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PREFACE

The School of Nursing Undergraduate Student Handbook has been written to provide nursing students with information specific to the curriculum, student rights and responsibilities, campus facilities, and resources related to nursing students. It is meant to augment, not supersede, information provided in the University Bulletin the University of Portland Life on the Bluff student handbook. Every effort has been made to ensure its accuracy. Its contents do not constitute a contract between the School of Nursing (SON) and its students. If regulations, program requirements, or services described herein conflict with more current practice, the latter will prevail. It is suggested that students regularly refer to the information provided in the handbook as they progress through the program.

VERIFICATION

All students in the nursing major are responsible for acquainting themselves with the handbook contents and are held accountable for all statements within. Prior to beginning the program, students must complete an online form verifying they will abide by the contents of the most current student handbook. The handbook is reviewed at least annually, and may be revised more often as the need arises. Students will be notified of substantive changes that occur within an academic year.

Handbooks are reviewed and updated on an annual basis by the School of Nursing dean and associate deans.
SCHOOL OF NURSING MISSION

Mission
The University of Portland School of Nursing educates nurse leaders of the future through innovative learning and engagement that enriches the culture of healthcare to promote health and wellness of the population. Faculty, staff, and students are accountable for fostering a spirit of discovery to create an environment that cultivates lifelong learning.

Vision
The University of Portland School of Nursing creates positive change in healthcare through academic excellence to improve the health of society.

Values Statement
The University of Portland School of Nursing upholds the core values of social justice, academic excellence, integrity, and compassion. We believe that nurses should serve as the inspiration for healthcare teams to support individuals, families, and communities in transforming systems to attain optimal health and wellness.

Inspiring nurse leaders of the future through academic excellence to create systems and environments that support optimal holistic health and wellness.

PROGRAM OUTCOMES

2. Critical Thinker: Demonstrates outcome-directed clinical reasoning in the delivery and management of safe client-centered nursing care.
3. Spiritual Career: Promotes the spiritual dimension of health directed toward issues of meaning, hope, and faith.
4. Culturally Competent Provider: Provides respectful and holistic care within a diverse and changing society.
5. Steward: Uses physical, fiscal, and human resources to achieve quality, safe, and effective outcomes.
7. Healthcare Leader: Provides leadership in the design, delivery, management, and evaluation of healthcare.
9. Professional Nurse: Incorporates the values and standards of the nursing profession in practice.

ACCREDITATION

The bachelor of science in nursing program at the University of Portland is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791 (http://www.aacn.nche.edu/ccne-accreditation).
GENERAL INFORMATION
(Subjects are arranged alphabetically in each section of the handbook)
ACADEMIC FILES

Students are guaranteed certain specific rights with regard to student files under the Federal Family Education Rights and Privacy Act, PL 93-380. Students may exercise the right to:

- View their School of Nursing education file.
- Request an amendment of a record that the student can demonstrate is inaccurate.
- Request a copy of one or more of their clinical evaluations.
  - Students are encouraged to keep these copies to monitor progress. This can serve as a reference file when applying for a position after completion of the program.

To view the education file and/or request a copy of clinical evaluations, students must complete a written request form available in Buckley Center 301.

ACADEMIC INTEGRITY

Academic integrity is openness and honesty in all scholarly endeavors. The University of Portland is a scholarly community dedicated to the discovery, investigation, and dissemination of truth, and to the development of the whole person. Membership in this community is a privilege, requiring each person to practice academic integrity at its highest level, while expecting and promoting the same in others. Breaches of academic integrity will not be tolerated and will be addressed by the community with all due gravity. See University Bulletin for the University’s academic integrity policy. Nursing students sign a School of Nursing Academic Integrity Statement prior to entering the junior year (See Appendix A).

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

In keeping with the central tenets of its mission – teaching and learning, faith and formation, and service and leadership – the University of Portland is committed to the full access and inclusion of all qualified students in its programs. It is the policy of the University to ensure that students with disabilities have equal opportunity for participation in the University’s academic programs and activities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act.

The School of Nursing statement incorporates the University policy and is more specific to the technical standards of nursing in preparing students to fulfill the professional role of practicing nurses. These technical standards are outlined in the table at the end of this section, Essential Performance Functions (technical standards) for Admission to, Progression in, and Completion of the University of Portland Undergraduate Nursing Program, and are designed to provide full access to learning opportunities for all students while respecting the first professional nursing duty to ensure client safety and well-being while facilitating healing.

**Essential Functions**

Students must be able to perform or develop the essential functions with or without reasonable accommodation in order to fully participate in the University of Portland School of Nursing baccalaureate program. See Essential Performance Functions table beginning on page six. Additionally, nursing students must be able to perform the essential functions in the classroom, for on-campus clinical, and for each clinical site to which they are assigned.
These essential functions assist:

- Potential students to decide whether to enter the School of Nursing baccalaureate program.
- Faculty to assess the student’s ability to progress in the program.
- Accessible Education Services (AES) to work with students to determine the nature/extent of accommodation that might be necessary for equal participation in the program. Students are responsible for requesting accommodations for a disability, and accommodations begin after the student’s plan is established in Accessible Education Services.

**Accommodation Plan**

Some students may need accommodation for physical or mental disabilities in order to participate fully in the baccalaureate program. Accommodations may include extended time on exams, textbooks in auditory format, ability to use an amplified stethoscope in clinical rotations, and other accommodations as determined on an individual basis. If a student has a disability, which may require accommodation in order to fully participate in any School of Nursing program or activity, the student must contact the AES program coordinator. Students with an AES accommodation plan need to discuss the accommodations with their professors and advisor at the start of each semester in order to optimize their learning opportunities.

The School of Nursing baccalaureate program includes on-campus and off-campus clinical experiences. Students may need additional, or different, accommodation arrangements for these on-campus and off-campus clinical components of the nursing program. It is the student’s responsibility to meet with AES and the School of Nursing dean’s designee at least two months before the start of any clinical experience in order to review the student’s accommodation needs for the clinical experience. When students enter their clinical experience, the School of Nursing will not provide the students’ accommodation plan to the clinical instructor or preceptor unless a request to AES and/or dean’s designee is made in writing. Students must adhere to their accommodation plan, and to their clinical access plan, where applicable when it affects safe patient care. For more information, students should contact AES and/or dean’s designee.
### Essential Performance Functions (technical standards) for Admission to, Progression in, and Completion of the University of Portland Undergraduate Nursing Program

<table>
<thead>
<tr>
<th>Essential Functions</th>
<th>Description</th>
<th>Examples - (Not limited to these)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Abilities</strong></td>
<td>• Functional use of the senses of vision, touch, hearing, taste, and smell.</td>
<td>• Uses senses to observe patient condition, make nursing diagnosis and administer appropriate care.</td>
</tr>
<tr>
<td></td>
<td>• All data received by the senses must be integrated, analyzed, and synthesized in a consistent and accurate manner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Able to observe a patient accurately at a distance and close at hand.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Able to perceive pain, pressure, temperature, position, equilibrium, and movement.</td>
<td></td>
</tr>
<tr>
<td><strong>Cognitive/Intellectual/Observational Ability</strong></td>
<td>• Critical thinking ability.</td>
<td>• Analyzes client condition.</td>
</tr>
<tr>
<td></td>
<td>• Able to develop problem solving skills and demonstrate the ability to establish care plans and set priorities.</td>
<td>• Responds with timely, precise, and appropriate action in an emergency.</td>
</tr>
<tr>
<td></td>
<td>• Able to measure, calculate, analyze, and synthesize objective and subjective data to make decisions that reflect consistent and thoughtful deliberation of the appropriate data.</td>
<td>• Performs effectively under stress or in unusual situations.</td>
</tr>
<tr>
<td></td>
<td>• Auditory, visual, and tactile ability sufficient to observe, assess, and monitor client’s health status and health/illness alterations.</td>
<td>• Assesses and interprets heart and lung sounds.</td>
</tr>
<tr>
<td></td>
<td>• Functional use of the senses and sufficient motor capability to carry out necessary assessment activities.</td>
<td>• Assesses and interprets skin condition.</td>
</tr>
<tr>
<td></td>
<td>• Listen, speak, read, write, reason, and perform mathematical functions at a level which allows the student to process and understand the materials presented (in both a written and a verbal format) throughout the course of study, and to demonstrate competencies (in both a written and a verbal format).</td>
<td></td>
</tr>
<tr>
<td>Essential Functions</td>
<td>Description</td>
<td>Examples - (Not limited to these)</td>
</tr>
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<td>----------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Communication Ability      | • Effectively and appropriately deliver and receive communication, both verbally and non-verbally.  
• Able to see, speak, hear, read, write, and effectively use the English language.  
• Able to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.  
• Able to communicate effectively and sensitively with patients and families.  
• Able to communicate effectively and efficiently through oral, written, and reading forms with all members of the healthcare team.  
• Documents nursing actions.  
• Communicates effectively with clients and other healthcare providers, one-to-one and in groups.  
• Demonstrates culturally sensitive verbal and nonverbal communication. |                                                                                                                                   |
| Motor Ability              | • Able to move between rooms and maneuver around essential medical equipment.  
• Gross and fine motor skills sufficient to safely and effectively perform holistic nursing care.  
• Psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions.  
• Coordination of gross and fine muscular movements, equilibrium, and functional use of the sense of touch, hearing, and vision.  
• Able to maintain consciousness and equilibrium, and have the physical strength and stamina to perform satisfactorily in clinical nursing experiences.  
• Able to provide care for a full nursing shift of 12 hours and a full clinical rotation (usually 6 weeks).  
• Provide for safe patient mobility including participation on a lift team and/or operating lift equipment in order to safely lift or transfer patients.  
• Successfully manipulates equipment necessary to provide nursing care.  
• Perform turning, transferring, transporting, and exercising patients/clients.  
• Performs cardiopulmonary resuscitation, administer parenteral medication, apply pressure to stop bleeding, and suction of obstructed airways.  
• Protect patients in emergency situations such as in the event of a fire. |                                                                                                                                   |
<table>
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<tr>
<th>Essential Functions</th>
<th>Description</th>
<th>Examples - (Not limited to these)</th>
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<tbody>
<tr>
<td>• Meet the physical requirements of each clinical site.</td>
<td>• Provides nursing care for up to 12-hour shifts.</td>
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</table>
| **Social and Behavioral Attributes** | • Interpersonal abilities sufficient to interact with individuals, families, and groups from varied social, emotional, cultural, and intellectual backgrounds.  
• Able to maintain professional demeanor, communication, and respect for others at all times.  
• Capacity for self-reflection and change.  
• Emotional stability to fully utilize intellectual abilities, exercise sound judgment, complete assessment, and intervention activities, and develop sensitive interpersonal relationships with patients/clients, families, and others responsible for healthcare.  
• Able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.  
• Demonstrate concern for others, integrity, accountability, interest, and motivation. | • Demonstrates positive conflict resolution skills.  
• Receives and responds appropriately to constructive criticism.  
• Demonstrates caring and empathy for others. |

Reviewed by Melanie Gangle, M.S., C.R.C.  
Coordinator, Accessible Education Services  
Buckley Center 163  
Reviewed February 2016
ADVISING

Academic
Each School of Nursing student is assigned an academic advisor. The advisor and student work together in support of progress through the program of study and successful entry into the profession. Advisors may be contacted by email, phone, or in person. Advisors are available to help students with curriculum advising, academic and professional issues, problem solving, answering questions, and providing appropriate guidance. Students are encouraged to get acquainted with their advisor early in their program and continue to meet as needed. Students who desire to change advisors must submit the request to the undergraduate program counselor in Buckley Center 301.

Registration
The School of Nursing undergraduate program counselor oversees the processing of all forms related to course registration. Students receive communication by email regarding advanced registration and important information related to course schedules.

