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Semester Total Credits:	7	Semester Total Credits:	6
Program Total Credits:			34

## American Psychological Association (APA) Writing Style

The American Psychological Association (APA) Writing Style will be used for student scholarly writing assignments in the MSN program. APA style 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 (a) accurate identification of sources, (b) manuscript preparation, and (c) writing style.

The APA *Publication Manual* (7th ed.), in paperback or electronic format (about \$30) is required for students in the MSN program. 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.

## Accreditation and Endorsement

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

Division of Occupational & Professional Licensing

160 East 300 South, 1<sup>st</sup> Floor Lobby

Salt Lake City, UT 84111

Telephone Numbers: 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

**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

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Phone: (404) 975-5000

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# Department of Nursing Guidelines – Academic

## Department of Nursing Curriculum

The Department of Nursing at Utah Valley University offers an Associate of 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. The UVU Competency Domains were 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

1. **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.
2. **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.
3. **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.
4. **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	Implement skills to meet the individualized needs of patients in healthcare settings.  Use established evidence-based nursing protocols in providing Nursing care for patients.	Integrate knowledge and clinical expertise to help patients achieve optimal health outcomes	Facilitate the development, implementation and evaluation of health policy and health care delivery.
Inquiry and Reasoning	Use sound judgment and critical reflection of clinical data to prioritize nursing care.	Use clinical judgment, critical reflection, and technology to plan, implement, and evaluate theory- and evidence-based nursing practice	Critically evaluate research and evidence applying standards of reliability and validity.  Apply research and evidence with appropriate discrimination and discernment.

			Gather, evaluate, and utilize evidence for the improvement of patient outcomes.
Roles and Collaboration	Demonstrate professional attributes including commitment to high ethical standards, continuing education and the ability to collaborate with health care teams.	Demonstrate team-building and collaboration strategies in health systems, guided by nursing values and standards	Function as a leader in the professional healthcare team.  Function as a change agent at the point of care and within the health care system.  Develop and implement programs to achieve educational outcomes based on learners' needs.
Quality and Safety	Apply standards of quality and safety in clinical practice.  Evaluate the effectiveness of nursing care and teaching plans in promoting safety for patients.  Integrate and evaluate personal responsibility and accountability in all aspects of nursing practice.	Establish and maintain a culture of safety in a variety of health care settings by applying standards, theories, and quality improvement	Create products that advance the science of nursing at the point of care in health care delivery, nursing education, or safety and quality practices.

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
Satisfactory mastery	B	3.0	83-86
(Does not meet nursing	B-	2.7	80-82



minimum expectations for continued progression in the curriculum)	C+	2.4	77-79
	C	2.0	74-76
	C-	1.7	70-73
	D+	1.4	67-69
Substandard progress	D	1.0	64-66
	D-	0.7	60-63
Inadequate mastery (failure)	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.

*Computer age:* Use a computer five years old or newer

*RAM:* Have at least 1 GB of RAM available

*Operating Systems:* Compatible with Windows, Mac, Linus, iOS, and Android

*Browsers:* Use the current or previous major releases of Chrome, Firefox, Edge, or Safari.

*Internet Speed:* Minimum recommended speed is 512 kbps.

*Mobile apps:* Canvas mobile apps require Android 8.0 or later, and iOS 15.0 or later.

*Security:* Ensure your operating system and browsers are up to date with the latest security updates.

*Screen Readers:* Check the Canvas Guide at the website below.

**References:** <https://search.arc.net/SfQOE7CLKr1MMso8oe> and

What are the browser and computer requirements for... - Instructure Community - 66 (canvaslms.com)

## Progression and Graduation Guidelines

### MSN Progression and Graduation Guidelines:

1. In order for students to progress within the graduate nursing program, they must maintain good academic standing at all times, and continuous enrollment during semesters in which the program is offered (fall and spring).
2. Inability to maintain good academic standing includes:
  - a. failure to submit expected course assignments,
  - b. failure to receive an acceptable grade,
  - c. failure to maintain academic integrity.
3. Students must maintain an average of 83% in all courses in order to progress in the program.
4. Students who do not successfully complete any graduate nursing course will need to petition the MSN committee for consideration of readmission and/or progression in the graduate program.
5. Students who withdraw from the program will need to petition the MSN Committee for consideration of readmission.

