

UNIVERSITY OF NORTH ALABAMA



ANDERSON
College of *NURSING and*
HEALTH PROFESSIONS

University of **NORTH ALABAMA**

GRADUATE AND POST-MASTER'S CERTIFICATE
ANDERSON COLLEGE OF NURSING AND HEALTH PROFESSIONS
STUDENT HANDBOOK

2022 - 2023

Contents

I.	General Information	4
A.	Introduction	4
B.	Mission Statement – Anderson College of Nursing and Health Professions	4
C.	Vision Statement – Anderson College of Nursing and Health Professions	4
D.	Accreditation Statement	4
E.	Master of Science in Nursing Program	4
F.	Post-Master Certificate Program	5
G.	Program Goals.....	6
H.	H. Accommodation Assistance for Students with Disabilities	6
I.	Title IX Discriminatory Harassment.....	7
J.	Diversity Statement	7
K.	Sexual Harassment.....	7
II.	Graduate Administration, Faculty, and Staff Contact Information.....	8
III.	Beginning the Program	8
A.	Student Health Document Requirements.....	8
B.	Drug/Alcohol Policy.....	11
C.	Confidentiality.....	13
D.	Social Networking & Electronic Media.....	13
E.	Books.....	13
F.	Supplies and Expenses	14
G.	Dress Code Policies	14
H.	Exposure to Blood and/or Body Fluids.....	15
I.	Incidents/Accidents.....	15
IV.	Proceeding Through the Program.....	15
A.	Student Health Requirements	15
B.	Course/Clinical Progression	16
C.	Academic Honesty	16
D.	Professional Behavior	18
E.	Grading System	18
F.	Retention in the Program	19
G.	Readmission.....	19

H.	Clinical Attendance	20
I.	Medical/Illness/Injury	20
J.	Mental Health Emergency	21
K.	Advisement	21
L.	Sigma Theta Tau International Nursing Honor Society.....	21
M.	Student Representation on ACONHP Committees	21
N.	Faculty Evaluation	21
O.	Clinical Agency Policies	21
V.	Disciplinary Policies.....	22
A.	Clinical Practicum Experiences, Expectations, and Conduct.....	22
B.	Unsatisfactory Behavior	26
C.	Disciplinary/Grievance Policies	28
VI.	Entering the Profession.....	28
A.	Graduation Preparation	28
B.	Anderson College of Nursing and Health Professions Pin	28
C.	National Certification	29
D.	Employment References	29
VII.	Appendix	30
A.	Appendix A: Admission/Progression of Persons with Disabilities to the Graduate Program.....	30
B.	Appendix B: Student Needle Stick/Body Fluid Exposure Protocol.....	34
C.	Appendix C: Blood/Body Fluid Exposure Report.....	35
D.	Appendix D: Declination of HIV/Hepatitis Serology Testing	37
E.	Appendix E: Tuberculosis Exposure Protocol.....	38
F.	Appendix F: Incident Report	39

I. General Information

A. Introduction

The policies in this Anderson College of Nursing & Health Professions (ACONHP) Student Handbook are supplemental to the *University's Graduate Catalog* and the *University Student Handbook*. These ACONHP policies are written to help the student progress through the program. The University of North Alabama (UNA) and ACONHP faculty reserve the right to make changes to this handbook as deemed appropriate.

The faculty of the ACONHP congratulates you on your acceptance into the nursing course of study. There are many planned worthwhile learning experiences throughout the rigorous program of study. Students must read and study continually in order to learn information needed to successfully progress through the program. It is important that students' complete assignments on time.

B. Mission Statement – Anderson College of Nursing and Health Professions

The mission of the ACONHP is to graduate nurses and other health professionals who are prepared to assume professional roles in diverse health care environments.

C. Vision Statement – Anderson College of Nursing and Health Professions

The vision of the ACONHP is to improve health in the community by effecting change in systems and policies, and to promote research and scholarly activities that advance nursing and health care knowledge.

D. Accreditation Statement

The baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate program in nursing at the University of North Alabama are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

E. Master of Science in Nursing Program

The ACONHP offers a Master of Science in Nursing (MSN) degree with four options for registered nurses. The four options are built upon a core curriculum of 15 hours. The full curriculum can be viewed in the [Graduate Catalog](#). The three options are described below:

1. **Family Nurse Practitioner Option:** Students in this option will receive educational preparation that will enable them to provide patient-family centered evidence-based

health care for individuals across the lifespan. This option prepares students to sit for national certification as a family nurse practitioner. This option has two **mandatory** on campus intensives. Failure to attend the mandatory on campus intensives could result in program progression delay. This option requires 41 hours for program completion and a minimum of 600 practicum hours.

2. **Psychiatric Mental Health Nurse Practitioner Option:** Students in this option will receive educational preparation that will enable them to assess, diagnose, and treat the mental health needs of patients. This option prepares students to sit for national certification as a psychiatric mental health nurse practitioner. This option has two **mandatory** on campus intensives. Failure to attend the mandatory on campus intensives could result in program progression delay. This option requires 41 hours for program completion and a minimum of 500 practicum hours.
3. **Leadership in Organizational Environments Option:** Students in this option will receive educational preparation that will enable them to function at an advanced level in the health care environment concerning politics and legislation, budgeting and economics, leadership and management, such that these nurses may positively influence the management aspects of nursing and health care in society. This option requires 32 hours for program completion with 180 practicum hours.
4. **Teaching-Learning Environments Options:** Students in this option will receive preparation related to the direct care role of nurse educators and advanced teaching methodologies that provide graduates with tools necessary to facilitate the education of nursing students, health care clients, and health care colleagues. This option requires 32 hours for program completion with 180 practicum hours.

The ACONHP retains the right to make modifications in its program/policies based on recommendations and mandates from the Alabama Board of Nursing and the Commission of Collegiate Nursing Education (CCNE). Students currently enrolled in the program will be required to adhere to any modifications made during their enrollment as a nursing major.

F. [Post-Master's Certificate Program](#)

The post-graduate certificate pathway is designed for registered nurses currently possessing a master's degree in nursing who seek academic preparation in a new specialty or subspecialty area of advanced practice nursing. Post-graduate students can select from the family nurse practitioner option, leadership option, or teaching-learning option. Each certificate pathway is designed to follow national certification requirements, when applicable. The post-master's certificate family nurse practitioner option includes two **mandatory** on-campus intensives. Failure to attend the mandatory on-campus intensives could result in program progression delay. The post-master's certificate program curriculum can be viewed in the [Graduate Catalog](#). Students in the post-master's certificate program are **not** eligible to walk at

graduation, but are encouraged to attend the ACONHP pinning ceremony where they will be awarded their respective certificate. At this time, the psychiatric mental health nurse practitioner option is not available as a post-master's certificate.

G. Program Goals

Anderson College of Nursing and Health Professions (ACONHP) Goals

1. Provide high quality, innovative student-centered nursing and health related programs built upon scientific disciplines.
2. Graduate nurses and health professionals who are prepared to practice person-centered care in diverse local, regional, and global healthcare environments.
3. Promote scholarship, scholarly activities, teaching, service, and practice that advances quality, safety, and knowledge in healthcare.
4. Develop professional partnerships across professions to enhance healthcare within complex systems.
5. Optimize the use of information processes and technologies in healthcare practices.
6. Foster a spirit of professional excellence and resilience amongst a diverse population of students, faculty, and staff.