APPLICATION FOR DEGREE

Each graduating student must submit a degree application to the Registrar to have program requirements reviewed and approved for graduation. Graduation information and the application are available on the University Registrar’s website. The Application for Bachelor’s Degree may be submitted online or completed electronically, printed, signed, and dated and then submitted to the Registrar’s office by the deadline. Handwritten applications are not accepted. Application deadlines are posted on the University Academic Calendar, in the University Bulletin, and on the Registrar’s website.

The University hosts a commencement ceremony each May. The University confers degrees in May, August, and December.

ATTENDANCE

Classes
Students are responsible for knowledge of all material presented in classes, seminars, audio-visual laboratories, assigned readings, and skills laboratories. Attendance requirements are established by faculty and may vary from course to course. Students should discuss absences with appropriate faculty. Students are ultimately responsible for obtaining information from classes missed.

Examinations
Absence from scheduled examinations must be discussed with the faculty member prior to the scheduled examination time. In the event the faculty member cannot be reached, a message, including a reason for missing the examination, should be left on the faculty member’s voicemail, or sent via email. Examinations are scheduled months in advance and are to be administered throughout all days of University operations, including all of final exam week and the days prior to school breaks. Exams will only be delivered at the scheduled date and time. Exams will not be administered early for student errors in scheduling break and/or holiday travel. Student requests for early examination administration will not be granted.
A student with an unexcused absence and/or an absence not reported to, and approved by, the faculty member prior to the scheduled examination time may be allowed to make up the examination; however, a penalty in the grade for the exam may be imposed. A Corrective Action Plan will be completed for a trend of unexcused absences. See the Corrective Action Plan Guidelines on page 13.

**Clinical Experiences**
Clinical experiences for students include on-campus clinical in the Dean Terry Misener Learning Resource Center (LRC) simulation and skills lab, and off-campus clinical with a variety of organizations. Attendance is required for all clinical experiences. Students are required to notify the clinical faculty in the event they will be absent or will arrive late. Notification of absence is required prior to the scheduled start of the clinical. Clinical faculty will advise students of their specific notification policy during the clinical orientation. A trend of unexcused absences will result in the completion of a Corrective Action Plan. Students are responsible for making arrangements to make up missed clinical experiences.

**Guidelines for makeup of clinical absences**
- The lead faculty, clinical instructor, and student will agree upon arrangements for makeup of clinical absences.
- The makeup experience must meet the outcomes of the course and occur in an approved facility.
- Planning for makeup of clinical absences will be determined by considering the following factors:
  - Length of time absent.
  - Nature of the clinical experience.
  - Performance in clinical area prior to absence.
  - Availability of a clinical faculty member for additional experience in clinical setting.
- A makeup session may incur a fee of $300 per day to cover expenses. All makeup sessions must be approved and coordinated by lead faculty.

**Absence for Reasons of Health**
- Students missing any portion of a clinical experience for health reasons may be required to submit a release signed by a healthcare provider to return to clinical. The necessity for the release will depend on the nature and the severity of the condition and will be determined by nursing faculty and clinical agency policy.
- A student who, for health reasons, withdraws from a nursing course that has a clinical component will be required to submit a healthcare provider's release with other re-entry documents.
- Certain health situations may prevent a student from attending clinical due to clinical facility policies.
- Student absences and make-up clinicals will be recorded on the student clinical evaluations.
  - A summary statement regarding the performance and a recommendation for meeting the clinical objectives will be developed by the lead faculty and clinical instructor.
  - Satisfactory completion of any additional clinical practice is based on the student's ability to meet objectives within the time frame designated by the faculty member.
On-campus Clinical
On-campus clinical takes place in the Dean Terry Misener Learning Resource Center (LRC). Attendance is required for all on-campus clinical sessions. On-campus clinical sessions start and end on time. Students are expected to be prompt and remain in the LRC for the entire on-campus clinical session. Students are required to contact the LRC director, prior to the scheduled start time, in the event of anticipated lateness or absence from on-campus clinical. On-campus clinical instructors will notify the lead instructor for the course of any student absences.

In the event of an absence from on-campus clinical, students are required to contact the LRC director to arrange a strategy to make up the experience. Students are held to the testing schedule as outlined in the course syllabus. If the scheduled testing day/time is missed, students are responsible for contacting the LRC director to arrange a time to make up the test session. A makeup session may incur a fee to cover unbudgeted faculty and equipment expenses.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment is available for student use. It is suggested to submit requests for the use of audio-visual equipment must be submitted to Media Services at least one week in advance of the date needed. Most University classrooms are “Smart” rooms and include projectors/screens, computers, DVD and VHS players and overhead projectors.

CAREER CENTER

The University’s Career Center provides resources, strategies, and opportunities to assist students in identifying skills, interests, and values to discover meaningful professional experiences. Extensive guidance and resources related to job searching, resume and cover letter writing, mock interviewing, and career planning are available to current students and alumni. For assistance and further information, call 503-943-7201 or email, career@up.edu.

CERTIFIED NURSE ASSISTANT (CNA) CERTIFICATION

Students are eligible to apply for CNA I or II certification upon successful completion of the following courses:

NRS 310 Multicultural Population Health Promotion
NRS 311 Communication in Nursing
NRS 312 Introduction to Professional Nursing Practice
NRS 313 Pathophysiology
NRS 321 Psychiatric Mental Health Nursing
NRS 322 Adult & Elder Health I
NRS 421 Adult & Elder Health II

Upon successful completion of these courses, the School of Nursing will submit a list of eligible students to the Oregon State Board of Nursing (OSBN). Students can find application instructions for the OSBN student nurse CNA application online at http://www.oregon.gov/OSBN/pdfs/form/LIC-705.pdf.
CIVILITY STATEMENT

The social environment we create at the School of Nursing can either facilitate or hinder learning and development. This social environment is constructed with every interaction, and it is therefore vital that we assume goodwill and know that no one is without fault; human errors are opportunities, not for shame or guilt, but for forgiveness and growth. Rather than complaining about or blaming someone for perceived problems, be committed to finding solutions through collaboration with peers and faculty. Furthermore, recognizing others’ contributions in this process will help to establish and maintain healthy interpersonal relationships with every member of the School of Nursing.

If a problem arises with a specific person, the student should promptly find an appropriate time to speak with this individual using crucial conversation skills. It may be helpful to seek advice from a third party about how best to communicate with the individual. If needed, the student’s School of Nursing faculty advisor can provide guidance on appropriate crucial conversation protocol.

It is important to foster an open and supportive environment by caring for and collaborating with others. Striving for this shared goal will promote a positive learning environment that allows for mutual respect and freedom of expression and tolerance for differing opinions.

COMMUNICATION - EMAIL/PILOTSUP

Students are required to use their University of Portland email account for all School of Nursing related electronic communications. University email accounts are managed by Technical Services (help@up.edu; 503-943-7000).

PilotsUP (http://pilots.up.edu) is used to access course information, email, class schedules, School of Nursing and University news, announcements, and University services. Students are responsible for all information delivered by all modes of electronic communication. Communication to students occurs regularly from several resources, such as email and Moodle, and should be checked at least daily for messages, including during scheduled breaks.

COMPUTER USE

Proficiency with computer-based technology is required for all students in the School of Nursing. All students are provided network accounts and wireless network access is available on campus. Scanners and laser printers are available in the Clark Library and Shiley Hall computer labs. The University supports both PC and Mac platforms. Computer lab information can be found on the University’s Information Services Division Computer Labs – General Use website.

Computer labs are staffed with student assistants who help with computer and software problems. In addition, Technical Services Help Desk (help@up.edu; 503-943-7000) provides computer and network assistance during office hours, 7:30 am-5:00 pm. After business hours, students must call Public Safety to report technical problems and request assistance, 503-943-7161.
CORRECTIVE ACTION PLAN GUIDELINES

The faculty of the School of Nursing is committed to developing professional nurses. Upper division nursing students are required to demonstrate professional behavior and safe practice at all times in the classroom and clinical setting throughout the nursing program. All students are required to sign the Clinical Performance Requirements form to this effect. See Appendix B. Students who demonstrate a need for professional coaching will receive notice, along with a Corrective Action Plan about how to improve behaviors and/or practice in the classroom and/or clinical settings. See Appendix C. The Corrective Action Plan will remain a part of the student’s record throughout the nursing program. An accumulation of three occurrences, or any occurrence that potentially places the client, self, or others in immediate danger, will result in a full review of the student’s record by a review panel. Any occurrence or occurrences thereafter will also result in a review. A faculty member may request a review for a single unsafe/unprofessional occurrence if the behavior is significant enough to warrant a review.

Behaviors Requiring Corrective Action

The following behaviors may be considered unsafe/unprofessional, and may warrant completion of a Corrective Action Plan.

- Trend of lateness or unexcused absence in class or clinical.
- Unprofessional communication behaviors.
- Inadequate preparation about treatment, medications, or plan of care.
- Dismissal from the academic and/or clinical site.
- Failure to meet program outcomes.
- Additional unprofessional behaviors (see Clinical Performance Requirements for examples).

Students may be required to leave the classroom or clinical site for any of the above behaviors, based on the judgment of the clinical faculty.

The faculty member noting a need for coaching will complete the first page of the Corrective Action Plan. The faculty member will then meet with the student to mutually create goals and a plan for improving professional behaviors. The student will have an opportunity to fill out the student remarks section of the plan.

The following behaviors potentially place the client, self, or others in immediate or potential danger. An occurrence involving any of these behaviors will require an immediate full review from a review panel and MAY result in dismissal from the School of Nursing:

- Any life-threatening error or action by the student to client, staff, faculty, or others.
- Implementing any action that is in violation of the course, school, or agency HIPAA policy.
- Violation of the University drug, alcohol, and controlled substance policies (see the University’s Life on the Bluff student handbook) and the School of Nursing Substance Abuse and Substance Abuse Testing Guidelines. See page 22.
- Breach of Integrity - levels 2, 3, or 4. See the University Bulletin.

Documentation

Completed Corrective Action Plans will be submitted to the BSN Program Director within three business days. All Corrective Action Plans are recorded in the student’s academic record. Records for
each student will be retained throughout the upper division coursework. Incidences are not confined to one course but are considered cumulative in evaluating the student’s overall performance.

*Note:* Accrued occurrences will remain in effect for returning interrupted-progression students. The cumulative total will be carried throughout progression of the program of study.

**Undergraduate Student Review Panel**  
A review panel will consist of the BSN Program Director and at least two other faculty members. The student’s academic advisor may be present during a review. The student will be present. If the student was dismissed from class or clinical, the lead faculty of the course will also be present.

The panel, with the approval of the faculty of record, will make one or more of the following recommendations to the dean:

1. Program of remediation.
2. Assign course failure(s).
3. Dismissal of student.

The student may not be able to participate in further activities until the review panel has made a recommendation and the dean has made a final decision.

A report of the panel’s review and formal recommendation will be distributed to the:

- School of Nursing dean.
- Associate dean for baccalaureate education.
- Academic Advisor.
- Providence Scholar liaison (as appropriate).
- ROTC representative (as appropriate).

Any violation of an approved review panel, formal recommendation or failure to complete recommendation actions will result in dismissal from the School of Nursing.

**COURSE SYLLABI**

Faculty post course syllabi in Moodle at the beginning of each semester. Students are responsible for reviewing the information in each syllabus and adhering to policies and requirements detailed in each course syllabus. Students are advised to keep syllabi from all nursing courses for their records. Course syllabi may be requested by graduate programs and licensing and national certification boards for verification of course content and curriculum.

**CURRICULUM**

The BSN curriculum is based on the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN 2008) and the Oregon State Board of Nursing - Division 21 - Oregon Nurse Practice Act. The BSN curriculum is reviewed and revised as necessary to ensure that it sets forth an educational plan that meets the needs of students, the profession, and society. Thoughtful evaluation of courses and programs is a crucial aspect of the curriculum improvement process and students’ comments are
genuinely valued and seriously considered. See the BSN program outcomes and curriculum website for further information.