### Procedural Guidelines:

1. Students are expected to maintain good academic standing at all times.
2. Students are responsible to maintain dialog with faculty concerning their standing within each course.
3. Faculty are responsible to give appropriate and timely feedback to students based on student performance of assignments at a minimum of mid-semester and two weeks prior to the end of the semester.
  - a. Mid-term consultation may include development of a contract between student and faculty.
  - b. Failure to meet the demands of the course by two weeks prior to the end of the semester may constitute failure of the course.
  - c. Anticipated failing grades will be presented to student two weeks prior to the end of the semester.
4. Students who do not maintain an average of 83% in any course will not be allowed to progress in the program until the course is successfully completed.
5. Students with an Incomplete (I) in one course and passing grades (83%) in other courses will be allowed to continue in the program for one semester allowing the Incomplete to be replaced with a passing grade during that semester.
6. Students with Incomplete (I) grades in multiple courses will not be allowed to continue in the program until **all** incomplete grades are replaced with passing (83%) grades.
7. Students who do not maintain academic integrity throughout the program will receive a failing grade for the course in which academic integrity was compromised.
8. Students who do not successfully complete any graduate nursing course will need to petition the MSN committee for consideration of readmission to the MSN program.
  - a. Student will submit a petition to the MSN committee for readmission in the program.
  - b. The MSN committee will review the petition for readmission and interview the student.
  - c. The MSN committee will make a recommendation to the MSN program coordinator.
  - d. If approved, the student will be allowed to readmit in the MSN program with the next available cohort.
  - e. Students may only petition the MSN committee one (1) time and may only be readmitted one (1) time.
9. Students who withdraw from the MSN program will need to petition the MSN committee for consideration of readmission to the MSN program.
  - a. Students may petition the MSN committee for readmission in the MSN program.

- b. The MSN committee will review the petition for readmission and interview the student.
- c. The MSN committee will make a recommendation to the MSN program coordinator who will discuss student's options with the Director of Graduate Studies for the university.
- d. If approved, the student will be allowed to readmit/continue in the MSN program with the next available cohort.
- e. If the student is unable to complete the full MSN curriculum within six years of the initial entry into the program, student will be required to reapply.

## Scholastic Appeals

In accordance with Utah Valley University's ***Student Code of Conduct*** (Policy 541), The UVU Department of Nursing provides opportunity for students to appeal serious academic matters such as admission decisions, grades, or dismissal from programs. Before an appeal, the student must attempt to resolve the issue informally with the instructor.

### Appeal Process:

1. Student appeals must be filed within one calendar year of the incident under appeal. Exceptions will only be made in the event of extraordinary circumstances which prevented the student from coming forward sooner. In no case will an appeal be allowed for incidents more than three years old.
2. In attempts to resolve student-faculty conflict, the student should use the following sequence of procedures:
  - a. Meet with the faculty member involved in the conflict.
  - b. Meet with the faculty member and/or the Program Coordinator.
  - c. Meet with the Chair of the Department of Nursing.
  - d. The scope of the questions addressed by the above is limited to:
    - Is there cause for a grievance?
    - Were the student and faculty informed of College or Departmental policies or procedures and/or applicable standards?
    - Was the student or faculty treated fairly in relation to the applicable policies or procedures and/or applicable standards?
  - e. If unresolved, the student should meet with the Dean or the Dean's designee. Following such a meeting, the Dean may convene the College of Science and Health Scholastic Appeals Committee to obtain a recommendation on the student's appeal.
  - f. If the student feels there is reason to further appeal, they may follow University procedures of the Academic Appeals Committee.
3. The burden of proof is on the student. The standard of proof will be preponderance. The student may present documentation or witnesses to support the appeal.

