



*Department of*  
**NURSING**

# Undergraduate Student Handbook

2022-2023 Academic  
Year

Processes and guidelines may be revised or updated as needed to meet program needs. Students may be notified via: UVU email, U.S. Mail, in-person announcements, postings in the Department of Nursing, on the nursing webpage, or on the current Learning Management System.

## Table of Contents

Utah Valley University Policies Important to Nursing Students .....	5
Mission.....	5
Values.....	5
Action Commitments .....	5
Essential Student Learning Outcomes .....	6
Students with Accessibility Needs.....	7
Student Code of Conduct .....	7
Alcohol, Tobacco and Drugs.....	7
Ombuds .....	8
Student Health Services .....	8
Gifts for Faculty and Staff .....	8
Children in the Classroom.....	8
Department of Nursing Guidelines -- General .....	9
Department of Nursing Mission Statement.....	9
Values Statements.....	9
Student Nurses' Association .....	9
ASN Preparation for Professional Licensure: Pre-Licensure Testing and Exit Examination.....	10
Accommodative Testing for NCLEX-RN.....	10
Registration for Nursing Courses.....	11
Auditing Nursing Courses.....	11
Academic Expectations.....	11
Health Care Provider Basic Life Support (BLS/ CPR) Certification.....	11
Risk and Hazards Statement .....	12
Drug Screening .....	12
Expectations.....	13
Compliance Procedures .....	13

Immunization and Tuberculosis (TB) Testing .....	14
Immunization Requirements.....	14
Tuberculosis (TB) Testing Requirements.....	14
Acceptable Documentation of Immunization .....	14
Compliance Procedures for Immunization .....	14
American Psychological Association (APA) Writing Style .....	15
Accreditation and Endorsement .....	19
Utah Division of Occupational and Professional Licensing (DOPL) Contact Information .....	19
Accreditation Commission for Education in Nursing.....	19
Mission .....	19
Purpose .....	19
Goals.....	19
Department of Nursing Guidelines -- Academic .....	20
Department of Nursing Curriculum .....	20
4 Competency Domains and Definitions .....	20
Nursing Program Student Learning Outcomes.....	21
Grading.....	22
Late Work and Exams .....	22
Computer Needs for Canvas Learning Management System .....	23
Academic Expectations and ASN Program Progression Guidelines .....	23
BSN-Completion Program .....	26
Professional Conduct.....	27
Appropriate Conduct.....	27
Consequences of Professional Misconduct .....	29
Appeal Process.....	30
Student Grievance Process .....	31
Procedural Process for Student Underperformance/Misconduct .....	31

Department of Nursing Guidelines -- Clinical .....	32
Clinical/Lab/Simulation Attendance .....	32
Fitness for Clinical Duty .....	32
Uniform Code.....	33
Uniform.....	33
Identification.....	34
Personal grooming.....	34
Patient Privacy and Confidentiality.....	35
Preceptored Clinical Learning.....	36
Injury or Exposure at Clinical Sites .....	37
Student Guidelines.....	37
Nursing Laboratory Guidelines.....	38

# Utah Valley University Policies Important to Nursing Students

## Mission

Utah Valley University is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship.

## Values

UVU's culture supports our mission of student success. Student success encompasses both terminal degrees and the holistic education of students, and we believe that we can fulfill this mission best in an environment that allows all individuals to thrive personally and professionally. To this end, UVU operates in accordance with three core values: exceptional care, exceptional accountability, and exceptional results.

## Exceptional Care

We invite people to “come as you are” and let them know that “UVU has a place for you.” Care means that we strive always to “see” the person in front of us—their strengths and weaknesses, struggles and triumphs, past and potential, and inherent dignity and worth. This does not mean that we set low expectations or make excuses for poor efforts. Instead, our commitment to exceptional care means that we set the bar high and provide challenging, honest conversations and feedback because we are deeply invested in seeing every member of our community succeed.

## Exceptional Accountability

We are strongly committed to working ethically and effectively. We approach each situation from a position of integrity, knowing that everything we do can help or hinder a positive student experience. We honor the resources and mandates we have been entrusted with and strive always to do our best with what is under our control. We respect each member of our community, seek to understand and fulfill our responsibilities, and recognize both individual and collective successes.

## Exceptional Results

We are committed to creating opportunity systematically for as many people as possible. Our engaged curricula, programs, and partnerships address the intellectual and practical needs of our service area and the larger community. We seek to prepare our students to thrive in a rapidly changing economy and an interdependent, complex world. We aspire to greatness in all that we do, while also measuring progress against rigorous metrics that show our students are becoming competent and ethical professionals, lifelong learners, and engaged citizens.

## Action Commitments

**Student Success:** Student Success is the essence of UVU's mission and the focus of the mission statement. Action commitments identify thematic areas of activity that lead toward fulfillment of the mission. Objectives are specific actions that UVU will take to achieve its mission. They are not themselves specific, actionable goals for the university, but will be implemented in operational and organizational plans. Success is defined by metrics that assess achievement of the objectives. This structure is identical to UVU's current framework and complies with the requirements of the Northwest Commission on Colleges and Universities (NWCCU), UVU's institutional accreditor.

## **Include:**

- Objective 1: UVU integrates educational opportunities appropriate to both community colleges and universities
- Objective 2: UVU provides accessible, equitable, and culturally diverse learning experiences and resources for students of all backgrounds, including those historically underrepresented in higher education.
- Objective 3: UVU fosters an inviting, safe, and supportive environment in which students, faculty, and staff can succeed.

## **Engage:**

- Objective 1: UVU faculty, staff, and students practice excellent, engaged teaching and learning activities as a community of scholars, creators, and practitioners.
- Objective 2: UVU develops relationships and outreach opportunities with students, alumni, and community stakeholders.
- Objective 3: UVU employees demonstrate a commitment to student success, professionalism, ethics, and accountability.

## **Achieve:**

- Objective 1: UVU supports students in completing their educational goals.
- Objective 2: UVU students master the learning outcomes of the university and their programs.
- Objective 3: UVU prepares students for success in their subsequent learning, professional, and civic pursuits.

Reference: <https://www.uvu.edu/president/mission.html>

## **Essential Student Learning Outcomes**

The Essential Learning Outcomes (ELOs) are a comprehensive set of learning goals that are fostered and developed across a student's educational experience at UVU. They reflect the foundational skills and competencies needed to meet the challenges of an ever-changing and complex world. The ELOs are introduced in General Education (GE) courses and then reinforced and expanded in Program Learning Outcomes (PLOs) and Course Learning Objectives (CLOs).

### **Communication:** Communicate facts and ideas.

To demonstrate competence in communication, students will appraise the needs of their audience; use sound evidence and reasoning in constructing arguments; and clearly and effectively communicate.

### **Critical Thinking:** Analyze ideas, information, and problems.

To demonstrate competence in critical thinking, students will question assumptions; evaluate ideas and problems in a systematic way; and appraise arguments for importance, logic, relevance, and strength.

### **Digital Literacy:** Use digital technologies.

To demonstrate competence in digital literacy, students will leverage digital technologies to accomplish goals; engage effectively and ethically in a digital environment; and adapt to new and emerging technologies.

### **Ethical Reasoning:** Recognize and consider the ethical dimension of behavior.

To demonstrate competence in ethical reasoning, students will apply ethical principles and approaches; consider alternative courses of action and consequences; and evaluate and articulate their own ethical values.

**Inclusion:** Understand and apply the principles of diversity, inclusion, and equity.

To demonstrate competence in inclusion, students will show cultural understanding; recognize issues of diversity, inclusion, and equity; and understand the importance of creating diverse and inclusive environments for all.

**Information Literacy:** Collect, evaluate, organize, and use information.

To demonstrate competence in information literacy, students will find appropriate information to address need; evaluate it for relevance and validity; and use it to draw conclusions and generate solutions.

**Quantitative Literacy:** Understand and work with numbers.

To demonstrate competence in quantitative literacy, students will solve problems using basic calculations; make judgements about and draw conclusions from quantitative evidence; and use quantitative strategies to support a position.

**Scientific Literacy:** Understand scientific concepts and methods.

To demonstrate competence in scientific literacy, students will have a basic understanding of major scientific concepts and methods; apply scientific knowledge to daily life; and express scientifically informed positions.

The full document of essential learning outcomes can be found at:

[https://uvu.edu/aqa/essential\\_learning\\_outcomes/index.html](https://uvu.edu/aqa/essential_learning_outcomes/index.html)

## Students with Accessibility Needs

Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 Require that reasonable and appropriate accommodation be made for all individuals with disabilities in accessing an education. To be eligible for such accommodation at UVU, students are responsible to provide relevant medical or psychological evidence of their disabilities. This documentation is kept by the University Accessibility Services Office, and appropriate accommodations should be arranged in coordination and consultation with that office.

Faculty members should provide information to students (preferably via class syllabi) regarding students' rights to access appropriate accommodations.

“Students who need accommodations due to a disability including temporary and pregnancy accommodations may contact the UVU Accessibility Services (OAS), at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747. Accessibility Services is located on the Orem Campus in LC 312.”

Reference: <https://www.uvu.edu/accessibility-services/>

## Student Code of Conduct

Students are expected to know and uphold their rights and responsibilities as UVU students.

For more information: <https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3>

## Alcohol, Tobacco and Drugs

Utah Valley University is a drug-free campus and has a “zero tolerance” alcohol and drug policy.

UVU has developed an alcohol and tobacco and other drug policy not only in response to the federal drug-free legislation, but also to encourage and sustain an academic environment that promotes the health, safety, and welfare of all members of its community.

Alcoholic beverages, unlawful drugs, and other illegal substances shall not be consumed, used, carried, sold, or unlawfully manufactured on any property or in any building owned, leased, or rented by UVU, or at any activity sponsored by the University.

## **Ombuds**

Within the UVU community, misunderstandings and disagreements needing resolution occur. The UVU Ombuds is one who is familiar with campus policies, student's rights and responsibilities, and can help find useful options within these guidelines. In order to serve as a mediator, as opposed to an advocate, the Ombuds neutrally and objectively listens to all problems. We hope you use this person as a resource for help in a variety of difficult situations.

All conversations with the Ombuds are confidential. The Ombuds will not disclose any part of your conversation without your prior permission, and no records are kept regarding your complaints. If a matter becomes a formal action, you cannot request the Ombuds to advocate against, for, or in support of any position.