Each student receives a copy of the curriculum plan at the beginning of the program. It is the responsibility of the individual student to consult with the undergraduate program counselor prior to registering for courses.

ELECTRONIC DEVICE USE IN CLASSROOMS

Cell phones, computers, cameras, or other electronic devices may not be used in the classroom or agency settings unless their use is directly related to learning in the course or clinical setting, and only with instructor permission.

EXPOSURE/INCIDENT REPORT

The United States Department of Labor Occupational Safety & Health Administration (OSHA) requires employers to implement exposure and injury control plans for the protection of employees. Although students are not employed by the School of Nursing or the healthcare agencies, students are performing nursing care in the workplace alongside nurses in on-campus and off-campus clinical experiences and are therefore protected under OSHA regulations.

An exposure or incident is any situation in which a student is injured or exposed to bloodborne pathogens. Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. If an exposure or incident occurs, the incident should be reported on the Exposure/Incident Report Form. See Appendix D. If the incident occurs in clinical, the agency’s policies must be followed in addition to the University of Portland procedures. University of Portland procedures include:

Bloodborne Pathogen Post Exposure Management
A report of the incident using the Exposure/Incident Report must be completed within 24 hours. The form shall be completed by the student and clinical faculty on the day of the incident and signed by both parties. The clinical faculty must notify the lead faculty immediately.

- If an exposed student is pregnant and in the first or second trimester, the student must be informed by the clinical faculty of her rights under state law to request mandatory testing of the source individual.
- The student will be encouraged to arrange for an immediate medical evaluation. The student may decline the medical evaluation by initialing the waiver section of the Exposure/Incident Report.
- Costs of medical evaluation will be the responsibility of the exposed student.

See Appendices E and F for Universal Precautions/bloodborne pathogen training and guidelines.

Non-bloodborne Incident Management
A non-bloodborne pathogen health incident is an injury not involving a bloodborne pathogen exposure to a student in on-campus or off-campus clinical settings or the classroom.

- A report of the incident using the Exposure/Incident Report must be completed within 24 hours. The form shall be completed by the student and faculty on the day of the incident and
signed by both parties. If the incident occurs during clinical, the clinical faculty must notify the lead faculty immediately.

- The student will be encouraged to arrange for an immediate medical evaluation. The student may decline the medical evaluation by initialing the waiver section of the Exposure/Incident Report.
- Costs of medical evaluation and follow-up will be the responsibility of the student.

Copies of the Exposure/Incident Report will be distributed to the lead faculty, student, and dean’s office. The dean’s office maintains a copy of the form and sends the original to Public Safety.

**FACULTY/STAFF AVAILABILITY**

School of Nursing (Buckley Center 301) office hours are 8:00 am to 4:30 pm weekdays. Faculty members have variable hours and will provide information about their office hours and how students can contact them.

**FINANCIAL AID**

Financial aid information may be obtained from the [Office of Financial Aid](#). Private scholarship information pertinent to nursing students is communicated to students by email and posted on the [School of Nursing](#) and Office of Financial Aid websites.

**FORMAL COMPLAINT PROCEDURE**

**Introduction**

The University of Portland School of Nursing seeks to promote an educational environment that values communication, fair treatment, and respect among students, faculty, and staff. It is recognized, however, that in any human group, misunderstandings, miscommunication, or perceived injustices may originate that require a process for resolving these issues. The School of Nursing strongly believes that problems in human relationships can best be resolved informally between the parties involved. The purpose of this procedure is to provide a structure for the resolution of formal complaints when informal resolution is not possible or is unsatisfactory.

**What constitutes a formal complaint?**

Students as individuals, or as a group, have the right to submit a formal complaint regarding matters which they deem to be unfair or capricious on the part of the School of Nursing or individuals representing the School of Nursing. Formal complaints often relate to issues surrounding grading, but students may also pursue a formal complaint if they believe their rights have been violated in regard to other issues as well. Students are referred to the [University Bulletin](#) for grading appeals.

**Line of communication in pursuing a formal complaint**

Students pursuing a formal complaint are expected to follow the lines of communication as described. If students do not follow the lines of communication, students will be instructed to go back to a previous level that may have been skipped in order to foster resolution at the lowest level possible. If the steps are not followed within the time period, the complaint will be considered closed, and no further action may be taken.
Students who wish to submit a formal complaint matter are expected to first discuss the problem with the individual(s) involved within five business days of the matter. If the issue is not resolved, students may address their complaint with their academic advisor, within five business days of the meeting with the individuals involved. At this level, the advisor may choose to meet with the student and individual(s) together to facilitate successful resolution of the concern.

If successful resolution of the concern is not reached within five business days of meeting at the advisor level, the student(s) may address the complaint with the BSN program director. If unresolved, the student may meet, within five business days of meeting with the BSN program director, with the School of Nursing associate dean for baccalaureate education. The associate dean will endeavor to determine the basis of the student(s) continuing dissatisfaction and explore with the student(s) options for resolution.

If a successful resolution is not reached at this level, the associate dean will direct the student(s) to submit a formal letter, within five business days of the associate dean for baccalaureate education decision, to the dean of the School of Nursing detailing the complaint. The student must demonstrate that the formal complaint procedure was not followed and/or new and significant evidence is now available which was unknown and could not have been known at the time of the associate dean’s decision.

If the party submitting a formal complaint is not satisfied with the dean’s decision, the student has the right to submit a formal written complaint to the provost of the University within five business days of the decision of the dean of the School of Nursing.

HEALTH AND COUNSELING CENTER

The Health and Counseling Center offers combined pastoral counseling, mental and behavioral health counseling, primary care services by advanced practice nurses, substance abuse prevention, and wellness education within an integrated care delivery system. Visits to the Health and Counseling Center are free to students, and the nature of their care is confidential. Charges only apply to certain medications, supplies, lab tests, some immunizations, and prescriptions. Services are available on an appointment basis. New students may begin using Health and Counseling Center services on the first day of their program.

HONORS COURSES

The mission of the University of Portland Honors Program is to enhance the intellectual life of the University community by mentoring high achieving and intrinsically motivated students to serve as public intellectuals at the University and beyond. Students enter the program through an application process in their first year at the University. A competitive applicant will have a high school GPA of at least 3.8 and 1300 SAT I with a minimum of 630 in critical reading. The honors curriculum satisfies a portion of the University core requirements and culminates in a capstone senior honors project. Upper division honors coursework has a nursing major focus. Faculty mentors are assigned and are available to provide advice on assignments. Further information regarding the University’s honors program is found on the [Honors Program](#) website.
INCLEMENT WEATHER

In cases of inclement weather, University closure information will be posted on the University’s website under “News”, and a message will be posted on the snow hotline, 503-943-SNOW (503-943-7669). The University generally makes the decision to close or delay opening by 6:00 am. Local major broadcast stations will also be notified.

DEAN TERRY MISENER LEARNING RESOURCE CENTER

Hours and Access
The Dean Terry Misener Learning Resource Center (LRC) serves as the on-campus clinical location for the School of Nursing. The LRC uses a secure door lock system to protect the integrity of the clinical environment. Students have ID card access during the following hours:

    Monday through Sunday: 6:30 AM to 10:00 PM
    University Holidays: Closed

The LRC is considered a clinical environment, and the same laws and regulations that apply in all healthcare settings apply in the LRC. School of Nursing students, staff, and faculty gain permission to access the LRC with their UP ID card through the School of Nursing office. Only students who are in the nursing program are permitted to access the LRC. LRC access is restricted when the space is being used for class, conferences, or scheduled on-campus clinical sessions. The LRC schedule is posted on the wall at the entrance to BC 306 and online at the School of Nursing BSN Resources Moodle page.

Facilitated Teaching Assistant (TA) Learning Lab
LRC TAs are available to assist students with skills practice. The Facilitated Learning Lab schedule is posted on the wall outside the LRC door. All students using the LRC outside of assigned class times must sign in and out. LRC doors must not be propped open according to University of Portland facilities safety policy.

Students who have not had their student ID card coded for access are deemed unprepared for clinical education, will not be given access to the LRC, and must go to the Public Safety office to attain the correct access into the LRC. Permission to access the LRC will be removed one month following graduation or immediately upon dismissal from the School of Nursing. Students using the LRC must practice universal precautions to prevent injury and infection. Refer to Appendix F: Universal Precautions/Bloodborne Pathogens Guidelines.

LIABILITY INSURANCE

Students in upper division nursing courses are covered by the University’s professional liability (malpractice) insurance, which is paid through professional fees assessed for each nursing course.
LICENSURE – RN/NCLEX

The School of Nursing follows RN licensure guidelines required by the Oregon State Board of Nursing (OSBN) (Oregon Nurse Practice Act - Division 21). BSN students who have completed all program requirements are eligible to sit for NCLEX-RN, which is managed by Pearson Vue. Completion of the University of Portland School of Nursing BSN program does not guarantee eligibility for RN licensure. If concerned about the impact of health-related diagnoses or positive findings on a criminal background check, the student is encouraged to contact the OSBN or the board of nursing in the state in which the licensure application will be submitted. Students will receive information regarding the application process for RN licensure and the NCLEX RN exam in the last semester of the baccalaureate program.

MOODLE

Moodle is the course management system that faculty use to support and enhance classroom learning. Faculty post course syllabi, announcements, assignments, course reference materials, PowerPoint presentations, etc. Students access Moodle via the PilotsUP portal (https://pilots.up.edu). Students are responsible for all information, directions, and assignments communicated through Moodle and must adhere to all deadlines posted on Moodle.

PHOTO IDENTIFICATION

New students obtain their University student photo ID card in the Public Safety office. Students are required to wear a School of Nursing clinical photo ID badge in a manner that allows individuals to easily and clearly identify students at all times in both on-campus and off-campus clinical settings. Photo ID badges for clinical are provided by the School of Nursing prior to the first clinical assignment and after clinical entry requirements are completed and verified.

PUBLIC SAFETY EMERGENCIES

If an emergency occurs in a lab or classroom, the faculty, staff, or student should contact Public Safety immediately at x4444 from any campus phone or 503-943-4444 from any non-campus phone. The SON dean should also be notified. Public Safety information and guidelines are available on their website. A printed copy of the University Emergency and Public Safety Resource Guide is available in offices and classrooms on campus and on the Public Safety website.

SIGMA THETA TAU INTERNATIONAL NURSING HONOR SOCIETY

The School of Nursing hosts a chapter of Sigma Theta Tau International (STTI), Omicron Upsilon. Membership in Omicron Upsilon is by invitation. Eligibility for membership is based on the following criteria from the STTI website:

Undergraduate Students in Their First Nursing Degree Program

- Definition - Basic program is defined as an accredited baccalaureate or equivalent nursing degree program that leads to the first professional nursing degree.
- Academic achievement - Students in basic programs shall be eligible for membership if they have achieved excellence according to the standards approved by the Society.
• Rank in class - Basic students who are elected shall rank not lower than the highest 35 percent of their class in scholarship.
• Curriculum - Students shall have completed at least one-half of the required nursing curriculum.

**Nurse Leader**
A nurse leader, who is a registered nurse, legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field and who has demonstrated achievement in nursing, shall be eligible for membership.

Interested students can visit the Omicron Upsilon webpage on the School of Nursing website or the STTI website.

**SOCIAL MEDIA POLICY**

Definition of social media - For the purposes of this policy, social media should be understood to include any website or forum that allows for open communication on the Internet including, but not limited to:
• Social networking sites (LinkedIn, Facebook);
• Micro-blogging sites (Twitter, Snapchat);
• Blogs (including company and personal blogs);
• Online Encyclopedias (Wikipedia); and
• Video and photo-sharing websites (Instagram, YouTube, Flickr).

Think before posting - In general, students should think carefully before posting online. Online social platforms are open for all to see. Despite social media privacy policies, students cannot always be sure who will view, share, or archive the information that is posted. Before posting anything, students should remember that they are responsible for what is posted online, and should carefully consider the risks and rewards with respect to each posting.