Master of Science in Nursing (MSN) and Post-Master's Certificate (PMC) Student Outcomes

1. Demonstrate knowledge, competencies, and skills in advanced nursing practice, teaching, and/or leadership.
2. Serve as a leader and change agent in nursing and health care delivery systems to ensure quality care across the lifespan.
3. Utilize ethical decision-making, technology, and communication skills to provide culturally competent care.
4. Effectively practice advanced nursing roles in collaborative relationships, across diverse disciplines to improve patient and population health outcomes.
5. Synthesize nursing knowledge through translation, integration, and application of evidence-based practice.

H. Accommodation Assistance for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the ACONHP endorses the university commitment to students with disabilities. The ACONHP will provide reasonable accommodations for student(s) with eligible documented learning, physical, and/or psychological disabilities.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of graduate nursing students. A list of these standards is provided in *Appendix A*.

To be eligible for program accommodation, students must self-identify to the university's office of Disability Support Services (DSS), who will determine eligibility for services. Once eligibility for accommodations is determined by DSS, it is the student's responsibility to request appropriate accommodations. If Essential Performance Standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, in consultation with faculty, the dean reserves the right to withdraw the student from the nursing program.

I. Title IX Discriminatory Harassment

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

J. Diversity Statement

"The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual."

K. Sexual Harassment

University policy prohibits sexual harassment. It is the responsibility of all students and employees to assure that our community is free from sexual harassment. Accordingly, all

members of the university community must avoid any conduct that is or has the appearance of being sexual harassment. The University Ombudsman and the Office of Student Affairs have information about the University's sexual harassment policy.

The ACONHP graduate program has adopted the legal definition of sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive educational environment.

// Graduate Administration, Faculty, and Staff Contact Information

The Executive Assistant in the Dean's office is to be consulted about interdepartmental matters. The Administrative Assistant is to be consulted about departmental academic matters. The names, office numbers, phone numbers, and E-mail addresses of the Administration, Faculty, and Staff can be found on the [ACONHP Faculty and Staff Webpage](#).

/// Beginning the Program

MSN and post-master's certificate (PMC) program students receive initial advisement, including a program of study, from the Enrollment Specialist and Graduate Program Academic Advisor. After this initial advisement, MSN students seeking additional advisement should reach out to the assigned faculty advisor.

Once admitted to the MSN or PMC program, students may enroll in non-practicum courses as scheduled. However, students must meet the pre-requisite requirements before enrolling in practicum courses. Pre-requisite requirements for each course can be found in the University [Graduate Catalog](#). Practicum courses are NU 641, NU 642, NU 643, NU 644, NU 645, NU 651, NU 652, NU 653, NU 654, NU 655, NU 680, NU 681, NU 682, and NU 683. Students in practicum courses **MUST** submit all health-related documentation and practicum documentation **at least eight (8) weeks prior to enrolling in a practicum course.**

A. Student Health Document Requirements and Documentation Instructions

*** IF YOU ARE A STUDENT ADMITTED IN OR AFTER FALL 2022: YOU WILL BE USING A VIEWPOINT SCREENING ACCOUNT IN PLACE OF A CORPORATE SCREENING ACCOUNT AND IMMUNITRAX ACCOUNT.**

- **VIEWPOINT:** Instructions, including a direct link to UNA's viewpoint account, are provided within the MSN/PMC orientation course.

1. **Physical Examination:** Must have been completed in the previous 12 months. The physical examination must be completed by a physician, nurse practitioner, or physician

assistant. The **Health Form** can be found in student's *Immunitrax* or *Viewpoint* accounts and must be uploaded to the student's account for approval. **The Health Form must be updated annually.**

2. **Tuberculosis Testing:** Must have an annual TB skin test, or QuantiFERON test, Tspot test, or chest x-ray if positive history exists. Under no circumstances will a student with a positive TB skin test be allowed to attend clinical rotations until documentation of clearance is received from the health department and/or the student's private healthcare provider.
3. **Hepatitis B:** All students are strongly encouraged to become vaccinated against the Hepatitis B virus. Students who do not wish to take the vaccine must sign a waiver form & upload it to their *Viewpoint* or *Immunitrax* accounts in place of the Hep B vaccine documentation.
4. **MMR:** Students will submit proof of the dates of their MMR vaccination into either *Immunitrax* or *Viewpoint* for approval. Proof of the vaccination is required. A titer is considered proof of immunization.
5. **Seasonal Flu Vaccination:** Students will submit dates of the flu vaccination into their *Immunitrax* or *Viewpoint* accounts. Proof of the vaccination is also needed. Clinical sites may require annual flu vaccinations and could result in refusal of continued practicum hours by the clinical site. A declination form is available, if needed. Declination of the flu vaccination requires UNA students to wear a mask during all practicum experiences.
6. **TDAP:** Students will submit dates of TDAP within the past 10 (ten) years into their *Immunitrax* or *Viewpoint* accounts. Proof of the vaccination is required.
7. **Varicella:** Students will submit dates of the varicella vaccination into their *Immunitrax* or *Viewpoint* accounts. Proof of the vaccination is also needed. If the student had previous chicken pox, a titer must be submitted as proof of history of disease in place of the vaccinations.
8. **COVID-19:** Vaccination status may be requested by the practicum site.
9. **CPR:** Students must have and maintain current CPR certification while enrolled in the ACONHP. American Heart Association or American Red Cross is accepted. Dates of completion are entered into *Immunitrax* or *Viewpoint* accounts. Proof of certification is also required.
10. **Registered Nurse License:** All students must have and maintain an active, unrestricted, and unencumbered nursing license while enrolled in the ACONHP. Licensure must be active for the state in which the student will participate in practicums.
11. **Health Insurance:** Complete and submit the health insurance waiver form under the forms tab in *Immunitrax*. The waiver releases the University and all of its contracted clinical agencies of any and/or all responsibility for medical expenses which may be incurred during the course of clinical rotations required for the nursing degree program. It is recommended that each student obtain health insurance coverage. Students that

have Viewpoint accounts may submit proof of their health insurance to meet this requirement, in place of the waiver form previously used in Immunitrax.

12. **Liability Insurance:** Students **MUST** be covered as a **registered nurse and a nursing student**, with coverage of \$1,000,000/\$6,000,000.
 13. **Criminal Background Check and Urine Drug Screen:** Upon acceptance into the MSN/PMC program, all students are required to complete a criminal background check and urine drug screen through *Viewpoint*. The status of applicants with background checks that are not clear will be reviewed by ACONHP administration/faculty/staff.
 14. **OSHA and HIPPA:** Students must provide evidence of recent education on Occupational Safety and Health Administration (OSHA) guidelines and the Health Insurance Portability and Accountability Act (HIPAA) standards.
- Medical alerts are encouraged to be on person for student safety in the classroom and clinical setting. Individuals who are immunosuppressed are more vulnerable to disease causing microorganisms. If you know or believe you have a suppressed immune system, please be warned that your participation in the clinical learning experiences that involve direct patient/client care could potentially jeopardize your health. Students with a diagnosed immunosuppressed illness or disease must obtain medical clearance from their health care provider prior to participating in practicum experiences. If you have personal health status concerns, you are encouraged to see your health care provider for further recommendations.

Documentation Instructions for Required Information:

Students in all MSN and PMC tracks receive instructions for setting up a Viewpoint (or previously Immunitrax) account via the MSN/PMC Orientation & again in the Practicum Prep course.

