



*Department of*  
**NURSING**

# Undergraduate Student Handbook

2020-2021 Academic Year

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

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# 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.

## ***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 entire educational experience. They reflect the knowledge, skills, and competencies needed to meet the challenges of an ever-changing and complex world. The ELOs prepare students for future employment, life, and citizenship. With the achievement of these outcomes, UVU graduates will possess breadth and depth of knowledge, highly developed intellectual and practical skills, commitment to personal and social responsibility, awareness of the interdependence of communities, and the ability to synthesize and apply their learning to solve complex real-world problems.

1. Integrative and Applied Learning

A student will engage in discipline-appropriate experiences with the academic and broader community through integrated and applied learning.

2. Intellectual and Practical Skills Foundation

A student will acquire a foundation of intellectual and practical skills including communication, quantitative reasoning, qualitative reasoning (critical, analytical, and creative thinking), and technical and information literacies.

3. People of Integrity

A student will become personally and socially responsible by acquiring, developing, and demonstrating skills in ethical reasoning and understanding.

4. Professional Competency

A student will demonstrate professional competence by meeting the established standards of the discipline, working as a valued member of a team, effectively formulating and solving problems, and actively seeking and honing lifelong learning skills.

5. Stewards of Place

A student will demonstrate stewardship of local, national and global communities by cultivating awareness of: interdependence among those communities; issues within those communities; and organizations and skills that address such issues.

6. Knowledge Foundation

A student will demonstrate knowledge of human cultures and the physical and natural world in the following areas of essential study: arts, history, humanities, languages, science and mathematics, social sciences. Knowledge Foundation refers to GE Distribution courses and other courses and experiences within the major.

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

<https://www.uvu.edu/aqa/assessment.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 because of a disability may

contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [Nicole.hemmingsen@uvu.edu](mailto:Nicole.hemmingsen@uvu.edu) or text 385-208-2677.”

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

## ***Student Code of Conduct***

Students are expected 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 right 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. This contract is absolute and non-negotiable.

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 service for UVU students in the areas of medical and psychiatric care, psychological services, learning disability assessment services, and suicide awareness and prevention. 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 221  
800 West University Parkway  
Mail Stop 200  
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**

Our mission is to provide quality nursing education, helping students to cultivate requisite knowledge, sound clinical judgment, and a foundation for lifelong learning, as they progress toward becoming competent, caring nurses in a complex and changing health care environment.

### **Values**

1. We are committed to the learning and success of our students. Student success is a measure of our success as nurse educators.
2. We believe that caring nurses promote the health of body, mind, and spirit in individuals, families and communities.
3. We are committed to serving our local, state and global communities. We promote and maintain positive relationships with our community partners. We promote health by educating nurses committed to work and service in their community.
4. We are dedicated to student-centered teaching. We value evidence-based teaching strategies and active, collaborative, experiential learning. Teaching and learning are a partnership in which students are ultimately responsible for their learning, and accountable for their nursing practice.
5. We encourage the pursuit of excellence through life-long learning. We expect our graduates to utilize sound clinical judgment and evidence-based nursing actions.
6. We believe honor and integrity are essential to learning and for nursing practice, and we promote professional standards of practice and behavior.
7. We value collegial collaboration as well as the rights and responsibilities of academic freedom. We encourage thoughtful and civil discourse, recognizing that free exchange of informed ideas enhances individual and community decision-making.
8. We appreciate the diversity and the interconnectedness in our faculty, students, and in the communities in which we practice. We celebrate diversity within our community.

Revisions Approved: December 9, 2010

## *Student Nurses' Association*

UVU Student Nurses Association (SNA) is a pre-professional association for nursing students, a constituent member of National Student Nurses Association and Utah Student Nurses Association. UVUSNA provides opportunities for professional networking, education, and service. Pre-nursing students are also welcome as members of UVUSNA. Visit the NSNA website. The UVU-SNA 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 Advisor(s) to the SNA board to mentor and advise them in coordinating activities.