Students are responsible for any conduct, online or otherwise, that negatively or adversely impacts the University of Portland School of Nursing, that provides information about clinical sites or patients, or that violates any privacy protection laws. See HIPAA Policy. Each student is held accountable for following the policies of the agency where they have clinical experiences. The University of Portland School of Nursing Social Media Policy is intended to protect all students regardless of the clinical agency’s policies.

Students will not use social media while attending clinical experiences. Students must avoid using any clinical agency name, posting any photographs, or make or any reference to any patient care situations on social media. The University of Portland School of Nursing holds a zero-tolerance approach to social media and patient-care-disclosure, e.g., zero postings of clinical agency names; zero postings of any patient care stories; zero postings of any pictures taken in clinical agencies. This policy ensures the student is protected under the guidelines of all clinical agency partner affiliation agreements.

There may be times when a student encounters a nurse or other members of the healthcare team who indicate it is acceptable to share information on social media. Regardless of messages delivered in a specific clinical agency, all students are held to the standard of this policy.
Students are held accountable for upholding this social media policy as members of the School of Nursing community and as future professional nurses. Students should approach anyone who may have breached social media or patient protection policies in a professional and respectful manner so that the offending individual could correct the behavior. In cases of HIPAA violations, the student identifying the breach and the student conducting the breach are both required to notify the lead faculty for the course. The University of Portland School of Nursing prohibits taking negative action against any student for reporting possible violation of this social media policy. Any student who retaliates against another student for reporting a possible deviation from this policy or for not cooperating in any investigation will be subject to disciplinary action, up to and including dismissal from the School of Nursing.

Students can be legally liable for what is written or posted online. Inappropriate content is unprofessional and includes, but is not limited to, images, pictures, statements, poor role-modeling, bullying or any other form of disrespect to others; breaches of confidentiality that can place any client or family in jeopardy of identification, and/or inappropriate or illegal activities. Violations of client confidentiality are always unethical and inappropriate. Any breach of confidentiality and/or inappropriate content postings on social media will result in disciplinary action taken by the School of Nursing and the University of Portland Students Conduct Program. Violation of this policy will include failing a course or possible dismissal from the School of Nursing. The University’s Code of Conduct is available on the Student Conduct Process website. Conduct guidelines are also found in the University of Portland Life on the Bluff student handbook, which can be found on this website.

**HIPAA POLICY**

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that governs the use, transfer, and disclosure of identifiable health information. HIPAA Privacy Regulations include protection of rights for individuals and privacy requirements for healthcare providers and health plans. This means any piece of information about an individual's health, about any patient care interactions, the treatment for the health condition, or the payments for the health services are protected by law. Health information includes information about those who are alive and those who are deceased.

The HIPAA Privacy Regulations apply to all students in the University of Portland School of Nursing. Students are required to know and understand the HIPAA Privacy Regulations. All nursing students will be certified regarding compliance during onboarding of clinical requirements. Students are prohibited from removing any documentation from any clinical site that has any patient identifying information. This includes patient records, notes, or print-outs of any kind. There may be times when a student encounters a nurse or other members of the healthcare team who indicate it is acceptable to remove patient information from the organization for student preparation for patient care. Regardless of messages delivered in a specific clinical agency, all students are held to the standard of this policy.

If students transcribe patient information from their practicum for preparation, planning, or assignments, the information it must be de-identified in accordance with the de-identifying protocol laid out by the US Department of Health and Human services regulations for Protected Health Information:
https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/. Any violation of HIPAA regulations or this policy will result in a faculty panel review. Action for violation of this policy will include failing the course and possible dismissal from the School of Nursing.

STUDENT INFORMATION CHANGES

Students are responsible for informing the Registrar and the School of Nursing of any name, address, email, and telephone changes in a timely manner. Forms for this purpose are available in the Office of the Registrar, or students may change contact information in PilotsUP under the “Self-Serve” link.

STUDENT NURSES ASSOCIATION

The University of Portland Student Nurses Association (UPSNA) is an assembly of future nurse leaders dedicated to the promotion of pre-professional development and discovery through the creation of a supportive community within the School of Nursing, holistic health and wellness promotion, and engagement in the greater UP community. UPSNA provides members with opportunities for personal growth, professional development, social support, academic success, and community service. UPSNA accepts all nursing students as members and encourages all to participate. UPSNA is a recognized member of the Associated Student Body of the University of Portland and is the official voice of students to the administration of the School of Nursing. UPSNA officers are elected annually by the members of the organization.

STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES

Each year student representatives will be selected to act as a liaison between students and the School of Nursing Community. Student representatives are selected annually by committee chairs to participate as members on the School of Nursing committees. Student representatives are responsible for:

- Defining issues that impact the student body within the School of Nursing or the University.
- Attending School of Nursing committee meetings to communicate student priorities and actively contribute to the committee.
- Reporting the work of committees back to the student body.
- Representing the student body as requested by the School of Nursing dean at various events on campus and in the community.

SUBSTANCE ABUSE AND SUBSTANCE ABUSE TESTING POLICY

Students in the School of Nursing who enter the nursing program accept responsibility for their behavior as learners and in fulfilling their professional duties as a nurse safely caring for patients. Students agree to refrain from behaviors that are derogatory to the practice of nursing or put patients at risk for harm. Substance abuse is prohibited by nurses and nursing students. Students will not engage in the practice of nursing in any classroom, on-campus clinical, or off-campus clinical setting while impaired. All nurses, including those in healthcare agencies, faculty, and nursing students, are bound by ethical and legal requirements to report suspected illegal drug use.

Students will uphold the drug and alcohol policies published in the University of Portland Life on the Bluff student handbook. Violations of the School of Nursing substance abuse guidelines may result in
disciplinary action up to and including dismissal. Unauthorized possession, purchase, sale, distribution or manufacture of any mind-altering chemical substance, including medical marijuana with a medical marijuana card, by a student may be grounds for immediate dismissal. Students who misuse prescription drugs are also subject to dismissal.

- Clinical sites may require pre-placement substance use screenings in addition to the standard School of Nursing screening. The results of such a screening could lead to action by the University under these guidelines or any other applicable University policies.
- Students and faculty in the School of Nursing are responsible for communicating suspected substance abuse to the School of Nursing associate dean for baccalaureate education.
- Nursing students suspected of substance abuse will be informed of the concern in writing by the associate dean. Students will be required to provide a urine sample within 24 hours of notification.
  - If for any reason the urine sample is inadequate or invalid for a substance screen, it will be considered suspect and an additional screen will be required within 24 hours.
  - Students who refuse submission to a substance screen will be denied progression in the School of Nursing.
  - Students who falsify a substance screening will be immediately dismissed from the program.
  - All costs related to this additional substance screening are the responsibility of the student.
- Generally, a student will be given 24 hours’ notice that a substance screen is required. However, an immediate substance screen may be administered if the actions of the student suggest to nursing program faculty that the student may be impaired during any classroom, on-campus clinical, or off-campus clinical activities.
- If immediate testing is required, transportation needs will be assessed and the cost will be incurred by the student.
- Nursing students suspected of substance abuse will be referred for a professional evaluation. Any costs related to this evaluation will be the responsibility of the student.
  - Students who refuse a professional evaluation will be denied progression in the School of Nursing.
  - The School of Nursing may request a release of information related to the professional evaluation.
- A student in treatment for substance abuse may be requested to have a no-notice substance screen.
- Students found via a professional evaluation to have a substance abuse health problem will be required to undergo treatment in order to progress in the nursing program. Students are financially responsible for their treatment.
- While undergoing active treatment, a student's continued participation in classroom and clinical activities will be determined by the School of Nursing associate dean for baccalaureate education. The School of Nursing associate dean for baccalaureate education will notify the student of the decision in writing, explaining the factors on which the decision was made.
- Students who undergo treatment are expected to remain substance free. Any identified behavior which indicates suspected substance abuse will require retesting and possible dismissal from the School of Nursing.
• Students are held to these guidelines while enrolled in the School of Nursing including during any leave of absence. Students are required to report any violation, arrest, or conviction against this policy.
• Students are encouraged to fully disclose information about any substance abuse and recovery to the board of nursing in the state to which they are applying for licensure.
• Students who have a positive drug screen will be subject to random drug testing while enrolled in the School of Nursing. A positive test subsequent to the first positive test will result in dismissal from the School of Nursing.

Marijuana Use
As a University of Portland nursing student, a commitment to the highest professional standard and the solemn contract we hold with society to be safe, competent caregivers is expected. Our legal contracts with clinical agencies require clean substance screens. State laws that legalize marijuana do not change our standard and our commitment to a drug-free life style, both during the school year and during breaks. Use of marijuana, even though legal in Oregon and other states, will not be permitted in the School of Nursing. Violations of the School of Nursing substance abuse guidelines will result in disciplinary action up to and including dismissal.

TRAVEL GUIDELINES FOR STUDENTS
The School of Nursing supports University sponsored study abroad opportunities for students. In addition to study abroad, the nursing student may have the opportunity to be involved in international or national nursing immersion experiences. School of Nursing international or national travel for University of Portland credit and in the role of an undergraduate nursing student must involve nursing faculty oversight and presence.

While enrolled in any upper division nursing course, students may not participate in any in-country or international medical excursions where care is given without faculty supervision. If students choose to travel internationally or nationally independent of supervision while they are pursuing their nursing degree, they cannot be excused from classes to do so, nor can they represent themselves as affiliated with the University of Portland as a nursing student. No exceptions will be made. These guidelines are based on safety concerns, legal and liability issues, and concerns about cultural sensitivity. These guidelines do not restrict students from leisure or exploratory travel. The University of Portland School of Nursing accepts no responsibility for student leisure or exploratory travel outside of sanctioned University-approved travel programs.

Faculty must be in consensus with supporting students with international experiences and grant permission for students to attend faculty guided national or international experiences. Planning for faculty guided national or international travel must be initiated early in the junior year of nursing school to ensure proper planning. Student actions to complete in preparation include:
• Confirming a University of Portland School of Nursing contract is established with selected Non-Governmental Organization (NGO), school of nursing, or In-country Service Organization.
• Completing the international nursing elective course prior to departure.
• Signing and submitting an international university waiver form.
• Obtaining travel insurance.
• Determining with faculty the percentage of clinical hours (up to 25% for the course) for which the student will receive credit. The remaining percentage of course clinical hours will be completed at an established Portland area clinical site.
ACADEMIC
ACADEMIC WARNINGS

Faculty members give academic warnings to students who are near failing or failing a course. Students who receive an academic warning should immediately follow the directions on the academic warning and make an appointment with their course instructor and advisor to discuss their progress.

CARNEGIE CREDIT CONVERSION FOR UNDERGRADUATE COURSEWORK

Workload for a lecture course entails one hour for each credit of in-class time plus two to three additional hours per credit per week outside of the classroom. For example, a three credit course requires three hours of in-class time per week plus an additional minimum of six hours and maximum nine hours each week reading textbooks and journal articles, completing assignments, and doing other outside work to be completely prepared for class. Some students may need more time, but it is rare for students to need less time to be adequately prepared.

GRADING STANDARDS

Standards for Passing

Course syllabi contain a full description of standards for passing individual courses. General standards upheld by all faculty in the School of Nursing for passing a course are:

- A minimum grade of 76% is required for the didactic portion of nursing courses.
- For courses with a clinical component, a “Pass” in clinical is required to pass the didactic portion.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>92-94.9</td>
</tr>
<tr>
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<td>88-91.9</td>
</tr>
<tr>
<td>B</td>
<td>85-87.9</td>
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<tr>
<td>B-</td>
<td>82-84.9</td>
</tr>
<tr>
<td>C+</td>
<td>79-81.9</td>
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<tr>
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<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

Final grades in the School of Nursing are calculated to the tenth of a point to determine the letter grade. Grades are not rounded up for individual assignment grades, examination grades, or for overall calculation of final grades. For example, a grade of 75.92% will not be rounded up to 76%.