REMINDER: IF YOU ARE A STUDENT ADMITTED IN OR AFTER FALL 2022: BOTH YOUR BACKGROUND CHECK, DRUG SCREEN, AND HEALTH DOCUMENTATION ARE SET UP THROUGH YOUR VIEWPOINT SCREENING ACCOUNT. YOU DO NOT NEED AN ADDITIONAL CORPORATE SCREENING ACCOUNT OR AN IMMUNITRAX ACCOUNT. (A direct link to UNA's viewpoint account is provided within the MSN orientation course.)

Students should have separate accounts for

1. Viewpoint (for health documentation, criminal background check, and urine drug screen)

**Students admitted before Fall 2022, would have been assigned to utilize Immunitrax and Corporate Screening for these items.

2. Typhon (for clinical course use.) Students will be added to Typhon by the university one semester prior to student's first clinical course, however, it is the student's responsibility to create their Viewpoint account.

NOTES for ALL TRACKS:

ALL graduate students are required to successfully complete a urine drug screen and criminal background check through Viewpoint (Previously Corporate Screening). ***Background checks must be updated annually for clinical courses.***

ALL health documentation must be submitted and APPROVED prior to students beginning clinical experiences. Documentation can take up to 5 business days to be reviewed and approved.

At this time, COVID-19 vaccination is not required by UNA; however, some clinical sites may require this separately. There is an area to upload your COVID-19 vaccine status if you choose to do so for a specific clinical site, but otherwise students are not required to submit this.

Account Assistance:

For assistance with your Immunitrax account (health documents), please contact immunitraxsupport@medicat.com

For assistance with your Corporate Screening account (background check and urine drug screens), Please contact customerservice@corporatescreening.com

For assistance with your Viewpoint screening account please reach out to studentsupport@viewpointscreening.com.

STUDENTS MUST USE THEIR UNA EMAIL ADDRESS TO CREATE THEIR VIEWPOINT SCREENING ACCOUNTS.

Instructions for updating JUST YOUR CRIMINAL BACKGROUND CHECK IF IT HAS EXPIRED (CBC MUST BE UPDATED ANNUALLY): <https://www.viewpointscreening.com/syo2/?s=4649892>

B. Drug/Alcohol Policy

The University of North Alabama Anderson College of Nursing & Health Professions (ACONHP) is committed to the health, safety, and well-being of all students who participate in the program and represent the college in clinical agencies. The ACONHP academic and clinical environment is drug and alcohol free, and the ACONHP enforces a **ZERO TOLERANCE POLICY FOR SUBSTANCE ABUSE**. Substance abuse interferes with a student's mental faculties, judgement, and other skills and poses an unacceptable risk for patients/clients, colleagues, the University, and affiliated clinical agencies. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, misuse of alcohol, and inappropriate use of tobacco products, is inconsistent with ACONHP standards and expectations and are prohibited. Such substance abuse will not be tolerated in addition, all nursing students are subject to applicable federal, state, and local laws addressing drug and alcohol use.

The ACONHP strictly prohibits the following:

1. The use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medications without a prescription on and off ACONHP premises and clinical sites
2. Students from being impaired by or under the influence of controlled substances, legal drugs, or alcohol on or off ACONHP premises and clinical sites
3. The presence of any detectable amount of prohibited substances in a student's body while on ACONHP premises and/or clinical sites. "Prohibited substances" shall include controlled substances, illegal drugs, alcohol, or prescription drugs not taken in accordance with valid prescriptions

Ignorance of the legality of a substance, the chemical composition or contents of a substance, the manner of ingestion, or a prescription requirement shall not operate to excuse a violation of this policy.

A blood alcohol level/drug screen and urine drug screen will be requested at any time the student demonstrates behavioral changes reasonably suspected to be related to substance abuse. Reasonable suspicion means there is evidence to conclude that a nursing student is impaired. This evidence may include but is not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty maintaining balance, and/or marked changes in personality, dress, or clinical performance.

Under no circumstances should a nursing student participate in nursing related courses or clinical activities while they are impaired. Impaired is defined as a **blood alcohol level/drug screen greater than zero (0.00)**. A positive substance abuse test (blood and/or urine) shall result in **permanent dismissal** from the program on the basis that the student is not able to meet the course objectives.

The cost of drug and alcohol testing conducted for reasonable suspicion shall be the responsibility of the student. Drug screenings may require review by a Medical Review Officer, which will result in an additional fee to the student. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted and will result in permanent dismissal from the program.

A nursing student who refuses to submit to drug/alcohol testing based on reasonable suspicion or a nursing student who has a positive drug/alcohol test result will be reported to the appropriate licensing board and will permanently be dismissed from the ACONHP.

All drug/alcohol testing results will be confidential and will not be disclosed to third parties, unless disclosure is required by law or the student has consented in writing to release this

information. The drug/alcohol screening will only be administered within the given time frame allotted at the designated testing facility at the expense of the student.

The ACONHP Drug/Alcohol policy, including its standards and procedures, may be amended at any time, with or without notice, at the sole discretion of the ACONHP.

C. Confidentiality

Students may be required by clinical agencies and the ACONHP to sign confidentiality and affidavit forms. Any information obtained regarding patients in the clinical/practicum setting must be maintained in the strictest of confidence. Information such as a patient's name, diagnosis, or physician must not be discussed in public, verbally, or electronically. For the purpose of classwork, information should not include the patients full name, birthdate, phone number, address, etc. Patient initials may be used. Failure to maintain confidentiality is subject to a clinical practicum unsatisfactory grade and course failure.

Failure to maintain patient confidentiality is subject to a clinical failure and/or dismissal from the nursing program.

D. Social Networking & Electronic Media

While social networks and the internet can be valuable resources for disseminating information, online content and behavior have the potential to have serious negative consequences if media tools, such as blogs, wikis, podcasts, virtual worlds, and social networking are not used responsibly. Facebook, Twitter, Instagram, Snapchat, and other social networks are public domains. Use of these and other electronic media are never to be used to discuss patient/client or class information. These media are NOT the type of forum to share and state your personal views of the course, instructors, other class members, patients, or your evaluation of performance. This information is private and all efforts to protect this privacy are YOUR responsibility. DO NOT share or provide any personal information with any patient who may be able to locate you outside the clinical setting. Inappropriate use of social media is considered unprofessional and unacceptable in the ACONHP. Violations will warrant disciplinary action and could result in course failure and/or dismissal from the nursing program.

Failure to use social networks and electronic media responsibly is subject to a clinical failure and/or dismissal from the nursing program.

E. Books

Students are expected to purchase required textbooks and supporting materials. Each course syllabus will indicate which books and materials are required. Used books may be purchased. The [UNA Bookstore](#) has a list of the required books and materials.

F. Supplies and Expenses

Students must have access and use of Microsoft Office. Only Microsoft Office documents (Word, PowerPoint, Excel, etc.) are acceptable for assignment submission. It is advisable to purchase and install these before beginning the program. Student versions of Microsoft Office are usually available for a reduced price. UNA Students can install Microsoft Office for [free](#). Clinical supplies will vary according to the clinical practicum experience. MSN and PMC students are responsible for purchasing supplies needed for clinical practicum experiences.

Additional Costs:

1. MSN and PMC Students are required to purchase a *ViewPoint Screening* account. The cost is \$103.00. This includes the cost of a Urine Drug Screen and Criminal Background check required upon admission to the program. Health documentation is submitted to the *ViewPoint Screening* account as well.
2. MSN and PMC students will be required to purchase a *Typhon* account for use during clinical courses. The cost is \$60 for teaching-learning and leadership track students and \$90 for nurse practitioner track students.