Duties:

1. The UVU-SNA
  - a. Conduct elections for officers;
  - b. Plan and publish a semester calendar of activities;
  - c. Maintain a membership roster and keep records of funds collected and expenditures made.
2. Elected Board Members
  - a. Coordinate activities with the USNA and campus clubs as requested;
  - b. Serve as representatives of the nursing students in various Utah Valley University committees;
  - c. 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***

The administration of benchmark examinations each semester and a comprehensive, end-of-program “exit exam” provides ASN students with feedback regarding their ongoing preparation to take the nursing licensure examination, NCLEX-RN. These standardized exams will provide nationally normed, aggregate data related to program outcomes and will assist faculty in evaluating teaching effectiveness.

1. NCLEX-RN is the National Council Licensure Examination for Registered Nurses, developed by the National Council of State Boards of Nursing (NCSBN).
2. Benchmark examinations are comprehensive examinations designed to provide feedback on student progress at various stages in the pre-licensure nursing program

Students enrolled in pre-licensure 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 pre-licensure 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 pre-licensure 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.

## ***Accommodative Testing for NCLEX***

Students who require accommodative testing, should contact the 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.

## ***Registration for Nursing 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.

1. Prior to being cleared to register for nursing courses, students are required to submit a(n):
  - a. Background Check
  - b. Drug Screen
  - c. Health Status Report
  - d. Up-to-date immunization history, including tetanus/diphtheria/pertussis (Tdap), MMR, Hepatitis B, varicella, influenza and tuberculosis testing per current agency requirements
  - e. Acceptable BLS/CPR for health care providers or professional rescuers, which will remain current through the semester for which student is registering
  - f. Utah Board of Nursing Disclosure form
  - g. Risks & Hazards Statement
  - h. Current passport photos
  - i. Completed Registration Information form
  - j. Clinical "Passport" Documents
  
2. 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 stipulate it is for health care providers or professional rescuers.**

1. All students enrolled in nursing programs at Utah Valley University maintain current Basic Life Support (BLS/CPR) certification for health care providers or professional rescuers.
2. Students are responsible for renewing certification and providing evidence of continuing certification without lapse.
3. 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.
4. The certification must be for healthcare providers or professional rescuers and must be through an approved program such as American Heart Association or Red Cross.
5. No online courses are accepted.

Compliance Procedures:

1. Prior to registration, the student presents evidence of current BLS Certification to the Administrative Assistant.
2. A copy of the certification is placed in the Department's student file.
3. 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 (2019). *Guidelines for CPR & ECC*. Retrieved from: <https://eccguidelines.heart.org/index.php/circulation/cpr-ecc-guidelines-2/>

## ***Risks and Hazards Statement***

1. 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.
2. The certification remains in effect through the end of the student's program of study.
3. Students are not allowed to participate in clinical activities if they do not sign this *Risks and Hazards Statement of Understanding and Release* form.
4. Inability to participate in clinical activities jeopardizes the student's ability to successfully complete all course objectives and obtain a passing grade.
5. Students are strongly encouraged to maintain personal health insurance.

Compliance Procedures:

1. Students receive a copy of *Risks and Hazards Statement of Understanding and Release* in their nursing information packet, after acceptance to the program.
2. This form is signed and submitted with all other required forms and documents prior to receiving authorization to register.
3. Students who do not receive an information packet, for any reason, must obtain and sign said waiver at the Nursing Office prior to being authorized to register.
4. The copy of the *Risks and Hazards Statement of Understanding and Release* is placed in the student's file.

5. The designated administrative assistant makes a list of all students and sends it to Human Resources and Risk Management indicating they are participating in clinical experiences during their program of study in nursing.

References:

UVU Administration and Risk Management Department <https://www.uvu.edu/riskmanagement/>

## ***Drug Screening***

To comply with the current recommendations given by Utah State Division of Occupational and Professional Licensing (DOPL), as well as community agencies in which Utah Valley University nursing students participate in clinical placements, and to have current and accurate drug screens on each student attending classes in the Department of Nursing, 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:**

1. 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.
2. 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.
3. 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.
4. 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, drug screen, and additional information is referred to the Admission, Progression and Graduation Committee for review and recommendation.
5. Although a positive drug screen does not automatically disqualify an applicant from admission, conviction of, or a drug related arrest may preclude licensure. Therefore, students receiving multiple positive drug screens or conviction of any drug related offense will be referred to DOPL in order to obtain clearance for licensure prior to admission to, or continuance in, the Department of Nursing.