For more information see: <https://www.uvu.edu/ombuds/>

## **Student Health Services**

Student Health Services has a staff united in the goal of serving students in a caring and competent manner. We have low cost and available services for UVU students in the areas of medical and psychiatric care, mental health services, learning disability assessment services, and crisis services. We offer life and health enhancing services that increase safety, productivity, and life experience of the individual and the campus. For more information: <http://www.uvu.edu/studenthealth/>

Location: Student Center, SC 220  
800 West University Parkway  
Orem, UT 84058  
Office Phone: 801.863.8876  
Office Fax: 801.863.7056

## **Gifts for Faculty and Staff**

Faculty and staff of the Department of Nursing at Utah Valley University are subject to the gifts section of the Utah Public Officers' and Employees' Ethics Act, Section 67-16-5 which states: "It is an offense for a public officer or public employee, under circumstances not amounting to a violation of Section 63G-6a-2404 or 76-8-105, to knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another, a gift of substantial value or a substantial economic benefit tantamount to a gift."

## **Children in the Classroom**

Children are not permitted in University classrooms or laboratories unless they are an integral part of instruction. Children should not be left unattended in hallways and/or restrooms.



## Department of Nursing Guidelines – General

### Department of Nursing Mission Statement

#### Mission

We promote an engaging learning experience for a diverse group of students focused on the ongoing development of requisite knowledge and clinical judgement skills to provide expert nursing care in a dynamic healthcare environment.

#### Values Statements:

##### Exceptional Care:

We welcome the diverse experiences and perspectives of our students and faculty and denounce discrimination in any form. We strive to view each person as a unique individual who can succeed in a rigorous yet supportive learning environment. We value collegial collaboration as well as academic freedom and encourage the respectful exchange of ideas as a foundational element of the academic setting.

##### Exceptional Accountability:

We promote professional and ethical standards of practice and behavior as we encourage both students and faculty to exhibit integrity in all aspects of the educational process. We view learning as a teacher-student-community partnership that highlights the roles of the student, instructor, and nurse as accountable agents to themselves, the University, and the communities we serve.

##### Exceptional Results:

We employ evidence-based teaching and learning strategies to foster the development of caring nurses who promote the health of body, mind, and spirit in individuals, families, communities, and populations. Equipped with the ability to use effective clinical judgement, evidence-based nursing, and ongoing learning our graduates will be prepared to provide effective and compassionate service to members of both local and global communities.

Approved: November 11, 2020

### Student Nurses' Association

UVU Student Nurses Association (UVUSNA) is a pre-professional association for nursing students, a constituent member of the National Student Nurses Association (NSNA) and the Utah Student Nurses Association (USNA). UVUSNA provides opportunities for professional networking, education, and service. Pre-nursing students are also welcome as members of UVUSNA. The UVUSNA functions within the scope and guidelines of the NSNA and USNA and within the requirements of the UVU Campus Clubs.

Participating in the SNA provides opportunities for leadership, community service, identifying various opportunities and career specialties in the nursing profession, and insight into pre-professional and professional nursing organizations. All nursing students are eligible and encouraged to join the local and state/national organizations and attend the board meetings, club activities, and state and national conventions.

In conjunction with the UVU Campus Clubs and the USNA/NSNA, one or more nursing faculty function as a mentor to the SNA board to advise them and offer support in coordinating activities. Duties of the UVUSNA:

- Conduct elections for officers

- Plan and publish a semester calendar of activities
- Maintain a membership roster and keep records of funds collected and expenditures made
- Elect board members
- Coordinate activities with the USNA and campus clubs as requested
- Serve as representatives of the nursing students in various Utah Valley University committees
- Serve as representatives of the nursing students in various Utah Valley University faculty committees

References: UVU-SNA: <https://uvu.campuslabs.com/engage/organization/student-nurses-association>  
 USNA: <http://utahsna.blogspot.com/> NSNA: [www.nsna.org](http://www.nsna.org)

## **ASN Preparation for Professional Licensure: Pre-licensure Testing and Exit Examination**

Definitions:

- NCLEX-RN is the National Council Licensure Examination for Registered Nurses, developed by the National Council of State Boards of Nursing (NCSBN).
- Pre-licensure testing: the use of standardized, third-party testing programs to provide data concerning students' readiness to successfully take the NCLEX-RN examination.

Students enrolled in ASN courses will participate in proctored examinations aimed at providing feedback and guided review to support acquisition of the knowledge, skills and critical thinking needed to enter nursing practice and to successfully pass the nurse licensure examination, NCLEX-RN.

1. At the beginning of the ASN program, students will be introduced to the testing program including account set up and access to educational resources.
2. Fees for this testing service are attached to specific courses each semester and are included in the course fees.
3. During each semester of the ASN program, course instructors may choose course-appropriate study and/or testing materials to incorporate into their course requirements. It is recommended that these assignments be part of the course requirements and have value/points associated with them.
4. Near the end of each semester, students are required to take the proctored examinations that correspond to their course work. Instructors in the corresponding courses are encouraged to award points for these examinations which are not to exceed 5% of the students' total grade with the exception of the comprehensive predictor examination which can be awarded up to 10% of the total grade.
5. Examinations will be proctored in an approved computer lab during specifically designated times as established by the faculty. Faculty members may be asked to assist in proctoring examinations.
6. Examination results are made available for faculty members to use in course and program assessment and evaluation.

Approved by Faculty November, 2019

### **Accommodative Testing for NCLEX-RN**

Students who require accommodative testing should contact the Utah State Board of Nursing for procedures to follow when taking the licensure exam. In general, the State Board requires a candidate who requests accommodations to submit documentation from a licensed professional,

indicating a diagnosis which qualifies under ADA.

Reference: <https://dopl.utah.gov/nurse/>

## **Registration for Nursing Courses**

ASN students will be assigned registration tracks for nursing courses. Registration tracks will be randomly assigned and emailed to students prior to the opening of student registration for courses.

### **Clinical Courses:**

Completion of required documents and activities is necessary for access to clinical settings. Students who do not comply with requirements cannot be allowed in the clinical settings and therefore cannot complete course expectations. Submission of this information may be through a 3<sup>rd</sup> party management company; fee will be paid by the student.

Prior to being cleared to register for nursing courses, students are required to submit a(n):

- Background Check
- Drug Screen
- Health Status Report
- Up-to-date immunization history, including tetanus/diphtheria/pertussis (Tdap), MMR, Hepatitis B, varicella, influenza and tuberculosis testing per current agency requirements
- Acceptable BLS/CPR for health care providers or professional rescuers, which will remain current through the semester for which student is registering
- Risks and Hazards Statement of Understanding and Release form
- Essential Performance Requirements and Physical/Mental/Emotional Demands of Nursing form
- Current passport photos
- Completed Registration Information form
- Clinical “Passport” documents

Throughout the course of the nursing program these requirements may change as industry, agency, or university standards evolve. Students will be notified of registration requirements in a timely manner and will be expected to comply with requirements and established timelines.

## **Auditing Nursing Courses**

Nursing courses may not be audited.

## **Academic Expectations**

Nursing and non-nursing coursework required for graduation is outlined in the UVU Catalog at the time of the student’s acceptance to the nursing program. Students may track their individual progress toward graduation through Wolverine Track, and students are encouraged to meet regularly with the Department of Nursing Academic Advisor to review their program of study and ensure that they will satisfy all graduation requirements within their desired timeframe.

## **Health Care Provider Basic Life Support (BLS/CPR) Certification**

Students participating in clinical experiences must meet affiliated clinical agency requirements for Basic Life Support certification. Basic life support consists of essential non-invasive life-saving procedures including CPR, basic airway management, artificial ventilation, and in most cases, the use of automated external defibrillators (AEDs). Students may obtain certification from a number of agencies, but the certification must be through an approved program such as the American Heart Association or Red Cross and stipulate that it is for health care providers or professional rescuers.

All students enrolled in UVU nursing programs are responsible for renewing certification and providing evidence of continuing certification without lapse. Students are only allowed to register when all requirements are met including a copy of current BLS/CPR certification which does not expire during the semester for which they are registering. No online courses are accepted.

Compliance Procedures:

- Prior to registration, the student presents evidence of current BLS Certification to the Administrative Assistant.
- A copy of the certification is placed in the Department's student file.
- The Department Administrative Assistant reviews BLS certification expiration dates prior to each semester. Registration authorization is only given when all requirements are met, which includes a copy of a current BLS certification which does not expire before the end of the semester for which the student is registering.

Reference: American Heart Association (2020). Guidelines for CPR & ECC.

<https://cpr.heart.org/en/resuscitation-science/cpr-and-ecc-guidelines>

## Risks and Hazards Statement

Students are required to sign a Risks and Hazards Statement of Understanding and Release form before being given authorization to register for nursing course work. The certification remains in effect through the end of the student's program of study. Students are not allowed to participate in clinical activities if they do not sign this Risks and Hazards Statement of Understanding and Release form. Inability to participate in clinical activities jeopardizes the student's ability to successfully complete all course objectives and obtain a passing grade. Students are strongly encouraged to maintain personal health insurance.

Compliance Procedures:

- Students submit the Risks and Hazards Statement of Understanding and Release after acceptance to the program.
- This form is signed and submitted with all other required forms and documents prior to receiving authorization to register.
- The Risks and Hazards Statement of Understanding and Release form is housed in the student's electronic file.

References: UVU Administration and Risk Management Department

<https://www.uvu.edu/riskmanagement/>

## Drug Screening

To comply with the current community agencies in which Utah Valley University nursing students participate in clinical placements students will be required to have a drug screen prior to admission to the Department of Nursing.

**Drug Screen:** A urine sample provided at a contracted facility that is tested for recognized drugs of abuse.

**Impaired:** Under the influence of alcohol, any drug, or the combined influence of alcohol and any drug or substance to a degree that renders the person incapable of safely operating a vehicle and/or performing the cognitive and physical functions of a student nurse resulting in risk to the safety of self or others.

**Expectations:** The Utah Valley University Department of Nursing requires a drug screen on all nursing students upon acceptance to the Department of Nursing and randomly thereafter, if behavior warrants another screening during the student's tenure in the Department of Nursing. Behavior that may warrant further drug screens includes but is not limited to failure to comply with facility protocols while working in clinical settings, being evaluated as impaired by clinical faculty and/or clinical staff, suspicion of drug use during school and clinical experiences. Admission and continuing status in any nursing program at Utah Valley University is contingent upon satisfactory results of initial and subsequent drug screens. Failure to submit to a requested drug screen will cause immediate dismissal from the nursing program.