## Professional and Academic Conduct

Utah Valley University 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 health care 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 health care 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 who the student is following.
  - 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 assignment based on client attributes such as gender, 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, health care 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.
- f. 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>
  - **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 Misconduct**

1. Expected academic conduct is outlined in UVU's **Student Code of Conduct**. Academic dishonesty, misconduct, and unprofessional behavior are dealt with in accordance with UVU's Student Code of Conduct, Policy 541.
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 immediate 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. Faculty may immediately dismiss a student from class 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 suspension.
4. Whenever a student's conduct or pattern of deficiency warrants interim suspension, 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, including convening the APG committee or a similar council to assess the grievance. If it is determined that a student should be suspended or removed from the nursing program, the action must be reviewed and confirmed by the Dean of the College, and the UVU Dean of Students under the Vice President of Academic Affairs. A student who is suspended/dismissed from the nursing program will not be allowed to participate in remaining clinical or classroom experiences until the suspension/dismissal has been reviewed by appropriate personnel and it has been determined that the student may return to the clinical setting and/or classroom.
5. A student whose performance endangers the safety of a client, peer, health care 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 (use the Department of Nursing's form "Reporting and Documenting Student Underperformance") 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, and pay for, 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 Policy 541.
  - 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 clinical 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. Prior counseling 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.

### **Appeal Process**

Students may appeal decisions according to UVU Policy 541. Student appeals must be filed within one calendar year of the incident under appeal. Exceptions will only be made in the event of extraordinary circumstances which prevented the student from coming forward sooner. In no case will an appeal be allowed for incidents more than 3 years old.

### **Student Grievance Process**

Students will use this sequence to address student grievances:

1. Meet with the course faculty;
2. Meet with the course faculty and/or the Program Coordinator;
3. Meet with the Chair, Department of Nursing;
4. Meet with the graduate program Admission, Progression, & Graduation (APG) Committee
  - a. The scope of the questions addressed by this committee is limited to:
    - i. Is there cause for a grievance?
    - ii. Were the student and/or faculty informed of College or Departmental policies or procedures and/or applicable standards?
    - iii. Was the student and/or faculty treated fairly in relation to the applicable policies or procedures and/or applicable standards?
5. Meet with the Dean’s Office of the College of Science and Health (CHPS) representative;

- a. The Dean may recommend an appeals committee convening on the issue.
6. Contact UVU's Council on Academic Standards ([uvu.edu/cas/](http://uvu.edu/cas/)) for academic-related appeals.
7. Contact the Office of Student Conduct and Conflict Resolution for non-academic-related appeals or information.

The burden of proof is on the student. The standard of proof will be preponderance. The student may present documentation or witnesses to support the appeal, as stated in Policies 541 and 548.

If at any level during the grievance process the student is uncomfortable, they may seek assistance from and escalate contact with the next level up.

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

1. Students are encouraged to review UVU Policy 541 and 548 which guide this procedural process for student underperformance/misconduct.
2. Faculty will document concerns, circumstances, and plan for remediation and/or disciplinary action (using the Department of Nursing's form "Reporting and Documenting Student Underperformance") and notify the Program Coordinator.
3. This documentation should be reviewed with the student in a timely manner after the occurrence becomes known, during a faculty-student intervention conference called by the faculty member. The purpose of this conference is to support the student with emotional and academic guidance to promote their success.
4. A copy of the documentation will be given to the student, the faculty member, the Program Coordinator, and placed in the student's file.
5. The appropriate UVU offices will be notified (i.e., UVU Office of Student Rights and Accountability for academic misconduct, cheating, plagiarism).
6. 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, the student should be referred to the Ombuds office for mediation. <https://www.uvu.edu/ombuds/>

Approved by Faculty November 2023  
See UVU Policy 548

## **Academic Honesty**

UVU expects all students to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic environment.

Definitions:

1. Ethical behavior: a theory or system of moral values pertaining to the professional nurse where emphasis is on moral principles and exemplar conduct.



2. Cheating: any unethical action by a student designed to improve or enhance their academic progress in the program.
3. Plagiarism: to steal and pass off the ideas or works of another as one's own, use of another's production without crediting the source, or to commit literary theft by presenting as new and original an idea or product derived from an existing source.

#### Academic Honesty Guidelines:

Unethical or dishonest behavior in any form is not tolerated.

