ANDERSON College of NURSING and HEALTH PROFESSIONS
University of NORTH ALABAMA

Undergraduate Accelerated
Nursing Student Handbook

2024-2025

Revised 4/2024

Contents

I.   GENERAL INFORMATION

A.   Introduction

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

According to the *University Catalog*, "Students are expected to adhere to standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses and the Code of Conduct delineated in the UNA Catalog and the current Nursing Student Handbook (available on the campus nursing server). Other sources for information can be obtained at ANA The Center for Ethics and Human Rights Code of Ethics for Nurses Provisions Approved as of June 2001, https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/, and the International Council of Nurses Code for Nursing Ethical Concepts Applied to Nursing 2001, https://www.nursingworld.org/." Full text of this Code is available at: Nursing World Code of Ethics Website

The faculty of the UNA Anderson College of Nursing & Health Professions congratulates you on your acceptance into the nursing course of study. There are many planned worthwhile learning experiences to enable the student to become a beginning professional nurse who is able to think critically, communicate effectively, and provide therapeutic nursing interventions. This course of nursing study is rigorous. The student must read and study continually in order to learn information needed to successfully progress through the program. It is important that the student complete study and performance assignments on time.

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).

The pre-licensure baccalaureate degree program in nursing is approved by the Alabama Board of Nursing (ABN). Students should review the Alabama Board of Nursing website for the rules and regulations pertaining to licensure and nursing practice in Alabama. Approval of the ABN (or state board in the state where the student wishes to be licensed) is required before students are allowed to take the National Council Examination (NCLEX). See Appendix H for current ABN licensing questions.

B.   Accommodation for Disabilities Awareness Statement

In accordance with the American with Disabilities Act (ADA) of 1990 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 students 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 undergraduate nursing students. A list of these standards is provided in *Appendix G*.

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 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.

C.   Title IX Discriminatory Harassment

The University of North Alabama and Anderson College of Nursing & Health Professions have 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 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 sex- and gender-based discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed sex- or gender-based discrimination or harassment, you can contact one of the confidential resources available at www.una.edu/titleix. On that website, you also have the option to make a report to the Title IX Coordinator. You may also report directly to the Title IX Coordinator at 256-765-4223 or by emailing titleix@una.edu

For additional information, please refer to the UNA Student Handbook.

D.   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."

E. Sexual Harassment

University policy prohibits sexual harassment. It is the responsibility of all students and employees to ensure 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 Undergraduate Program (UP) 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.'

F. Vision, Mission, and Goals

The ACONHP vision 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 healthcare knowledge. The ACONHP mission is to graduate nurses and other health professionals who are prepared to assume professional roles in diverse healthcare environments.

Program Goals for ACONHP

1. Provide high-quality, innovative, student-centered nursing and health-related programs built upon scientific disciplines. (Domain 1- Knowledge for Nursing Practice)

2. Graduate nurses and health professionals who are prepared to practice person-centered care in diverse local, regional, and global healthcare environments. (Domain 2- Person-Centered Care, Domain 3- Population Health)

3. Promote scholarship, scholarly activities, teaching, service, and practice that advances quality, safety, and knowledge in healthcare. (Domain 4- Scholarship for Nursing Discipline, Domain 5- Quality and Safety)

4. Develop professional partnerships across professions to enhance healthcare within complex systems. (Domain 6- Interprofessional Partnerships, Domain 7- Systems-Based Practice)

5. Optimize the use of information processes and technologies in healthcare practices. (Domain 8- Informatics and Healthcare Technologies)

6. Foster a spirit of professional excellence and resilience amongst a diverse population of students, faculty, and staff. (Domain 9- Professionalism, Domain- 10 Personal, Professional, and Leadership Development)

BSN Student Outcomes

The ACONHP achieves its vision and mission by producing graduates who:

1. Function in professional nursing roles.

2. Synthesize knowledge from a broad educational foundation upon which professional nursing practice is based.

3. Collaborate with members of health team and other interested groups in identifying and meeting the health needs individuals, families, and communities.

4. Demonstrate an understanding of the need for continuous personal and professional growth.

5. Acquire basic knowledge about research and the implementation of best evidence into practice.

6. Develop interpersonal and technological skills necessary to assume leadership roles within the BSN scope of practice

II. FACULTY & STAFF

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](#)*.*

III. BEGINNING THE PROGRAM

Please note that this program is a hybrid of online course instruction of didactic materials and in-person clinical rotations. It is imperative that you stay on task and review each course's schedule and/or clinical schedule.

A. Student Health Requirements

Health-related requirements are in place, in accordance with Occupational Safety & Health Administration (OSHA) and the Alabama Department of Public Health guidelines, for the protection of the student and others with whom the student may come in contact. Upon admission to the ACONHP, the student must have a physical examination completed by a physician or a nurse practitioner. THE COMPLETED **HEALTH FORM** MUST BE SENT DIRECTLY FROM THE HEALTH CARE PROVIDER TO THE ACONHP VIA MAIL, EMAIL, OR FAX, as instructed in the health form.

A copy of the student's complete immunization record, completed 2 step TB screenings, Flu Consent or Declination Form, and CPR certification must be uploaded

into the online repository. (If the immunization record is not available, results of antibody titers must be submitted before the beginning of the semester.)

To attend clinical rotations, **ANNUAL EVIDENCE** of meeting the criteria for Health Requirements must be given to the ACONHP UP Coordinator of Nursing Enrollment **the FIRST WEEK of the semester.**

Failure to submit health requirements by established deadline dates will **result in an administratively- assigned clinical unsatisfactory** for each delinquent day in each clinical course. Please keep a copy of the original forms if needed upon faculty request. A copy of all health requirements and updates must be uploaded into the health documentation management system Students CANNOT provide patient care at any clinical agency experience until documentation of all student health requirements have been submitted.

Medical alerts are encouraged to be on person for student safety in the clinical settings.

Notice to students: 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 clinical learning experiences that involve direct 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 clinical rotations.** If you have any personal health status concerns, you are encouraged to see your health care provider for further recommendations.

Student Health Insurance:

It is recommended that each student obtain health insurance coverage. Students without health insurance coverage will be asked to sign a waiver releasing 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 nursing degree program.

Tuberculosis (TB) Skin Test Protocol:

Each student must have a Tuberculosis skin test (PPD) each year. A chest x-ray may be recommended for a student with a positive PPD according to symptoms present. PPD skin tests must be obtained yearly. They are available through the county health departments, University Health Services, or private physicians.
The **first** tuberculosis skin test must be a **two-step process** which consists of two tuberculosis skin tests administered 1-3 weeks apart. Once a student has completed the initial two-step process, the student is only required to have an annual single PPD. **It is recommended that students have this done near the beginning of the semester so that results are available by established deadlines and valid throughout the semester.**
Students may not provide patient care and will receive an unsatisfactory for each clinical experience absence related to failure to submit TB documentation

requirements by established deadline dates

Positive TB Skin Test Results

If a student has a positive TB skin **test for the first time**, the student is required to be evaluated by a provider at UNA University Health Services or his/her private physician. Under no circumstances will a student with a first-time positive TB test be allowed to attend class and/or clinical rotations until official documentation of no active TB is received. **Students will receive an unsatisfactory for each clinical experience missed related to health requirement documentation deficiencies.**

If a student has **past history** of a positive skin test for tuberculosis, he/she should complete the Tuberculosis (TB) Screening Questionnaire *(Appendix F)* **annually**. The TB Screening Questionnaire must be reviewed and signed by a health care provider at UNA University Health Services or by his/her private physician. Students may not provide patient care and will receive an unsatisfactory for clinical experiences missed until TB health documentation is received. **Evidence of meeting student health requirements is due the first week of the semester.**

Hepatitis B Vaccine:

All students are strongly encouraged to become vaccinated against the Hepatitis B virus. The vaccine is administered in a series of three injections. Students who elect not to take the vaccine must sign a declination form before the start of classes, which may be obtained through the online health management system.

Influenza (Flu) Vaccine:

UNA Anderson College of Nursing & Health Professions recommends that students receive the influenza vaccination to protect the patients and themselves from the virus. Clinical agencies may require students who decline the influenza vaccine to wear a mask in the clinical setting. The declination form should be completed and uploaded into the online health management system.