**Procedure for Positive Drug Screens:** Drug screens identifying issues that may preclude admission are referred to the Chair of the Department of Nursing, who notifies the applicant, in writing, of the results. The Chair may request additional information from the applicant. Upon receipt of all requested information and drug screen, the instance is referred to the Admission, Progression and Graduation Committee for review and recommendation. Although a positive drug screen does not automatically disqualify an applicant from admission, conviction or a drug related arrest may preclude licensure. Therefore, students receiving one or multiple positive drug screens or having a conviction of any drug related offense will be referred to Utah Division of Occupational and Professional Licensing (DOPL) in order to obtain clearance for licensure prior to admission to, or continuance in, the Department of Nursing.

**Compliance Procedures:**

- Students are given instructions to initiate a drug screen along with their acceptance letter from the Department of Nursing.
- After the student has completed the required screening, results are submitted to the Department of Nursing by the agency that obtained the specimen.
- Students will receive authorization to register once screening results have been received and approved by the Department of Nursing.
- Drug screening information that does not place the student in jeopardy of admission is filed in the student's personal file. Information that may require further investigation is given to the Chair of the Department of Nursing.
- The Chair of the Department of Nursing may allow admittance to the nursing program, or refer the student with the drug screen and subsequent information, to the Admission, Progression and Graduation Committee for a recommendation on the student's ability to register.
- The recommendation of the Admission, Progression and Graduation Committee will be given to the Chair of the Department of Nursing. The Chair may or may not consult with the Dean, as well as DOPL, in determining whether or not the student will be admitted to the nursing program.
- Any student disagreeing with the Chair's decision may file a formal grievance, as defined in policy. <https://www.uvu.edu/ombuds/info/index.html#mediation>

## **Immunization and Tuberculosis (TB) Testing**

Student nurses are at risk for exposure to, and possible transmission of, diseases because of their contact with patients or with infective material of patients. Some diseases are preventable by vaccination (e.g., Hepatitis B), while other diseases require early detection and effective treatment to prevent harm to the student and transmission to others (e.g., Tuberculosis). Therefore, immunization and TB testing compliance will be required of all students entering the Department of Nursing. Immunization requirements are subject to change based on agency requirements for participation in clinical sites.

### **Immunization Requirements**

- Tetanus/Diphtheria/Pertussis: Pertussis: a one-time dose of Tdap (received after age 10) with direct patient contact. CDC recommends a Tdap booster every ten (10) years.
- Measles/Mumps/Rubella (MMR): Two doses after 1 year of age (Note: If born in 1957 or before, and serologic evidence shows adequate immunity, the MMR requirement is waived)
- Hepatitis B: Documentation of completed three-dose series or blood test with reactive results. Documentation of six (6) dose series with a “non-reactive” blood test will also be accepted, as this individual is considered a “non-responder.”
- Varicella (Chicken Pox): If no serologic proof of immunity, prior vaccination, or history of Varicella disease, two (2) doses, four (4) weeks apart are required.
- Influenza: One dose annually (Flu season begins in October and extends through the winter/spring semester).
- Other immunizations with documentation may be required as agency and/or infection control guidelines change.

### **Tuberculosis (TB) Testing Requirements**

Upon admission to the program, students must complete one of the following options:

- Two (2) negative screenings for tuberculosis within six (6) months prior to admission
- One (1) Quantiferon Gold (QFT) test with negative result or
- One (1) T-SPOT blood test with negative result
- Additional testing for TB may be required if there is a known exposure to tuberculosis or if there is any concern that a student may have communicable/active TB.

### **Acceptable Documentation of Immunization**

Students must submit a copy of the original record of immunization or testing. The record must document the following:

- The name of each required vaccine or test
- The date (month/day/year) of each dose received
- The result if documenting a test or titer
- Written verification of all doses by a physician or other authorized medical provider, governmental or employee health department, or health clinic
- Dates from memory or estimates are not acceptable

### **Compliance Procedures for Immunization:**

Prior to receiving clearance to register for clinical courses, students submit documentation that all required immunizations and TB test results are complete and current. Refer to section “Acceptable Documentation” for specific guidelines. The vaccinations are administered and documented according to the recommendations of the United States Public Health Service’s Advisory Committee

on Immunization Practices (2021). The departmental designee reviews submitted documents and maintains an immunization/TB testing record for each nursing student. The record reflects testing done and vaccination histories including the immunizing agent, date, and certifying facility or provider (CDC, 1997). Once authorization to register is granted, it is the student's responsibility to maintain all required immunizations and TB testing throughout the program. Therefore, the student must:

- Repeat any immunization that expires, before being allowed to register for the next semester of the program
- Maintain TB testing according to clinical facilities protocols
- Students assigned to a high risk area, such as a homeless center or refugee clinic or if they have a known exposure to TB may be required, at the Department's discretion, to undergo testing and treatment if indicated

References:

CDC-Centers for Disease Control and Prevention recommended vaccines for healthcare workers (2016): <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

Utah Department of Health Adult Immunization; Retrieved from <https://immunize.utah.gov/information-for-the-public/adult-immunization/>

## **American Psychological Association (APA) Writing Style (7th ed.)**

Faculty in the UVU Department of Nursing have designated APA writing style for student scholarly writing assignments. APA style, used by several nursing journals, is detailed in the Publication Manual of the American Psychological Association. Like all other scholarly writing formats, the purpose of APA style is to ensure clear, concise and consistent presentation of written materials. For this purpose, APA style offers guidelines for accurate identification of sources, manuscript preparation, and writing style.

[In-text source citations](#) in APA style use author surname(s) and publication date, using this general form: Author (year of publication)

Examples:

- Stein and Reeder (2009) found that . . .
- Research shows that . . . (Stein & Reeder, 2009).

Include source page number(s) of direct quotations:

- Stein and Reeder's (2009) study showed that "beginning nursing students . . ." (p. 266).
- A recent study showed that "beginning nursing students . . ." (Stein & Reeder, 2009, p. 266).

There is rarely a need to include publication titles or authors' given names or initials, as readers can readily find this information in the reference list from the author-year citation in the text.

[Reference list citations](#) answer these questions:

- Author: Who is responsible for this work?
- Date: When was this work published?
- Title: What is this work called?
- Source: Where can I retrieve this work?

There are two general forms:

Books or other works that stand alone use the *italic* title format pattern:

- Author, A. A. (year). Title of work. Source.  
Example:
- American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

Articles or other works that are part of a greater whole use the italic source format pattern:

- Author, A. A., Author, B. B., & Author, C. C. (year). Article title. *Periodical title*, vol(issue), pp. doi:xxxxxxx

Example:

- Al-Ghareeb, A., McKenna, L., & Cooper, S. (2019). The influence of anxiety on student nurse performance in a simulated clinical setting: A mixed methods design. *International Journal of Nursing Studies*, 98, 57-66. <https://doi.org/10.1016/j.ijnurstu.2019.06.006>

A table of the most common document types that follow the italic title format and the italic source format is available at <https://apastyle.apa.org/blog/two-reference-formats>

Most scientific and professional publishers now use digital object identifiers (DOIs) to identify documents. If a DOI has been assigned, use it to end the citation in the reference list. Many publishers have now assigned DOIs to documents published prior to 2000. DOIs for articles previously published without a DOI can usually be found using an online table of contents or document title search at the journal's website.

If necessary, convert the DOI to the current preferred format which is a direct link to the work:

<https://doi.org/10.xxxxxxx>

If no DOI has been assigned, end the reference list citation with a URL which leads directly to the article, or to the home page of the journal. The URL must be accessible to your readers; do not use database or proxy server URLs. Not every article has a DOI or a publicly accessible URL.

Do not use retrieved from or accessed statements with DOIs or URLs.

APA style guidelines for manuscript preparation include:

- Font: A sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode, or a serif font such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern
- Title, title page, margins, and page numbering (without running head) for student papers
- Headings for organization and flow
- Presentation of numbers and statistics
- Construction of tables and figures
- In-text source citations
- Reference list

APA style guidelines for writing style address:

- Continuity and flow
- Conciseness and clarity
- Standard grammar and usage
- Punctuation, capitalization, and abbreviations
- Bias-free language: age, disability, gender, racial and ethnic identity, sexual orientation, socioeconomic status, intersectionality

APA Style Resources ([www.apastyle.org](http://www.apastyle.org))



Paper format: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/>

- Margins: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/margins>
- Font: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/font>
- Line spacing: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/line-spacing>
- Page number (& header): <https://apastyle.apa.org/style-grammar-guidelines/paper-format/page-header>
- Paragraph alignment & indentation: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/paragraph-format>
- Order of pages: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/order-pages>
- Title page: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page>
- <https://apastyle.apa.org/instructional-aids/student-title-page-guide.pdf>
- Headings: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>
- Headings template for student paper: <https://apastyle.apa.org/instructional-aids/heading-template-student-paper.pdf>
- Accessibility: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/accessibility>

Mechanics:

- Capitalization: <https://apastyle.apa.org/style-grammar-guidelines/capitalization/>
- Spelling & hyphenation: <https://apastyle.apa.org/style-grammar-guidelines/spelling-hyphenation/>
- Punctuation: <https://apastyle.apa.org/style-grammar-guidelines/punctuation/>
- Italics and question marks: <https://apastyle.apa.org/style-grammar-guidelines/italics-quotations/>
- Abbreviations: <https://apastyle.apa.org/style-grammar-guidelines/abbreviations/>
- Numbers (words or numerals): <https://apastyle.apa.org/style-grammar-guidelines/numbers/>
- Lists: <https://apastyle.apa.org/style-grammar-guidelines/lists>
- Tables & figures: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>
- Grammar and usage: <https://apastyle.apa.org/style-grammar-guidelines/grammar>
- Singular “they:” <https://apastyle.apa.org/style-grammar-guidelines/grammar/singular-they>
- Bias-free language: <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/>

In-text citations: <https://apastyle.apa.org/style-grammar-guidelines/citations/>

