Anderson College of Nursing and Health Professions
Post-Licensure Nursing Program

Student Handbook

2024-2025

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I. GENERAL INFORMATION

A.   Introduction

The faculty of the University of North Alabama (UNA) Anderson College of Nursing and Health Professions (ACONHP) congratulate you on your acceptance into the Post-Licensure Nursing Programs course of study. There are many planned worthwhile learning experiences to enable the student to think critically, communicate effectively, and grow professionally. This course of nursing study is rigorous. The student must read and study in order to learn the information needed to successfully progress through the program. It is important that the student completes assignments on time. Specific policies related to late work are at the discretion of the individual nursing professors.

The baccalaureate degree program in nursing, master's degree program in nursing, and the 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 policies in this ACONHP Post-Licensure Nursing Programs 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. This handbook is provided as information only and should not be construed as a contract between the student and the ACONHP or the UNA. The UNA and the ACONHP reserve the right to make changes to this handbook as deemed appropriate.

B. Accommodation for Disabilities

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.

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. 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 UP program has adopted the legal definition of sexual harassment as follows:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive educational environment.'

E. Diversity

"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."

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

F. Faculty and 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](#).

Course-related questions should be directed to the course professor.

G. Sigma Theta Tau International

Post-Licensure nursing students 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 are 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.

H. Student Representation on ACONHP and UNA Committees

Students are encouraged to participate in the committees of the ACONHP. Students may volunteer to represent their peers on several committees in the Post-Licensure Nursing Programs and at UNA (contact your professors for a list of committees allowing student representatives).

I. 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 following website – [ANA Enterprise](#).

II. BEGINNING THE PROGRAM

Unconditional acceptance into the Post-Licensure Nursing program is pending verification of a current unencumbered registered nursing license and be in good standing with the Board of Nursing. Students who have not taken or passed the NCLEX may be admitted

conditionally. The RN license information must be uploaded into the online repository prior to enrolling in nursing coursework. Information about the electronic health documentation system (online repository) can be found in the admission information and in the canvas orientation course.

The following items must be complete and in the online repository before you will be allowed to participate in any clinical activity.

A. 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. Prior to enrollment in a clinical course for the RN- BSN or RN-MSN bridge option, the student must have a physical examination completed by a physician or a nurse practitioner. **THE COMPLETED HEALTH FORM** must be uploaded to the student's online repository account.

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.)

Failure to submit health requirements by established deadline dates will **result in a point deduction in the clinical course(s) in which they are enrolled.** 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 begin clinical rotations until documentation of all student health requirements have been submitted and approved.

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 Skin Test

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.

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/their 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/they 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 required before a clinic can be attended.**

Hepatitis B Vaccine

All students are strongly encouraged to become vaccinated against the Hepatitis B virus. Dates of the Hepatitis B series and/or Hepatitis B titer must be provided on the health form. Students who do not wish to take the vaccine must sign a declination form, 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 American Heart Association (AHA) Basic Life Support (BLS) Provider Cardiopulmonary Resuscitation (CPR) and present evidence of AHA BLS Provider CPR re-certification **every 2 years**. Students will not be able to attend clinical rotations until documentation of AHA BLS Provider CPR certification is updated. Failure to meet CPR certification requirements may result in clinical unsatisfactory. failure and/or Administrative dismissal from the Anderson College of Nursing & Health Professions.

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

Drug Screen

Admission requirements include a negative drug screen as specified on admission information.

B. Student Liability Insurance Requirements

Professional Liability insurance ($1,000,000.00/$6,000,000.00) for practice as an RN who is also a student is required of each student admitted to the Post-Licensure Nursing Program. Having professional liability insurance does not always mean one has liability coverage as a student. Make sure your professional liability insurance provides a rider for student coverage. If you do not have professional liability insurance, you may purchase it at carriers such as [NSO or Cotterell, Mitchell,and Fifer of New York.](#)

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 on admission information.

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 is 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 ACNHP 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. ACONHP reserves the right to require random alcohol and drug screening of any nursing student. Random screening will be at the expense of the student. 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 the information.

The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Post-Licensure Nursing students, poses an unacceptable risk for others, the University, and affiliating clinical agencies. Under no circumstances should Post-Licensure Nursing students participate in courses or clinical activities while they are impaired. When a student's academic or clinical performance is impaired or there is ***reasonable suspicion** the ACONHP reserves the right to require the student to submit to drug/alcohol testing at the expense of the student.