CPR Certification:

All students must have current certification in AHA Healthcare Provider Cardiopulmonary Resuscitation (CPR) and present evidence of AHA Healthcare Provider CPR re-certification **every 2 years**. Students will not be able to attend clinical rotations until documentation of AHA Healthcare Provider CPR certification is updated. Failure to meet CPR certification requirements may result in clinical failure and/or Administrative dismissal from the Anderson College of Nursing & Health Professions. Annual Training Requirements:

Occupational Safety and Health Act (OSHA) and Compliance training requirements are to be renewed annually. **This is a clinical requirement**. Failure to meet the training requirements will result in the student not being allowed to attend clinical, and an unsatisfactory may be given for each missed clinical day in each clinical course. Failure to meet CPR/OSHA requirements may result in expulsion from the Anderson College of Nursing & Health Professions. Students are required to attend a compliance day training at the beginning of each semester.

A student's initial CPR certification cannot be obtained from an online course.

B.   Student Liability Insurance Requirements

Liability insurance is required of each student admitted to the nursing major. This is not health insurance but is nursing practice insurance for the student, which is required by the clinical agencies. The insurance covers the student while participating in required clinicals arranged by an ACONHP faculty member. It does not cover the student when working as a nursing/patient care assistant. The primary carrier used by the ACONHP is Cotterell, Mitchell, and Fifer (CM&F), Inc. of New York. Information for online orders will be distributed upon acceptance to the program.

C.   Criminal Background Check Requirements

Clinical agencies require students to have a criminal background check prior to participating in clinical experiences. A satisfactory criminal background check upon admission is required to participate in the nursing program. The status of applicants with background checks that are not clear will be reviewed by the Admissions Committee. Information on obtaining a background check is provided upon application to the program.

D.   Drug/Alcohol Policy

The 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 environment and clinical work setting are drug and alcohol-free, and ACONHP enforces a **ZERO TOLERANCE POLICY FOR SUBSTANCE ABUSE.** Substance abuse interferes with a student's mental faculties, judgment, and other skills and poses an unacceptable risk for patients, 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 is prohibited. Such substance abuse will not be tolerated. In addition, all student nurses are subject to applicable federal, state, and local laws addressing drug and alcohol use.

Substance abuse prohibited:

ACONHP strictly prohibits the following:

1. The use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription, on and off of ACOHNP property and clinical sites.
2. Students from being impaired by or under the influence of controlled substances, legal drugs, illegal drugs, or alcohol on or off ACOHNP premises and clinical sites to include cannabis or marijuana even though they might have a medical marijuana license, card, or prescription permitting them to do so.

3. The presence of any detectable amount of prohibited substances in a student's body while on ACOHNP premises or clinical sites. "Prohibited substances" shall include controlled substances, illegal drugs, alcohol, marijuana, or prescription drugs not taken in accordance with valid prescription.

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 collected at any time the nursing student demonstrates behavioral changes reasonably suspected to be related to substance abuse. Reasonable suspicion means there is evidence for concluding 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, and difficulty maintaining balance, or marked changes in personality, dress, or clinical performance.

Under no circumstance should nursing students 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 for classroom/and or clinical experiences.

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. The ACONHP covers the cost of random drug testing.

A nursing student who is licensed (i.e., licensed practical nurse, respiratory therapist, etc.) who refuses to submit to drug/alcohol testing based on reasonable suspicion or a licensed nursing student who has positive drug test results will also be reported to the appropriate licensing board and will be permanently 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 of this information.

The drug screening will only be administered within the given time frame allotted at the designated testing facility. **The cost of drug and alcohol testing conducted for reasonable**
suspicion shall be the responsibility of the student.

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

E.   Confidentiality

Students are required by clinical agencies and the ACONHP to sign confidentiality forms. Any information obtained regarding patients in the clinical agency must be maintained in the strictest of confidence. Information such as a patient's name, diagnosis, or physician must not be discussed in public or online. Discussion of this information should be limited to the pre or post-conference time and not continued during lunch, outside of the agency, or online. For the purposes of submitting written work, the student should use initials instead of the patient's name and not include persona identifiable information such as birthdate, phone, address, etc.

Failure to maintain patient confidentiality is subject to a clinical unsatisfactory (clinical "U") and/or course failure.

F.   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, Tiktok, Twitter (X), Instagram, Snapchat, and other social media/networks are public domains. Use of these and other electronic media are never to be used to discuss patient 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 of clinical time.

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.
Review American Nurses Association's Tips for Nurses Using Social Media

Failure to use social networks & electronic media responsibly is subject to a clinical unsatisfactory (clinical "U") and/or course failure and/or dismissal from the nursing program.

G.   Books

Each course syllabus will indicate which books and materials are required. Information about ordering textbooks is provided during orientation to the ACONHP programs and then each semester with advising.

H.   Supplies, Expenses, and Transportation

Additional supplies such as a sphygmomanometer (blood pressure cuff), a stethoscope, penlight, a watch with a second hand, and bandage scissors will need to be purchased at the beginning of the first semester. As directed in the course syllabus,

students must also purchase an additional supply kit from the on-campus bookstore. **Students must provide their own transportation for clinical experiences.** Certain computer software is required for students in the Accelerated Nursing Program. **Microsoft Word** and **PowerPoint** are the two required programs. In an effort to help prepare students for the technology skills required in the workforce, Microsoft now offers Office for Students. Currently, enrolled students can use Office every day for school work and activities that are most important to them. There is no cost to download and run Office products on your personal devices through UNA's Office 365 subscription. This includes the Microsoft Mobile apps on smartphones and tablets.

The student must have knowledge of computer use. It is the responsibility of the student to take appropriate courses so that he/she knows how to use email with attachments and how to use the aforementioned programs, Word and PowerPoint.

I.   Dress Code Policies

The nursing student's appearance is very important because it communicates self-image and attitude towards the profession. The UNA ACONHP uniform is required. **Violation of the dress code is an automatic clinical unsatisfactory**. It is essential that the values of neatness, cleanliness, and professionalism are evident. A list of the uniform requirements is provided at the new student orientation. The purchase of the uniform, shoes, name pin, etc., is solely the responsibility of the student. Price lists may be obtained from the scrub vendor. Uniformity among students is expected. Therefore, **the purple scrubs must comply with the ACONHP style, color, and material requirements.** A sample of the ACONHP uniform is available in the UP Coordinator of Nursing Enrollment's Office.

Students should be aware that while in uniform, they represent the UNA Anderson College of Nursing & Health Professions and the nursing profession.

General Uniform Policies:
The purple scrub uniform is worn in assigned clinical settings. It must have the UNA student nurse patch. Females may wear purple scrub material skirt (length must be below the knee). Hose must be worn with skirts, and may be white or flesh-colored support hose. With pants, all students are to wear white, black, or gray socks that must cover the ankle.

Shoes worn should be gray or black leather, suede, or double-mesh athletic shoes. Accent color may only be white, black, or purple. Shoes must remain clean and in good repair throughout each semester. Shoes must have an enclosed back – **NO CLOGS.**

For additional warmth, students may choose to wear a plain white or black short-sleeve or long- sleeve knit or cotton shirt under their scrub tops. No long-john material shirts allowed. Any garments worn under the ACONHP scrubs must be white or black.

To protect the uniform from environmental contaminants and to protect the public from contaminants that may have been obtained while providing care to the client, students

should wear a white nurse's jacket of the same required material with a UNA Student Nurse patch over the purple scrubs when going off of the assigned unit of care. Students may wear a white nurse's jacket over their purple scrubs, subject to approval from their course instructor or supervisor, when providing patient care activities. Outerwear may be worn over uniforms as needed outdoors for inclement weather conditions.

Sweatshirts and other forms of outerwear are not allowed to be worn in the clinical facility or during patient care.

The uniform will be clean and wrinkle-free when worn to the clinical experience. Pants should not touch the floor.

The ACONHP-issued badge reel and name badge with picture ID must be worn and clearly visible on the chest at all times, even if in facility scrubs. No other badge, customized reels, pins, buttons, or apparel are to be worn with the uniform. Students may not wear any other facility-issued badges unless they are required for that specific clinical rotation.

During clinicals, students are to follow all department-specific facility dress codes, for example, shoes covers, isolation gowns, and other PPE when appropriate.

Makeup should be moderately applied. False eyelashes, including extensions, magnetic, and any other artificial lashes, are prohibited. No perfumed hand-sanitizer or lotion is to be used at clinicals. Only facility-approved hand-sanitizer or lotions may be used. Perfume or cologne may not be worn. Good oral and physical hygiene must be maintained. Body odor related to poor hygiene and/or smoking is not acceptable. Men should be neatly shaved with beards and/or mustaches neatly trimmed.

If nursing students choose to maintain facial hair, it must not extend beyond the point where the sealing edge of the respirator's face piece or valve rests against the skin. This ensures that the facial hair does not compromise the integrity of the seal.