## **Compliance Procedures:**

1. Students are given instructions to receive a drug screen along with their acceptance letter from the Department of Nursing.
2. After the student has completed the required screening, results are submitted to the Department of Nursing by the agency that obtained the specimen.
3. Students will receive authorization to register once screening results have been received by the

Department of Nursing.

4. 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.
5. 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.
6. 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.
7. Any student disagreeing with the Chair's decision may file a formal grievance, as defined in policy.

#### References:

Utah Nurse Practice Act Rules retrieved from <https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html>  
Intermountain Health Care (personal communication with Tiffany Myles-Mills in April 2013)

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

Since 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), 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**

1. 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.
2. 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);
3. 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."
4. 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.
5. Influenza: One dose annually (Flu season begins in October and extends through the winter/spring semester).
6. Other immunizations with documentation may be required as agency and/or infection control guidelines change.

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

1. Upon admission to the program, students must complete one of the following options:
  - a. Two (2) negative screenings for tuberculosis within six (6) months prior to admission
  - b. One (1) Quantiferon Gold (QFT) test with negative result or
  - c. One (1) T-SPOT blood test with negative result (if not done at the Utah County Health Department, it will not be put on a print out – student must submit results to the Nursing Department).
2. 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

1. Students must submit a copy of the original record of immunization or testing. The record must document the following:
  - a. The name of each required vaccine or test
  - b. The date (month/day/year) of each dose received
  - c. The result if documenting a test or titer
  - d. Written verification of all doses by a physician or other authorized medical provider, governmental or employee health department, or health clinic
  - e. Dates from memory or estimates are not acceptable

## Compliance Procedures:

1. 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 (2004). 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).
2. Once authorization to register is granted, it is the student's responsibility to maintain all required immunizations and TB testing: i.e., the student must:
  - a. Repeat any immunization that expires, before being allowed to register for the next semester of the program;
  - b. Maintain TB testing according to clinical facilities protocols;
  - c. 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 (1997). Immunization of health-care workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC) Retrieved from <http://www.cdc.gov/mmwr/preview/mmwrhtml/00050577.htm>

Utah Department of Health *Adult Immunization Program*; Retrieved from [http://www.immunize-utah.org/pdf/Adult\\_Vaccine\\_Schedule\\_Eng.pdf](http://www.immunize-utah.org/pdf/Adult_Vaccine_Schedule_Eng.pdf)

Immunization Action Coalition (2009) *Health Care Personnel Vaccination Recommendations*; Retrieved from <http://www.immunize.org/catg.d/p2017.pdf>

## **American Psychological Association (APA) Writing Style (7<sup>th</sup> 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* (7th 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(iss)*, 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 & 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 & 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 7<sup>th</sup> 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, 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:**

3343 Peachtree Road NE, Suite 850

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. 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: April 24, 2013

### Nursing Program Student Learning Outcomes

	Associate Degree Student Learning Outcomes	Baccalaureate Degree Student Learning Outcomes	Master Degree Student Learning Outcomes
<b>Patient-Centered Care</b>	<ul style="list-style-type: none"> <li>• Implement skills to meet the individualized needs of patients in structured health care settings.</li> <li>• Use established evidence-based nursing protocols in providing nursing care for patients.</li> </ul>	<ul style="list-style-type: none"> <li>• Integrate knowledge and clinical expertise to help patients achieve optimal health outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate the development, implementation and evaluation of health policy and health care delivery.</li> </ul>
<b>Inquiry and Reasoning</b>	<ul style="list-style-type: none"> <li>• Utilize sound judgment and critical reflection to prioritize nursing care for small groups in structured health care settings.</li> <li>• Assist in collection of research data within a structured format.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize clinical judgment, critical reflection, and technology to plan, implement, and evaluate theory- and evidence-based nursing practice</li> </ul>	<ul style="list-style-type: none"> <li>• Critically evaluate research and evidence applying standards of reliability and validity.</li> <li>• Apply research and evidence with appropriate discrimination and discernment.</li> <li>• Gather, evaluate, and utilize evidence for the improvement of patient outcomes.</li> </ul>
<b>Roles and Collaboration</b>	<ul style="list-style-type: none"> <li>• Demonstrate professional attributes including the ability to collaborate with the health care team, commitment to high ethical standards, and continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate team-building and collaboration strategies in health systems, guided by nursing values and standards</li> </ul>	<ul style="list-style-type: none"> <li>• Function as a leader in the professional healthcare team.</li> <li>• Function as a change agent at the point of care and within the health care system.</li> <li>• Develop and implement programs to achieve educational outcomes based on learners' needs.</li> </ul>
<b>Quality and Safety</b>	<ul style="list-style-type: none"> <li>• Apply standards of quality and safety in clinical practice. Evaluate the effectiveness of nursing care and teaching plans in promoting safety for patients.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and maintain a culture of safety in a variety of health care settings by applying standards, theories, and quality improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Create products that advance the science of nursing at the point of care in health care delivery, nursing education, or safety and quality practices.</li> </ul>