EXAM GRADING REQUIREMENTS

For courses with exams, if the total exam grade does not equal at least 76%, further calculations of additional course evaluation methods (discussion forums, papers, presentations etc.), cease. The final grade assigned to the course will be the total exam grade.
EXAMINATION PROCEDURES

The School of Nursing will enforce the following exam administration procedures to promote a test-taking environment that is fair, free from excessive noise and interruptions, and partially replicates licensure examination procedures.

- Faculty members and examination proctors will not respond to individual student questions about exam questions during the examination. If students have questions about an exam question or are struggling with an exam question, they should write out the question number and their concerns on the provided “question query” form.
- Bags, purses, wallets, smart-watches, and digital devices will be placed in the front of the classroom and may not be accessed during the examination.
- Hats with a brim and gloves may not be worn. If students wear stocking caps (hat), proctors have the right to ask to view the inside of the hat. NOTE: licensure examination procedures will not permit coats, hats, scarves or gloves.
- Food and candy are not permitted unless the student has a documented medical need for food during the examination. (Note: in licensure examinations, no food is permitted in the testing room, instead, food is placed in a locker and students will only have access to food during breaks).
- Students may have a beverage during testing. Exam proctors have the right to look at beverage containers to evaluate anything that is written on the container.
- Bathroom breaks are permitted. Only one student may leave the exam room at a time. Students are required to turn in all exam items to the proctor while they are in the bathroom and items will be returned when the students returns. Students who choose to use the bathroom during an exam will not be given extra time to take the exam.

High-stakes Testing

The School of Nursing integrates high-stakes testing within the curriculum to determine and document student achievement against standards of nursing knowledge and competent nursing practice. High-stakes testing is defined as any testing situation that has an effect on a student’s progression or non-progression within the program of study. High-stakes exams are essential to:

- Determine minimum levels of competency associated with knowledge, skills and attitudes that are acceptable for professional practice;
- Protect the public by setting a standard for competent versus incompetent practice;
- Provide faculty with the ability to accurately separate those who are competent from those who are not (Boulet, 2008; Goldsworthy, 2012; NLN, 2012; Shultz, 2010; Spurlock, 2006);
- Evaluate the curriculum and program of study to provide a mechanism for early detection of struggling students with subsequent development of a remediation plan; and
- Evaluate NCLEX preparedness and predict students’ ability to pass NCLEX.

In courses that integrate high-stakes examinations, a “no-pass” on the high-stakes examination will result in a "no-pass" in the course. For example, in NRS 312: Introduction to Professional Nursing Practice, a student may be passing the didactic portion of the course, but does not pass one of the required high-stakes on-campus clinical examinations. Not passing a high-stakes examination will result in not passing the course.
Examples of high-stakes testing include but are not limited to on-campus clinical performance exams and a final comprehensive exam. The School of Nursing is dedicated to promoting student success. Students who do not pass a high-stakes exam are offered remediation services. Not passing a high-stakes exam could result in the student not progressing in the curriculum or graduating. Students should refer to individual course syllabi regarding high-stakes exams within specific courses.

**Examination Attendance**
Exams are scheduled months in advance and are administered throughout all days of university operations, including all of final exam week and the days prior to school breaks. Exams will only be delivered at the scheduled date and time. Exams will not be provided early for student errors in scheduling break and holiday travel. Student requests for early examination administration will not be granted.

**Grade Appeal Process**
Information on the grade appeal process is in the Academic Regulations section of the *University Bulletin*.

**ADMISSION, PROGRESSION, AND DISMISSAL**

**Admission**
Freshmen and transfer student applicants must meet the general entrance requirements of the University as stated in the Office of Admissions section of the *University Bulletin*. The School of Nursing supports the University’s non-discrimination statement.

*Four Year Students – Freshman entry*

**School of Nursing Admission Requirements**
- Completion of a high school or college-level general chemistry course prior to enrolling in BIO 205.
- Students with a recentered verbal SAT score of 530 or below, or ACT score of 22 or below must enroll in ENG 107.

Progression into the School of Nursing upper division major is based on the following criteria:
- A cumulative GPA of 3.0 or above by end of sophomore year.
- A cumulative GPA of 3.0 or above for the required sciences that are taken at the University of Portland by end of sophomore year. Any 4-year student wishing to transfer a science class from another institution first needs the permission of the associate dean for baccalaureate education and must earn a grade of B or better in that course. Grades of C- or lower in any required science course or pass/no pass are not allowed.
- A grade of C or better in NRS 101, NRS 202 and NRS 203.
- Completion of all prerequisite coursework. Students may only repeat one lower division course one time, and only if they receive a C- or lower in the course per University of Portland academic regulations (see *University Bulletin*).
- Students may only repeat one upper division science course one time, and only if they receive a grade of C- or lower, per University of Portland academic regulations or with permission of the associate dean for baccalaureate education. See *University Bulletin*. 

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• Satisfactory completion of all clinical entry requirements, including required clean drug screen and immunizations.

Additional Progression Information
Admitted freshmen students who have transfer credits will be considered for early placement into upper division nursing courses at the discretion of the School of Nursing. Student conduct issues will be taken into consideration for progression into upper division. Students with a positive drug screen prior to admission to upper division will be dismissed from the School of Nursing. Students who have been suspended from the University risk dismissal from the School of Nursing.

Admission to upper division nursing courses is predicated on completing the required science coursework by the end of the spring semester of sophomore year. Students who do not meet the minimum cumulative science GPA of 3.0 for the required science courses by the end of their prerequisite lower division coursework will not progress into upper division nursing coursework the following fall semester.

Transfer Students – Junior Entry

All nursing transfer students enter at the junior level and must have completed their prerequisites prior to beginning the nursing major. Transfer student GPA for admission to upper division nursing courses is calculated from all transcripts submitted for review. Acceptance is based on:
• A cumulative GPA of 3.0 or above.
• A cumulative grade of 3.0 or above for the required science courses. Any 4-year University of Portland student requesting an internal transfer to nursing and wishing to transfer a science class from another institution first needs the permission of the associate dean for baccalaureate education and must earn a grade of B or better in the course. For any transfer student, internal and external, grades of C- or lower in any required science course or pass/no pass are not allowed.
• Completion of all prerequisite courses. Prerequisite courses may be taken at any accredited college or university.
• All prerequisite courses must be graded with a C or higher. Pass/No Pass is not accepted for prerequisites.
• Satisfactory completion of all clinical entry requirements, including required clean drug screen and completion of all immunizations.
• Computer experience/ literacy (ability to use a computer for word processing, email, and access to the Internet is required).

Progression
Progression in the School of Nursing baccalaureate upper division program of study requires:
• A grade of C or better, or Pass in all nursing courses.
• Successful completion of all prerequisites for a course prior to being seated in that course.
• Qualification to participate in the clinical components of the program.
• If a student is unsuccessful in passing any nursing course, this course must be successfully completed before progressing on to any additional course in the nursing major. The only exception is if a student fails the clinical component of a course within the first clinical rotation
of a semester. In this case, the student may complete the remainder of the registered courses for that semester only.

- Students who withdraw from or fail a course may repeat the course in the next semester the course is offered on a space-available basis as determined by the associate dean for baccalaureate education. The ability to repeat a course in the following semester is not guaranteed.
- Prior to returning to a clinical rotation, the student will be required to demonstrate skill competencies.
- Students wishing to withdraw from a nursing course must do so before the final exam, or by the University’s withdrawal deadline, whichever comes first, unless an exception is granted by the associate dean for baccalaureate education.
- Students may not withdraw from a course that was previously failed.
- Throughout the upper division program of study, students may withdraw from a course only one time, unless an exception is granted by the associate dean for baccalaureate education.
- Students may repeat only one upper division nursing course one time, regardless of a previous withdrawal or failure. Withdrawal or failure to meet minimum requirements of two total upper division nursing courses will result in dismissal from the School of Nursing.

**Notification and Recommendations to Non-progressing Students**

Students who will not progress to the next semester of the nursing program will be notified in writing by the BSN program director. Non-progressing students include those students who have withdrawn from or have been unsuccessful in one nursing course. The letter may include information about University requirements for progression and encouragement for students to meet with their academic advisor to discuss a plan for further study in the program. The student must meet with the BSN program director concerning requirements for re-entry to a course or clinical experience (e.g. clinical competency assessment and current clinical requirements).

**Interrupted Progression: Student Clinical Competency Testing**

Upper division nursing students whose studies will be interrupted due to a withdrawal or failure will receive an interrupted progression agreement after grades have been posted at the end of the current semester. The progression agreement will detail the changes in their program of study. If the change in program of study includes one or more semesters without a clinical component, the student will be required to demonstrate clinical competency prior to entering a course with a clinical component. The interrupted progression agreement will include NRS 401: Preparation for Re-entry into Clinical Coursework (1 credit). This course must be successfully completed prior to the first course with a clinical component.

**Dismissal**

A student will be dismissed from the School of Nursing for any of the following reasons:

- Unsatisfactory completion of two or more upper division nursing courses.
- Unsatisfactory completion of a repeated upper division nursing course.
- Unsatisfactory clinical performance.
- Inability to participate in clinical component of the program because of incomplete clinical site requirements.
- Unsafe clinical performance.
- Breach of academic integrity.
- Violation of Social Media or HIPPA policy.
• Any health related problem that prevents the student from satisfactorily meeting the course objectives consistent with the Americans with Disabilities Act.
• Professional judgment of the faculty.
• Unsafe/unprofessional behavior per recommendation of Corrective Action Plan Review Panel.

Dismissal Appeal Process
The student will receive a letter from the School of Nursing identifying reasons for dismissal. Information on the dismissal appeals process is in the Academic Regulations section of the University Bulletin.

DEGREE REQUIREMENTS
To qualify for the degree, the following requirements must be met:
• Completion of all the prerequisite course work. Lower division credits taken prior to matriculation at University of Portland that meet the requirements of the University of Portland may be taken at any accredited college or university.
• A cumulative GPA of 3.0 or above in all lower division courses.
• A cumulative GPA of 3.0 or above for the required science courses.
• A grade of C or better or pass in all nursing courses.
• A grade of Pass (P) in NRS 498.
• Successful completion of all nursing course and program requirements.
• Completion of a minimum of 121 semester hours.

WRITING REQUIREMENTS IN THE SCHOOL OF NURSING
The faculty of the School of Nursing incorporate writing into the curriculum at all levels. Students are expected to demonstrate the ability to effectively communicate via written medium. Student writing is also used to evaluate student performance. Written assignments are structured to assist students to:
• Develop a habit of writing.
• Actively engage in the learning process.
• Strengthen basic writing skills.
• Build a knowledge base.
• Use written forms common to nursing practice.
• Design nursing care.
• Master information systems’ technology.
• Organize, summarize, analyze and synthesize ideas.
• Interpret ideas expressed by others.
• Articulate and support one’s position or argument.
• Create a mode of self-expression, thought and reflection.

The current edition of the American Psychological Association (APA) Publication Manual must be used for formatting written assignments, unless otherwise specified by faculty. APA resources can be found on the Clark Library website.
CLINICAL
CLINICAL COMPLIANCE

Clinical sites accredited by the Joint Commission and the Oregon Health Authority require that students adhere to the standards set by the clinical site and must describe and show proof of completion of clinical orientation, knowledge of safety, and attainment of any other organization-specific requirements or standards. Students are required to log in to ACEMAPP to provide current evidence of their compliance with clinical practice requirements to clinical partners and Joint Commission.

CLINICAL REQUIREMENTS

Clinical requirements are extremely important and relevant to the future professional life of the nursing student. Cooperation with School of Nursing processes in meeting deadlines is a required component of nursing education and the clinical experience. Keeping information current is the student’s responsibility. Timely submission of clinical requirement documentation ensures that coordination with clinical sites will not be delayed.