Hair should be kept clean, neat, and professional in appearance without ornamentation, such as bows. Extreme hairstyles involving coloring and bleaching (e.g., unnatural hair coloring such as pink, green, blue, etc.), shaving designs into scalp, mohawks, and other similar examples are not permitted while at the clinical site or while wearing the UNA uniform. For the comfort of the patient and safety of the student, it is recommended that long hair (below the shoulder length) be confined at all times. Recommended styles for long hair are a bun, tight ponytail, or braid. Whatever the hair length, it should not be allowed to fall past the shoulders or face while wearing the uniform and must be secured back with neutral-colored clips, bobby pins, hairbands (ie. Same color as hair, white, black, or grey). Bangs should also be secured out of eyes. Hair styles may be adjusted based upon certain clinical course requirements.

Students should be governed by the concept of professionalism regarding tattoos. In some clinics, dress codes, including the display of tattoos, may vary. While on clinical rotation, tattoos, regardless of location, that are obscene; commonly associated with gangs, extremist and/or supremacist organizations; or that 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 and supervisors will assist students in determining if visible tattoos should be covered during clinical activities based on individual situations. Faculty and clinical supervisors 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.

The only jewelry allowed includes a smooth, plain wedding band with no stones and a plain watch with second hand (required). **NO SMART WATCHES or CELLULAR DEVICES** are permitted. When indicated, a medical alert may be worn. Permitted jewelry should not present a possible hazard or infection for patient or student. **No other jewelry or piercings permitted <u>while wearing the UNA uniform</u>**. Nails must be short, clean, and extend only to the tip of the finger. No nail polish of any kind allowed, including gel, painted, or artificial nails.

<u>Examples of professional clothing are:</u>

Blouse or shirt, dress or skirt at minimum knee length, dress pants, closed low-heeled shoes, above ankle length socks with pants. It is preferred that you wear your UNA polo and black or khaki pants/skirt for professional attire.

<u>Examples of **unprofessional** clothing are:</u>

Shorts of any style, T-shirts, tank tops, sequined or jeweled clothing, sundresses, jeans, apparel with logos or pictures, ill-fitting clothes, ruffles, sweat or wind suits, open-toed, open-heeled, high-heeled shoes, and footie socks.

J.   Exposure to Blood and/or Body Fluids

It is mandatory that the students wear certain personal protective equipment while in a clinical area when exposure to blood, sputum, saliva, feces, urine, vomitus, tears, nasal secretions, or other body fluid is anticipated. If exposure results in infection or injury, it will be the student's responsibility to incur the financial cost related to the exposure. Personal protective equipment is available at all clinical agencies and includes items such as gloves, masks, goggles, and gowns. All patients are treated as if they have a communicable disease regardless of age, sex, or ethnicity. This concept is called "standard precautions." It is the foundation of modern health care agencies approach to prevention of exposure to blood borne and other communicable diseases. The student is responsible for using the personal protective devices as needed. Failure to do so will result in a clinical unsatisfactory grade.

The ACONHP has in place protocols for exposure to needle sticks, exposure to blood and/or body fluid, and exposure to tuberculosis. **Report all exposures and incidents to your instructor and refer to the following items in this Student Handbook**: *Student Needle stick/body Fluid Exposure Protocol (Appendix A), Blood/Body Fluids Exposure Report (Appendix B), Tuberculosis Exposure Protocol (Appendix E), and Incident Report (Appendix L).*

IV. PROCEEDING THROUGH THE PROGRAM

Notice to students: To avoid conflict with the intense nursing course and clinical requirements, students admitted to the nursing program must have permission from their advisor and nursing course instructor to add additional classes outside of the nursing curriculum.

A. Student Health Requirements

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

The following student health records, certification, liability, and optional health insurance information must be kept up to date at least **ANNUALLY and as changes occur**:

- Tuberculosis screening
- AHA Healthcare Provider CPR certification (recertification every 2 years)
- Student Nurse Liability Insurance
- Health Insurance (recommended)
- OSHA Training
- Influenza Vaccine
- Vaccine record or titers

It is the student's responsibility to provide the ACONHP UP Coordinator of Nursing Enrollment with validation updates of current health requirement status using the online health management program (may not be left under the door). The student will not be able to provide patient care until status is verified. **Students will receive a Clinical Unsatisfactory (U) for each missed clinical experience related to health requirement deficiencies. Three Clinical Unsatisfactory (U) grades result in failure of the course.**

To progress in the professional nursing courses, students must possess a functional level of competence to perform in the basic skills of a professional nurse. See Appendix G for complete list.

B. Academic Honesty Policy and Testing

Academic Honesty Policy

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. 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 Provost and Vice President for Academic Affairs 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.

Academic dishonesty includes misrepresentation, cheating, and plagiarism, which are defined as follows:

- Misrepresentation is 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 hours completed.
- Cheating is an attempt to deceive the instructor in an effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or part) and/or presenting another work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on quizzes, tests, or examinations.
- Plagiarism is copying any published work or copying the theme or manuscript of another student; when one uses direct quotations or ideas of another without proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized in accordance with APA guidelines.

Incidents of possible student academic dishonesty will be addressed in accordance with the University's Academic Honesty Policy, as provided in both the Undergraduate and Graduate Catalogs. If a student is found responsible for a violation of the Academic Honesty Policy, disciplinary action could include but is not limited to the following, and a student's previous academic misconduct will be considered in the determination of sanctions imposed:

- The student may receive a zero on the work in question.
- The student may earn a grade of course failure.
- The student may be dismissed from the program.

Testing

Students who do not practice academic honesty as outlined in the course syllabi may receive a course failure. A breach of academic honesty includes acts of cheating, plagiarism, or misrepresentation. Students should review the UNA Catalog/Student Affairs: Student Expectations, Grievance, and Disciplinary Process.

"If you access any website other than that authorized by your instructor during a test or quiz, it will be considered cheating and result in a course failure."
<u>Note for testing security</u>: Electronic devices such as cellular phones, PDA's, Pocket PC's, etc., **<u>should be silenced and may not be in the student's possession during any test.</u>** No SMART or electronic watches are allowed to be worn during exams.

<u>HonorLock:</u>

For testing security, HonorLock is utilized for at-home examinations. Students may request to schedule an on-campus testing option or use an approved testing center per faculty approval. If a testing center is used, students will be responsible for setting up their appointment times and any cost associated with the visit. After the exam, the student will need to provide verification of attendance at the facility for the exam. Honorlock will proctor your exams. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7, and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. The HonorLock Extension can be downloaded.

When you are ready to test, log into Canvas, go to your course, and click on your exam. On the first exam, you will be asked to pay a course fee. The student is responsible for the Honorlock course fee. "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if its on a secondary device.

Here are the Honorlock instructions for each exam:

1. The student must use Google Chrome web-browser
2. The student will provide a thorough room scan (up/down/360-degree scan) and show the surface of the desk
3. The exam must be taken at a desk or table
4. The student must place a mirror behind your chair so that the computer screen can be seen in the webcam
5. The student must be alone in the room; this includes pets.
6. NO earbuds or headphones are allowed.
7. The desk and room must be clear of electronic devices, paper, and books.
8. Students are permitted 1 blank piece of paper. Students must show the front and back side of the paper during the room scan before beginning the exam.
9. A default calculator will be provided within HonorLock

The mirror should be a wall mirror large enough to allow full visualization of your computer screen during the testing. The mirror will be positioned behind the student allowing the camera to maintain clear viewing of the student's screen and area surrounding throughout the testing period. To ensure you meet this requirement, you should check your mirror positioning with your computer camera system prior to the first test date.

HonorLock will be recording your exam session by webcam as well as recording your screen. HonorLock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. To get started, you will need Google Chrome and to download the HonorLock Chrome Extension. You can download the extension at www.honorlock.com/extension/install Links to an external site.

C.   Professional Behavior and Incivility Statement

Professionalism is a quality the student should begin to develop from the first day in nursing school. It is imperative that you display a professional demeanor in both the class and clinical settings and whenever in ACONHP uniform. Evidence of unprofessional behavior may result in disciplinary action. *See section V. Disciplinary Policies.*

Incivility Statement:

Incivility in the classroom is offensive, intimidating, or hostile behavior that interferes with the student's ability to learn and with the instructor's ability to teach. Incivility is any action that interferes with the harmonious and cooperative classroom, clinical lab, or online learning atmosphere. Disruptive behavior will not be tolerated and will be subject to disciplinary action.

