semester. Therefore, when filling out the graduation application please be sure to note the August graduation date.

Students are invited and encouraged to participate in Commencement planning activities. A Convocation Committee is generally formed in January of each year to plan that year’s event. The University holds a large Commencement ceremony for ALL students in the morning at the end of exam week. Each individual College holds its own Convocation Ceremony on the same day as the large Commencement, or a day before. Your name is called and you individually cross the stage at the College of Nursing Convocation. It is a meaningful event, especially when students take part in the planning.

ADMINISTRATIVE DETAILS

Getting U - Connected

The first thing that you will need in order to access your online resources is a UNID (University Network ID), Password and U of U Email Account. Go to <http://www.netcom.utah.edu/helpdesk/gettingUconnected/students.html>. This webpage will provide you with step by step instructions on setting up your ID, Password and email account.

If you are a new student to the University of Utah, your student ID is on your official acceptance from the University. Your password is your birthday, month, day and year (00/00/00) which you will be required to change once you enter the system. If you are a former University of Utah student, you are able to continue using your UNID already in existence. If you have problems with your UNID or password, you can contact the Campus Helpdesk at 581-4000 for assistance.

UCARD

As a student on the University of Utah Campus, you are required to have a U identification Card. There are two locations where you may go to obtain the UCard:

A. Ray Olpin Student Union Building

200 South Central Campus Drive #225

Salt Lake City, Utah 84112-9101

Office hours: M-F, 8:00 am - 6:00 p.m.

UUHSC - Hospital Cafeteria Office Hours: M-F, 9:00 am-5:00 p.m.

EMAIL (Umail)

A Umail account through the University is required. It is important that you set up your Umail account as soon as you are accepted to the University of Utah. We recommend checking your Umail regularly as this is the official communication of the University of Utah.

The majority of correspondence from your faculty and the Office of Academic Programs and Student Services will be conducted through Blackboard (WebCT) and Umail. Occasionally it becomes necessary to contact a student over the phone or through personal email addresses. Please keep your contact information current in the Campus Information System (CIS).

STUDENT SERVICES

The University of Utah offers a number of services, which are provided free of charge or at minimal cost to the student. For a complete list of services go to http://www.utah.edu/newstudents/student_services.htm. This site contains helpful and useful information as well as links. Take time to check these out.

ADDITIONAL LINKS TO STUDENT RESOURCES

ACADEMIC CALENDAR

<http://www.sa.utah.edu/regist/pages/Deadlines.html>

BOOKSTORE

<http://www.ubs.utah.edu/>

STUDENT LIFE

<http://www.sa.utah.edu/>

TUITION & FEES

<http://fbs.admin.utah.edu/index.php/income/>

INTERNATIONAL CENTER

<http://www.sa.utah.edu/inter/>

STUDENT INVOLVEMENT CENTER

<http://www.sa.utah.edu/sic/>

PRINTING SERVICES

<http://aux.utah.edu/print.html>

UOnline

<https://uonline.utah.edu/>

Technology Assisted Curriculum Center

<http://www.tacc.utah.edu/>

Eccles Health Sciences Library

<http://library.med.utah.edu>

OPPORTUNITIES FOR STUDENTS AT THE COLLEGE OF NURSING

OPPORTUNITIES FOR STUDENTS ON COLLEGE OF NURSING COMMITTEES

Baccalaureate students are invited and encouraged to become members of various College of Nursing Committees. The work of each Committee is important and varied. Student membership is sought for the following standing committees:

- Baccalaureate Admission and Advancement Committee
- Baccalaureate Curriculum Committee

In addition, students are often invited to participate in ad hoc committees that are formed to address specific short-term needs of the College.

Interested students are asked to contact Carrie Radmall, Director of Academic Programs and Student Services at 581-8798 or carrie.radmall@nurs.utah.edu to volunteer for Committee membership.

STUDENT ADVISORY COUNCIL (SAC)

The purpose and functions of the Student Advisory Council (SAC) are as follows:

- To promote and encourage involvement of students in nursing activities, to broaden their perspective of nursing and to develop more interest, responsibility, and commitment to nursing as a profession.
- To provide for official representation of the University of Utah College of Nursing students on committees, councils, commissions, and affiliated groups or organizations associated with the Associated Students of the University of Utah (ASUU).
- To provide for official representation of the U of U CoN students at national, state and local conventions or gatherings related to nursing, specifically or generally.
- To coordinate student activities with the College of Nursing.
- To represent the U of U CoN students' opinions and to initiate action upon issues arising in the College and within the community.

- To ensure representation and participation of students in academic and administrative policy formation with the U of U CoN.
- To provide communication and interaction between the students, administration, and faculty.
- To influence health care, nursing education, and practice through legislative and other activities as appropriate.
- To represent all U of U CoN students to consumers, institutions, and other organizations.
- Any nursing student may be a member of the SAC, provided the student is currently accepted to and enrolled in good standing in any U of U nursing program.

SIGMA THETA TAU International Honor Society of Nursing (GAMMA RHO)

Gamma Rho Chapter serves the needs of members from the College of Nursing at the University of Utah Health Sciences Center (UUHSC). Check out the Gamma Rho website at <http://nursing.utah.edu/stt/index.html> for detailed information.