Clinical requirements are to be completed and submitted by the student into ACEMAPP, prior to beginning the upper division nursing major. Students who do not provide the required information by the School of Nursing deadline are not permitted to continue in the nursing program. Students may have additional clinical requirements set by the clinical facility throughout the program of study. Clinical requirements must be kept current throughout the nursing program. All documentation will be reviewed upon entrance to the nursing program and prior to each subsequent semester until program completion. All clinical requirements will be verified by the program compliance specialist. Once requirements are completed, the student can access the clinical passport in ACEMAPP.

One week after the deadline for submission of clinical requirements has passed, students and faculty will be notified that, until compliant, the student will not be allowed to attend clinical experience. No make-up of missed clinical time due to lack of adherence to clinical requirement guidelines will be allowed. A Corrective Action Plan will also be completed with the student.

Students are encouraged to provide information to clinical faculty and the Health and Counseling Center regarding any current health issues that may affect the safety of the student or the client in the clinical setting.

Students are required to provide approved documentation of the following clinical requirements prior to beginning the upper division nursing major. Students are responsible for any costs incurred to complete these requirements.

**HIPAA, Bloodborne Pathogens and OSHA Training**
Students must complete online HIPAA, Bloodborne Pathogens and OSHA training within ACEMAPP prior to the first clinical course and repeat training annually until program completion.

**Cardiopulmonary Resuscitation (CPR) Card with Automatic External Defibrillator (AED)**
Current American Heart Association BLS Healthcare Provider CPR certification with adult, child, and infant CPR and AED is required to attend on-campus and off-campus clinical experiences throughout
the program of study. Certification must include psychomotor and written testing. Verification of current CPR certification is verified in ACEMAPP and renewal of certification is submitted prior to expiration.

**Criminal History Information**
Students are required to complete an electronic criminal history information form upon entry and reentry into the upper division nursing program. Some clinical agencies require students to complete an additional facility criminal history check, which may include fingerprinting, prior to placement in their particular clinical site. Criminal history information is kept on file with the program compliance specialist and in ACEMAPP.

Students must meet criteria established by state boards of nursing in order to sit for the NCLEX-RN and be licensed as a registered nurse. State boards of nursing criteria include assessment of the individual’s past criminal record. A history of specific criminal behaviors may preclude the individual from licensure. Students with questions regarding their potential eligibility for licensure should contact the associate dean for baccalaureate education as soon as possible.

**Drug Screening**
Students are required to complete and pass a ten-panel substance screening prior to entry and reentry into the upper division nursing program. If a student fails a substance screening, or if there is suspicion of substance abuse, the School of Nursing will follow the guidelines under the Substance Abuse and Substance Abuse Testing Policy. If a student refuses to submit to a substance screening, the student will be dismissed from the School of Nursing.

**Health Insurance**
While in clinical, all nursing students are required to have health insurance coverage, which will cover healthcare and any injuries that may occur. If needed, health insurance is available through the University’s Office of Student Accounts. Students are not permitted to participate in clinical experiences without verification of health insurance coverage. Upper division students are required to verify current health insurance coverage in ACEMAPP at the beginning of each summer session while in the program.

**Immunizations**
Upper division nursing students are required to submit immunization documentation prior to beginning the nursing major as directed in the School of Nursing Immunization Guidelines. All health records must be current and appropriate documentation must be uploaded to ACEMAPP. Subsequent updates to records must be uploaded to ACEMAPP prior to expiration dates. See the School of Nursing Immunization Guidelines in Appendix G.

The School of Nursing Immunization Guidelines are included in the student handbook for information purposes only. Clinical requirements are subject to change within an academic year. Questions related to clinical requirements may be directed to the School of Nursing program compliance specialist.
SHARING STUDENT PERSONAL IDENTIFICATION INFORMATION FOR CLINICAL SITE ONBOARDING

Undergraduate nursing students entering upper division will be required to read and sign the statement below. This information will be provided in the orientation information that is sent to students by the undergraduate program counselor prior to junior year. Signed statements will be added to the student’s academic record.

Student Personal Identification Information Sharing Statement

An important aspect of clinical learning involves attaining access to electronic health record systems during clinical placements with our practice partners. In order to comply with these agencies’ cyber-security systems for assigning electronic access, we are required to share students’ personal identifying information, such as name, date of birth, full social security number, address and a telephone number.

The School of Nursing has worked to ensure that all information is provided to our practice partners via secure electronic systems and is provided for official use only. Sharing this information is required for students to obtain the clinical experience necessary to graduate from any nursing program at the University of Portland School of Nursing.

DRESS CODE

Students must adhere to School of Nursing dress and appearance standards when functioning in a professional capacity in all on-campus and off-campus clinical experiences. On-campus clinical includes lab instruction and simulation time in the School of Nursing Dean Terry Misener Learning Resource Center (LRC). Students are required to be in the approved School of Nursing uniform for all clinical experiences. The dress code is strictly enforced. Students not adhering to the dress code for any on-campus or off-campus clinical experience will not be admitted into the clinical setting. Missed clinical for failure to adhere to the dress code may affect a student's ability to pass the course.

Students are required to be meticulous regarding personal hygiene.
- Uniforms, shoes, shoelaces, socks, hair, and skin are all required to be clean and free of odor.
- The use of deodorant and mouthwash is encouraged.
- Fragrances are not to be worn.
- Gum chewing is not allowed in clinical situations.

Students will maintain nails that are short and clean.
- Artificial nails are not allowed in on-campus or off-campus clinical settings.
- Nail polish (clear or colored) is not allowed in clinical settings to reduce the spread of infection.

Hair is to be arranged neatly and secured with hairpins, plain clips or rubber bands, etc., so that it will stay out of eyes and working area.
- Hair may not be dyed in unnatural colors such as blue, pink, or purple, and may not have extreme color differences.
- Beards are to be clean, neat and well-trimmed.
Jewelry is limited to one watch, one ring or wedding set per hand, and one set of "post" type earrings that may be worn in the earlobes.

- The wearing of the Providence Scholar pin on the student uniform in clinical will be the decision of the student.
- Body piercing other than earrings must be removed.
- Visible tattoos must be covered.

**Protective Equipment**
- Students will use personal protective equipment (eyewear, masks, gowns, gloves) as prescribed by the policy of the agency to which they are assigned.
- It is generally expected that the agency will provide this equipment for students. If this is not possible, the School of Nursing will provide such equipment as recommended by the agency's policy.

**The School of Nursing Uniform**
The School of Nursing basic uniform and lab coat must be purchased from the University of Portland bookstore.

The basic uniform consists of scrubs with matching tops and bottoms. Two sets must be purchased. Scrubs must:
- Be kept in good repair and not faded.
- Be wrinkle-free.
- Not be tight-fitting.
- Be laundered after each day of client contact to reduce the spread of infection.
- Have the School of Nursing patch applied to the left arm. See Appendix H.
- A plain white or black long or short sleeve T-shirt or tank top may be worn under the scrub top and tucked in.

An all-white lab coat is required. Lab coat must:
- Be wrinkle-free.
- Be laundered after each day of client contact to reduce the spread of infection.
- Have the School of Nursing patch applied to the left arm. See Appendix H.

Socks must be worn while in uniform.

Shoes must be closed-toe and closed-heel. Shoes must:
- Have the primary color as black, white or grey. Accent color is acceptable.
- Not contain overall prints such as stripes, polka dots, plaid or animal print.
- Have flexible soles and low heels. Athletic shoes are acceptable.
- Not be canvas or suede.

A School of Nursing clinical photo ID badge must always be worn and readily available as part of the uniform. The School of Nursing will provide the clinical photo ID badge to the student after verification that all clinical requirements are completed prior to the first clinical course.
Professional Dress Guidelines (when not in uniform)

Students will arrive at clinical settings conservatively and professionally dressed. Before entering any clinical site, students must clarify with faculty the dress requirements are for the specific clinical setting to which they are assigned. Regardless of the dress requirements, students must wear the School of Nursing clinical photo ID badge in all clinical settings at all times.

Students are expected to comply with the dress requirements of the clinical setting, site, or agency to which they are assigned. Students in clinical settings prior to assigned clinical time to gather information in preparation for client care must wear their white laboratory coat and the School of Nursing clinical photo ID badge. Some clinical practice organizations require students to wear their complete School of Nursing uniform and clinical photo ID badge for clinical preparation.

Failure to meet professional dress guidelines will result in the student being sent home, resulting in an unexcused absence for missed clinical.

Professional dress includes, but is not limited to:

- Dress pants or khakis (not skin tight).
- Tops: short or long sleeved collared shirt and/or sweater with a professional appearing neckline and length.
- Dresses or skirts must be knee length or longer.
- Clothing may not be ‘see through’.

Examples of inappropriate dress for which students will be sent home include, but are not limited to:

- Sweat pants
- Sweat shirts
- Excessively short skirts
- Plain or logo T-shirts
- Leggings/pajama bottoms
- Jeans
- Shorts
- Halter tops
- Any sexually provocative attire
- Flip flops/sandals
- Shoes with holes
REQUIRED EQUIPMENT

The following items must be purchased prior to the first day of junior classes.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stethoscope</td>
<td>Adult size with diaphragm and bell. Single tube preferred.</td>
<td>$30 - $100; Three options available online or at the UP Bookstore. Also available at uniform shops or online.</td>
</tr>
<tr>
<td>School of Nursing Clinical Patch</td>
<td>The patch is worn on the scrub top and lab coat. See instructions in Appendix H.</td>
<td>$3.50 per patch (3 required) Available at UP Bookstore.</td>
</tr>
<tr>
<td>Wrist Watch</td>
<td>Must be an analog (non-digital) wristwatch that has a second hand.</td>
<td>Varies</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION ABOUT CLINICAL EXPERIENCES

Students are placed in a variety of agencies to ensure the broadest range of experiences. The majority of these agencies are in the greater Portland metropolitan area. Some students may have the opportunity to experience clinical in other locales. Clinical placement decisions are based on the individual student’s academic needs, not on convenience or transportation limitations. Students will be required to attend a Public Safety driver safety course upon entering the upper division undergraduate nursing program. Transportation to and from clinical experiences, including parking fees, is the responsibility of the student.

Preparation for Clinical Experiences

Students must be fully prepared for client care in both on-campus and off-campus clinical environments according to the objectives specific to that particular clinical experience and according to the directions provided by faculty. Students who are not prepared for clinical as outlined in Clinical Performance Requirements (Appendix B) will be sent home, resulting in an unexcused clinical absence.

Students will be given specific instructions by clinical instructors for each clinical facility prior to the first clinical day in that facility. Students may enter their assigned clinical site only:

- To prepare for client care as arranged by the faculty member. Many clinical rotations require preparation one day prior to the clinical experience. Approximately two hours are required at the agency for client selection and assessment.
- At scheduled clinical times.
- When special arrangements are made through the faculty member for entry into a clinical facility to complete course requirements outside of scheduled clinical time.
- In attire appropriate to the clinical facility and wearing a School of Nursing clinical photo ID badge.

Safety Guidelines

The School of Nursing has a concern and responsibility for the safety of nursing students and of clients for whom students provide nursing care. A discussion of personal safety will be included in the orientation to each clinical course.
If a student is injured at the clinical site, the student must notify the clinical instructor and complete the appropriate report(s) as designated by the clinical facility. One copy of the report will be sent to the School of Nursing associate dean for baccalaureate education. The student must also sign a School of Nursing Exposure/Incident Report that is completed by the clinical faculty (Appendix D), and complete any forms required by the student’s personal insurance company.

Students are responsible for their belongings during clinicals. Neither the School of Nursing, nor the University, are responsible for stolen items.

**Clinical Cancellation**
Clinicals will be cancelled when the University is closed and may also be cancelled or delayed at the discretion of the clinical instructor. The instructor will verify cancellation by contacting the students by phone and email. If students feel it is unsafe to drive, they are to notify the clinical agency and the clinical instructor prior to the start of the scheduled clinical time.