D.   Standardized Testing Remediation

PASS Remediations and Storage:

- Students will create a file to store remediations
- Students will maintain documentation of their remediation and keep on file. Documentation will include all STANDARDIZED test scores in sequential order from Level I through Level IV of the nursing curriculum
- Requirements for standardized testing remediation will be stated in the PASS plan.
- Standardized test scores will count for a percentage of the grade as outlined in the course syllabus.

E.   Math Medication Administration

The specific guidelines for the ACONHP Dosage and Solution Calculation and Administration Guidelines and Medication Dosage Calculation Policy can be found in Appendices in this Student Handbook. Please review this information prior to each

semester and as needed for dosage calculation preparation.

F.   Grading System: Retention, Progression, and Withdrawal

The ACONHP follows the guidelines as described in the *University Catalog*. To proceed through the program, the student must maintain a 2.0 GPA. To graduate from the ACONHP, the student must have a minimum grade point average of 2.0 (C) on all work attempted at the university and a C or better on all courses in the professional nursing component.

However, the numerical system of grading in the ACONHP is as follows:

A...............................90-100
B...............................80-89
C...............................75-79**
D...............................60-74
F...............................59-0

Retention in the program is based on continued satisfaction of health requirements, certification, liability requirements, and appropriate academic progress with a grade of C or better in each nursing course.

- Course-required test scores must average 75% (tests only) prior to consideration of the addition of other course points (ex. Daily grades, assignments, etc.). A final grade of C (75) with tests and daily grade must be maintained for progression. The test only 75% applies to all undergraduate NU courses except NU 446R.
- If the 75% test-only grade is not met, then the test-only grade will be the Final grade that is submitted to banner.
- Cumulative daily grade average will be rounded at the end of the semester. Tests will not be rounded individually throughout the semester. Once a 75% test-only average is met (74.5 or higher), the final course grade will be computed to include all other graded components with a second and final rounding to determine final course outcome. (Note: 74.49 does not equal 74.5)
- Appropriate academic progress with a grade of **C** (75) or better in each professional nursing course and satisfactory in the clinical component of the course to receive a **C** (75) or better
- Satisfactory completion of nursing courses done in sequence. When a student receives a grade of less than **C** (75) or a clinical failure, the student may not progress to any clinical course until the failed course is retaken and requirements are met. Progression to a non-clinical course will require Department Chair approval.
- **Students must be eligible to participate in rotations in all clinical facilities to be eligible for admission/retention to the program.**
- For Level I, **NU 345R is the prerequisite for NU 341R**. Therefore, if a student withdraws from NU 345R, the student must also withdraw from NU 341R until NU 345R enrollment is resumed and/or completed. **NU 341R is the prerequisite and/or co-requisite for NU 342WR**. A student withdrawing from NU 341R must also withdraw from NU 342WR until NU 341R enrollment is resumed and/or completed. A complete withdrawal from Level I will require the student to repeat

the admission application process to apply for a future semester.

- **Course Incomplete requests** will only be considered after midterm and/or completion of 50% of the course and clinical requirements **for medical or personal extenuating circumstances. The student must provide** documentation of the medical and/or personal extenuating circumstances for review and/or approval by the Instructor and UP Chairperson. If approved, the student will follow the university guidelines for completing the course requirements the following semester.
- A student who has failed a nursing course may repeat the failed course only once. For information about course failure/repeating courses, see "Readmission to the Anderson College of Nursing and Health Professions."
- Students in the Anderson College of Nursing & Health Professions who have received **3 unsatisfactories** in a clinical course for any reason (administrative or otherwise) **will receive a clinical failure and get an "F"** in the course. There are reasons other than three clinical unsatisfactories for which a student might fail clinical, and these include critical incidents found in **Disciplinary Section V** 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.** Should this be a second-course failure for the student, the student **will be required to withdraw from all nursing courses at the time of the second-course failure.**
- Once admitted to the ACONHP, a student with a failing average in any nursing course may not withdraw from the course to prevent course failure. This includes any time within the University's withdrawal ("W") period. Any student who drops a course with an average of less than 75 (tests only) will receive a "WF."
- In nursing courses, a "WF" for any reason is considered a course failure**.**
- **Students who are eligible to repeat a failed course will be readmitted to the course on a "space available" basis.**
- A second withdrawal from the same course due to extenuating circumstances will require Department Chair approval. The student will be required to wait one semester (excluding the summer semester) before retaking the course. Extenuating circumstances are to be determined by faculty on an individual student basis.
- Maintenance of 2.0 GPA throughout the nursing program.
- Once the student is "out of sync," he/she/they must adjust to any curriculum changes occurring at that time.
- A student who has had one-course failure in the accelerated track will have the option to transition to the traditional track with adjustments to their program of study.

Students who fail out of the program should meet with their ACONHP academic advisor to discuss other education options at UNA.

G. Academic Interruption Plan

In the event that classes and/or clinical cannot proceed due to natural disaster or other reasons beyond control, it may become necessary for the ACONHP to enact the Academic Interruption Plan (AIP). This plan was developed by ACONHP faculty and administration and is approved by the Alabama Board of Nursing. It provides guidance for alternative methods of course delivery and clinical experiences. The chief goal of

the AIP is to assist students with fulfilling course and clinical outcomes as outlined in the course syllabus.

H.   Attendance/Tardiness

<u>Class Attendance:</u>
Students are expected to adhere to the schedule and assignments as outlined in each course.

<u>Clinical Attendance:</u>

Attendance is expected at all clinical experiences. If illness occurs or tardiness is anticipated, the student should notify the instructor and the clinical agency assigned before the start of class or clinical.

Many clinical facilities do not allow individuals with contagious diseases, colds, fever, draining wounds, or gastrointestinal disturbances to be near clients. Upon returning to school, the student must present a written note from a healthcare provider.

Disciplinary action will be taken if a student is absent without appropriate excuse, has failed to notify the professor of absence, or accrues excessive absences (See *University Catalog* and course syllabi). Exams missed due to absences may be made up only if protocol was followed and at the discretion of the faculty. The student is still responsible for all assigned work when absent. For further information, refer to the absenteeism policy in the *University Catalog*.

Tardiness is considered unprofessional behavior. Tardiness is considered an unexcused absence and will be recorded as such (see individual course syllabi for divergent rules regarding this issue). Roll is taken and recorded at each clinical meeting.

I.   Medical Release Requirement

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 is not intended to be a comprehensive list of conditions requiring a medical release. Please consult your Undergraduate Department Chair if you have questions or concerns.

J.   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. Reminder: Complete the UNA Anderson College of Nursing and Health Professions Incident Form (*Appendix L*) and the Facility Incident Form if available.

Students who become ill or injured on campus will be referred to University Health Services. EMS "911" will be called for emergency situations, with the student responsible for all charges for services.

K.   Mental Health Emergency

If you suspect that an individual is suicidal or homicidal, CALL 911. Each county has a Mental Health Officer who will be contacted by the police. The Hostile Intruder Protocol is included in *Appendix J* of this handbook.

L.   Drug and Alcohol Testing

ACONHP Policy is presented in *Section III-D: Drug/Alcohol Policy* of this handbook.

M.   Advisement

Students entering the ACONHP must complete all health care requirements before entering classes and clinical experiences. Students will receive unsatisfactory grades in clinical (unable to attend with incomplete health records) until health records are completed. Once a student is admitted to the ACONHP, the Undergraduate Program Chair or Assistant chair will become the students' advisor. Students in each Level are advised within the class as a group, usually late in the semester prior to their registration in the next semester. As an exception, the student taking less than a full course load will need to complete all courses at a particular level before moving to the next level. These students will need to check with their advisor prior to registration. The following nursing courses are listed in the following levels:

> LEVEL I - NU 341R, NU 342WR, NU 345R
> LEVEL II - NU 344R, NU 346R, NU 348R
> LEVEL III - NU 446WR, NU 447R, NU 449R, NU 451R
> LEVEL IV - NU 440R, NU 454R

N.   Anderson College of Nursing & Health Professions Lab and Equipment Use

Anderson College of Nursing & Health Professions equipment such as: simulation models or mannequins may be used on campus only. Mannequins and equipment must be handled with care and respect. Behavior in the campus labs is to mimic behaviors in the clinical areas. Students are to tidy campus lab bedsides as if a hospital room. When available, campus labs may be used for skill practice between 8:00 am – 4:30 pm on Monday – Friday. Students using the campus labs are

responsible for securing equipment, lights, and door locks before leaving the premises.