- Basic principles of citation: <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles>
- Appropriate level of citation: <https://apastyle.apa.org/style-grammar-guidelines/citations/appropriate-citation>
- Plagiarism: <https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>
- Paraphrasing: <https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing>
- Quotations: <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>
- Personal communications: <https://apastyle.apa.org/style-grammar-guidelines/citations/personal-communications>
- Secondary sources: <https://apastyle.apa.org/style-grammar-guidelines/citations/secondary-sources>
- Classroom or intranet resources: <https://apastyle.apa.org/style-grammar-guidelines/citations/classroom-intranet-sources>

Reference list citations: <https://apastyle.apa.org/style-grammar-guidelines/references/>

- Basic principles of reference list entries: <https://apastyle.apa.org/style-grammar-guidelines/references/basic-principles>
- Works included, works excluded: <https://apastyle.apa.org/style-grammar-guidelines/references/works-included>
- Elements of reference list entries: <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry>
- Author: <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#author>
  - Date: <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#date>
  - Title: <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#title>
  - Source: <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#source>
  - DOIs & URLs: <https://apastyle.apa.org/style-grammar-guidelines/references/does-urls>
  - Database information in reference entries: <https://apastyle.apa.org/style-grammar-guidelines/references/database-information>

Quick reference guide (book, journal article, book chapter): <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

Sample papers: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>

Other resources:

- Academic Writer Tutorial: Basics of Seventh Edition APA Style: <https://apastyle.apa.org/instructional-aids/tutorials-webinars>
- UVU Writing Center handouts: <https://www.uvu.edu/writingcenter/handouts/index.html>
- Concise Guide to APA Style, Seventh Edition, (\$32). Designed specifically for undergraduate writing, adapted from the 7th ed. of the Publication Manual.
- Publication Manual of the American Psychological Association (7th ed.), in various formats (\$32 to \$55). Recommended for graduate students.
- APA Style blog: <https://apastyle.apa.org/blog>
- Facebook: <https://www.facebook.com/APAStyle/> (Your questions answered accurately by APA Style staff)

There are also numerous commercial and free guides to APA style, and software programs which claim to put your references and paper in APA style. But the resources listed above are authoritative, accurate, comprehensive, readily accessible, and (except for the Publication Manual and the Concise Guide) free.

UVU Department of Nursing, March 2020

## Accreditation and Endorsement

### Utah Division of Occupational and Professional Licensing (DOPL) Contact Information

Division of Occupational & Professional Licensing:

160 East 300 South, 1st Floor Lobby

Salt Lake City UT 84111

Telephone: 801.530-6628

Toll-free in Utah: 866.275.3675

Fax Number: 801.530.6511

<http://www.dopl.utah.gov/>

Website for printing an application for licensure:

<http://www.dopl.utah.gov/licensing/nursing.html>

### Accreditation Commission for Education in Nursing (ACEN)

**Mission:** The ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules, and to the oversight of preparation for work in the profession.

**Purpose:** The purpose of the ACEN is to provide specialized accreditation for all types of nursing programs, including clinical doctorate, master's/post-master's certificate, baccalaureate, associate, diploma, and practical nursing programs. The ACEN accredits nursing programs in secondary, postsecondary, and hospital-based governing organizations that offer certificates, diplomas, or degrees.

**Goals:** The goals of the ACEN are to:

- Promulgate a common core of standards and criteria for the accreditation of nursing education programs.
- Strengthen educational quality through assistance to associated nursing education units by evaluation processes, functions, publications, and research.
- Advocate self-regulation in nursing education.
- Promote peer review.
- Foster educational equity, access, opportunity, mobility, and preparation for employment based upon type of nursing education.
- Serve as gatekeeper to Title IV-HEA programs for which the ACEN is the accrediting agency. (These include some practical nursing and all hospital-based diploma programs eligible to participate in programs administered by the United States Department of Education or other federal agencies.)

#### Contact Information:

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

Phone (404) 975-5000; Fax (404) 975-5020 Email [info@acenursing.org](mailto:info@acenursing.org) Web [www.acenursing.org](http://www.acenursing.org)

## Department of Nursing Guidelines -- Academic

### Department of Nursing Curriculum

The Department of Nursing at Utah Valley University offers an Associate in Science in Nursing (ASN) pre-licensure program, a Bachelor of Science in Nursing (BSN) completion program, and a Master of Science in Nursing (MSN). The nursing curricula are centered on four faculty defined Competency Domains, developed to facilitate student learning and progression within the nursing program and to contribute to graduate success in a dynamic healthcare environment.

### 4 Competency Domains and Definitions

**Patient Centered Care:** Includes holistic nursing and collaborative care for patients (e.g., individuals, families, groups, and communities), with the patient being involved in and at the center of nursing care.

**Inquiry and Reasoning:** Includes sound clinical judgment and critical reflection and thinking; the ability to access, evaluate and/or generate information through multiple means/methods including information technology; and apply evidence to practice.

**Roles and Collaboration:** Includes personal commitment to the profession of nursing values and roles, and the ability to communicate effectively and practice collaboratively within healthcare organizations and interdisciplinary teams.

**Quality and Safety:** Includes protecting patients from harm, using evidence and technology to advance individual, group, and systematic processes to achieve positive outcomes.

Approved March 17, 2021

## Nursing Program Student Learning Outcomes

	Associate Degree Student Learning Outcomes	Baccalaureate Degree Student Learning Outcomes	Master Degree Student Learning Outcomes
Patient-Centered Care	<p>Implement skills to meet the individualized needs of patients in healthcare settings.</p> <p>Use established evidence-based nursing protocols in providing Nursing care for patients.</p>	<p>Integrate knowledge and clinical expertise to help patients achieve optimal health outcomes</p>	<p>Facilitate the development, implementation and evaluation of health policy and health care delivery.</p>
Inquiry and Reasoning	<p>Use sound judgment and critical reflection of clinical data to prioritize nursing care.</p>	<p>Use clinical judgment, critical reflection, and technology to plan, implement, and evaluate theory- and evidence-based nursing practice</p>	<p>Critically evaluate research and evidence applying standards of reliability and validity.</p> <p>Apply research and evidence with appropriate discrimination and discernment.</p> <p>Gather, evaluate, and utilize evidence for the improvement of patient outcomes.</p>
Roles and Collaboration	<p>Demonstrate professional attributes including commitment to high ethical standards, continuing education and the ability to collaborate with health care teams.</p>	<p>Demonstrate team-building and collaboration strategies in health systems, guided by nursing values and standards</p>	<p>Function as a leader in the professional healthcare team.</p> <p>Function as a change agent at the point of care and within the health care system.</p> <p>Develop and implement programs to achieve educational outcomes based on learners' needs.</p>
Quality and Safety	<p>Apply standards of quality and safety in clinical practice.</p> <p>Evaluate the effectiveness of nursing care and teaching plans in promoting safety for patients.</p> <p>Integrate and evaluate personal responsibility and accountability in all aspects of nursing practice.</p>	<p>Establish and maintain a culture of safety in a variety of health care settings by applying standards, theories, and quality improvement</p>	<p>Create products that advance the science of nursing at the point of care in health care delivery, nursing education, or safety and quality practices.</p>

Approved by Faculty March 17, 2021

## Grading

All courses in the Department of Nursing will use the following table to determine course grades. This will provide a consistent standard of grading within the Department of Nursing. This table will be included in all nursing course syllabi.

PERFORMANCE	LETTER GRADE	NUMBER GRADE	DEPARTMENT PERCENTAGE
Superior achievement	A	4.0	94-100
	A-	3.7	90-93
Commendable mastery	B+	3.4	87-89
	B	3.0	83-86
Satisfactory mastery	B-	2.7	80-82
Does not meet nursing minimum expectations for continued progression in the ASN curriculum	C+	2.4	77-79
	C	2.0	74-76
	C-	1.7	70-73
Does not meet nursing minimum expectations for continued progression in the BSN curriculum	D+	1.4	67-69
	D	1.0	64-66
Inadequate mastery	D-	0.7	60-63
	E	0.0	<60
Official Withdrawal	W	Not computed	N/A
Unofficial Withdrawal	UW	0.0	N/A
Incomplete	I	Not computed	Determined on an individual basis

## Late Work and Exams

To have consistent expectations in the Department of Nursing for late examination and late assignments, the following guidelines are instituted:

- Students who are unable to complete examinations or assignments by the scheduled date must negotiate a submission date with appropriate faculty prior to the date examinations or assignments are due.
- Penalty for late examinations or assignments is 10% reduction for each day submitted late.
- If a student does not make other arrangements with the appropriate instructor, the student may receive no credit for the exam or assignment.
- Guidelines must be included in each course syllabus.

## Computer Needs for Canvas Learning Management System

The Department of Nursing uses the learning management system (LMS) of Canvas. Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

### Screen Size:

A minimum of 1024x600. That is the average size of a netbook. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas [mobile app](#).

### Operating Systems:

Windows XP SP3 and newer Mac OSX 10.6 and newer Linux - chromeOS

### [Mobile](#) Operating System Native App Support

iOS 7 and newer

Android 2.3 and newer

### Computer Speed and Processor

Use a computer 5 years old or newer when possible

1GB of RAM

2GHz processor

### Internet Speed

Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.

Minimum of 512kbps

### Screen Readers

JAWS 14 or 15 for Internet Explorer 11 & 12 and Firefox 27

Latest version of VoiceOver for Safari

There is no screen reader support for Chrome.

Retrieved from: <http://guides.instructure.com/s/2204/m/4214/1/82542-what-are-the-basic-computer-specifications-for-canvas>

## Academic Expectations and ASN Program Progression Guidelines

High academic standards in professional programs are established to ensure that the student can perform and compete in a dynamic and rigorous profession, such as nursing.

*Nursing courses* include any course identified by the prefix “NURS” taken after admission to the nursing program.

*Non-nursing core courses* include MICR 2060 (microbiology), ZOOL 4400 (pathophysiology), and MATH 2040 (principles of statistics) or MATH 1040 (introduction to statistics).

### Admission to ASN Program

Acceptance into the ASN program is by a competitive point-based application process. For more information, see <http://www.uvu.edu/nursing/> or talk with a Pre-Nursing Counselor. UVU Department of Nursing reserves the right to disqualify students guilty of any form of misrepresentation and/or misconduct.

### Progression in the ASN Program

1. Nursing courses in the ASN program are to be taken consecutively in the sequence outlined by the Nursing Department.
2. All nursing courses required for ASN graduation must be completed with an 80% grade or better to progress in the program.
3. Once a student is identified as not meeting the progression requirements (i.e., does not meet 80% grade) the faculty and/or Undergraduate Program Coordinator will notify the

Department Chair.