Drug testing will be done in accordance with the policies of the clinical facility to which the student is assigned. Detected drug abuse will be grounds for dismissal from the program. Following dismissal, readmission to the program will be according to readmission protocols.

A licensed Post-Licensure Nursing student who refuses to submit to drug/alcohol testing based on ***reasonable suspicion** or a licensed nursing student who has positive drug test results will be reported to the appropriate board of nursing. If licensure status changes, full reinstatement of licensure will be required for an unrestricted return to the Post-Licensure Nursing program.

***Reasonable suspicion** means there is reasonable evidence for concluding that a student is impaired. This evidence might 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 or clinical performance.

E. Books

Each course syllabus will indicate which books and materials are required. Information about ordering textbooks is available in the booklist sent to students following acceptance into the ACONHP Post- Licensure Nursing programs. It is strongly recommended students order textbooks prior to the beginning of each course. It may take two weeks or more to receive books ordered from online bookstores.

F. Resources and Supplies

Certain computer software is required for the Post-Licensure Nursing Program student. 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 schoolwork 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.

G. Dress Code Policies

The nursing student's appearance is very important because it communicates self-image and attitude toward the profession. Violation of the dress code is an automatic clinical unsatisfactory. It is essential that the values of neatness, cleanliness, and professionalism are evident. **The student must abide by the dress code policies of the agency in which clinical experiences are arranged. The student is responsible for obtaining the agency's dress code policy when arranging clinical experiences**. When deemed appropriate by the agency, a white lab coat/jacket and professional appearing street clothes may be worn.

The purchase of the lab coat/jacket and name pin is solely the responsibility of the student. 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. Information on receiving a UNA Student picture name badge will be included with the admission information

H. Exposure to Blood-borne Pathogens

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 I).*

III. PROCEEDING THROUGH THE PROGRAM

The following information will provide the student with many answers to questions they may have as they journey to graduation. It is not intended to be the final word on any subject, but it is the accepted procedure in the ACONHP Post-Licensure Nursing Program.

A. Requirements for the Post-Licensure Nursing Program
Prerequisite courses will be planned according to the STARS guide.

Major Core Requirements:
    NU 302R, NU 303R, Nursing 411R, NU 416R, **Option 1 or 2**
        Option 1- RN-to-BSN: NU 305R, NU 418WR
        Option 2- RN-to-MSN: NU 508, NU 502, NU 509 (*See Graduate Catalog for course descriptions*)

Professional Nursing Course Descriptions

- **NU302R - Community Health Nursing (6 credits)-** An asynchronous online course that introduces student to the theoretical concepts of community and population-based community health nursing practice with an emphasis on health promotion, health education and community assessment as applied to nursing practice in a community-based health care setting. Includes clinical components. Prerequisites: admission to the online nursing major, active RN licensure
- **NU303R – Foundations of Evidence Based Practice in Nursing (3 credits)-** An asynchronous online course that introduces the research process in nursing. Focuses on the use of research in evidence-based nursing practice. Prerequisite: departmental approval required. (Fall, Spring, Summer)
- **NU305R – Health and Physical Assessment (3 credits)-** This asynchronous online course is designed for RN-BSN students. It focuses on techniques of physical

assessment, normal assessment findings, selected abnormal findings, and changes in assessment findings across the life span. Prerequisite: departmental approval required.

- **NU411R - Leadership and Management (6 credits)**- An asynchronous online course that focuses on leadership/management theories and concepts basic to the planning, organizing, directing, and delivering of nursing services in health care settings. Includes clinical components. Prerequisite: admission to the online nursing major, active RN licensure.

- **NU416R - Quality and Safety in Professional Nursing (6 credits)** - An asynchronous online course that introduces the concepts of quality and safety education for nurses (QSEN) and the competencies needed to deliver quality and safe care while exploring use of these competencies in various nursing roles. This course includes a clinical component. Prerequisite: admission to the online nursing major, active RN licensure.

- **NU418R – Nursing Concepts, Issues & Theories (6 credits) -** An asynchronous online course, which explores issues and concepts that affect and influence nursing practice and the delivery of nursing care. This course examines the history of nursing from its origins to the present, including the development and use of nursing knowledge and its application to the practice arena. Nursing theories and related theories are examined as well as other types of nursing knowledge. Prerequisite: admission to the online nursing major, active RN licensure.

B. Academic Honesty

ACONHP 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.