Each semester, students are responsible for the purchase of needed supply kits for use during clinical experiences. These kits can be purchased at designated sites.

O.   Student Nurses Association

The Student Nurses Association (SNA) at the University of North Alabama is a student led organization with faculty advisors. SNA focuses on fellowship, mentoring, and community service. Membership is open to all university students planning a career in nursing. Meetings are held monthly in the fall and spring semesters. Contact any SNA officer or faculty advisor to inquire about the organization or to obtain an application. Applications and dues, in the form of a cash or check payment, are submitted to SNA faculty advisors.

P.   Sigma Nursing Honor Society

Student nurses may be eligible for membership in Upsilon Omicron chapter of The Honor Society of Nursing, Sigma Theta Tau International. Students who have demonstrated superior academic achievement, academic integrity, and professional leadership potential may be invited to join during their final semester. Academic achievement is defined as GPA of 3.0 on a 4.0 scale and ranking in the top 35% of the graduating class.

Q.   Student Representation on ACONHP Committees

Student representatives are encouraged to participate in the committees of the ACONHP. The student representatives are selected through the Student Nurses Association (SNA). Student representatives on ACONHP committees include: Faculty Organization, Student Guidelines and Resources, Program Effectiveness and Curriculum, and Undergraduate Program Department Committee. Students are voting members and may submit agenda items for consideration while serving on these committees.

R.   Faculty Evaluation

Student evaluations of faculty and courses are performed each semester for continuous program improvement. Evaluations will be sent electronically. Your comments and responses should be fair and honest. Since the purpose of the evaluation is improvement; document your comments in such a way that the instructor can benefit or improve his/her/their teaching. After your final grades have been submitted, your tabulated responses will be seen by the instructor, the dean, and the department chair.

S.   Delay of Program Progression (Out-of-Sync)

Students who fail to progress with their original cohort due to course failure, medical

leave, or extenuating personal circumstances will be required to meet all admission student health, CPR, and OSHA requirements the semester that they return to class. The returning/repeating student must contact the Coordinator for Undergraduate Nursing Enrollment at least two weeks prior to the beginning of the semester to confirm compliance with these requirements.

T.   Clinical Agency Policies

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

1. The clinical agency may provide to the student, to the extent possible, first aid for injuries, including, but not limited to, needle sticks. However, clinical agencies assume no responsibility to provide payment for care for any injury to the student. Payment of such treatment shall be the responsibility of the individual student.
2. Once assigned to the agency, additional forms and activities may be required of students, including but not limited to:

   a. Confidentiality form signature
   b. Random Drug and Alcohol test, irrespective of reasonable suspicion of usage by student
   c. Acknowledgement Form signature regarding the agency's Drug and Alcohol Policy
   d. Release Statement Form signature allowing agency to make independent investigation of student's background which may include but are not limited to:

      1. Professional and personal references
      2. Past and current employment
      3. Criminal and police records
      4. Credit history (Consumer Reports)
      5. Motor vehicle records
      6. Professional credentials
      7. Public records
      8. Education
      9. Urine or blood tests to determine drug or alcohol use
      10. Verification of vaccination status.

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 specific course syllabi and nursing student handbook. Expectations unique to the ACONHP are listed below.

A.   Clinical Expectations

Any student who receives three unsatisfactory clinical grades will receive an "F" as the final grade for that course. The clinical failure is an "F" for the course, no matter when it occurs. This includes any time in the University's withdrawal ("W") period. Should this be a second-course failure for the student, the student **will be required to withdraw from all nursing courses at the time of the second-course failure.**

Students are expected to attend all assigned clinical experiences for the hours specified. If a student is unable to attend any assigned clinical, he/she/they are expected to notify his/her/their clinical supervisor and/or the clinical agency. Permission to leave the clinical experience early must be received from the clinical supervisor. **Clinical absences will be made up at the discretion of the supervisor and/or course coordinator.**

Students are expected to be prepared for each clinical experience. This may include having critical knowledge about the patient in advance, as well as being able to verbalize safe care. (The extent of the preparation may vary from course to course and from clinical to clinical within the course.) Being prepared for clinical includes adherence to the uniform dress code and having needed equipment in possession (wrist watch with second hand, stethoscope, scissors, pen, notepad, etc.)

Students are expected to come to clinical, mentally alert and physically able to care for patients. Any evidence of drug or alcohol intoxication, use or abuse, or impaired ability to perform assigned duties, as described in the Student Conduct Statement in the *University Catalog*, **will result in disciplinary action**, including removal from the clinical setting, course failure, and dismissal from the ACONHP. The University of North Alabama Anderson College of Nursing & Health Professions is committed to maintaining a drug and alcohol-free academic environment and clinical work setting by **maintaining a ZERO TOLERANCE policy for substance abuse**.

While in the clinical setting, students are expected to administer medications safely to patients. This requires knowledge of toxic side effects, ability to calculate dosages accurately and to follow protocols of safe drug administration. Students are expected to recognize their own limitations, to seek help when needed, and to adhere to established plans of care. Students are expected to recognize overt alterations in the patient's condition, report signs that a patient's condition is changing (these include unexpected fever, change in blood pressure, pulse or respirations, etc.). Once students are "checked off" in demonstration lab (most are in Level I), they are expected to perform procedures with for which they have been checked off under the supervision of their clinical supervisor, nurse faculty, or registered nurse. Students are expected to exhibit moral and ethical behavior depicted by honesty, accountability (assuming responsibility for own actions) and respect of human dignity. Student's written work for clinical experiences should reflect personal involvement in patient care and commitment to promotion of each patient's mental, social, physical, and spiritual integrity (includes behaviors which protect patient's privacy and/or ensure a safe environment).

Students are expected to practice self-protecting behaviors. These include using gloves when in contact with patients, avoiding recapping contaminated needles, or otherwise contacting body fluids of patients. Students are also expected to protect

patients from exposure to the student's own body fluids. (See Needle stick/Body Fluids Exposure Protocol - *Appendix A*)

While in the clinical setting, students are expected to respect facility policies and equipment and to avoid chewing gum and smoking/vaping, as well as eating or drinking in undesignated areas. Students are expected to seek learning experiences and to show personal motivation to perform appropriate procedures as these become available. Following (or during) the clinical experience, students are expected to complete and submit written work as directed by their clinical supervisor and to seek faculty feedback. Students are expected to utilize faculty feedback in completing subsequent assignments.

B.   Grievance Procedure

The student who has a grievance should follow the procedure listed in the *University Catalog*. Should a student wish to appeal a course failure, a formal request should be made in writing to the Undergraduate Program Chairperson and to the Admissions, Readmissions, Progressions (UARP) Committee.

C.   Unsatisfactory Behavior

The following behaviors are some examples considered clinically unsatisfactory. This is not an all-encompassing list. Others will be listed in the syllabi accompanying the appropriate courses. Three clinical unsatisfactory grades will result in an overall course failure in spite of course average. *ANY* nursing faculty observing a student demonstrating any behavior deemed unsatisfactory in the clinical setting may issue the student an unsatisfactory clinical grade.

1. Failure to notify the supervisor of an unavoidable absence.
2. Failure to notify the supervisor when late to clinical.
3. Leaving the clinical experience early without supervisor's permission.
4. Excessive absence.
5. Failure to be prepared for the clinical experience. (Student does not understand how to provide care, does not understand calculations and implications of drugs, activity restrictions, or procedures).
6. Failure to follow the dress code.
7. Failure to possess needed equipment.
8. Mentally dull in clinical due to illness, fatigue, or drug abuse.
9. Inadequate knowledge of action, indications of toxic reactions, and expected side effects of drugs to be administered to assigned patients.
10. Failure to follow protocols for safe drug administration.
11. Failure to accurately calculate drug dosage.
12. Failure to adhere to patient's plan of care.
13. Failure to report change in patient's condition.
14. Inability to perform practiced procedures at the level expected.
15. Plagiarism in care plans or other written assignments.
16. Failure to be accountable for actions.
17. Violation of patient confidentiality.
18. Failure to provide safe environment for patient.

19. Failure to respect facility policies, equipment, and environment.
20. Failure to meet moral & ethical standards.
21. Failure to protect self from contact with body fluids of others.
22. Failure to protect others from contact with own body fluids.
23. Chewing gum or smoking/vaping; also eating/drinking in undesignated places.
24. Failure to recognize own learning needs or seek opportunities for performing procedures.
25. Failure to turn in or be prepared with proper written work at the designated time.
26. Failure to utilize faculty feedback.
27. Emotional instability to function effectively under stress or to adapt to changing situations.
28. Performing procedures or activities without adequate foreknowledge or supervision.
29. Inappropriate use of social media
30. Use of cellular device (ie. Texting talking, social media, etc.) in patient care areas or undesignated areas while in clinical.
31. Any other behavior deemed unprofessional.