**Capstone Clinical Experience**
NRS 498: Capstone Clinical Immersion is a 180-hour clinical experience allowing students to demonstrate successful completion of all School of Nursing program outcomes. Students may request clinical unit type or specialty preferences, but placement will be based on availability, location, recommendations from faculty and the student’s academic record. Student requests will be reviewed by a committee before placement is approved. All decisions are final.
APPENDICES
APPENDIX A: COMMITMENT TO ACADEMIC INTEGRITY

As a member of the University of Portland community, and as a student entering the nursing profession, behaviors indicative of honesty and integrity are expected and necessary.

“Academic integrity is openness and honesty to all scholarly endeavors. The University of Portland is a scholarly community dedicated to the discovery, imagination, and dissemination of truth, and to the development of the whole person. Membership in this community is a privilege, requiring each person to practice academic integrity at its highest level, while expecting and promoting the same in others. Breaches of academic integrity will not be tolerated and will be addressed by the community with all due gravity” (from the University of Portland’s Code of Academic Integrity).

Examples of breaches of academic integrity include, but are not limited to: plagiarism, collaborating with others when individual work is required, using unauthorized resources on exams, forgery, and copying or misrepresenting the work of others.

Furthermore, the Code of Ethics for Nurses, established by the American Nurses Association, requires nurses to uphold a high level of accountability, self-morality, preservation of the wholeness of character, and personal integrity. In addition, Oregon law requires that the nurse “demonstrates honesty and integrity in nursing practice” [Oregon Revised Statute 678-150 Section 851-045-0040(3)(i)].

This signed form will be kept on file and in effect for the duration of time the student is enrolled at the University of Portland, School of Nursing. A copy will be available upon request.

Due to the expectations and written requirements of the University and the School of Nursing, the nursing profession, and the Oregon State Board of Nursing, I understand that my behaviors as a student at the University of Portland School of Nursing must reflect the highest levels of honesty and integrity. I understand that breaches in academic integrity will result in disciplinary action up to and including dismissal from the School of Nursing.

____________________________________________________
Student Signature

____________________________________________________
Student name (printed) Date
APPENDIX B: CLINICAL PERFORMANCE REQUIREMENTS

Clinical (including on-campus clinical and simulation) is a critical component of learning in the School of Nursing. In clinical the student represents the nursing profession and the University of Portland School of Nursing. Students are expected to be professional and provide safe client care. See Behaviors Implying the Presence of Professional Values, on the next pages. In order to do this students are expected to:

- Be prepared for clinical. This means that all required study guides and clinical preparation tools must be completed before the clinical start time. Students who are unprepared for clinical will be removed from the clinical site and sent home from clinical. Consistently being unprepared for clinical will result in failure of the clinical portion of the course, hence failure in the course.
- Provide safe client care. Clinical is a learning experience where students apply what is learned in class and through preparation provide safe client care. Therefore students are evaluated on their ability to consistently perform safe client care, which is clearly detailed in the clinical evaluation tool. Students who are unsafe in clinical practice will fail clinical, hence will fail the course.
- Perform at or above clinical expectations in all nine program outcomes. Each clinical experience across the program of study builds on each other in complexity and performance expectations. Expected student performance for the clinical is clearly detailed by each of the program outcomes in the clinical evaluation tool with specific exemplars.
- Complete all required clinical paperwork at a passing level in order to pass the clinical portion of the course. Consistently late or minimal clinical paperwork will be considered inadequate and result in a non-passing clinical grade.

Students will be formally evaluated by faculty at mid-clinical and at the end of the clinical experience. Students will complete a detailed clinical self-evaluation at the end of clinical, which is to be turned in and discussed with their clinical faculty at the end of the clinical experience.

Students are required to demonstrate these professional behaviors and safe practices at all times in the classroom and clinical setting throughout the nursing program. Students who demonstrate a need for professional coaching will receive notice, along with a Corrective Action Plan about how to improve behaviors and/or practice in the classroom and/or clinical settings. The Corrective Action Plan will remain a part of the student’s record throughout the nursing program. An accumulation of three occurrences, or any occurrence that potentially places the client, self, or others in immediate danger, will result in a full review of the student’s record by a review panel. Any occurrence or occurrences thereafter will also result in a review. Finally, a faculty member may request a review for a single unsafe/unprofessional occurrence if the faculty member believes the behavior is significant enough to warrant a review.

At times, students may become ill or have an emergency and not be able to attend clinical. Students are expected to contact University of Portland clinical faculty and the clinical site before or at the time clinical starts to receive an excused clinical absence and discuss make up requirements. Students who need to make up clinical are expected to do so at their own expense based on several factors. Reference School of Nursing Undergraduate Student Handbook for details.
Students are expected to be on time for clinical and to be dressed in appropriate professional University of Portland clinical attire. Students who are inappropriately dressed for clinical will be sent home. Reference *School of Nursing Undergraduate Student Handbook* for details.

(Student Signature)  (Date)

Print Name: ________________________________

Rev. August 2017
APPENDIX B: CLINICAL PERFORMANCE REQUIREMENTS (CONTINUED)
(Definitions are for the student to keep for reference)

Behaviors Implying the Presence of Professional Values

Value: **Altruism and Advocacy** - Placing the client’s (individuals, families, communities, and populations) welfare first
- Is accessible and prompt in answering clients’ requests.
- Priority of activities reflects client’s needs.
- Explains treatments and procedures; keeps client well informed.
- Selects appropriate response to clients even if preferring to focus on something else.
- Is responsive and reliable when needs are identified by clients, staff, or faculty.

Value: **Professional Socialization** - Commitment to nursing and to nursing department policies
- Present and willing to learn; complies voluntarily with rules and policies of the nursing department.
- Demonstrates enthusiasm for clinical; appears to enjoy nursing.
- Looks and acts in a professional manner, i.e., is neat and clean; behaves in a professional way.
- Gives appropriate information to other nurses.
- Completes charts and records as required by facility.

Value: **Collegiality** - Cooperation
- Able to disagree diplomatically.
- Knows when to stop arguing and start helping.
- Accepts the roles of others and works in appropriate capacity in response to others.
- Deals with stress and frustration without taking it out on others.
- Objectively handles conflict with others; tries to see both sides of issues.
- Calls and makes appropriate arrangements if unable to be on time or present for clinical.
- Pleasant to staff, peers and faculty.

Values: **Accountability** and **Honesty** - Intellectual and personal integrity
- Readily admits mistakes and oversights, and takes criticism constructively.
- Forthright with peers, staff and faculty.
- Observes safe techniques even when not being supervised.
- Accepts responsibility for errors and tries to take appropriate corrective action.
- Statements appear to be based on fact and believable; does not provide information of facts unless known to be correct.
- Does own work and does not represent the work of others as being original.
- Respectful of faculty, staff, peers, and clients.

Behaviors Implying the Absence of Professional Values

Value: **Altruism and Advocacy** - Placing the client’s welfare first
- Unreliable in completion of tasks.
- Difficult to find when needed.
• Elicits hostility from clients and others.
• Displays hostility towards difficult clients.
• Justifies doing things “just for the experience,” without taking client’s needs into consideration.
• Approach is “who is right” not “what is right.”
• Fails to make appropriate arrangements if unable to be on time or present for clinical.

Value: Professional Socialization - Commitment to nursing and to nursing department policies
• Chronically late or absent.
• Skips clinical or other obligations if not supervised.
• Passing of assignments or tasks to others when possible.
• Chronic malcontent and complainer.
• Gives inappropriate information to others.
• Chronically deficient on upkeep of charts and records.
• Feels existent policies are irrelevant, unimportant, and nonobligatory.

Value: Collegiality - Cooperation
• Argumentative or stubborn.
• Sullen or arrogant with faculty, peers, staff, and clients.
• Uncommunicative with staff and faculty.
• Hostile responses to frustrating situations.
• Passive-aggressive behavior when dissatisfied.

Value: Accountability and Honesty - Intellectual and personal integrity
• Lies or fabricates data when needed to cover up mistakes and oversights.
• Fails to use safe techniques when not being supervised.
• Blames others for own shortcomings.
• Provides data without appropriate checks for correctness.
• Sneaks away, or does not show up if unsupervised.
• Represents the work of others as being original.
• Disrespectful and rude to faculty, staff, peers or clients.

### APPENDIX C: CORRECTIVE ACTION PLAN

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Course Number</th>
<th>Issuing Faculty</th>
<th>Report Date</th>
<th>Occurrence Date</th>
</tr>
</thead>
</table>

#### OCCURRENCE TYPE: Unsafe/Unprofessional (Check all that apply)

- [ ] 1. Trend of lateness or unexcused absence in class or clinical.
- [ ] 2. Unprofessional communication behaviors.
- [ ] 3. Inadequate preparation about treatment, medications, or plan of care.
- [ ] 4. Dismissal from the academic and/or clinical site.
- [ ] 5. Failure to meet Program Outcome(s). Faculty to complete Clinical Contract (see p. 3) and issue academic warning.
- [ ] 6. Additional unprofessional behaviors (see Clinical Performance Requirements for examples).

Please describe:

#### OCCURRENCE TYPE: Occurrences that place the client, self, or others in potential immediate danger will result in immediate review regardless of the number of occurrences accrued (check all that apply).

- [ ] Any life-threatening error or action by the student to client, staff, faculty, or others.
- [ ] Implementing any action that is in violation of the course, school, or agency HIPAA policy.
- [ ] Violation of the University drug, alcohol and controlled substance policies (see the University’s *Life on the Bluff* student handbook) or School of Nursing Substance Abuse and Substance Abuse Testing Guidelines (see *School of Nursing Undergraduate Student Handbook*).
- [ ] Breach of integrity - levels 2, 3 or 4 (*University Bulletin*)

#### Notification (Submit the completed form via fax, PDF in email message or hand delivery to the associate dean for the undergraduate program.)

- Student notified by issuing faculty on: ____________(Date)
- Lead course faculty notified by issuing faculty on: ____________(Date)
- Director of BSN program notified by issuing faculty on: ____________(Date)
Faculty comments related to occurrence:

Student comments related to occurrence:

Professional goal:

Action plan:

Student Signature ___________________________ Date:

Faculty Signature ___________________________ Date:
CLINICAL LEARNING CONTRACT FOR NRS_____

Evaluation is based upon the student’s performance of stated Program Outcomes. When the student is not successfully meeting performance criteria and is at risk for clinical failure, the clinical instructor will meet with the student to establish a plan.

Student Name: _______________________________ Date of Occurrence: _________

Unsatisfactory clinical performance applies when:
1. A nursing action is determined to be unprofessional, or unsafe in a way that places the student, client and/or other’s well-being in jeopardy.
2. The student is not meeting the responsibilities related to on- or off-campus clinical experiences.

Summary of incident and program outcomes/clinical objective(s) not met:

<table>
<thead>
<tr>
<th>Program Outcome (indicate number and/or name, i.e. #1 Knowledge User; add rows as needed)</th>
<th>Action Plan</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRC referral □</td>
<td>Re-evaluation date: Partially Met □ Met □ *Unmet □</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Re-evaluation date: Partially Met □ Met □ *Unmet □</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Re-evaluation date: Partially Met □ Met □ *Unmet □</td>
<td></td>
</tr>
</tbody>
</table>

* Refer to BSN Program Director

Faculty Signature: _______________________________ Date: _______________
Student Signature: _______________________________ Date: _______________

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APPENDIX D: EXPOSURE/INCIDENT REPORT

Instructions: This form shall be completed by the faculty member and student, and signed by both parties within 24 hours of the incident. The student is encouraged to have an immediate medical evaluation or initial the waiver section. If the incident occurs during clinical, the lead instructor must be notified immediately by the clinical faculty.