Plagiarism Statement

Plagiarism may include submitting the same work, or substantial parts of work, to multiple courses within the same semester, across different semesters, or to the same course across different semesters without disclosure to instructors. Faculty may use Turn – it -In as a plagiarism detection tool. An acceptable similarity score is 24% or less; however, paper acceptance may be based upon faculty discretion.

C. Professional Behavior

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." Full text of this Code is available at: ANA American Nurses Association.

Post-licensure Student Clinical Experiences

- NU 302R, NU 411R, and NU 416R require students to fulfill a clinical component to successfully complete each course. Students may participate in the identification of appropriate clinical sites and clinical mentors, as they are most familiar with their geographic location. Keep in mind the individual course requirements.
- If it is necessary for UNA to obtain an affiliation agreement with a facility please keep in mind this process can take a considerable amount of time and may impact the student's ability to complete clinical hours in a timely manner Approval from each course specific faculty is required before students can begin a clinical rotation.

- All clinical experiences are graded as pass/fail. A passing grade for clinical experiences is required in order to pass the associated course. A failing grade for the clinical experience results in an associated course failure.
- If the student is unable to complete the required clinical hours prior to the completion of the course, the student must notify the mentor and course instructor. A clinical experience hour is defined as the time spent completing the clinical experience assignment (time spent at the clinical site with the clinical mentor). **Lunch breaks and travel time are not counted as clinical practice hours.** A student may not work as a paid employee and receive credit for the same clinical experience hours. A student may not be paid for completing clinical m hours. If a student is completing clinical hours at a place of employment, there must be clearly defined role differences for employee verses student.

Student Professional Conduct

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

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

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

Unsatisfactory Behavior

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

A situation in which the student places the patient/client's life in danger or shows severe behavioral misconduct toward the client and family, facility staff, mentor, faculty, or other students <u>may result in immediate administrative dismissal</u> of the student from the program. This will result in clinical and course failure with a grade of "F" recorded on the

transcript. Critical incidents or major violation of any professional nursing behavior could lead to dismissal from the ACONHP program as well as course failure. A major violation is defined as the attempt to commit, the commission of, or intentional assistance in the commission of any of the following items. The ACONHP has a zero tolerance for these issues:

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

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

Students in post-licensure program are licensed registered nurses. However, the student is expected to obtain clinical help and or supervision from clinical mentors and instructors as needed.
The following behaviors are some examples of unsatisfactory clinical behaviors, but is not all inclusive. Three exhibited/demonstrated unsatisfactory behaviors will result in an overall course failure regardless of the course average.

- Failure to notify mentor of inability to attend planned clinical experience
- Failure to appropriately and safely perform basic registered nursing skills
- Failure to notify mentor of late attendance to clinical experience
- Leaving the clinical experience early without mentor approval
- Excessive absence/tardiness
- Failure to be prepared for the clinical experience (student does not understand how to provide care)
- Failure to demonstrate basic health assessment skills with ability to document normal and abnormal findings
- Failure to dress professionally for clinical experience
- Failure to possess needed equipment for the clinical experience
- Failure to communicate effectively with patient/client

- Mentally dull in clinical due to illness, fatigue, or drug use
- Inadequate knowledge of medications
- Failure to report/document change in patient's condition
- Inability to perform at level expected (minimum level is competence as registered nurse)
- Plagiarism of written assignments
- Failure to be accountable for actions
- Violation of patient confidentiality
- Failure to keep the environment and patient safe
- Failure to respect facility policy, equipment, and environment
- Failure to meet moral and ethical standards
- Failure to protect self from contact with body fluids of others
- Failure to protect others from contact with own body fluids
- Chewing gum, smoking, vaping, and/or eating/drinking in undesignated areas
- Failure to utilize feedback from mentor/ faculty
- Emotional instability to function effectively under stress or to adapt to changing situations
- Performing procedures or activities without adequate foreknowledge or supervision
- Inappropriate use of social media
- Asking mentor for personal prescriptions
- Blatant medication errors
- Any situation where a patient/client is put in danger
- Failure to meet outcomes
- Failure to submit required documentation

D. Confidentiality

Students may be required by clinical agencies 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. Failure to maintain patient confidentiality is subject to a clinical unsatisfactory and/or course failure.

E. Grading system

The UNA ACONHP Post-Licensure Nursing Program follows the guidelines as described in the University Catalog. To proceed through the program, the student must maintain a 2.0 GPA. Possess a minimum of "C" or higher in all required math, science, and Area V courses. 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 (73) or better on all courses in the professional nursing component.