A situation in which the student places the client's life in danger or shows severe behavioral misconduct toward the client and family, clinical facility staff, faculty, or other students, <u>may result in immediate Administrative Dismissal </u>of the student from the program. In such cases, the student's transcripts will reflect the University's grade system as outlined in the university catalog. Critical incident behaviors for which the Anderson College of Nursing & Health Professions has zero-tolerance include:

1. Positive drug or alcohol test.
2. Evidence of dishonesty.
3. Falsifying information pertaining to patient care or condition.
4. Harassment, sexual harassment, or discriminatory harassment of a non-sexual nature, that creates a hostile or offensive learning environment.
5. Grossly unprofessional behavior
6. Pattern of patient endangerment
7. HIPAA Violation
8. Criminal, drug, or alcohol-related misconduct, see ABN website:

<u>Alabama Board of Nursing Administrative Code- Chapter 610-X-8 Disciplinary Action Weblink</u>

D.   Readmission to the Anderson College of Nursing & Health Professions

<u>Level I and Level II:</u>

Any student academically unsuccessful in two or more courses in levels one and/or two will have the option to reapply to the nursing program. Students reapplying must meet all admission requirements and complete the application process like a new applicant. Reapplying does not guarantee admission. ***Once a student is dismissed from the program, they are only eligible to be admitted one additional time.***

If admitted, the student will start the program as a level one nursing student and repeat all nursing courses regardless of the course grade in previous semesters. Complete withdrawal from level one will require the student to complete the application process for consideration in a future semester.
The option to reapply does not apply to students who are dismissed from the program for conduct-related offenses

Level III and Level IV:

Criteria for consideration for readmission to the Anderson College of Nursing & Health Professions (ACONHP) following **course withdrawal and/or failure** that occurs in level three and/or four:

1. After the semester in which the second D or F, or WF is received in a course, the student may submit a letter to the Chair of the Undergraduate Program Department Admissions, Readmissions, and Progressions (UARP) Committee for consideration for readmission. The letter should include:

   a. Reason(s) for dismissal from the ACONHP.
   b. Reason(s) for seeking readmission to the ACONHP. Student must state why she/he/they believes s/he/they can successfully complete the program if readmitted.
   c. Actions taken to overcome the problems necessitating dismissal.

Any student **who completely withdraws**** from the nursing program must submit a letter to the Chair of the UARP Committee for consideration.
The letter should include:

   a. Reason(s) for withdrawal from the ACONHP.
   b. Reason(s) for seeking readmission to the ACONHP. Student must state why s/he believes s/he can successfully complete the program if readmitted.
   c. Actions taken to overcome the problems necessitating withdrawal.

2. The UARP Committee will review the students' request for readmission. The UARP Committee reserves the right to meet with a student, should they determine such a meeting is necessary. Upon review of the student's request for readmission, the UARP Committee will submit a recommendation to the Undergraduate Program Chair, who will in turn make a recommendation to the ACONHP Dean. The Dean's recommendation will be final and is not subject to appeal. Students will be notified of the Dean's decision in writing.

If approval is granted, readmitted students will:

1. Be readmitted on a space-available basis. A 2.5 GPA with a minimum "C" or better in all required pre- requisite courses and general studies component as listed in the *University Catalog* for nursing majors is required at the time of readmission.
2. Be readmitted part-time and take no more than six (6) hours in the nursing curriculum for the returning semester, unless authorized by the Dean.

3. Receive remedial work that will be arranged with the student on an individual basis.
4. Be assigned a faculty mentor and register for a 1.0 - 3.0-hour independent study for mentoring.
5. Provide documentation that study skills workshops have been completed prior to readmission.
6. Be permanently dismissed from the program if, as a readmitted student, she/he/they earn a grade below "C" (75%) or a "WF" in a nursing course.

Note to students: *If a student fails out of the ACONHP, the student will have **one opportunity** to apply for readmission. If the student is denied readmission on the first request, the committee will not address any further readmission requests.

**Complete withdrawal from Level 1 will require the student to complete the application process for consideration in a future semester.

** A student who has had one-course failure in the accelerated track will have the option to transition to the traditional track with adjustments to their program of study. Accelerated students with one-course failure who choose to remain in the accelerated track must repeat that course at the next offering.

VI. ENTERING THE PROFESSION

A. Graduation Preparation

Students must formally apply for graduation per university guidelines (See UNA Website). Graduation applications are available from the University Registrar's Office, and deadline dates are published in the Courses & Exam Schedule each semester. Students should closely review their completed course work to ensure that all graduation requirements have been met. An Anderson College of Nursing & Health Professions representative will meet with the graduating nursing students to inform them of important deadline dates and distribute information for the upcoming semester.

B. Preparation for NCLEX

The ACONHP will provide students with information on obtaining the application for the NCLEX exam. The Executive Assistant for the ACONHP will assist the students with obtaining the transcript request form and submission of completed forms to the UNA Registrar's office. The instructor of the NU 414 course will answer questions concerning the application for NCLEX and licensure. Students are responsible for submitting the appropriate application for the state in which they are seeking licensure, whether online or by hardcopy.

Students may apply for licensure in Alabama online at https://www.abn.alabama.gov/apply/#tab-exam. Students who plan to be licensed in other states must contact the Board of Nursing of that state and request an application for examination or check the website for that state and abide by the process they require.

Each state has different requirements and deadlines, so students are required to note all requirements and deadlines for the applications. Some states require a passport-size photograph of the student to accompany each application. The student is responsible for providing this photo and application to the executive assistant. The executive assistant will be responsible for mailing the state licensure applications when required to accompany the final transcript. After all information is received by the individual board of nursing, registration with Pearson VUE has been completed, and deadlines have been met, the state board of nursing will correspond directly with the student with the authorization to test (ATT) permitting the student to schedule the date and time for the NCLEX examination.

C.   Anderson College of Nursing & 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 e-mailed to the graduating nursing students during the final semester by the executive assistant.

D.   ANA Nursing's Social Policy Statement

"Nursing is often called a helping profession: *Nursing's Social Policy Statement* is about the many ways that nursing helps others. It is about the relationship—the social contract—between the nursing profession and society and their reciprocal expectations. This arrangement authorizes nurses as professionals to meet the needs involved in the care and health of patients and clients and the health of society. It helps nurses engage in the political and legislative action that supports nursing education, research, and practice to better influence that health and care; and to understand the social ethics and justice that affect global and individual health" (ANA Enterprise, 2018). More information can be obtained at the <u>ANA Enterprise Website</u>

E.   Miscellaneous

Information regarding the graduation ceremony, diplomas, caps, and gowns, etc., will be distributed via UNA email and can also be found on UNA's website.

F.   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 sign a FERPA release form (see Appendix K).

VII. APPENDICES

A. 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 needle stick/body fluid exposure by students. Post exposure to blood and body fluids, the student will:

1. **Immediately** wash the exposed area.

2. **Immediately** report the incident to the UNA faculty, clinical supervisor, or clinical preceptor.

3. Complete incident reports at the facility (if available) and UNA (see Dean's secretary).

4. After completion of items 1-3, the student must choose one of the following three options:

   Option I: Sign a 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 the student's expense).