G. Dress Code Policies

The nursing student's appearance is very important because it communicates self-image and a personal attitude towards the nursing profession. It is essential that the values of neatness, cleanliness, and professionalism are evident. The student must abide by the dress code policies of the clinical practicum agency. The student is responsible for obtaining the agency's dress code policy. When deemed appropriate by the agency, a student may wear a white lab coat/jacket and professional street clothes. The student is to always wear a UNA ACONHP name badge during practicum experiences. Student badges are mailed to the address on file in the student's UNA Portal account. The purchase of a lab coat/jacket and name badge is solely the responsibility of the student.

Students should be governed by the concept of professionalism regarding tattoos. In some practicum areas, dress codes including the display of tattoos may vary. While in the practicum/clinical setting, tattoos, regardless of location, that are obscene, commonly associated with gangs, extremist and/or supremacist organizations, advocate sexual, racial ethnic, or religious discrimination may not be visible at any time. Facial tattoos and neck tattoos are not permitted and must be covered with a bandage. Faculty, clinical supervisors, and preceptors have the authority to ask the student to cover tattoos at any given time. For example, if a patient, family, or member of the healthcare team complain about a tattoo, the nursing student will be required to cover it with a bandage or long sleeves.

Examples of professional clothing are: blouse, sweater, or shirt, dress pant, closed-toe low-heeled shoes, scrubs

Examples of unprofessional clothing are: shorts of any style, t-shirts, tank tops, sequined or jeweled clothing, sundresses, jeans, apparel with logos or pictures, ill-fitting and/or tight-fitting clothes, sweats or wind suits

H. Exposure to Blood and/or Body Fluids

All MSN and PMC students must abide by the clinical agency's policies for standard precautions when practicum experiences require potential exposure to patient's blood, sputum, saliva, feces, urine, vomitus, tears, nasal secretions, or other body fluid. Students must wear personal protective equipment (gloves, masks, goggles, gowns, etc.) when potential exposure to blood/body fluids is expected. If exposure results in infection or injury, it will be the student's responsibility to incur the financial cost related to the exposure. The ACONHP has in place protocols for exposure to needle sticks, exposure to blood and/or body fluids, and exposure to tuberculosis. **Report all exposures and incidents to your preceptor and clinical supervisor and refer to the protocol: Student Needle Stick/Body Fluid Exposure Protocol (Appendix B), Blood/Body Fluids Exposure Report (Appendix C), Declination of HIV/Hepatitis Serology Testing (Appendix D), Tuberculosis Exposure Protocol (Appendix E), and Incident Report (Appendix F).**

I. Incidents/Accidents

If the student is involved in an untoward incident (needle stick, medication error, etc.) or an accident while in the clinical agency, the student is to follow the agency's protocol and complete the appropriate forms. Inform the clinical supervisor/professor as soon as possible after the incident and email a copy of the completed forms to the graduate program's office. If the agency does not have forms available, complete a copy of the UNA Incident Report (Appendix F) and email it to the graduate program's office within 24 hours of the incident.

IV. Proceeding Through the Program

A. Student Health Requirements

The following information will provide the student with answers to questions they may have as they progress on the journey to graduation.

Students must keep health records up-to-date in order to progress through the program. It is the student's responsibility to update health documents annually and as changes occur. Students will receive updates and reminders from *ViewPoint Screening*. Please make sure to check your email on a regular basis.

B. Course/Clinical Progression

To be enrolled in required practicum courses (NU 680, NU 681, NU 682, NU 683, NU 641, NU 642, NU 643, NU 644, NU 645, NU 651, NU 652, NU 653, NU 654, and NU 655) students must complete pre-requisite courses as noted in the [UNA Graduate Catalog](#). Course sequence will be individualized for part-time graduate students.

To progress in nursing courses, students must possess a functional level of competence to perform the skills of a professional nurse. Skills include, but are not limited to:

- Hearing ability: must be able to discern various health assessment sounds and communicate with patient/client, family members, and co-workers
- Visual ability: must be able to read small print, medications, and health records
- Communication ability: must be able to communicate effectively with patient to elicit a complete health history, discuss chief complaint
- Fine and gross motor skills: must be able to walk, must be able to complete physical assessment on patient
- Physical strength and endurance: must possess physical stamina to perform full range of required client care activities for the duration of the work role
- Emotional stability: must be able to assume responsibility and accountability for own actions
- Competency: must be competent in basic registered nursing skills and fully capable of practicing within the registered nurse scope of practice (medication administration, patient safety, patient communication, critical thinking, assessment skills)
- Critical thinking: must demonstrate sound clinical judgement regarding the provision of safe, ethical care in a variety of diverse health care settings

Students are expected to develop professionally through empathy, reliability, willingness to accept and use feedback, respect for and appreciation of individual differences, ethical and safe behavior, tolerance of ambiguity, and willingness to develop professional knowledge. Failure to do so may result in suspension or dismissal from the program.

C. Academic Honesty

Students who do not practice academic honesty may receive a course failure. A breach of academic honesty includes acts of cheating, plagiarism, or misrepresentation. Students should review the [UNA Graduate Catalog: Academic Honesty](#).

Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire University community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition.

Students of the University academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty, and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Students enrolled in the UNA ACONHP are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to avoid and eliminate academic dishonesty. Academic dishonesty includes misrepresentation, cheating, and plagiarism, which are defined as follows:

- Misrepresentation: purposely altering or inventing information or data; examples include but are not limited to forging a signature, fabricating information on a form, or falsifying the number of clinical practicum hours completed
- Cheating: an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in whole or part). Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination. This includes use of devices to alter electronic devices and secure testing services and/or manipulating the testing environment.
- Plagiarism: the copying of any published work, copying of other student's work, or use of one's own work without proper citation (self-plagiarism); this includes use of direct quotes without proper use of quotations. When three or more consecutive words are borrowed, the borrowing should be recognized in accordance with APA guidelines

When it is determined that a student is guilty of misrepresentation or cheating in the graduate program:

- The student will be dismissed from the program
- Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition

When it is determined that a student is guilty of plagiarism on a paper or didactic assignment in the graduate program, the following penalties will apply:

- The student will receive a penalty of zero (0) on the work in question

- If the student commits a subsequent offense at any time during his/her enrollment in the ACONHP graduate program, a course failure will be given and the student may be subject to dismissal from the program
- Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition.

Students are asked to complete the academic honesty agreement in each graduate program course. Students also acknowledge that any or all work may be submitted to Turnitin for originality checking. For more information, you may visit [Turnitin](#).

D. Professional Behavior

Professionalism is a quality the student should begin to develop from the first day in nursing school. It is imperative that the MSN/PMC student dress professionally and project a professional demeanor in all settings. While in the clinical setting, students are expected to perform safely, adhere to established practices, be aware of their own limitations, and to seek help when needed. Students in the ACONHP are expected to conduct themselves according to the highest ethical and moral standards depicted by honesty, accountability, accepting responsibility for own actions and displaying respect for human dignity.

The MSN/PMC student's written work for clinical experiences should reflect personal involvement and commitment to the promotion of each individual's mental, social, physical, and spiritual integrity. Students are expected to seek learning experiences and to show personal motivation to perform appropriately as opportunities become available. Following or during the clinical practicum experience, students are expected to complete and submit written work as directed by their preceptor and seek feedback. Students are expected to utilize preceptor, supervisor, and faculty feedback for personal growth and improvement on subsequent assignments. Evidence of unprofessional behavior may result in disciplinary action.