4. Within 5 days of receiving documentation regarding a student not meeting progression requirements, the Department Chair will notify the student in writing. Notification will include the appeal procedure and timeline for application for readmission.
5. Students who do not meet progression requirements may petition the APG Committee for consideration of continuation in the ASN program. Students will have 5 business days from notification by the Department Chair to file an appeal with the Nursing Advisor who will forward the appeal application to the APG Committee.
  - a. The student appeal documentation packet must contain the following elements:
    - i. Form: “Application for Re-Entry to the Nursing Program”
    - ii. Letter of explanation addressing the desire to re-enter the nursing program that includes: 1) Description of situation or extenuating circumstances that contributed to not passing the course; 2) The students plan for future success when re-admitted (i.e., seeking accommodation through the Office of Accessibilities; forming a study group; etc.); 3) Documentation of scholastic abilities despite the course failure (i.e., transcripts or screen shots of Canvas grades); 4) Request for waiving co-requisite of failed course if applicable (Student to explain the reason they believe they should be granted a waiver of re-taking the co-requisite course. Waiver will be granted at the discretion of the Department Chair).
  - b. Upon receiving the appeal documentation, the APG Committee will request feedback and/or documentation from the course faculty who did not give the student a progressing grade.
  - c. The APG Committee will review the petition and may request additional documentation or interview the student.
  - d. The APG Committee will make a recommendation to the Department Chair regarding continuation in the program, any stipulations for progression, or a recommended schedule for completion.
  - e. The Department Chair will notify the student in writing of the Department decision within 5 business days of receiving a recommendation from the APG Committee.
  - f. If approved, the student may continue in the ASN program on a space-available basis. If there is not space available in the subsequent semester for the student to return, the Department Chair will maintain a waitlist of students approved to return and will notify students when space comes available.
  - g. Students will only be allowed one re-admission to the program. In the event they do not receive a progressing grade in a required course again, students will be dismissed from the ASN program.
  - h. If the appeal for re-admission to the APG Committee is not approved or a student is dismissed from the ASN program following a second failure, the student may seek an appeal of the Nursing Department decision through the University Director of Clinical Studies (see Office of the Provost).

### **Withdrawal from the Nursing Program**

6. Students who withdraw from the Nursing Program may petition for re-admission to the Nursing Program.
  - a. Students who do not enroll in UVU classes over a period of greater than 5 semesters must reapply for university admission before applying for re-admission to the ASN program.



- b. Students who desire to return to the Nursing Program may petition the APG Committee for consideration of re-admission in the ASN program. An application will be filed with the nursing advisor who will submit it to the APG Committee. The deadline for submitting the petition for re-admission is two months prior to the semester in which the student wishes to return.
    - i. The student re-entry application packet should include the following elements:
      - 1) Form: “Application for Re-Entry to the Nursing Program”; 2) Letter of explanation addressing the desire to re-enter the Nursing Program and description of situation or extenuating circumstances that contributed to the withdrawal.
  - c. The APG Committee will review the petition and may request additional documentation and/or interview the student.
  - d. The APG Committee will make a recommendation to the Department Chair regarding re-admission to the program, any stipulations for progression, or a recommended schedule for completion.
  - e. The Department Chair will notify the student in writing of the Department decision within 5 business days of receiving a recommendation from the APG Committee.
  - f. If approved, the student may continue in the ASN program on a space-available basis. If there is not space available in the subsequent semester for the student to return, the Department Chair will maintain a waitlist of students approved to return and will notify students when space comes available.
  - g. Students who withdraw from the Nursing Program because of active military deployment, long-term jury duty, or documented medical issues will be re-admitted as soon as feasibly possible.
  - h. Except in extenuating circumstances, as determined by the APG Committee, (e.g., multiple active-duty deployments), students can only be re-admitted one time to the ASN program.
7. Students who withdraw and then return to the ASN program are responsible for completing ASN program graduation requirements, as published in the catalog at the time of initial program entry, within the time period designated by the University (currently 5 semesters). Students who do not complete the program during that time become subject to any updated University and Program requirements for graduation. See <http://www.uvu.edu/catalog/current/> and Nursing Advisor for details.

### **Transfer Students**

- 8. Students may petition for transfer to the UVU Nursing Program from other nursing programs.
  - a. Students who desire to transfer to the Nursing Program may petition the APG Committee for consideration of admission in the ASN program. An application will be filed with the nursing advisor who will submit it to the APG Committee.
  - b. The deadline for submitting a transfer application is March 1<sup>st</sup> for Fall semester and October 1<sup>st</sup> for Spring semester.
  - c. The APG Committee will review the petition and may request additional documentation, skills demonstration, and/or interview the student.
  - d. The Curriculum Committee will review the transcripts and determine what credit students will receive from coursework at previous institutions and notify APG regarding courses needed for the student to graduate.
  - e. The APG Committee will make a recommendation to the Department Chair regarding

transfer to the program, any stipulations for progression, or a recommended schedule for completion.

- f. The Department Chair will notify the student in writing of the Department decision within 5 business days of receiving a recommendation from the APG Committee.
- g. If approved, the student may continue in the ASN program on a space-available basis. If there is not space available in the subsequent semester for the student to return, the Department Chair will maintain a waitlist of students approved to return and will notify students when space comes available.

### **Graduation from the ASN Program**

1. Graduation from the ASN program is required to apply for RN licensure and to take the National Council Licensing Exam (NCLEX-RN).
2. Students completing the ASN program may continue in the BSN-completion program the semester following ASN graduation.
3. ASN graduates must receive their RN license to continue in the BSN program. Registration after one semester of BSN nursing courses will be contingent upon having received an RN license.

Approved by Faculty April, 2022

## **BSN-Completion Program**

### **Admission to BSN-Completion Program**

1. Students completing UVU's ASN program may begin the BSN-completion program in the semester immediately following ASN graduation by notifying the Nursing Advisor of their intent to continue. Students must continue to meet immunization, CPR certification, and other department requirements. Students must show proof of RN licensure before registering for a second semester in the BSN-completion program. See Nursing Advisor for details.
2. UVU students who do not begin the BSN-completion program in the semester immediately following ASN graduation, but who have the intent to complete it in the future will submit a Leave of Absence form which can be obtained from the Nursing Advisor. At the point they wish to re-enter the BSN-completion program, their application must include proof of current RN license, and other documentation as required by the Department of Nursing. See Nursing Advisor for details.
3. Graduates of nursing education programs other than UVU may apply for the BSN-completion program. Application must include acceptance to UVU, proof of current RN licensure, documentation of completion of pre-requisite courses, and other documentation as required by the Department of Nursing. See Catalog and Nursing Advisor for details.

### **Progression in the BSN-Completion Program**

1. Students may follow a full-time or part-time schedule, taking BSN courses in any sequence as pre-requisites allow.
2. Students need not register for courses every semester. The expectation is that students will complete the program in 2 or 3 semesters, a timeframe consistent with accreditation standards. Students who take a break in their BSN education will submit a Leave of Absence form from the Nursing Advisor, wherein they state their plan to return to coursework. Students who take a

break longer than 7 semesters (including summer semester) must reapply to the University and the Department of Nursing. Students re-entering the program after more than 7 semesters may be asked to outline their plans for completing the program. The Department will accommodate the re-entry of students who take a break due to military deployment. Other extenuating circumstances will be considered by the APG Committee on a case-by case basis. Contact the Nursing Advisor for more information.

3. All nursing courses, non-nursing core courses (ZOOL 4400 and MATH 2040 or 1040) and approved non-nursing elective courses used for BSN graduation must be completed with a C grade or better. BSN-completion students who do not receive a C grade or better may repeat a required nursing course or non-nursing core course one time within a 5-year period.
4. Students who do not meet progression requirements may petition the APG Committee for consideration of continuation in the BSN-completion program. The APG Committee will review the petition and may request additional documentation (such as a plan for remediation and successful program completion) and/or interview the student. The APG Committee will make a recommendation to the Chair of the Department of Nursing including stipulations for continuation in the program. If approved, the student may continue the BSN-completion program on a space-available basis. The student will need to successfully retake the required nursing course(s) or non-nursing core course(s) and any stipulations to graduate from the BSN-completion program.

### **Graduation from BSN-Completion Program**

1. Students are responsible to complete BSN program graduation requirements, as published in the catalog at the time of program entry, within the time period designated by the University (currently 7 years). Students not completing within that time become subject to any updated University and program requirements for graduation. See <http://www.uvu.edu/catalog/current/> and Nursing Advisor for details.

Approved by Faculty Organization October 2017

## **Professional Conduct**

UVU Department of Nursing aims to support nursing students in the development of professional abilities and attributes through experiences in clinical and academic settings. To provide a foundation for this development, students must adhere to approved standards of conduct/behavior and demonstrate patterns of clinical and academic performance.

In addition, UVU expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work and in all interactions including clinically, and to observe a high standard of conduct within all environments that constitute and contribute to their nursing education.