B. Blood/Body Fluid Exposure Report

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Blood/Body Fluid Exposure Report

Student Name: _____ *ID Number:* _____

Facility Name: _____ *Department/Unit:* _____

Exposure Date/Time: _____ *Number of hours on duty:* _____

Location where the exposure occurred: _____

1. What type of body fluid was involved?

( ) blood or blood products ( ) urine ( ) vomit ( ) visibly bloody body fluid

( ) other, please describe: _____

2. Mode of exposure:

( ) percutaneous needle stick or sharp object ( ) mucus membrane ( ) intact skin ( ) non-intact skin ( )

human bite

( ) other, please describe: _____

Body site of exposure. (Check all that apply)

( ) hand/finger ( ) eye ( ) mouth/nose ( ) face ( ) Arm ( ) leg ( ) other, describe:_____

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

If yes, please specify: ( ) gloves ( ) goggles ( ) eyeglasses ( ) face shield ( ) mask ( ) gown

4. What device or item caused the injury? _____

    A. Brand name of the device, if known:_____

    B. Did the device have a safety feature to prevent injury? ( ) yes ( ) no

    C. If yes, when did the injury occur? ( ) before activation ( ) during activation ( ) safety feature not activated ( ) Safety feature failed after activation; please describe the device failure:_____

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. If mucous membrane or skin exposure occurred, 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)

8. If percutaneous exposure occurred, estimate the depth of injury:

( ) superficial, scratch with little to no blood ( ) moderate, penetrated through the skin, wound bled

( ) deep, intramuscular penetration ( ) unsure

9. Activity/event when exposure occurred. Please describe:_____

_____

If a bite occurred how would you describe the wound? ( ) No spontaneous bleeding ( ) Spontaneous bleeding ( ) Tissue avulsed ( ) unknown

What activity or event was being completed when the bite exposure occurred? ( ) During dental procedure ( ) During oral examination ( ) Providing oral hygiene ( ) Providing non-oral care to patient ( ) Assault by patient ( ) Other, please specify:_____

SOURCE PATIENT:

1. Is the source patient known? ( ) Yes ( ) No

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

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

If yes, what is status? _____Date of results:_____

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

If yes, what is the status? _____Date of results: _____

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

If yes, what is the status? _____ Date of results:_____

5. Are liver function tests available from before the exposure? ( ) Yes ( ) No

If yes, what are the results? _____ Date of results:_____

For HIV infected sources, what stage of the disease is the patient? ( ) End-stage AIDS ( ) AIDS ( ) Acute HIV illness ( ) Other symptomatic HIV, not AIDS ( ) HIV infection, no symptoms ( ) unknown

Is the patient taking anti-retroviral drugs? ( ) Yes ( ) No ( ) Unknown

If yes please list the drugs taken:_____

Most recent CD4 count:_____Date:_____

Viral load:_____Date:_____

Additional comments:_____

_____

Student Signature_____ **Date** _____

Faculty Signature _____ **Date** _____

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

C. 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 health professions 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 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: _____

D. Influenza Vaccination Consent Form

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Influenza Vaccination Consent Form

UNA Anderson College of Nursing & Health Professions recommends that students receive the influenza vaccination to protect the patients and themselves from the virus. A copy of this form is to be submitted to the Anderson College of Nursing & Health Professions after the dose is documented. Additionally, a copy is to be kept in the online repository.

By signing this form, I am acknowledging that I have received and agree to the following:

- **I have received and read the vaccine information sheet for the current year regarding the benefits and risks of receiving the influenza vaccine.**
- **I have had the opportunity to ask questions and understand the benefits and risks of influenza immunization.**
- **I consent to be immunized with the influenza vaccine dose required for the optimum immune response. However, as with all medical treatment, I understand there is no guarantee of immunization or the absence of adverse side effects from the vaccine.**

_____   _____

Name of person to receive Influenza vaccine (please print)   Student L Number

_____   _____

Signature of person receiving vaccine   Witness

_____   _____

Date   Date

Influenza Vaccination Record			
	DATE	GIVEN BY	LOT #
Primary dose			

Adopted: September 2013
Last Reviewed: 2021
Last Revised: 04/2024

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 the appropriate UNA Incident Report (Appendix L) 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 their personal physician before returning to clinical.

F.   Tuberculosis Screening Questionnaire

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Tuberculosis Screening Questionnaire

Student Name: _____Student ID #_____

This TB Screening Questionnaire is used to evaluate your current TB Status. We cannot utilize the tuberculin skin test because you have a positive reaction to the test. A positive skin test means that sometime during your life, you came into contact with tuberculosis or have had a vaccination to prevent you from contracting tuberculosis. It does not necessarily mean that you have TB now. Instead, this health survey will assist with monitoring for possible TB Symptoms.

1.   Do you have a cough that has lasted 3 weeks or longer?   **YES or NO**

2.   In the past 3 months, have you:

    A.   Lost your appetite?   **YES or NO**

    B.   Lost weight without dieting?   **YES or NO**

    C.   Had fever, chills, or night sweats?   **YES or NO**

    D.   Coughed up blood?   **YES or NO**

    E.   Been feeling very tired?   **YES or NO**

    Note:

If the student answered **"YES"** to 2 or more of the above questions, please refer to the health department for follow-up.

If the student answered **"NO"** to all questions, sign as indicated below.

This screening will expire one year from the dated healthcare provider's signature below.

Student's Signature: _____Date: _____

Healthcare Provider's Signature: _____Date: _____

Adopted: 4/2017
Last Revised: 3/2023
Last Reviewed: 04/2024

G. Admission/Progression of Persons with Disabilities to the Undergraduate Program

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Admission/Progression of Persons with Disabilities to the Undergraduate Program

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

ACONHP ADA Awareness Statement

In accordance with the Americans with Disabilities Act (ADA) of 1990 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 a student 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 nursing students. A list of these standards is contained 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 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 the faculty, the dean RESERVES the right to withdraw the student from the nursing program.

Essential Performance Standards		
Issue	**Standard**	**Some Examples of Necessary Activities (not all-inclusive)**
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans, ability to make safe judgments when planning and implementing all psychomotor nursing prescriptions, possess cognitive well-being

Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from diverse backgrounds	Establish rapport with patients and colleagues; negotiate interpersonal conflict; respect differences in clients; respect the cultural diversity of clients and co-workers
Communication	Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses.
Issue	**Standard**	**Some Examples of Necessary Activities (not all-inclusive)**
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patients' rooms, workspaces, and treatment areas; administer CPR, assist in ambulation, have sufficient mobility and stamina to function over an 8-12-hour period
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and properly use equipment (blood pressure cuffs and syringes); position, lift, and transfer patients; ability to lift up to 50 pounds; obtain and process specimens; insert catheter; administer injections; 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 care activities for entire length of work role	Sustain repetitive movements; maintain physical tolerance; lift; push and pull; support 25 pounds; move heavy objects weighing 10-50 pounds; 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 client with emotional 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, monitors alarms, emergency signals, auscultator sounds, cries for help; ability to hear in situations when not able to see lips of speaker; ability to hear sounds required to perform safe and competent patient care.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Able to read handwritten documents (chart data); able to see small calibrations on syringes; sphygmomanometer, thermometers; observe patient responses to interventions and/or health problems; ability to detect subtle color changes
Tactile	Tactile ability sufficient for physical assessment	Perform palpation; functions of physical examination and/or those related to therapeutic intervention, e.g., pulse, body parts, temperature of skin or fluids

Last Revised: 3/2023
Last Reviewed: 04/2024

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 their abilities to function in clinical settings.

_____I meet all Essential Performance Standards required by the Undergraduate 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 Undergraduate Program of the University of North Alabama Anderson College of Nursing & Health Professions. I understand that I must meet with the Undergraduate 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 the information I have provided is complete and accurate.

_____   _____

Student Signature   Date

_____

Printed Name

H. Alabama Board of Nursing Regulatory Questions for Initial NCLEX Exam Applicants

Alabama Board of Nursing Regulatory Questions

for Initial NCLEX Exam Applicants

1.	Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? Any crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."
2.	In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized) and/or other chemical substances?
3.	Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4.	In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5.	Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6.	Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
7.	Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8.	Have you ever been placed on a state and/or federal abuse registry?
9.	Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Note: For renewal information, please visit the ABN website:
https://www.abn.alabama.gov/apply/#tab-renewal

I.   Dosage and Solution Calculation and Administration Guidelines

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Dosage and Solution Calculation and Administration Guidelines

The Basics:

- Verify physician orders per patient chart
- Check patient allergies
- Calculate patient weight in kilograms (if needed for determining safe dose)
- Determine the safe dosage range from an appropriate drug book/reference
- Calculate the conversion (for example: grams to milligrams; mg/kg/dose or mg/kg/day)
- Determine if the dose ordered is within a safe range
- Analysis: Can the dosage be administered as calculated? If the drug cannot be administered as calculated, then determine whether the drug can be or needs to be safely rounded
- Provide a rationale for dosage administration decision
- Administer the drug following the rights of medication administration.
- Document thoroughly and provide medication education/instruction as needed
- All medications are administered by student nurses in the presence of a faculty clinical instructor or instructor designate

Rounding Rules:

- When the amount of drug to be administered is **less than 1 mL,** the amount should be calculated to the thousandths, rounded back to the hundredths, and administered in a 1 mL syringe.
- A 1 mL syringe is calibrated in hundredths of a milliliter, with each one-tenth milliliter labeled on the metric side.
  Thus, it is recommended that all amounts **less than 0.5 mL** are measured in a 1 mL syringe.
  If the ordered amount is calculated in tenths of a milliliter (and between 0.5-1 mL), a 1 mL or a 3 mL syringe may be safely utilized to administer this medication.
- Use caution when administering medications to infants, children, the elderly, and debilitated clients. Caution is also necessary when administering Heparin, Lovenox (Enoxaparin), Insulin, Chemotherapeutic agents, and other select drugs for any age client.