E. Grading System

The ACONHP follows the guidelines as described in the [University Catalog](#). All students must maintain a 3.0 grade point average (GPA) to remain in good standing in the program. Conditionally admitted students must earn a 3.0 GPA after the first nine (9) hours of study. The letter grades are as follows:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 59% and below

A grade of "B" or better is required for NU 508, NU 607, NU 614, NU 641, NU 642, NU 643, NU 644, NU 645, NU 651, NU 652, NU 653, NU 654, NU 655, NU 680, NU 681, NU 682, and NU 683.

A student making “C” or below in the above-mentioned courses must repeat that course. A grade of “B” or better must be earned at the time of repeating the course. A MSN/PMC student may make a grade of “C” or below in no more than six (6) semester hours in courses not requiring a grade of “B” or better (for NU 508, NU 607, NU 614, NU 641, NU 642, NU 643, NU 644, NU 645, NU 651, NU 652, NU 653, NU 654, NU 655, NU 680, NU 681, NU 682, and NU 683) within the MSN/PMC programs. A student whose has earned a grade of “C” or below in more than six semester hours of coursework is ineligible for graduation, may not take any additional courses, and will be dismissed from the program. If any course is repeated, a grade of “B” or better must be earned in the repeated course.

Students in the ACONHP who have exhibited/demonstrated **3 unsatisfactory behaviors** in a clinical course for any reason **will receive clinical failure and get an “F”** in the course. There are reasons other than exhibiting/demonstrating 3 unsatisfactory behaviors for which a student might fail clinical and are discussed in the disciplinary section of this handbook. **The clinical failure is an “F” for the course, no matter when the student withdraws. This includes any time in the University’s withdrawal (W) period.**

F. Retention in the Program

For students to continue in the program, students must:

- Maintain current records of health and practice information
- Maintain a 3.0 “B” average throughout the MSN and PMC program
- Students who fall below a 3.0 GPA will be placed on academic probation. Student will remain on academic probation until the cumulative GPA is restored to a 3.0 or better GPA. Students must maintain a 3.0 GPA in each probationary semester until the student’s overall GPA is 3.0 or better. A student whose final GPA is less than 3.0 is not eligible for graduation.
- If a student earns a grade below “C” (D or F) in any required MSN course, the student must repeat that course. If the subsequent grade is below C, the student may not continue in the program. If the subsequent grades is “B” or above, continuance in the program is contingent upon the MSN academic requirements. Repeating a course does not delete the previous grade.
- Satisfactory clinical practicum performance is required for retention and progression in the program. Students who fail a clinical practicum at any time during the semester, including the withdrawal (W) period, will receive a course failure, grade of “F.”

G. Readmission

Any student who completely withdraws from the ACONHP MSN/PMC program must be readmitted according to the Graduate Catalog and readmission policy of the ACONHP. Students eligible to return to a graduate nursing course after withdrawal or course failure in a required nursing course will be readmitted to the course on a “space available” basis.

Students who desire reinstatement to the program must write a letter of petition to the ACONHP. The letter is sent to the Chair of the Graduate program and must include any extenuating circumstances that may have contributed to the student being unsuccessful in the previous attempt. The letter must also include a plan for successful completion of the program, including specific strategies to ensure success.

After the graduate faculty reviews the request for readmission, recommendations are made to the Chair of the Graduate Program and ACONHP Dean. Students will then receive notification regarding readmission decisions from the Office of the Dean of the ACONHP. Readmitted students must follow any recommendations or stipulations proposed by the Dean and faculty for readmission.

H. Clinical Attendance

Attendance is expected at all practicum experiences. If illness occurs or tardiness is anticipated, the student should notify the clinical supervisor and the preceptor before the expected time of arrival. Many clinical facilities do not allow individuals with contagious diseases, colds, fever, draining wounds, or gastrointestinal disturbances to be near patients/clients. If these conditions occur, the student should contact the preceptor for directions and notify the course faculty. Disciplinary action will be taken if a student is absent without appropriate excuse, has failed to notify the clinical supervisor and/or professor of absence, or accrues excessive absences. **Tardiness is considered unprofessional behavior. Tardiness is considered an unexcused absence and will be documented as such.**

I. Medical/Illness/Injury

Wounds are to be covered at all times.

Should a student become injured at any time or ill during the clinical day and seek emergency room care, the student is responsible for all charges.

To ensure a safe practice and educational environment, a medical release form must be completed by the healthcare provider and submitted to the Dean's office for the following medical situations:

- Any change in health status, including new prescriptions for potentially mood or behavior altering effects
- Post hospitalization
- Post injury
- Prolonged illness

This list is not comprehensive of the list of conditions requiring a medical release. Please consult your department chair if you have questions or concerns.

J. Mental Health Emergency

If you suspect that an individual is suicidal or homicidal, CALL 911.

K. Advisement

Students accepted into the MSN/PMC program are initially provided a plan of study, based on their enrollment status of part-time or full-time, but the graduate enrollment specialists and graduate program academic advisor. This will be received via email, to the student's UNA email address. Additionally, students are assigned a faculty advisor. Student's may reach out to the assigned faculty advisor with advisement questions.

L. Sigma Theta Tau International Nursing Honor Society

Student nurses may be eligible for membership in Upsilon Omicron chapter of the Honor Society of Nursing, SIGMA. Students who have demonstrated superior academic achievement, academic integrity, and professional leadership potential may be invited to join during their academic journey. Academic achievement is defined as a GPA of 3.5 on a 4.0 scale and have completed a minimum of $\frac{1}{4}$ of the curriculum.

M. Student Representation on ACONHP Committees

Student representatives are encouraged to participate in the committees of the ACONHP. Student representatives on ACONHP committees include the Faculty Organizational Committee, Graduate Program Committee, Student Guidelines and Resources Committee, and Program effectiveness and Curriculum Committee. Students are voting members and may submit agenda items for consideration while serving on these committees. Graduate students are also eligible for membership on UNA committees, including the Graduate Council Committee. Notify your professor if interested in becoming a member of these committees.

N. Faculty Evaluation

Student evaluations of faculty and courses are performed each semester for continuous program improvement. Since the purpose of the evaluation is improvement, document your comments in such a way that the instructor can benefit or improve his/her teaching. After final grades have been submitted, the tabulated responses may be viewed by the instructor, department chair, and Dean.

O. Clinical Agency Policies

Students are required to adhere to agency policies. These may include, but are not limited to the following:

- The clinical agency may provide to the student, to the extent possible, first aid for injuries. Any payment for treatment is the responsibility of the student.
- Once assigned to a clinical agency, additional forms and activities may be required of the student. Examples may include, but not be limited to:
 - Confidentially forms

- Random drug and/or alcohol test, irrespective of reasonable suspicion of usage by student
- Acknowledgement form regarding the agency’s drug and alcohol policy
- Release statement form allowing agency to make independent investigation of student’s background, which may include but are not limited to:
 - Professional and personal references
 - Past and current employment
 - Criminal and police records
 - Credit history
 - Motor vehicle records
 - Professional credentials
 - Public records
 - Education
 - Urine or blood tests to determine drug or alcohol use

V. Disciplinary Policies

Disciplinary policies and processes of the ACONHP will be identical to those found in the University Catalog regarding general student behavior and as designated in the nursing student handbook. Expectations unique to the ACONHP are listed below.