### **Appropriate Conduct**

1. Students have the responsibility to understand and adhere to published state, UVU, and national nursing guidelines that contribute to an understanding of nursing and the nurse's role.
2. Indicators of unprofessional or unsafe conduct include but are not limited to:
  - a. Failure to practice within the boundaries of the Utah Nurse Practice Act, the guidelines of

the Department of Nursing, and the rules and regulations of the healthcare agencies in which students practice. Examples of unprofessional/unsafe conduct include but are not limited to:

- Arriving for clinical under the influence of drugs and/or alcohol
  - Failing to follow applicable policies and procedures of UVU, the Department of Nursing and/or healthcare agencies
  - Arriving for clinical too ill, tired, or unprepared to perform safely
  - Leaving the assigned area without the express permission or knowledge of the instructor and/or nurse to whom the student is assigned
- b. Failure to practice according to the American Nurses Association Code of Ethics for Nurses, Utah Nurse Practice Act, and National Student Nurses' Association Code of Academic and Clinical Conduct. Examples of unprofessional conduct include but are not limited to:
- Refusing a nursing assignment based on client attributes such as gender, sexual orientation, medical diagnosis, race, culture, or religious preference
  - Misrepresenting oneself and/or practicing beyond student role expectations
  - Failing to report unethical, unprofessional, or unsafe conduct of peers and other health care team members
- c. Failure to meet safe standards of practice from a biological, psychological, sociological, and cultural standpoint. Examples of unprofessional practice include but are not limited to:
- Failing to exhibit appropriate mental, physical, or emotional behavior(s)
  - Allowing or imposing physical, mental, emotional or sexual misconduct or abuse
  - Exposing self or others to hazardous conditions, circumstances, or positions
  - Intentionally or unintentionally causing or contributing to harming patients/clients
  - Making grievous errors
  - Failing to recognize and promote patients' rights
- d. Failure to demonstrate responsible preparation, documentation, and continuity in the care of patients/clients. Examples of unprofessional practice include but are not limited to:
- Failing to respond appropriately to errors in the provision of care
  - Failing to provide concise, inclusive, written and verbal communication
  - Failing to report questionable practices by any healthcare worker
  - Attempting activities without adequate orientation, theoretical preparation, and/or appropriate assistance
  - Dishonesty and/or miscommunication which may disrupt care and/or unit functioning
- e. Failure to show respect for patients/clients, peers, healthcare team members, faculty, and self. Examples of unprofessional practice include but are not limited to:
- Failing to maintain confidentiality of interactions and/or protected client communications
  - Failing to maintain confidentiality of records including adhering to HIPAA and facility regulations
  - Dishonesty
  - Using stereotypical assessments or derisive comments or terms
  - Disruption of class, lab, simulation, and/or clinical including but not limited to audible use of cell phones or other electronic devices

For further clarification refer to the following:

Utah State Nurse Practice Act Utah Code Title 58/Chapter 31b/Sections 502 and 704.

<https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html>

ANA Code of Ethics for Nurses

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

NSNA Code of Academic and Clinical Conduct Unprofessional conduct

<http://www.nсна.org/nsna-code-of-ethics.html>

UVU Student Code of Conduct

<https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3>

UVU Policy 548 Academic Rights and Responsibilities of HealthCare & Counseling Clinical Program Students

<https://policy.uvu.edu/getDisplayFile/5ea1dc117c74a7773fe30647>

## Consequences of Professional Misconduct

1. Expected academic conduct is outlined in UVU's Student Code of Conduct. Academic dishonesty, misconduct, and unprofessional behavior are addressed accordance with UVU's Student Code of Conduct, policies 541 and 548.
2. Consequences of a student's dishonesty, misconduct, or failure to comply with professional standards will be based upon the offense or pattern of deficiencies and may range from a verbal warning, to dismissal from clinical or class initiated by the supervising faculty and in coordination with the Nursing Program, up to and including dismissal from the UVU Nursing Program.
3. A student whose performance endangers the safety of a client, peer, healthcare team member, or faculty, or whose conduct/behavior is determined to be unprofessional, will be removed from the situation and given verbal and written warning and instructions by the instructor. Faculty may immediately institute interim suspension for unsafe or unprofessional conduct.
  - a. When faculty first identifies indications or patterns of unsafe or unprofessional conduct/behavior, the faculty will:
    - Discuss concerns with the student, precepting nurse, and/or charge nurse as applicable.
    - Determine if the student may stay at the site for the day/rotation.
    - Document concerns, circumstances, plan for remediation and/or disciplinary action (using the Department of Nursing's form "Reporting and Documenting Student Underperformance" and/or "Fitness for Clinical Duty Plan of Action") and submit it to the Program Coordinator.
    - Determine if the student will be placed with a consulting clinical instructor/mentor for further evaluation.
    - Discuss concerns with Program Coordinator and Chair of the Department of Nursing, as appropriate.
  - b. If the concern is drug or alcohol related:
    - The student will be expected to immediately submit to, at personal cost, drug testing at a department-approved facility.
    - A student who refuses immediate drug testing will immediately be placed on interim suspension and reported to the Department Chair as well as the Student Conduct Office per policies 541 & 548.
    - Faculty will determine if the student is safe to drive home or make arrangements for someone to take the student home, and whether or not law enforcement needs to be notified.

- If drug testing is positive, actions will be taken according to UVU policy.
- c. If the unsafe or unprofessional conduct/behavior is egregious or is repeated:
    - The faculty will immediately ensure the student is removed from the clinical site or classroom.
    - The faculty will promptly notify the charge nurse, course faculty, the Program Coordinator, and Chair of the Department of Nursing, as appropriate.
    - Faculty will document the incident using the “Reporting and Documenting Student Underperformance Form” and submit it to the Program Coordinator. Documentation will be placed in the student’s file in the Department of Nursing. Actions will be taken according to UVU policy.
  - d. The incident/conduct/behavior will also be reported to the Office of Student Conduct. A record will be kept that helps track academic and behavioral misconduct.
    - Prior concerns or offenses will be reviewed by the Program Coordinator and/or APG Committee.
4. Faculty may immediately dismiss a student from a course if there is reasonable cause to believe that the student is impaired or is unable to practice nursing with reasonable skill and safety to clients because of illness, lack of preparation, use of alcohol, drugs, narcotics, chemicals, or any other substances, or as a result of any mental or physical condition. Dismissal from class/clinical or any initial action may result in interim probation.
  5. Whenever a student’s conduct or pattern of deficiency warrants interim probation, the circumstances will be reported to the Program Coordinator and reviewed by the Chair of the Department of Nursing immediately or as soon as is feasibly possible, but no later than five (5) working days after the incident has occurred. The Chair will review the circumstances and determine by UVU policies the appropriate action(s) to take. If it is determined that a student should be kept on probation or removed from the Nursing Program, the Department Chair should consult with the UVU Director of Clinical Studies.

## Appeal Process

1. Students may challenge an academic sanction (formal remediation, probation, dismissal, etc.) as unfair first through informal resolution discussions with appropriate individuals within the clinical program. If informal resolution is not successful, the student may address the academic sanction in accordance with the following procedures.
2. For formal remediation, probation, and dismissal appeals must be in writing and must be submitted to the Director of the clinical program within 5 business days after the student’s receipt of notification of the formal remediation, probation, or dismissal action. If the student does not file a written appeal within this timeframe, the student has waived the right to appeal the action. The student may submit written materials to the Director of the clinical program in support of the written appeal.
3. The Director of the clinical program (or designee for formal remediation) shall respond in writing to the student’s written appeal within 15 business days of the Director’s receipt of the appeal.
4. To recommend overturning the original academic sanction, the Director of the clinical program must determine that the academic sanction was arbitrary or capricious.
5. The decision of the Director of clinical program is final for formal remediation of academic sanctions.
6. A second level of appeal is available in probation and dismissal actions. The student may appeal the Director of clinical programs decision to the UVU Director of Clinical Studies by filing a written appeal within 5 business days of the student’s receipt of the written decision of the

Director of clinical program. If the student does not file a written appeal within this timeframe, the student shall have waived the right to further appeal the academic sanctions.

7. The student's written appeal to the UVU Director of Clinical Studies must contain the following elements:
  - a. Description of the matter in dispute
  - b. A brief statement as to why the student considers the action unfair or inappropriate
  - c. A statement of the requested remedy
  - d. A copy of the student's original written appeal to the Director of clinical program for this dispute
  - e. A copy of the Director of clinical programs response to the original written appeal.
8. For probation appeals, the UVU Director of Clinical Studies shall respond in writing to the students written probation appeal within 15 business days of the director's receipt of the appeal. The decision of the UVU Director of Clinical Studies is final for probation actions.
9. For dismissal appeals, the student is entitled to a formal hearing before the Clinical Student Appeal Committee. Within 10 business days of receiving a notice of appeal from a dismissal action, the UVU Director of Clinical Studies shall contact the Clinical Student Appeal Committee for a hearing. Details of the hearing will be communicated with the student.

Reference: Policy 548 Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students. <https://policy.uvu.edu/getDisplayFile/5ea1dc117c74a7773fe30647>

### **Student Grievance Process**

Students will use this chain of command to address student grievances:

1. Meet with the course faculty
2. Meet with the Program Coordinator
3. Meet with the Department Chair

If the above chain of command is unable to resolve the grievance, then the student should be referred to the Ombudsman office for mediation. <https://www.uvu.edu/ombuds/>

### **Procedural Process for Student Underperformance/Misconduct**

1. Students are encouraged to review UVU Policy 541 which guides this procedural process for student underperformance/misconduct.
2. Faculty will document concerns, circumstances, plan for remediation and/or disciplinary action (using the Department of Nursing's form "Reporting and Documenting Student Underperformance") to the Program Coordinator, and review it with the student within five (5) business days of the occurrence.
3. A student will have the chance to submit a written explanation of the underperformance within five (5) business days of being notified by the faculty. This explanation will be filed with the faculty documentation.
4. The appropriate chain of command for resolving any remaining grievance is:
  - a. Meet with course faculty
  - b. Meet with the Program Coordinator
  - c. Meet with the Department Chair

If the above chain of command is unable to resolve the grievance, then the student should be referred to the Ombudsman office for mediation. <https://www.uvu.edu/ombuds/>

## Department of Nursing Guidelines – Clinical/Lab/Simulation

### Clinical/Lab/Simulation Attendance

1. Clinical/Lab/Simulation attendance is required.
2. Students are expected to attend clinical/Lab/Simulation in the approved uniform, with all nursing equipment, and be on time.
3. Students may not leave a clinical shift, lab or simulation session until the class has been dismissed or with instructor approval.
4. Professional behavior, as defined in the UVU Undergraduate Student Handbook, is expected of students when they are representing the UVU Nursing Department. Unprofessional behavior may result in a reduction of the student's clinical, lab, or simulation grade up to dismissal from the Nursing Program (See Undergraduate Student Handbook).
5. If students will be late or absent to a clinical shift or lab/simulation session, they must contact their instructor as soon as possible to inform them of their status; otherwise, the tardy or absence will automatically become unexcused.
6. Notifying the instructor of a pending absence or tardy does not automatically mean it will be excused. Absences or tardiness may only be deemed excused by the instructor for reasons such as emergencies, hospitalization, or other serious occurrences. Absences due to vacations or issues with work schedules will not be excused.
7. Arriving after the scheduled start time to a clinical shift or lab/simulation session is considered a tardy. Being tardy twice will be equivalent to one unexcused absence.
8. If a student is late to clinical shift or lab/simulation session, permission to attend will be at the discretion of the instructor.
9. If a student has an unexcused absence or two tardies, they are required to meet with their instructor.
10. An unexcused absence will result in a minimum of full drop in grade (for example A to B) or may result in failure of the course. This will be at the discretion of the instructor.
11. All absences, excused or unexcused, require a makeup assignment or attendance at a makeup session, which will be overseen by and scheduled through the student's clinical, lab or simulation instructor.