The numerical system of grading in the ACONHP **Post-Licensure Nursing Program** is as follows:

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A............................................................... 90-100
B............................................................... 80-89
C............................................................... 73-79
D............................................................... 60-72
E...............................................................59 and less
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Final course grade will be computed to include all other graded components with a second and final rounding to determine final course outcome. (Note: 72.49 does not equal 72.5)

The ACONHP faculty/staff <u>will not </u>give grades over the telephone. Students may access their unofficial transcript using their [UNA PORTAL account](#).

F. Retention and progression

Retention and progression in the Post-Licensure Nursing 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.

- Appropriate academic progress with a grade of C (**73**) or better in each professional nursing course is required.
- Clinical is graded as "Pass" or "Fail". Satisfactory clinical consists of participating for the required number of hours, meeting clinical requirements specific to each course, and behaving in a professional manner. Note: Students must complete all required clinical hours and all required clinical assignments in order to receive a passing course grade.
- The student must be eligible to participate in rotations in all clinical facilities to progress through the program or be considered for initial admission or readmission into the program.
- After a second withdrawal from the same course (without extenuating circumstances), a student will be required to wait one semester before retaking the course. Students eligible to return to a nursing course after a withdrawal (W) or course failure (D,F, or WF) from a required nursing (NU) course will be readmitted to the course on a "space available" basis. Extenuating circumstances are to be determined by faculty on an individual basis.
- A student who has failed a nursing course for any reason may repeat the failed course only once. In the ACONHP, Post-Licensure Nursing Program no student will be permitted to use the Repeat/Recompute Policy or the Second Chance Provision for any nursing course (NU designation). A student in the nursing program can receive no more than one course failure throughout the nursing program. After two course failures, the student will be dismissed from the program.
- In accordance with University policy, students who withdraw from a course by the designated deadline in the UNA catalog will receive a "W: for the course. After the designated deadline, courses dropped with averages of less than a 73 will be a "WF" for the course. In nursing courses, a "WF" for any reason is considered a course failure.

- All general education requirements must be met or be in progress prior to completion of the last required nursing course
- A 2.0 GPA is required for graduation.
- Students in the RN-MSN option must achieve a minimum 3.0 GPA after completion of 12 credit hours of undergraduate nursing courses at UNA and meet the requirements for successful completion of NU 501, NU 502, and NU 503 (as described in the Graduate Catalog) to continue in the RN-MSN option.

G. Criteria for Students Readmitted to the ACONHP Post-Licensure Nursing Programs:

The student who has failed two nursing courses may petition the Undergraduate Program Department Admissions, Readmissions and Progressions (UARP) Committee for readmission after being dismissed from the program. The letter should include:

a) Reason(s) for dismissal from the ACONHP Post-Licensure Nursing Programs.

b) Reason(s) for seeking readmission to the ACONHP Post-Licensure Nursing Programs. The student must state why he/she believes they can successfully complete the program if readmitted to the ACONHP Post-Licensure Nursing Programs.

c) Actions taken to overcome the problems necessitating dismissal from the ACONHP Post-Licensure Nursing Programs.

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The UARP Committee will review the student's request for readmission. The UARP Committee reserves the right to meet with a student, should they determine such 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.
Any readmitted student who earns a grade below "C" in a nursing course will be permanently dismissed from the program

H. Attendance/Tardiness

All required clinical hours must be completed to pass clinical courses. Attendance is expected for all planned clinical experiences. If illness or other circumstances prevents the student from attending a planned clinical experience, the student should notify the mentor and the assigned clinical agency before the start of the clinical. Many clinical facilities do not allow individuals with contagious diseases, colds, fever, draining wounds, or gastrointestinal disturbances to be near clients. If these conditions occur, the student should contact the mentor for directions and notify the course instructor.

Tardiness is considered unprofessional behavior. Clinical tardiness may be considered an unexcused absence and may be recorded as such (see individual course syllabi regarding this issue).

I. Advisement

Students in the Post-Licensure Nursing Program will be assigned an advisor after the student is admitted into the program. The student is encouraged to contact the advisor with questions about progression through the program. Specific course-related questions should be directed to individual faculty members responsible for that course. Questions related to registration, graduation, etc. should be directed to personnel in the Undergraduate Department office.