Practical Application:

Converting body weight for safe dosage calculation:
- Convert the weight from pounds to kilograms. Compute the weight in kilograms to the thousandths (3 decimal places) and round back to hundredths (two places). For example: 150 lbs=68.181818 or 68.18 kg
- Verify safe dose from an appropriate drug book/reference/package insert
- Calculate the safe dose in mg/kg/dose (or per day) or mcg/kg/dose (or per day) for a patient of this weight.
- If the calculated dosage is not within a safe range, consult with the prescribing practitioner before administering the drug

Maximum Dosage Volume to be administered per intramuscular injection site:

- Average 150lb (68.18kg) adult= maximum volume 3 mL
- Average 150lb (68.18kg) adult= maximum volume for deltoid site 2 mL
- Children aged 6 to 12 years= maximum volume 2 mL
- Children birth to 5 years= maximum volume 1 mL
- Adolescent 12 to 18 years= maximum volume 2.5 mL

Remember to always look at the age, size, and condition of the patient. An infant does not have the muscle mass of an adult. Likewise, a frail and debilitated patient does not have the muscle mass of a healthy adult patient.
The average volume of intramuscular and subcutaneous medications in adult patients is between 0.5 mL-3 mL. Volumes larger than 3 mL need to be questioned.

Rounding examples:
Dosage is 1.91 mL=use a 3 mL syringe and draw up 1.9 mL of medication
Dosage is 0.666 mL =use a 1 mL syringe and draw up 0.67 mL of medication Dosage is 0.430 mL =use a 1 mL syringe and draw up 0.43 mL of medication Dosage is 0.537 mL =use a 1 mL syringe and draw up 0.54 mL of medication Dosage is 0.8 mL IM= use a 1 mL or a 3 mL syringe and draw up 0.8 mL of medication

Remember to always treat calculations as <u>dosage calculations for safe patient medication administration</u> and not just a math problem. Analyze everything!

References:

Potter, P. A., Perry, A. G., Stockert, P. A., & Hall, A. (2021). Fundamentals of nursing. (10th ed.) Elsevier, Inc.

Buchholz, S. (2020). Henke's med-math: Dosage calculation, preparation, & administration. (9th Ed.). Clifton Park, NY: Wolters Kluwer.

J.   Emergency Management – Hostile Intruder

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Emergency Management – Hostile Intruder

If an armed or threatening intruder comes on campus, it is important that faculty, staff, and/or students report it immediately and take protective actions.

If you see an armed intruder and you are in an office or classroom:

- Remain in the classroom or office and immediately lock all doors.
- Call 911. Try and remain calm, so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock windows, and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas, and be as quiet as possible.
- Try to remain calm.
- Keep classroom or office secure until police arrive and give directions.

If you are caught in an open or exposed area, and you cannot get into a classroom or office, you must decide upon a course of action:

HIDING
Look for a safe and secure hiding area. Once in place, try and remain calm. Stay hidden until you can make contact with emergency personnel.

RUNNING
If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

PLAYING DEAD
If the intruder is causing death or physical injury to others, and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.

FIGHTING
Your last option is to fight back. This is dangerous and not recommended, but depending on your situation, this could be your last option.
If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact. Once emergency personnel have arrived and taken over the situation, obey all commands.

Additional Information is available on the University Police Website: https://www.una.edu/emergency-management/intruder.html

EMERGENCY INFORMATION
FOR EMERGENCIES, DIAL (9-911) or (4357) ON ANY CAMPUS PHONE

Emergency Assistance on Campus: LynxIcon

The "LynxIcon" on the computer desktop is in place to heighten safety in the classroom. When enabled, this feature will silently alert dispatchers to send assistance to the desktop location. Justification of clicking the "send police" icon is for emergency use only. Clicking the icon for non-emergency use is against the law and will be reported to the University Police. Additional information is available on the University Policy Emergency Assistance Flyer.

SEND POLICE! Silent
Alert Desktop Icon

Adopted: 2/2013
Last Reviewed: 04/2024
Last Revised: 3/2023

K.   FERPA Form

University of North Alabama

FERPA Consent to Release Form

NOTICE & INSTRUCTIONS: As a current or former student, the information contained in your education records at the University of North Alabama (UNA) is protected by a Federal privacy law known as the Family Educational Rights and Privacy Act (FERPA). Except under limited exceptions specified in FERPA, school officials can only share your education records or discuss information from your records with third parties if you provide "prior written consent" — that is, your explicit permission in writing.

There may be times when you want to share certain education records and information with someone external to UNA. University officials may require you to provide prior written consent by completing this form before they release the specified records or information.

Please note that this consent may be revoked at anytime by providing written notice of such revocation to the University official to whom this form was originally submitted. The revocation will apply only to prospective requests for records. UNA reserves the right to require a student to submit a new or updated form as needed.

Student Name and Address: Student Identification Number (L Number):

I authorize UNA to release the following educational records or information (please be as specific as possible):

to:

for the purpose of:

for the duration of (optional):

By signing below:

   1) I consent to the release of the specified education records and information to the individuals/ entities stated on this release form;
   2) I understand that consenting to this disclosure is voluntary;
   3) I understand this consent will remain in effect from the date it is signed until the date I specified above or date revoked by me (in writing).

_____   _____
Student's Signature   Date

L.   Incident Report

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

INCIDENT REPORT

DIRECTIONS: Supervisor/preceptor, faculty, or administration must complete this form for accidents or incidents involving students or visitors on campus, during clinicals, or during University-related activities. Complete it as soon as possible after an incident or accident and deliver it to the DEAN'S OFFICE and notify the course coordinator and Department Chair/Assistant Department Chair.

GENERAL STUDENT/VISITOR INFORMATION:

Name(s):_____ Student ID Number: _____

Address:_____ Phone Number: _____

Date of Incident: _____ Time of Incident _____am or pm

Location of Incident/Accident _____Clinical Facility (if applicable)_____

Course (if applicable)_____ Clinical Supervisor (if applicable) _____

Faculty (if applicable) _____ Preceptor (if applicable) _____

Type of Incident:

☐ Needle stick

☐ Medication Error

☐ Injury or Fall- Please specify: _____

☐ Other: _____

Name and phone number of witnesses to the incident or accident (If applicable):

_____

_____

_____

_____

Provide a detailed description of the incident/accident:

_____

_____

_____

_____

_____

Action taken (check if applicable and as recommended by the agency. Attach pertinent documents to this form):

☐ Incident report completed at the facility

☐ Charge nurse/supervisor of facility/department notified

☐ Blood drawn on client

☐ Blood drawn on student

☐ Emergency room visit

☐ Victim admitted to hospital

☐ Private medical doctor seen

☐ Other: _____

Initial treatment taken (if applicable): _____

Faculty notes: _____

_____

_____

Follow-up care recommended/required: Yes _____ No _____

I acknowledge that I am required to complete the recommendations/requirements of the Anderson College of Nursing and Health Professions and/or the clinical agency listed above. I also acknowledge that I am responsible for any costs incurred. I agree to provide any and all documentation to verify compliance with the incident.

Student Signature: _____Date: _____

Supervisor/Preceptor/Faculty/Admin Signature: _____Date: _____

M.   Medication Dosage Calculation Policy

UNA ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS

Medication Dosage Calculation Policy

Each academic semester, students must demonstrate competency in medication dosage and calculation. Successful competency demonstration is required before administering any medications in the course for the academic semester. The dosage calculation problem complexity is determined by the level of the clinical course and the knowledge required to administer the medication safely.

A dosage Calculation Examination is required in each course with a clinical component.
To demonstrate competency, the student must achieve a minimum score of **90 percent** on each course dosage and calculation exam. Students who score less than 90 percent will complete a second exam. If the score on the second exam is less than 90 percent, the student will receive a clinical "U." The dosage calculation exam will be offered two additional times, and each unsuccessful attempt will receive a clinical unsatisfactory grade. Students cannot administer medications until the dosage calculation exam is passed with a minimum of 90 percent accuracy.

If the student receives three clinical unsatisfactory (U) on the dosage calculation exam, a failing grade will be entered for the course in which the student is enrolled. Students are strongly encouraged to seek assistance from faculty when difficulties are encountered in achieving a passing score on the dosage calculation exam.

Student Name: _____   Date: _____