1. Examples of cheating may include, but are not limited to:
  - a. Unauthorized procurement of a test or test questions,
  - b. Copying work or test answers from other students,
  - c. Dishonest reporting of attendance at clinical or other required activities.
2. Examples of plagiarism may include, but are not limited to:
  - a. Submitting written work without proper referencing,
  - b. Submitting papers that are not original work,
  - c. Submitting papers that contain considerable levels of quoted materials rather than individual thoughts, or synthesizing of others' thoughts or ideas.
3. Students in violation of this policy may be dismissed from the program.
4. Application for readmission after dismissal shall be made in accordance with existing requirement of the Department of Nursing.

#### Procedural Guidelines:

1. Students accused of violating the Code of Ethical Behavior will be:
  - a. Interviewed by the instructor for cause.
  - b. If a violation is discovered to have taken place, disciplinary action is imposed upon the student to include possible dismissal from the program.
2. The instructor, in conjunction with the MSN Committee and the Department Chair, will decide the action to be taken.

#### References:

- Webster, M. (2003). *Merriam Webster's collegiate dictionary* (11th ed.). Springfield, MA: Merriam-Webster.
- Milstead, J. (2007). *Health policy and politics: A nurse's guide* (3<sup>rd</sup> ed.). Sudbury, MA: Jones Bartlett Publishing Company.

UVU Student Rights and Responsibility Code

<https://policy.uvu.edu/> Student Rights policies are numbers 541-547.

# Department of Nursing Guidelines -- Clinical

## Practicum Attendance

Practicum attendance is mandatory. Any absence will be handled at the discretion of the course faculty, as mandated by the course syllabus and may result in course failure.

## Fitness for Professional Nursing Activities

### I. Fitness for Duty: Student Responsibilities:

1. Students attending clinical shifts or learning experiences in the Nursing Learning and Simulation Lab have the responsibility to arrive alert, sober, and well enough to work as a student nurse for the day.
2. Students who knowingly attend a clinical shift or lab/simulation while unable to stay awake, intoxicated, or ill place the safety of patients and colleagues in jeopardy. This is grounds for behavioral sanctions per UVU Policy 548.
3. If students are unable to stay awake, are under the influence of any substance, or visibly ill, the instructor and/or preceptor on site have the right and responsibility to send the student home.
4. If a student is sent home due to:
  - a. Illness, they must work with the clinical instructor to determine the length of time needed prior to returning as well as arrangements for make-up shifts/labs/simulations if possible.
  - b. Lack of sleep, the instructor will set up a separate meeting with the student to put in place a Fitness for Clinical Duty remediation plan.
  - c. Intoxication or impairment, the instructor will report the instance to the clinical supervisor, clinical coordinator, and/or program coordinator to start a process of misconduct sanction.
5. The instructor will fill out the Student Intervention Form found in the guideline Reporting and Documenting Student Underperformance.
6. Students are required to attend make-up all required clinical shifts and lab/simulation hours.

### II. Illness, injury, or health condition: Student responsibilities

1. Nursing students who are ill should not attend clinical or learning experiences in the Nursing Learning and Simulation Lab. Nursing students who are ill should contact the instructor and work with them to determine the length of time needed prior to returning as well as make arrangements for make-up shifts/lab/simulation as directed by the instructor.
2. Nursing students who have serious illness, injury, or condition(s) which render them contagious, incapacitated or unable to perform activities required in the clinical setting must inform their instructor of the situation as soon as possible.

## Uniform Code

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

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. MSN faculty will determine appropriate uniform based on student activities and advise students before engaging in practicum activities. Faculty may direct students to wear scrubs or professional attire and lab coat to activities such as lab, conferences or teaching activities.
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.

### **IDENTIFICATION**

1. Student will qualify for an agency-issued student identification badge by completing orientation activities according to the policies outlines 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 clearly visible, whenever the student is in the clinical facility.

### **PERSONAL GROOMING**

1. Each student will conform to the following guidelines:
  - a. Hygiene
    - Display excellent personal hygiene due to the physical contact required in patient 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, 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 Chair of the Department of Nursing

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 privacy and confidentiality of patients with whom students work in clinical settings, the following will be in place.