### Fitness for Clinical Duty

Nursing students who have serious illness, injury, or condition(s) which renders them incapacitated or unable to perform activities required in the clinical setting are required to inform their instructor of the situation as soon as possible. Students must discuss clinical requirements with a licensed healthcare provider and request an estimated length of restriction. Students are required to provide documentation of their restrictions and estimated time of recovery to their clinical faculty as soon as possible. Clinical faculty will work with students on an individual basis and evaluate the course of action. They will consult with the faculty supervisor, Program Coordinator, and/or Department Chair for guidance. If students cannot perform the activities required in the clinical setting they are not allowed to enter clinical facilities until they have received a medical release from their licensed healthcare provider and provided documentation to the clinical faculty member and Program Coordinator.

Faculty will:

- Obtain documentation from the student concerning illness, or injury, or condition rendering student as unfit for clinical duty.
- Refer to UVU policy 523 (Grading; September, 2012) concerning requirements for giving an incomplete grade.



- Meet with student to facilitate an appropriate plan of action. Faculty may require alternative clinical experience, grant an incomplete grade in accordance with UVU policy, or counsel the student regarding withdrawal from the course.
- Once a plan of action is agreed upon between a student, faculty member, Program Coordinator and/or Department Chair, that plan of action will govern the student's program placement going forward.
- Complete the Fitness for Clinical Duty Plan of Action contract and place in student file.

## Uniform Code

Compliance with a specific uniform code for Utah Valley University (UVU) nursing students will accurately represent students to clinical staff and clients, provide a consistent and professional appearance, and preserve client comfort as students work in close physical contact with clients.

1. The Utah Valley University Department of Nursing requires that nursing students follow personal grooming and uniform standards as established by the Faculty Organization.
2. Unless given specific instructions by clinical faculty, students are to comply with the uniform code when participating in all clinical experiences or representing the Department or UVU as a nursing student. Faculty may direct students to wear the uniform or professional attire and lab coat to activities such as lab or conferences.
3. Failure to comply with the uniform code results in a verbal warning and may result in being dismissed from a clinical session. Such a dismissal is an unexcused absence and jeopardizes the student's clinical grade. Repeated deficiencies are grounds for disciplinary action, up to and including, dismissal from the program.

## Uniform

1. Students purchase scrub pants and top of the approved colors:
  - a. Scrub top: White
  - b. Scrub bottoms: Hunter Green
  - c. Student has the option of choosing to purchase a short, professional, white lab coat/jacket -- wearing a white lab coat is optional. However, it is the only item of clothing that may be worn over the uniform scrub top while the student provides patient care in the clinical setting. Lab coat/jackets do not include "hoodies" or sweatshirt jackets.
2. Student obtains a UV embroidered patch from the UVU bookstore for each scrub top and lab coat. Attach one patch to the upper, left sleeve of each top and lab coat.
3. Students may wear a clean, plain white (no logos), long or short sleeve T-shirt underneath the scrub top. Clothing must allow for thorough hand hygiene.
4. Uniform includes clinically appropriate/practical white or black shoes with closed toes and heels, with minimal color trim or ornamentation.
  - a. Shoes are to be worn for lab/simulation and clinical and should be clean and in good repair.
  - b. Shoes must provide adequate protection from injury or exposure to hazardous materials.
5. All clothing items are to be:
  - a. Freshly laundered and wrinkle free for each lab/simulation and clinical day. This may require that the student has two or more sets of scrubs.
  - b. In good repair and well-fitting (no drooping or sloppy pants).
6. Underwear must not be visible even when bending over or stretching overhead.
7. Exceptions:
  - a. Student may wear appropriate, facility-supplied attire in special care areas (such as

- Operating Rooms) or when required for personal protection (such as contact precautions or holding an infant).
- b. When specified by faculty, a student clinical activity may not require wearing the clinical uniform. Clothing must be professional, conservative, and in compliance with agency policies.
  - c. When specified by faculty, the uniform may be modified to comply with clinical site expectations (e.g. no long sleeves or jackets allowed).

### **Identification**

1. The Department of Nursing supplies an identification (ID) badge during the first semester of registration in the Department of Nursing.
  - a. The first badge is included in student fees.
  - b. If lost, student arranges, and pays for a replacement badge through Campus Connections.
  - c. The Department ID badge is worn to lab and all clinical activities and must be clearly visible, above the waistline at all times.
  - d. Faculty may ask that students wear the department ID badge to class.
2. Student will qualify for an agency-issued student identification badge by completing orientation activities according to the policies outlined by individual clinical facilities. Agency-issued student identification:
  - a. Remains the property of the issuing agency;
  - b. Must be returned according to agency policy;
  - c. May require a fee to replace a lost or missing badge; and
  - d. Must be worn and be clearly visible whenever the student is in the clinical facility.
3. Student ensures that the UVU embroidered patch is displayed on the upper, left sleeve of the uniform scrub top and lab coat.

### **Personal Grooming**

1. Each student will conform to the following guidelines:
  - a. Hygiene
    - Display excellent personal hygiene due to the physical contact required in client care.
    - Use deodorant and avoid wearing cologne or perfume.
  - b. Hair
    - Clean and neat.
    - No extreme styles or accessories.
    - Controlled so it will not fall onto student's face, into the client's field, obstruct vision, or require pushing aside.
    - Facial hair must be conservative and neatly trimmed or clean shaven.
  - c. Fingernails
    - Short to medium length, clean, manicured.
    - No artificial nails.
    - Clear or neutral color polish, if worn.
  - d. Makeup and tattoos
    - Makeup conservative and neatly applied.
    - Tattoos may not be visible. Uniform may need to be adjusted to provide coverage and will require prior approval by the Nursing Department Chair.
  - e. Jewelry
    - Watch with second hand; band as simple as possible.
    - One pair of small post earrings may be worn.

- No necklaces, bracelets, or ankle bracelets.
- No visible adornments, such as nose, eyebrow or tongue rings.
- Wedding and engagement rings are allowed. However, student may be required to remove rings in special care areas, such as NICU, where the arms must be bare from elbow to fingertips. Student is responsible for safeguarding or leaving valuables at home.

## Patient Privacy and Confidentiality

In order to protect the privacy and confidentiality of clients in clinical settings, the following will be in place.

1. Faculty are responsible to assure that student learning activities in clinical agencies follow applicable laws including the HIPAA Privacy Rule, clinical agency policies, and professional codes of conduct with respect to protection of patient privacy and confidentiality.
  - a. Faculty assures that students understand patient privacy and confidentiality laws, clinical agency policies, and professional codes of conduct.
  - b. Faculty design learning experiences in clinical agencies to protect patient privacy and confidentiality, in accordance with applicable laws, clinical agency policies, and professional codes of conduct.
2. Students are responsible for adherence to applicable laws, clinical agency policies, and professional codes of conduct with respect to patient privacy and confidentiality.
  - a. Violation of privacy and confidentiality laws, clinical agency policies, and professional codes of conduct may be grounds for failing a course and dismissal from the program.
  - b. If a clinical agency requires student acknowledgement of patient privacy and confidentiality policies and procedures, faculty assure that students understand and have signed required forms.
  - c. Expectations and requirements for students to protect patient privacy and confidentiality are published in course syllabi and/or instructions for clinical learning assignments. This includes:
    - No sharing of identifiable patient information other than with assigned clinical agency staff, clinical faculty, or in faculty-led clinical conferences
    - No accessing of patient health records other than assigned patients
    - No printing or photocopying of individual patient information from agency health care records
    - No use of actual patient name or initials, exact age, place of residence smaller than a state, or other identifying information in any academic patient-based assignments. May use age range (“6-12 months,” “50-60 years,” “age 90 or over,” etc.).
  - d. Using a cell phone or other electronic media to take pictures, make audio and/or video recordings in a clinical setting is not acceptable.
3. In case of departure from patient privacy and confidentiality law, clinical agency policies, or professional codes of conduct, faculty counsel with the student and take appropriate action, which may include course failure and/or dismissal from the program.

### References:

American Nurses Association. (2015). Code of ethics for nurses with interpretive statements. Washington, DC: Author.

U.S. Department of Health and Human Services Privacy Rule for the Health Insurance and Portability and Accountability Act [HIPAA] of 1996 retrieved from: [\\_](#)

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

UVU Nursing Department Student Guidelines for Professional Conduct (see above)  
Nurse Practice Act (amended 2022). Unprofessional conduct. Utah Code Title 58/Chapter 31b/Section

502. Retrieved from [https://le.utah.gov/xcode/Title58/Chapter31B/58-31b-S502.html?v=C58-31b-S502\\_2016051020160510](https://le.utah.gov/xcode/Title58/Chapter31B/58-31b-S502.html?v=C58-31b-S502_2016051020160510)

## Preceptored Clinical Learning

Student learning experiences, with preceptors, may be effective in helping students develop the knowledge, skills and attitudes essential for the practice of registered nurses. These guidelines provide information for planning and supervising student clinical practice with preceptors, and respective responsibilities of faculty, students, contracted clinical agencies, and preceptors.