<table>
<thead>
<tr>
<th>Name</th>
<th>UP ID #</th>
</tr>
</thead>
</table>

I. Date of Exposure/Incident: _____/_____/_____

II. Place of Incident

III. Incident (check all that apply):

- ☐ Bloodborne Pathogens Exposure (For a bloodborne pathogen exposure, if the student is in the first or second trimester of pregnancy, Oregon state law allows you to require mandatory testing of the source.)
- ☐ Injury to Patient
- ☐ Injury of Student
- ☐ Other

Description of Exposure/Incident:

IV. Action:

- ☐ 1. Received medical evaluation per clinical agency protocol
- ☐ 2. Referred to own healthcare provider
- ☐ 3. Referred to Health and Counseling Center (by appointment)
- ☐ 4. Student declines medical evaluation ________ (Student initials here for decline)
- ☐ 5. Lead faculty notified (date and time) ________________

Signed by:

_________________________  ____________________
Faculty Signature                  Date

_________________________  ____________________
Student Signature                  Date

Copies are to be distributed to lead faculty, student, and dean’s office. The dean’s office maintains a copy of the form and sends the original to Public Safety (Environmental Health and Safety).
APPENDIX D: EXPOSURE/INCIDENT REPORT GUIDELINES (CONTINUED)

EXPOSURE/INCIDENT REPORT GUIDELINES

Bloodborne Pathogen Post Exposure Management

- A report of the incident using the Exposure/Incident Report must be completed within 24 hours. The form shall be completed by the student and clinical faculty on the day of the incident and signed by both parties. The clinical faculty must notify the lead faculty immediately.
- If an exposed student is pregnant and in the first or second trimester, the student must be informed by the clinical faculty of her rights to request mandatory testing of the source individual under state law.
- The student will be advised to arrange for an immediate medical evaluation. The student may decline medical evaluation by initialing the waiver section of the Exposure/Incident Report.
- Costs of medical evaluation will be the responsibility of the exposed student.

See Appendices E and F in the SON Undergraduate Student Handbook for Universal Precautions/bloodborne pathogen training and guidelines.

Non-bloodborne Incident Management

Definition: A non-bloodborne pathogen health incident is an injury to a student in a clinical setting, in the LRC or in a nursing class.

- A report of the incident using the Exposure/Incident Report must be completed within 24 hours. The form shall be completed by the student and faculty on the day of the incident and signed by both parties. If the incident occurs during a clinical, the clinical faculty must notify the lead faculty immediately.
- The student will be advised to arrange for an immediate medical evaluation. The student may decline medical evaluation by initialing the waiver section of the report.
- Costs of medical evaluation will be the responsibility of the student.

Copies of the Exposure/Incident Report form will be distributed to lead faculty, student, and dean’s office. The dean’s office maintains a copy of the form and sends the original to Public Safety.
APPENDIX E: UNIVERSAL PRECAUTIONS/BLOODBORNE PATHOGENS TRAINING

Universal Precautions and bloodborne pathogens training shall be provided upon entry into junior level courses. It must then be updated annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and reflect changes in technology that eliminate or reduce exposure. Training shall contain at a minimum the following elements:

- An accessible copy of the regulatory text of the OSHA Bloodborne Pathogens standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical evaluation that should be undertaken.
- An explanation of the signs and labels and/or color coding of infectious and potentially infectious materials.
APPENDIX F: UNIVERSAL PRECAUTIONS/BLOODBORNE PATHOGENS GUIDELINES

Introduction
Occupational transmission of bloodborne pathogens, including human immunodeficiency virus (HIV) Hepatitis B virus (HBV), and Tuberculosis have been documented among healthcare workers. Students in healthcare settings are at risk for exposure to HIV, HBV, and Tuberculosis. Use of universal precautions, appropriate immunization, and annual PPD screening have been shown to reduce the risk of transmission, infection, subsequent illness from bloodborne pathogens, and early detection of transmittable infectious diseases. These guidelines outline steps for risk management and exposure control for University of Portland nursing students. Standards set by the Occupational Safety and Health Administration (OSHA); the Centers for Disease Control (CDC); and guidelines published by the American Nurses Association (ANA) are used as the basis of these guidelines.

Students are not considered to be employees of the healthcare facilities in which they have clinical. As such, students are not covered by OSHA rules that govern employees. Thus, costs associated with exposure control of bloodborne pathogens are the responsibility of the student.

Definition of Terms
• **Blood**: human blood, human blood components, and products made from human blood. Human blood components include plasma, platelets, and serosanguineous fluids (e.g., exudates from wounds). Also included are medications derived from blood, such as immune globulins, albumin, and factors 8 and 9.
• **Bloodborne pathogens**: pathogenic microorganisms present in human blood that can cause disease in humans and can infect and cause disease in persons who are exposed to blood containing the pathogen. These include, but are not limited to, Hepatitis B virus (HBV), and human immunodeficiency virus (HIV). NOTE: According to the CDC, Hepatitis C virus (HCV) is the most common chronic bloodborne infection in the United States.
• **Body fluids**: blood, vomitus, urine, feces, respiratory secretions, drainage from cuts and scrapes, saliva, semen, vaginal secretions, and other body fluids, tissues, and organs.
• **Clinical agency**: the person or entity that operates a clinical setting in which students gain clinical experience.
• **Clinical experience**: an experience providing or supervising clinical services as part of a student's University coursework. The term does not include the provision of clinical services as a volunteer, agent, or employee of a healthcare provider on the student's own time.
• **Contaminated**: having the presence or the reasonably anticipated presence of blood or other potentially infectious materials on any item or surface.
• **Exposure control plan**: the exposure control plan in effect for the University, as the same may be modified from time to time.
• **Exposure incident**: a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of a student's duties. “Non-intact skin” includes skin with dermatitis, hangnails, cuts, abrasions, chafing, acne, etc.
• **Exposure-prone procedures**: procedures in which the caregiver would be exposed to body fluids in the absence of personal protective equipment including, but not limited to, invasive surgical and medical procedures.
• **Other potentially infectious materials**: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

• **Parenteral**: piercing mucous membranes or the skin barrier through needle-sticks, human bites, and abrasions.

• **Personal Protective Equipment (PPE)**: specialized clothing or equipment worn by students for protection against a hazard.

• **Purified Protein Derivative (PPD)**: Purified Protein Derivative injected intradermally to screen for exposure to Tuberculosis.

• **Universal precautions**: all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens, regardless of the perceived “low risk” status of a patient or patient population.

**Risk of Exposure**

Students in the School of Nursing Learning Resource Center (LRC) and in all clinical settings are at risk for infection. Clinical settings include:

• **Hospitals and long term care**: where students provide surgical and medical treatments, including, but not limited to, assisting in surgery, wound care, parenteral administration of medications, tube feedings, and catheter care.

• **Hospice and home health**: where students provide medical treatments including, but not limited to, wound care, parenteral administration of medications, tube feedings, and catheter care.

• **Healthcare clinics**: where students provide outpatient care services that may include intramuscular or subcutaneous injections and care of minor wounds.

• **Community settings**: where students engage in case management and health education/promotion in the community environment.

**Practice Controls**

• Nursing students will use universal precautions at all times both in the campus LRC and in clinical settings. Personal protective equipment will be worn when there is a risk of exposure to bloodborne pathogens and other hazards. The SON will provide personal protective equipment for use in the LRC.

• The University Public Safety office provides management and disposal of contaminated materials and sharps. Students in the LRC will use universal precautions in preparing contaminated materials for disposal. Properly labeled and secured sharps containers and disposal bags are provided in the LRC.

• Students will follow the specific policy and procedures for handling infectious materials established by a clinical agency.

• Students will follow clinical agency procedures for management and follow-up care in the event of an exposure incident in the clinical setting. Special conditions or responsibilities may be delineated in the contract signed by the University and the clinical agency.

• If a clinical agency does not have a policy related to bloodborne pathogens, students will adhere to the University of Portland SON guidelines.
APPENDIX G: SCHOOL OF NURSING IMMUNIZATION GUIDELINES

The following School of Nursing immunizations are to be completed prior to clinical experiences. All immunizations are to be kept current until the completion of the nursing program. In addition to providing the date of the vaccination, documentation/proof from a healthcare provider that includes the student name and dates of the vaccine or titer must be uploaded to the electronic system, ACEMAPP.

Students and faculty are required to be vaccinated as required by our clinical partners. MMR, Hepatitis B, Tdap, Varicella and Influenza vaccinations will be deemed exempt if the student is allergic to the vaccination. Documentation of this allergy from a healthcare provider is required. Tuberculosis test is not exempt.

Any questions regarding this information may be directed to Michelle Bickley, Program Compliance Specialist by email, bickley@up.edu.

Required vaccines and specific guidelines:

Measles, Mumps and Rubella (MMR)
- Oregon law requires that all full-time students have two doses of the measles vaccine and one rubella OR two doses of the MMR vaccine on or after their first birthday.
- Must have two doses of the measles vaccination and one dose of the rubella vaccination – OR – two doses of the MMR vaccination. There should be a minimum of 30 days between doses.
- If you have received one measles vaccine and one MMR vaccine, you must have either the second measles and one rubella vaccine, or the MMR vaccine.
- May obtain an MMR titer (blood test) to determine immunity and submit the results if unable to provide MMR vaccination documentation.

Hepatitis B
- Students must have at least the first two doses of the Hepatitis B vaccination series before entering clinical. You must have your third dose approximately six months after your second dose.
- It is required that the three doses are received with minimum spacing between vaccines: initial first dose, one month later for the second dose and six months after the second dose.
- Students may obtain a Hepatitis B titer (blood test) to determine immunity and submit the results if unable to provide Hepatitis B vaccination documentation.

Tuberculosis (TB)
Students entering clinical for the first time have two options available to meet the TB test requirement: Two TB skin tests OR one QuantiFERON-TB Gold (Q-Gold) blood test.
- TB Skin Tests: The first TB skin test must have been completed within the last year. The second TB skin test must be completed within the last three months.
- QuantiFERON-TB Gold (Q-Gold) blood test: One Q-Gold blood test is required. This must be completed within the last three months.

One TB skin test or Q-Gold blood test must be renewed annually while in the upper division BSN and graduate program. Students will be notified when the renewal is due.
Positive TB Test Result Guidelines:
- A clinical evaluation (a review of symptoms for active TB) must be conducted by a healthcare provider.
- If the review of symptoms indicates *active* TB, documentation must be submitted regarding an appropriate plan of treatment.
- If the review of symptoms indicates *inactive* TB, documentation must be submitted from a healthcare provider that verifies this determination.
- A clinical evaluation is required annually for those who TB test results are positive but do not have active TB.
- Anyone with active TB may not attend clinical experiences.

*Tetanus, Diphtheria and Pertussis (TDAP)*
- Must have received a Tdap (Tetanus/Diphtheria/Pertussis) vaccination within the last 10 years.
- If a student’s Tdap vaccine expires while in the nursing program, he/she must have a tetanus booster and provide documentation.

*Varicella (Chickenpox)*
- Students may submit proof of Varicella by providing documentation either by a titer (blood test) or documentation of two doses of the Varicella vaccine.

*Influenza (Flu Shot)*
- All nursing students in a clinical experience are required to have an influenza vaccination annually.
- Influenza vaccinations are available in October/November of each year.
APPENDIX H: HOW TO ATTACH THE SCHOOL OF NURSING PATCH

WHITE LAB JACKET

Iron the School of Nursing patch on the left shoulder of white lab jacket. Secure with same color thread as the border. Patch should be 3” down from the shoulder seam of the jacket and centered from left to right.

PURPLE SCRUB TOP

Iron the School of Nursing patch on the left shoulder of ALL scrub tops. Secure with same color thread as the border. Patch should be placed an equal distance between the shoulder seam and the bottom of the sleeve. If the scrub top does not have a shoulder seam, the patch should be placed an equal distance between the top of the shoulder and the bottom of the sleeve.