1. Faculty are responsible to assure that student learning activities in clinical agencies are in compliance with 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
- 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 Learning

The preceptored learning experience is a valuable teaching and learning methodology. This experience gives graduate students the opportunity to work directly with experienced nurse educators in a classroom, clinical, and/or other academic setting to gain practical experience in the teaching/learning process in a controlled but real-world environment. The purpose of the following guidelines is to outline responsibilities for the graduate student, graduate faculty, agency, and preceptor to optimize graduate student learning.

#### Graduate Faculty Responsibilities:

1. Initiate preceptor experience:
  - a. Request placements from various agencies. Faculty members are responsible for selection of sites and preceptors and make final decisions relating to preceptored experiences.
  - b. Notify agencies and preceptors of graduate student who will be placed in their facilities.
  - c. Meet with preceptor and orient to practicum learning objectives, preceptor guidelines, evaluation forms, pertinent school policies, and any other documents that might be necessary.
  - d. Ensure that a current letter of agreement with the preceptor’s agency is on file.
2. Evaluation:
  - a. Evaluation will be the ultimate responsibility of the faculty member, however the preceptor will have input by completing the graduate student’s evaluation feedback form.
  - b. The preceptor may give input to the faculty member at any time during the preceptored experience.
  - c. Periodic graduate student evaluations will be completed by the faculty member during the

- semester.
- d. Faculty will have the final authority to determine when the graduate student has met the practicum learning objectives, and the requirements of the course.
- e. Agencies and preceptors will periodically be evaluated by the Department of Nursing MSN committee.

Agency Selection:

1. Agencies selection criteria will be based upon having:
  - a. Qualified preceptors able to meet graduate student needs.
  - b. Adequate resources for educational instruction, communication, and documentation.

Agency Responsibilities:

1. Promote graduate student opportunities to perform all required activities for their role as nurse educator, including but not limited to:
  - a. Development of teaching plans that follow the agency's curriculum.
  - b. Implementation of the teaching plans.
  - c. Supervision of undergraduate students in classroom and/or clinical areas where appropriate.

Preceptor Selection:

1. Preceptor selection criteria will include:
  - a. Current RN licensure with a minimum of a Master Degree of Nursing.
  - b. Minimum three years of experience as a nurse educator and/or recommendation from the agency nursing supervisor.
  - c. Employed as a nurse educator in an accredited nursing program.
  - d. Willingness to participate in education and evaluation processes of the graduate student.

Preceptor Responsibilities:

Preceptor responsibilities will include orientation, supervision, instruction, and evaluation of the graduate student's performance.

1. Orientation:
  - a. Meet with the graduate student for orientation and initiation of the teaching experience.
  - b. Discuss guidelines for preceptor/graduate student interactions, feedback, and review of graduate student performance.
  - c. Discuss pertinent policies and procedures of the agency.
  - d. Discuss expectations of preceptor and graduate student.
  - e. Discuss graduate student practicum learning objectives, and plans regarding how to facilitate accomplishment of identified objectives.
  - f. Negotiate schedule to optimize graduate student learning experiences.
2. Supervision and instruction:
  - a. Provide input to student regarding achievement of practicum learning objectives.
  - b. Ensure graduate student's performance is safe, accurate, and follows agency policies.
  - c. Facilitate graduate student's understanding of the roles and responsibilities of the nurse educator.
  - d. Directly supervise graduate student in teaching /learning experiences while at the agency.
3. Evaluation:
  - a. Assess graduate student's level of performance in meeting identified learning objectives and proficiency in classroom/clinical teaching through a formal written evaluation at the end of the preceptor experience.
  - b. Inform nursing faculty member if any concerns arise related to student's performance.

Graduate Student Responsibilities:

Graduate students should take responsibility for their education, seeking opportunities to meet the practicum learning objectives and expand their role as nurse educators. Graduate students should:

1. Discuss course and practicum learning objectives with faculty and preceptor.
2. Negotiate schedule with preceptor.
3. Demonstrate professional behaviors at all times when in the teaching role.
4. Demonstrate accountability by having all assigned responsibilities completed on time.
5. Complete self-evaluations and evaluations of preceptors and agencies at the end of the preceptored experience.
6. Give feedback to preceptor regarding experiences.