A. Clinical Practicum Experiences, Expectations, and Conduct

Practice experiences are activities that you complete during courses in your program of study. Completion of the practice experiences ensures that you meet the program and course learning outcomes. For the graduate program, practice experiences include a combination of the following activities and experiences.

- Digital Simulations (DS) for the MSN/PMC programs are practice experiences that involve participation in digital clinical experience through Shadow Health. Digital clinical experiences are a mechanism for verifying early mastery of new levels of direct care practice.
- Preceptor Practicum Experiences (PCE) for the graduate/PMC programs take place in a variety of healthcare facilities in NU 641, NU 642, NU 643, NU 644, NU 645, NU 651, NU 652, NU 653, NU 654, NU 655, NU 680, NU 681, NU 682, and NU 683. In NU 680, PCE in the teaching/learning track includes a practicum in an educational institution, such as a University and/or Community College.

Practice Hours: Digital Simulations (DS) and Preceptor Practicum Experiences (PCE)		
Course Number and Title	DS Hours	PCE Hours
NU 508 – Advanced Health Assessment (Shadow Health)	25 hours (may be applied to track specific course)	
NU 680 or NU 682 Practicum I		90 hours each course

<ul style="list-style-type: none"> • 10 hours EBP plus 80 PCE hours = 90 total hours • Teaching/learning track: select a preceptor with a MSN or higher degree in an academic setting • Nurse leadership track: select a preceptor with a MSN or RN with MBA that is a mid-level manager 		
<p>NU 681 or NU 683 Practicum II</p> <ul style="list-style-type: none"> • NU 681: 10 hours EBP plus 55 PCE hours plus 25 DS hours from NU 508 = 90 hours • NU 683: 10 hours EBP, plus 80 PCE hours = 90 hours • Teaching/learning track: select a preceptor who is a nurse practitioner in a hospital or clinical setting (direct care hours) • Nurse leadership track: select a preceptor with a MSN or RN with MBA who works in upper-level management 		65-90 hours each course
<p>Total Practice Experience = 180 hours</p>	25 DS hours	155-180 PCE hours
<p>NU 641 – NU 645 Family Nurse Practitioner</p> <ul style="list-style-type: none"> • 120 hours minimum in each of the five practicum courses for a total of 600 minimum hours • NU 641-NU 643 clinical focus should be primary care, across the lifespan • NU 644 clinical focus should be women’s health 		120 hours each course

<ul style="list-style-type: none"> • NU 645 clinical focus should be pediatrics 		
Total Practice Experience = 625 hours	25 DS hours	600 PCE hours
NU 651 – NU 655 Psychiatric Mental Health Nurse Practitioner <ul style="list-style-type: none"> • 100 hours minimum in each of the five practicum courses for a total of 500 minimum hours <ul style="list-style-type: none"> ○ 200 hrs. adult (21-64 yo) ○ 75 hrs. child & adolescent (0-20 yo) ○ 25 hrs. older adult (65 & older) <p>Approved preceptors:</p> <ul style="list-style-type: none"> • Masters prepared and licensed therapists • Psychiatric CNS • PMHNP (no FNs or PAs) • Psychiatrist • Psychologist 		100 hours in each course
Total Practice Experience = 525 hours	25 DS hours	500 PCE hours

The MSN/PMC program includes 180-600 practice experience hours to “provide learning experiences that foster interprofessional team practice and the opportunity to provide care to those from different genders, ages, cultures, religions, and backgrounds. (The Essentials, 2021). Practice experiences are integrated into the following courses:

- NU 508-Advanced Health Assessment
- NU 641, NU 642, NU 643, NU 644, and NU 645: Family Nurse Practitioner Courses
- NU 651, NU 652, NU 653, NU 654, and NU 655: Psychiatric Mental Health Nurse Practitioner Courses
- NU 680, NU 681, NU 682, NU 683-Evidence-based Practice and Practicum Courses

MSN/PMC Student Preceptor Experience

- Students may participate in the identification of appropriate clinical sites and clinical preceptors, as they are most familiar with their geographic location. Keep in mind the individual course requirements.

- It is necessary for UNA to obtain an affiliation agreement with each practicum facility and/or setting. This process can take a considerable amount of time. Graduate students are urged to begin the process as soon as they are enrolled in the first graduate course.
- Written approval from the graduate program is required before you can start any preceptor practicum experience
- All preceptor clinical practicum experiences are graded as pass/fail. A passing grade for clinical practicum experiences is required in order to pass the associated practicum course. A failing grade for the clinical practicum experience results in an associated practicum course failure.
- If the student is unable to complete the required practicum hours prior to the completion of the course, the student must notify the preceptor and course instructor to create a plan of action for completion of practicum hours.
- A practicum experience hour is defined as the time spent completing the practice experience assignment (time spent with patient, time spent with preceptor directly discussing the assignment/patient). **Lunch breaks and travel time are not counted as clinical practice hours. Time spent with patient and time logged must be the same.**
- A student may not work as a paid employee and receive credit for the same practicum experience hours. A student may not be paid for completing practicum hours. If a student is precepting at a place of employment, there must be clearly defined role differences for employee versus student.
- Preceptor experiences require the student to create a third-party account

MSN/PMC Student Practicum Professional Conduct

While in the clinical practicum setting, students are expected to respect facility policies and equipment. Students should not chew gum, smoke, and/or eat/drink in undesignated areas. Students are expected to seek out learning experiences. Following, or during, the practicum experience, students are expected to complete and submit written work and to seek preceptor, clinical supervisor, and faculty feedback. Students are expected to utilize feedback for personal and professional growth.

Students are expected to be prepared for clinical experiences. This may include having critical knowledge about the patient population in advance and being able to verbalize safe, effective care. Students are expected to come to the practicum setting mentally alert and physically able to care for patients.

Student nurses are expected to practice self-protecting behaviors. These include using gloves, protective equipment and safe medical practices to prevent exposure to patient blood and body fluids. Students are also expected to protect patients from exposure to the student's own body fluids.

B. Unsatisfactory Behavior

Students in the ACONHP who have exhibited/demonstrated **3 unsatisfactory behaviors** in a clinical course for any reason **will receive clinical failure and get an “F”** in the course. Clinical unsatisfactory behaviors can be communicated by the preceptor to clinical supervisors and/or faculty and/or may be observed by clinical supervisors and/or faculty. There are reasons other than exhibiting/demonstrating 3 unsatisfactory behaviors for which a student might fail clinical and are discussed in the disciplinary section of this handbook. **The clinical failure is an “F” for the course, no matter when the student withdraws. This includes any time in the University’s withdrawal (W) period. Disciplinary actions could include dismissal from the ACONHP.**

A situation in which the student places the patient/client’s life in danger or shows severe behavioral misconduct toward the client and family, clinical facility staff, preceptor, faculty or other students may result in immediate administrative dismissal of the student from the program. This will result in clinical and course failure with a grade of “F” recorded on the transcript. Critical incidents or major violation of any professional nursing behavior could lead to dismissal from the ACONHP program as well as course failure. A major violation is defined as the attempt to commit, the commission or, or intentional assistance in the commission of any of the following items. The ACONHP has a zero tolerance for these issues:

- Positive drug and/or alcohol test
- Criminal, drug, or alcohol related misconduct
- Pattern of patient endangerment, including failure to disclose information, omission of care, or patient error
- Sexual harassment: unwelcome sexual advanced, requests for sexual favors and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive learning environment
- Falsifying information pertaining to patient care or condition
- Evidence of dishonesty
- Forgery, alteration, and/or misuse of patient or clinical facility/organizations documents or records
- Grossly unprofessional behavior, including dismissal from a clinical site by preceptor, faculty, or ACONHP administration

Violation of the professional, legal, and ethical code of conduct for registered nurses, violation of UNA ACONHP policies, or violation of the [UNA Code of Student Conduct](#) constitutes cause for removal from the practicum site, failure of the course, and/or dismissal of the student from the program.