J. Faculty Evaluation

Student evaluations of faculty will be used in the ACONHP Post-Licensure Nursing Program to collect information about students' perceptions of nursing courses and nursing faculty. Since the purpose of the evaluation is improvement, comments should be documented in such a way that the instructor can benefit or improve his/her/their teaching of the course. After final course grades have been submitted, the tabulated responses will be seen by the professor and the dean or department chair.

K. Disciplinary Policies

Disciplinary policies and processes of the ACONHP Post-Licensure Nursing Programs will be identical to those found in the University Catalog regarding general student behavior and as designated in specific course syllabi.

L. 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 Department Chairperson and to the Admissions, Readmissions, Progressions (UARP) Committee.

M. Withdrawal Policy

Students in the Post-Licensure Nursing Program must follow the University procedures for withdrawal from courses. Students should contact the respective faculty member(s) in the course(s) from which they wish to withdraw and also should contact the Undergraduate Department office. Failure to follow the established University protocol for withdrawal will result in an F in the course(s).

In accordance with University policy, students who withdraw from a course by the designated midterm date will receive a "W" for the course, unless the student has a clinical failure. After the midterm deadline drop date, courses dropped with averages of less than a 73 will be a "WF". In nursing courses, a "WF" for any reason is considered a course failure.

N. Weapons on Campus Statement

Possession of firearms or other dangerous weapons is prohibited while on university-owned or controlled property. This includes all parking lots, grounds, and facilities. The full statement is available online [Weapons Statement](#).

O. 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.

Q. 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
   e. Verification of vaccination status.

IV. PROGRAM COMPLETION

A. Graduation Preparation

Students are encouraged to apply for graduation one (1) semester prior to the expected graduation date. Graduation dates, application deadlines, and graduation instructions are available online at the [Registrar website](#). You **are required to apply for graduation** regardless of if you plan to walk/attend the commencement ceremonies. Once the application and application fee is received and processed, a final degree audit will be completed by the Registrar's Office of all coursework. This will assist students to complete all requirements in time for graduation. Students should closely review their completed course work to ensure that all graduation requirements have been met.
Additional information regarding the graduation ceremony, diplomas, caps and gowns, etc. is available through the Registrar's Office.

Special note to RN to MSN Bridge students: *Completion of BSN requirements, including graduation, must be met before you can be accepted into the MSN program.*

Upon completion of all BSN requirements including graduation application, students with minimum of 3.0 or above in all nursing courses at UNA, overall GPA of 3.0 or better, and have continuous enrollment are guaranteed admission acceptance into the MSN Program.

All applicants must meet MSN admission **(including a complete graduate application)** and program requirements as described in the Graduate Catalog. Once admitted to the MSN program, students will receive graduate credit for successful completion of Advanced Health Assessment (NU 508), Diversity, Ethics, Health Promotion and Informatics in Patient-Centered Care (NU 509) and Health Policy, Social Issues, and Theory (NU 502)

B. Anderson College of Nursing and Health Professions Pin

Traditionally, graduates of a particular college of nursing wear the pin of their school with pride. The UNA nursing pin follows the traditional symbolism. The blue on the pin is for truth, loyalty, and constancy. The gold stands for worthiness and the Golden Rule. The pin embodies the Maltese cross with an outer ring of laurel wreath which is symbolic of the victor's prize. Inscribed on the pin is the Latin motto, "amino et fide," meaning "by courage and faith." Students interested in ordering the UNA nursing pin should contact the executive assistant.

C. Letters of Recommendation

Letters of recommendation for potential employers or graduate study should be sought on an individual basis. In order to comply with the Family Educational Rights and Privacy Act (FERPA) the University may require that a student requesting a letter of recommendation from a faculty member sign a release form.

Reviewed and revised – 8/2018; 10/2019, 12/2020, 08/2021; 09/2021; 10/21; 8/23; 4/24

IIV.   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).

Last Revised, 3/2023
Last Reviewed 4/2024

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

Last Revised: 3/2023
Last Reviewed 4/2024

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: _____

Last Revised 3/2023
Last Reviewed 4/2024

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 Revised: 3/2023
Last Reviewed: 4/2024

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.

Last Revised:3/2023
Last Reviewed: 4/2024

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: 4/2024

G. 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 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.

Adopted: 2/2013
Last Revised: 3/2023
Last Reviewed: 4/2024

H. 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

I. 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: _____

Adopted: 10/2018, Reviewed 11/2019, 3/2021, 2/2022
Revised 3/2023, 3/2024