1. Preceptored clinical learning experiences help students achieve the objectives of specified courses. Faculty plans to use preceptored clinical experiences are reviewed by the Curriculum Committee and approved by the Nursing Faculty Organization, with consideration of:
  - a. Knowledge, skills, attitudes and values expected of students entering the course
  - b. Practical experiences necessary and helpful for students to achieve course objectives
  - c. Availability of patient populations appropriate to help students to achieve course objectives
  - d. Clinical agency availability and willingness to provide preceptored learning experiences
  - e. Availability of RN preceptors with qualifications appropriate to help students meet course objectives, including clinical nursing skills, communication and relationship skills, willingness to assist and mentor students, support of program and course objectives
  - f. Level of faculty supervision appropriate for students, considering number of students, types of patient care experiences expected, qualifications and experience of preceptors, etc.
2. Faculty provides written responsibilities and expectations of preceptors, students, clinical agencies, and faculty.
  - a. Faculty responsibilities include:
    - Locate appropriate clinical agencies, seek administrative approval for students to be Preceptored, and ensure that a current contract between UVU Department of Nursing and the clinical agency is in force
    - Set qualifications for clinical agency staff members to act as preceptors
    - Provide adequate faculty supervision of preceptors and students
    - Maintain communication with preceptors and students to monitor student progress
  - b. Responsibilities of clinical agencies include:
    - Identify staff members who meet qualifications to act as preceptors
    - Promptly communicate clinical agency concerns about preceptored students to faculty
  - c. Responsibilities of preceptors include:
    - Current licensure as an RN eligible to practice in Utah (or the state where the student will be Preceptored)
    - Minimum of one year experience as an RN
    - Employed by the contracted agency
    - Approved by the agency to serve as a preceptor
    - Maintain a schedule that allows completion of required number of student clinical hours
    - Be familiar with course objectives and clinical expectations
    - Assist student with identification of appropriate goals and learning experiences
    - Facilitate learning opportunities that assist student in achieving goals

- Guide learning and offer resources
  - Provide ongoing and final evaluation of student performance, to the student and the supervising faculty
  - Maintain regular communication with supervising faculty and student
  - Promptly notify faculty and student of concerns related to student performance
- d. Responsibilities of students include:
- Be familiar with course objectives and clinical expectations
  - Identify goals and regularly review goals with preceptor
  - Communicate regularly with preceptor and faculty, including notification of any changes to agreed-upon schedule prior to any changes
  - Follow policies, procedures and guidelines established by the clinical agency, as well as those of UVU Department of Nursing
  - Document achievement of clinical objectives and expectations, as specified by course syllabus and supervising faculty

## **Injury or Exposure at Clinical Sites**

### **Student Guidelines**

1. Immediately following an exposure, the student should follow these guidelines:
  - a. For percutaneous injury:
    - Wash the wound for 10 minutes with soap and water.
    - Remove any foreign materials embedded in the wound.
  - b. Broken skin exposure:
    - Wash with soap and running water or antiseptic, if water is not available.
    - Disinfect.
  - c. Mucous membrane exposure:
    - Irrigate copiously with tap water, sterile saline, or sterile water for 10-15 minutes
2. Next, **CALL YOUR INSTRUCTOR IMMEDIATELY**
  - a. If your instructor is not immediately available, contact the Clinical Coordinator or Nursing Department Chair at 801.863.8199.
  - b. If you are unable to reach your instructor, Clinical Coordinator, or the Nursing Department Chair, leave a voice-mail message and report to a local Workmed clinic. Workmed clinics are specifically designated to deal with workman's compensation injuries.
  - c. It is important to report ALL injuries not just those that are considered a risk for blood-borne diseases since these injuries or exposures may also be a risk for other diseases including localized infections.
  - d. Do not wait until the end of your shift to report the exposure.
  - e. Note: if the injury was of malicious intent, campus police must also be notified.
3. The diseases of most concern after an occupational exposure are
  - a. Hepatitis B
  - b. Hepatitis C
  - c. HIV.
4. Your instructor will refer you to the nearest Workmed clinic for possible treatment, counseling, testing and follow-up.
  - a. A Workmed clinic should be used after the initial first-aid has occurred, unless it is closed or more than one hour away.
  - b. A local Instacare should be used for the initial treatment of major injuries and post-

- exposure treatment when Workmed is closed or more than one hour away.
- c. A local emergency room should be used when Workmed and Instacare are unavailable, closed or more than 1 hour away.
5. The faculty member and the injured student must notify Human Resources at UVU of injuries as soon as possible in order to begin a Workers' compensation claim. Injured students will receive a claim number shortly thereafter, which must be presented by the students to the agency at which they receive treatment.
  6. If the source patient is known, the agency in which the exposure occurred will request that he/she consent to testing for HIV, Hepatitis B, and Hepatitis C. These test results, along with your own (if you consent to testing), will be given to you when they are completed.
  7. Source testing must be initiated and coordinated by the agency where the exposure occurred and reported to Chair of the Department of Nursing.
  8. The results of your tests are confidential.
  9. Various treatments may be recommended depending upon the risk assessment of your exposure. Because no two exposures are alike, each incident will be treated and followed-up on a case-by-case basis. In general, if treatment is indicated, it should be started within 2 hours of the exposure incident. The Workmed clinic, UVU Human Resources, and the Chair of the Department of Nursing will manage your case and help guide you through the treatment and follow-up process.

### **Nursing Learning and Simulation Center (NLSC) Guidelines**

To support nursing student learning experiences, UVU Department of Nursing has developed the NLSC in the Health Professions (HP) building, with equipment ranging from basic clinical tools through high-fidelity simulators, audio-visual equipment, and supplies.

1. Funding of nursing labs
  - a. Laboratory equipment and supplies are funded primarily by student laboratory fees. Faculty using laboratory resources for their courses are responsible to identify needed supplies and adapting curriculum to meet current student laboratory fee schedules. When necessary, faculty will assist the NLSC Director in adjusting laboratory fees in accordance with UVU Policy. (See UVU Policy 607 Course-Based Fees for Credit Courses <https://policy.uvu.edu/getDisplayFile/5750e62997e4c89872d95657>.)
  - b. Laboratory equipment may be funded through student laboratory fees, grants, and special projects funding from the University. Faculty wishing to submit grant proposals for simulation equipment will coordinate such requests with the Lab-Simulation Committee, NLSC Director, and the Nursing Department Chair.
2. Student use of the NLSC during times other than scheduled classes
  - a. Student use of lab rooms, equipment and/or supplies is always under direct faculty or approved mentor supervision.
  - b. Oversight of activities during open lab times will be via direct observation by faculty or approved lab mentors.
3. Tours
  - a. Will be coordinated through the NLSC Director
  - b. Will not be allowed to disrupt scheduled classes
  - c. Will only be conducted during business hours unless approved by the NLSC Director
  - d. Those under 18 years of age must be accompanied by an adult
4. Lab conduct and behavior. Participants shall:
  - i. Participate and communicate as a member of the team
  - ii. Demonstrate respect for others dignity and rights

- iii. Maintain a professional demeanor, even when experiencing stress
- iv. Recognize personal limits and seek appropriate assistance as necessary
- v. Accept and incorporate constructive feedback in a positive, non-defensive manner
- vi. Accept responsibility for errors
- vii. Not infringe upon the privacy, rights, privileges, health, or safety of other lab users
- viii. Act in a manner that does not distract from theirs or other class activities
- ix. Respect the work and needs of other lab users. This includes avoiding entering lab areas during times other than their scheduled class
- x. Avoid taking equipment or supplies from dedicated storage areas without authorization
- xi. Adhere to the dress code. Faculty will wear professional attire. Students must wear their class uniform or approved clothing to be able to participate in any activity
- xii. Complete an orientation prior to using equipment.
- xiii. Eat or drink only in approved areas.
- xiv. Use computers for assigned classroom work and not for personal use.
- xv. Not use equipment for any purpose other than specified.
- xvi. Report equipment malfunctions or abuse to NLSC staff or director immediately.
- xvii. Dispose of hazardous supplies (i.e., needles) appropriately.
- xviii. Not remove manikins from beds unless instructed to do so.
- xix. May only check out supplies or equipment for use outside the NLSC upon approval from their course instructor. Faculty wishing to grant such requests will coordinate this with the NLSC Director. Faculty granting such permission retains responsibility and accountability for this equipment and supplies.
- xx. Adhere to FERPA standards and confidentially related to testing, debriefings, and simulation experiences.
- xxi. Communicate respectfully and always be considerate to others.
- xxii. Use personal electronic devices before or after lab or sim activities or approved class activities.

5. Environmental health, safety, and emergence procedures

- a. In case of fire or other emergencies, all persons are expected to follow approved UVU guidelines as outlined at [https://www.uvu.edu/police/emergency\\_procedures/index.html](https://www.uvu.edu/police/emergency_procedures/index.html)
- b. Physical Safety. All students should be instructed by faculty on safe handling techniques for procedures, equipment, and supplies prior to practice and demonstration.
- c. Everyone should use caution when practicing lifting skills and during movement of equipment. No one should lift a manikin or heavy object without assistance. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use.
- d. UVU environmental health and safety procedures information is located at <https://www.uvu.edu/safety/>.
- e. For questions on NLSC hazards information, including materials used for cleaning, contact the NLSC Director.

6. Simulation Center Considerations

- a. Confidentiality:
  - i. To preserve realism of simulation scenarios and provide an equitable learning experience, all participants will be asked to document their approval with the approved NLSC confidentiality agreement prior to engaging in simulation activities

- ii. The confidentiality agreement protects privacy and discourages inappropriate discussion of video contents or student's performance in the simulation scenarios. Any viewing or publication outside of the classroom, such as posting on any social media platform is unacceptable, unethical, and will result in disciplinary action u to and including dismissal from the program.
  - iii. Confidentiality of simulations, scenario content, and participant experiences is required before, during and after simulations. This confidentiality applies to simulation content and all phases of the simulation-based experience including the debriefing. Violation of confidentiality will be considered a violation of professional ethical conduct and will be addressed by nursing department leadership and will result in disciplinary action.
- b. Use of audiovisual equipment
- i. The NLSC has the capability of recording and displaying a variety of media. Participants should be aware that audiovisual equipment will be used during NLSC activities to record participant actions.
  - ii. Recording equipment will only be used by approved and trained staff and faculty.
  - iii. Participants may not make recordings of simulations with their personal phones or other equipment.
  - iv. Recordings made in the NLSC are for UVU educational, research, or administrative purposes. No commercial use of audiovisual recordings will be made without UVU and the participants' permission.
- c. Creating a positive learning environment
- i. Students will give each other feedback during the debriefing. Students are expected to provide honest and clear feedback and demonstrate mutual respect to peers and to instructors. An effective critique would contain specific information on how the tasks were performed, as well as how they can be improved.
  - ii. All participants are expected to demonstrate professional and ethical behavior. No inappropriate language, horseplay or unsafe activities will be tolerated.
  - iii. Students are expected to participate in the simulation per the role they are assigned, and act/react as if the scenario is real and respond as if the manikin is a real patient. We understand that manikins are not real, but optimal learning occurs when we practice as if the experience is "real".
  - iv. Students are expected to participate in the simulation in the role assigned. However, if they are feeling ill, or just had a major negative life event, they should notify their instructor before the simulation, so they can be rescheduled in their role, if their instructor agrees this is appropriate.
  - v. During simulations students will not be required to do procedures or use equipment for which they have not been trained.