Students in the MSN/PMC programs are licensed registered nurses. However, the student is expected to obtain clinical help and or supervision from clinical preceptors and instructors as needed.

The following behaviors are some examples of unsatisfactory clinical behaviors, but is not all inclusive. Three exhibited/demonstrated unsatisfactory behaviors will result in an overall course failure in spite of the course average.

1. Failure to perform basic registered nursing skills
2. Failure to notify preceptor and course instructor of inability to attend planned practicum experience
3. Failure to notify preceptor of late attendance to practicum experience
4. Leaving the practicum experience early without preceptor approval
5. Excessive absence
6. Failure to be prepared for the clinical experience (student does not understand how to provide care)
7. Failure to demonstrate basic health assessment skills with ability to document normal and abnormal findings
8. Failure to dress professionally for clinical experience
9. Failure to possess needed equipment for the practicum experience
10. Failure to communicate effectively with patient/client
11. Mentally dull in clinical due to illness, fatigue, or drug use
12. Inadequate knowledge of medications student is discussing with patient and/or prescribing to patient
13. Failure to follow protocols for safe drug calculation and/or administration
14. Failure to report/document change in patient's condition
15. Inability to perform at level expected (minimum level is competence as registered nurse)
16. Plagiarism of written assignments
17. Failure to be accountable for actions
18. Violation of patient confidentiality
19. Failure to keep the environment and patient safe
20. Failure to respect facility policy, equipment, and environment
21. Failure to meet moral and ethical standards
22. Failure to protect self from contact with body fluids of others
23. Failure to protect others from contact with own body fluids
24. Chewing gum, smoking, and/or eating/drinking in undesignated areas
25. Failure to utilize feedback from preceptor/clinical supervisor/faculty
26. Emotional instability to function effectively under stress or to adapt to changing situations
27. Performing procedures or activities without adequate foreknowledge or supervision
28. Inappropriate use of social media
29. Asking preceptor for personal prescriptions
30. Blatant medication errors

31. Any situation where a patient/client is put in danger
32. Failure to meet outcomes
33. Failure to submit required documentation

C. Disciplinary/Grievance Policies

Disciplinary policies and processes of the ACONHP will be identical to those found in the [UNA Student Handbook](#) regarding general student behavior and as designated in specific graduate course syllabi.

University grievance procedures are found in the [UNA Student Handbook](#). The University grievance procedure is intended to ensure that each student has available to him/her clear instruction on how to bring complaints (informal and formal) to the attention of faculty members and administrators. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level.

As set forth in the [UNA Student Handbook](#) and the [Office of Student Conduct](#), the student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member is immediately involved
2. Graduate Program Director
3. Graduate Program Chair
4. Dean of the Anderson College of Nursing and Health Professions
5. Appropriate Vice President's Office

V. Entering the Profession

A. Graduation Preparation

The [UNA Graduate Catalog](#) describes the minimum hours of study required to be taken at UNA, the number of courses at the 600-level required, the application for graduation procedure, and commencement routines. Students who have questions about graduation can contact their assigned advisor, current professors, or the Graduate Academic Specialists and Enrollment Coordinator.

At least two full semesters before the anticipated graduation, students must formally apply for graduation through the [UNA Portal](#). Additional information regarding graduation can be found on [UNA's Graduation website](#).

B. Anderson College of Nursing and Health Professions Pin

Traditionally, graduates of a particular college of nursing wear the pin of their school with pride. The UNA Nursing pin follows the traditional symbolism. The blue on the pin is for truth, loyalty,

and constancy. The gold stands for worthiness and the Golden Rule. The pin embodies the Maltese cross with an outer ring of laurel wreath which is symbolic of the victor's prize. Inscribed on the pin is the Latin motto, "amino et fide" meaning "by courage and faith."

Online ordering information will be emailed to the graduating nursing students during the final semester by the graduate program executive assistant.

C. National Certification

Upon program completion and graduation, graduates of the MSN and PMC program, family nurse practitioner track are eligible to sit for national certification with the following certifying bodies:

- [American Academy of Nurse Practitioners](#) for the Family Nurse Practitioner Certification Examination
- [American Nurses Credentialing Center](#) for the Family Nurse Practitioner Certification Examination
- [American Nurses Credentialing Center](#) for the Psychiatric Mental Health Nurse Practitioner Certification Examination

D. Employment References

References for potential employers should be sought on an individual basis. If a student requests a reference from an individual faculty member, the student will need to complete a [FERPA release form](#).

VII. Appendix

A. Appendix A: Admission/Progression of Persons with Disabilities to the Graduate Program

UNA Anderson College of Nursing & Health Professions

Admission/Progression of Persons with Disabilities to the Graduate Program

Students with disabilities are considered for acceptance to the Graduate Program of the Anderson College of Nursing & Health Professions (ACONHP) on the basis of their ability to meet the objectives of the program and to perform required activities.

ACONHP ADA Awareness Statement

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the ACONHP endorses the university commitment to students with disabilities. ACONHP will provide reasonable accommodations for student(s) with eligible documented learning, physical, and/or psychological disabilities.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of graduate nursing students. A list of these standards is provided in the table below.

To be eligible for program accommodation, students must self-identify to the university's office of Disability Support Services (DSS), who will determine eligibility for services. Once eligible for accommodations is determined by DSS, it is the students' responsibility to request appropriate accommodations. If Essential Performance Standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, in consultation with the faculty, the dean RESERVES the right to withdraw the student from the nursing program.

Essential Performance Standards		
Issue	Standard	Examples of Necessary Activities (Not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for safe clinical judgement	Identify cause/effect relationships in clinical situations, develop appropriate patient plans of care, ability to make safe judgements when planning and implementing all

		psychomotor nursing prescriptions, possess cognitive well-being
Interpersonal	Interpersonal abilities sufficient to interact with individuals, patients/clients, families, peers, and groups from diverse backgrounds	Establish rapport with patients/clients and colleagues, negotiate interpersonal conflict, respect differences in patients/clients and co-workers, respect the cultural diversity of patients/clients and co-workers
Communication	Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal, written, and electronic form	Explain disease process, treatments/procedures, initiate teaching, document, and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patient rooms, work spaces, and treatment rooms; administer life-saving actions (CPR), assist patient with needs such as ambulation, have sufficient mobility and stamina to function over an 8-12-hour work period
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and properly use necessary medical equipment, ability to lift up to 50 pounds, assist patient/client with positioning, movement, ambulation, lifting, and transferring, obtain and process medical specimens, use a computer, twist or squeeze with fingers, stand and maintain balance, reach and bend, move within confined spaces
Physical Strength and Endurance	Physical stamina sufficient to perform full range of required client/patient care activities for entire length of work role	Sustain repetitive movements, maintain physical tolerance, lift, push and pull, defend self against combative client, carry equipment, use upper body strength
Emotional Stability	Able to assume responsibility and accountability for own actions	Establish therapeutic boundaries, provide patient/client with emotion support, adapt to stress, deal with the unexpected, perform multiple responsibilities concurrently, handle strong emotion, control one's own emotions

Hearing	Auditory ability sufficient for observation and assessment necessary in nursing care	Hear verbal exchanges among health care personnel and patients/clients, monitor alarms, evaluate emergency signals, auscultate sounds, assess cries for help, ability to hear in situations when not able to see lips of speaker, ability to hear sounds and normal and faint volume level
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Able to read handwritten documents, able to see small calibrations on equipment, observe patient responses to interventions and/or health problems, ability to detect subtle color changes, ability to visually assess a patient/client
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, fulfill functions of physical examination and/or those related to therapeutic interventions, assess pulse, assess skin temperature

NOTE: It is important for nursing students to have a realistic view of the demanding curriculum before deciding to pursue the degree. Students are encouraged to contact the Anderson College of Nursing & Health Professions if there are questions about his/her abilities to function in the clinical setting(s).