	•Integrate and evaluate personal responsibility and accountability in all nursing experiences.	principles	
	Accepted: February 4, 2010	Accepted: October 2, 2013	Accepted: February 4, 2010

## 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 (Does not meet nursing minimum expectations for continued progression in the curriculum)	B-	2.7	80-82
	C+	2.4	77-79
	C	2.0	74-76
	C-	1.7	70-73
Substandard progress	D+	1.4	67-69
	D	1.0	64-66
	D-	0.7	60-63
Inadequate mastery (failure)	E	0.0	<60
	Official Withdrawal	W	Not computed
Unofficial Withdrawal	UW	0.0	N/A
Incomplete	I	Not computed	Determined on an individual basis

## Late Work and Exams

In order to have consistent expectations in the Department of Nursing for late examination and late assignments, the following guidelines will be instituted:

1. 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.
2. Penalty for late examinations or assignments is 10% reduction for each day submitted late.
3. If a student does not make other arrangements with the appropriate instructor, the student may receive no credit for the exam or assignment.
4. 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/l/82542-what-are-the-basic-computer-specifications-for-canvas>

## ***Academic Expectations and 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).

### ***ASN Program***

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.

### **Admission to ASN Program**

Acceptance into the ASN program is by a competitive point-based application process as described in the University catalog. For more information, see <http://www.uvu.edu/nursing/> or talk with a Pre-Nursing Counselor.

### **Progression in the ASN Program**

1. Nursing courses in the ASN program are to be taken over four consecutive Fall and Spring semesters as required by the department.
2. All **nursing courses** required for ASN graduation must be completed with a B- grade or better in order to progress in the program.
3. **Non-nursing core courses** (MICRO 2060, MICRO 2065) must be completed with a B- grade or better.
4. Students who do not meet progression requirements (i.e., do not pass a required course) may petition the APG Committee for consideration of continuation in the ASN 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 regarding continuation in the program, any stipulations for progression, or a recommended schedule in order to accommodate clinical placements.
  - If approved, the student may continue in the ASN program on a space-available basis.

### **Withdrawal and Readmission**

Students who withdraw from the ASN Nursing Program may petition for readmission to the Nursing Program.

- If a student has not been enrolled in UVU classes for more than 7 semesters, the student must reapply for university admission before applying for readmission to the ASN program.
- The APG Committee will review the petition and may request additional documentation and/or interview the student.
- The APG Committee will make a recommendation to the Chair of the Department of Nursing regarding readmission to the program, any stipulations for progression, or a recommended schedule in order to accommodate clinical placements.
- If approved, the student may return to the ASN program on a space-available basis.

Students who withdraw from the Nursing Program because of active military deployment or long-term jury duty will be readmitted as soon as feasibly possible. Except in extenuating circumstances (e.g., multiple active-duty deployments) students can only be readmitted one time to the ASN nursing program.

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 7 years). 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.

### **Graduation from the ASN program**

Graduation from the ASN program allows the student to apply for state RN licensure and take the National Council Licensing Exam (NCLEX-RN).

Students completing the ASN program may begin the BSN-completion program in the Fall or Spring semester immediately following ASN graduation by notifying the Nursing Advisor of their intent to continue. See Nursing Advisor for details.