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## Injury or Exposure at Clinical sites

### Student Guidelines

1. For an injury, needlestick or sharps injury, or exposure to patient blood or other body fluid take the following steps.
  - a. Wash needle sticks and cuts with soap and water.
  - b. Flush splashes to the nose, mouth, or skin with water.
  - c. Irrigate eyes with clean water, saline, or sterile irrigates.
2. Next, CALL YOUR INSTRUCTOR IMMEDIATELY.
  - a. If your instructor is not immediately available, contact the Chair of the Department of Nursing at 801.863.8199.
  - b. If you are unable to reach either your instructor or the Chair of the Department of Nursing, leave a voice-mail message with your instructor and report to a local Workmed clinic. Workmed clinics are specifically designated to deal with workman's compensation injuries. You can report to any Workmed location however, the closest Workmed to UVU is: Orem Workmed 830 N 980 W Orem, UT 84057).
  - 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 or class period 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 postexposure treatment when Workmed is closed or more than one hour away.
  - c. A local emergency room should be used if Workmed and Instacare are unavailable, closed or more than 1 hour away.
5. Your instructor will have you fill out the UVU Employees Injury Report Form available online at:  
[https://uvu.qualtrics.com/jfe/form/SV\\_eeTnL5WXCZEQqJT](https://uvu.qualtrics.com/jfe/form/SV_eeTnL5WXCZEQqJT)



6. If the source patient is known, the agency where the exposure occurred will request that they 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.
  - a. Source testing must be initiated and coordinated by the agency where the exposure occurred and reported to Chair of the Department of Nursing.
  - b. The results of your tests are confidential.
7. 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. The Workmed clinic, UVU People and Culture, 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 supplies needed and assist in calculating lab fees to meet those needs. (See UVU Policy 607 Course-Based Fees for Credit Courses <https://policy.uvu.edu/getDisplayFile/5750e62997e4c89872d95657>.)
  - b. Some laboratory equipment is funded through grants and occasional special projects funding from the University. Faculty writing grant proposals for lab equipment should coordinate with lab managers, program coordinators and the department chair.
2. Student Responsibilities
  - a. Using lab rooms, equipment and/or supplies is always under faculty supervision.
  - b. Students who request lab space, equipment, or supplies, are referred to the faculty member responsible for their current course associated with their requested lab use.
  - c. Straightening lab areas following use:
    - cleaning and properly storing any mannequins and other equipment used.
    - returning unused supplies to the appropriate storage area (drawers, cupboards, etc.).
    - ensuring that beds are neatly made and returned to low, flat position (or, for mannequin-occupied beds, the head of bed elevated 30 degrees).
    - returning furniture to usual locations.
    - making sure that trash is properly disposed of, and arrangements made, if necessary, for custodial help.
  - d. Respecting the work and needs of other lab users.

### Request for Leave of Absence (LOA) from Graduate Study

Any student who has been admitted to the Utah Valley University (UVU) Department of Nursing for graduate study and who will not maintain continuous registration (enrolled in courses at UVU Department of Nursing in concurrent semesters, excluding summer) must submit a **“Graduate Student Leave of Absence Form”**. This form can be obtained through the Department of Nursing Graduate (MSN) Coordinator. The request must be submitted to the MSN Program Coordinator prior to leaving school. A leave of absence cannot last longer than

one year. The MSN Committee will review the request and the MSN Program Coordinator will notify the student of the Committee's decision within two weeks of receiving the form.

### Request for Readmission to Graduate Study

Any student who has been previously admitted to the Utah Valley University (UVU) Department of Nursing for graduate study, but who has not maintained continuous enrollment will be ineligible to register for future classes unless they are readmitted through the graduate program's procedures:

- Student will submit a **Request for Readmission** to the MSN Program Coordinator prior to the semester for which the request is being made.
- The MSN Committee will review the request and the MSN Program Coordinator will notify the student of the Committee's decision within two weeks of receiving the form.
- The MSN Committee's decision will be presented to the UVU Graduate Council for final decision.
- Students who have been dismissed from graduate study are eligible to reapply if they present convincing evidence that the circumstances that contributed to their dismissal from the program have been corrected.
- Students who have been absent from the program for any reason greater than one year will be required to reapply based on current UVU Graduate Program Policies and will be held accountable to application guidelines at the time of reapplication.

END