I meet all Essential Performance Standards required by the Graduate Program of the University of North Alabama Anderson College of Nursing & Health Professions.

I do not/ am not sure that I meet all the Essential Performance Standards required by the Graduate Program of the University of North Alabama Anderson College of Nursing & Health Professions. I understand that I must meet with the Graduate Department Chair and the Anderson College of Nursing & Health Professions Dean to discuss/clarify concerns before I am allowed to progress in the Anderson College of Nursing & Health Professions.

In the space below, please identify which Essential Performance Standard(s) you do not meet:

All information I have provided is complete and accurate.

Student Signature

Date

Printed Name

B. Appendix B: Student Needle Stick/Body Fluid Exposure Protocol

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Student Needle Stick/Body Fluid Exposure Protocol

The following steps should be followed in the event of a needle stick/body fluid exposure by students. Post exposure from blood and body fluids, the student will:

- 1) **Immediately** wash the exposed area.
- 2) **Immediately** report the incident to the practicum instructor and the UNA clinical supervisor.
- 3) Complete incident reports at facility (if available) and UNA (email the Dean's executive assistance, jmclure2@una.edu)
- 4) After completion of items 1-3, the student must choose one of the following three options:

Option I: Sign consent to decline HIV/HAA Serology testing.

Option II: Report to personal physician and/or Health Department/local emergency room for HIV Serology testing (at student's expense).

Option III: 1) Report to UNA University Health Services for HIV/HAA Serology testing.

2) Antibody titers will be drawn at 3, 6, & 12-month intervals (at student's expense).

Revised 2/2004, 10/2018

Reviewed 11/2008, 3/10/2009, 11/2009, 3/2010, 11/2011, 3/2012, 2/2013, 10/2013, 3/2014, 10/2014, 3/2015, 10/2015, 1/2016, 8/2016, 3/2017, 3/2018, 11/2019, 1/2022

C. Appendix C: Blood/Body Fluid Exposure Report

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS
Blood/Body Fluid Exposure Report

Student Name _____ **ID Number** _____

1. What type of body fluid was involved?

blood or blood products urine vomit

other, please describe: _____

2. Mode of exposure:

needle stick intact skin non intact skin eye(s) mouth nose human bite

other, please describe: _____

3. Was personal protective equipment (PPE) worn at the time of exposure? yes no

If yes, please specify: _____

4. What device or item caused the injury? _____

5. How long was the blood or body fluid in contact with the skin or mucus membrane?

less than 5 minutes 5-14 minutes 15 minutes or more

6. Estimate the quantity of blood or body fluid that came in contact with the skin or mucus membrane:

small amount (up to 5 mL) moderate amount (up to 50 mL) large amount (more than 50 mL)

SOURCE PATIENT:

1. Is the source patient known? Yes No

If yes, what is social and medical history of patient? _____

2. Is Hepatitis B Surface Ag status known on the patient? Yes No

If yes, what is status? _____

3. Is Hepatitis C Ab status known on the patient? Yes No

If yes, what is status? _____

4. Is HIV Ab status known on the patient? Yes No

If yes, what is status? _____

5. Are liver function tests available from prior to the exposure? Yes No

If yes, results? _____

Student Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

****REMINDER: Please complete the Incident Report in the ACONHP Student Handbook**

Revised: 2/2017, 10/2018 Reviewed 3/2017, 3/2018, 11/2019, 1/2022

D. Appendix D: Declination of HIV/Hepatitis Serology Testing

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Declination of HIV/Hepatitis Serology Testing

Blood/Body Fluid Exposure Report

Student Name: _____

Student ID Number: _____

I understand that, due to the nursing occupational exposure, I may be at increased risk of acquiring HIV & Hepatitis. I have been given the opportunity to be tested at my expense for HIV & Hepatitis. After reviewing this information, I choose to decline the testing. I may change my mind and be tested later at my own expense. I understand that if the patient is a known source of HIV or Hepatitis, I have limited amount of time to take post-exposure medications. I have read and fully understand all the information on this declination form.

By signing below, I am freely declining testing for HIV and Hepatitis post exposure to blood and/or body fluids.

Student's Signature: _____

Witness: _____

Date: _____

E. Appendix E: Tuberculosis Exposure Protocol

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Tuberculosis Exposure Protocol

The following procedure is for students exposed to tuberculosis during a clinical experience. Students who are exposed to patients who subsequently are shown to have tuberculosis, should:

- 1.) Complete appropriate UNA (Appendix K) and clinical facility incident reports.
- 2.) Exposed students who have never had a positive tuberculin skin test will be given the PPD skin test **immediately** and then again in **10-12 weeks following the exposure**.
- 3.) If a PPD skin test is **positive**, the student will be referred to UNA University Health Services.
- 4.) A student, who has had a positive PPD in the past and is subsequently exposed to tuberculosis during a clinical experience, will be referred to UNA University Health Services.
- 5.) All students with positive PPD skin tests due to clinical tuberculosis exposure must submit a medical release from UNA University Health Services or his/her personal physician before returning to clinical.

Revised: 10/2009, 4/2017, 10/2018

Reviewed: 4/2005, 10/2008, 3-2009, 11/2009, 3/2010, 3/2011, 11/2011, 3/2012, 2/2013, 10/2013, 3/2014, 10/2014, 3/2015, 10/2015, 1/2016, 8/2016, 3/2017, 3/2018, 11/2019, 1/2022

F. Appendix F: Incident Report

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

INCIDENT REPORT

DIRECTIONS: This form is to be completed in ink by supervisors or cost center heads for accidents or incidents involving injury or potential injury to students or visitors on campus or during University-related activities. Complete this form as soon as practical after an incident or accident and deliver copies (no later than 24 hours following) to the DEANS OFFICE (UNA Box 5054).

GENERAL STUDENT/VISITOR INFORMATION:

Injured person is: (check one) Student Visitor

Name _____ Student ID Number _____

Name of parent/guardian/spouse _____ Phone _____

UNA Box _____ Academic Classification _____ Age _____

Local Address _____

INCIDENT INFORMATION:

Date of Incident or Accident _____ Time _____ a.m. or p.m.

Location of Incident or Accident _____

Name and phone number of witnesses to the incident or accident:

1. _____ 2. _____

3. _____ 4. _____

Describe what happened: _____

Nature of any injury (cut, puncture, burns, etc.) _____

Location of injury (body part, left or right) _____

Did the victim go to the UNA Health Center? YES NO

Did the victim go to a physician/medical facility? YES NO

Name of treating physician _____

Name of medical facility _____

Treatment: _____

Was the victim admitted to the hospital? YES NO

If yes, date of admission _____

.....
Signature of Supervisor/Cost Center Head reporting incident or accident

.....
Date