Approved by Faculty Organization March 4, 2015

## ***BSN-Completion Program***

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

1. Students completing UVU's ASN program may begin the BSN-completion program in the fall or spring 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 fall or spring semester immediately following ASN graduation from UVU may apply for the BSN-completion program at a later time. 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 courses in any sequence as pre-requisites allow.
2. Students need not register for courses every semester. 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 or other extenuating circumstances.
3. All nursing courses, non-nursing core courses (ZOO 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 regarding continuation in the program and any 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) in order to graduate from the BSN-completion program.

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

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



## ***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.

## ***Professional and Academic Conduct***

Utah Valley University (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**

- fa Students have the responsibility to understanding 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>
  - **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>

## 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:

- a. Meet with the course faculty;
- b. Meet with the course faculty and/or the Program Coordinator;
- c. Meet with the Chair, Department of Nursing;
- d. Meet with the Department 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?
- e. 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.
- f. Contact UVU's Council on Academic Standards ([uvu.edu/cas/](http://uvu.edu/cas/)) for academic-related appeals.
- g. 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 Policy 541.

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 which guides this procedural process for student underperformance/misconduct.
2. Faculty will document concerns, circumstances, plan for remediation and/or disciplinary action (use the Department of Nursing's form "Reporting and Documenting Student Underperformance"), submit it 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.
4. If the grievance is not resolved at the faculty/Program Coordinator level, the Advancement, Progression, and Graduation (APG) committee will review the associated paperwork (faculty and student submissions) in a timely manner and issue a determination/confirmation of sanction. The student will be notified in writing (using their my.UVU.edu email address) of the decision and steps for appeal.
  - a. Sanctions may range from informal counseling to dismissal from the nursing program.
5. The Dean's Office of the College of Science and Health (CHPS) will become involved if the grievance is not resolved at the Department level, at the student or department request. The student will be notified in writing (using their my.UVU.edu email address) of the decision and steps for appeal.
6. The UVU Office of Student Conduct and Conflict Resolution will become involved if the grievance is not resolved at the Department level, at the student or department request. The student will be notified in writing (using their my.UVU.edu email address) of the decision and steps for appeal.
7. The Department of Nursing coordinates with the UVU Office of Student Conduct and Conflict Resolution, which keeps a record of student violations and behavioral concerns pertaining to all students. (<https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3>). At any point, the Department of Nursing can and will include the UVU Office of Student Conduct and Conflict Resolution in the matter.

# Department of Nursing Guidelines -- Clinical

## *Clinical Attendance*

Clinical attendance is mandatory. Any clinical 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 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 best 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.

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 to 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 patient 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, conferences or pre-assessment.
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, 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, and
  - 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 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.
3. Student ensures that the UV 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 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 2014). 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 practica 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, with BSN preferred;
  - 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***

Purpose: To provide guidance for appropriate procedure when a student is injured or exposed to pathogens while at a clinical site in the role of a student. Students in clinical settings are considered “interns,” and are therefore, covered under UVU’s Worker Compensation plan. As stated in Utah Code, Unannotated, Volume 3, Title 53, Section 53B-16-403:

1. An intern participating in an internship under Section 53B-16-402 is considered to be a volunteer worker of the sponsoring institution of higher education solely for purposes of receiving workers’ compensation medical benefits.
2. Receipt of medical benefits under Subsection (1) shall be the exclusive remedy against the institution and the cooperating employer for all injuries and occupational diseases as provided under Title 34A, Chapters 2 and 3.
3. Exposure incidents include:
  - a. Percutaneous injury: needlestick or laceration
  - b. Mucous membrane: blood or body fluid splash
  - c. Broken skin: dermatitis, hangnail, abrasion, chafing, etc.
  - d. Parenteral: includes human bite that breaks skin
  - e. Intact skin: when the duration of the contact is prolonged (several minutes or more) or involves an extensive area

4. Blood-borne pathogen exposures are treated according to guidelines from the U.S. Department of Labor, Occupational Safety and Health Administration.

## 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 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 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 Laboratory Guidelines***

To support nursing student learning experiences, UVU Department of Nursing maintains several laboratory rooms 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 Lab and Course Fees, <http://www.uvu.edu/policies/officialpolicy/policies/show/policyid/81>)
  - 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.