UNIVERSITY OF PORTLAND

School of Nursing & Health Innovations

BSN Student Handbook

2026-2027

University of Portland SCHOOL OF NURSING & HEALTH INNOVATIONS

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PREFACE

The *School of Nursing & Health Innovations BSN Student Handbook* provides nursing students with information specific to the curriculum, student rights and responsibilities, campus facilities, and resources related to nursing students. It is meant to complement, not supersede, information provided in the *University Bulletin* and 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 & Health Innovations (SONHI) and its students. If regulations, program requirements, or services described herein conflict with more current practice, the latter will prevail. Students should regularly refer to the information provided in the most current student handbook and/or the University website as they progress through the program.

VERIFICATION

All students in the nursing program are responsible for acquainting themselves with the most current *School of Nursing & Health Innovations BSN Student Handbook* contents and are held accountable for all statements within. At the beginning of the program, students must complete an online form verifying they will abide by the contents of the most current student handbook. Students will be notified of substantive changes that occur within an academic year.

The *School of Nursing & Health Innovations BSN Student Handbook* is available on the BSN Student Resources page in Moodle.

This handbook is reviewed and updated as needed and on an annual basis by SONHI leadership.

ACCREDITATION

The baccalaureate degree program in nursing at the University of Portland is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

UNIVERSITY OF PORTLAND MISSION

The University of Portland, an independently governed Catholic university guided by the Congregation of Holy Cross, addresses significant questions of human concern through disciplinary and interdisciplinary studies of the arts, sciences, and humanities and through studies in majors and professional programs at the undergraduate and graduate levels. As a diverse community of scholars dedicated to excellence and innovation, we pursue teaching and learning, faith and formation, service and leadership in the classroom, residence halls, and the world. Because we value the development of the whole person, the University honors faith and reason as ways of knowing, promotes ethical reflection, and prepares people who respond to the needs of the world and its human family.

SCHOOL OF NURSING & HEALTH INNOVATIONS MISSION

Mission

The School of Nursing & Health Innovations is a community that transforms the education of health professionals, empowering students to cultivate an equitable, inclusive, sustainable, and just health care system.

Vision

As a Community, the School of Nursing & Health Innovations will actively engage in creating a future where:

- Today's students are prepared to solve tomorrow's problems.
- Community members overcome adversity through adaptability and endurance.
- Students are empowered to develop and nurture relationships based on mutual respect that honors differences.
- Community members advocate for and model wellness and vitality.
- Innovative health care education programs are informed by the diverse populations we serve.
- Community members cultivate an environment full of hope, vibrant joy, and beauty.
- Community members foster imagination, curiosity, and innovation.

Values

As a Community, the School of Nursing & Health Innovations values:

- Academic Excellence & Integrity
- Empathy & Compassion
- Innovative Transformation
- Holistic Wellness & Vitality
- Professional Advocacy & Social Responsibility
- Human Differences & Diversity

PROGRAM OUTCOMES

The Bachelor of Science in Nursing (BSN) degree program provides students with a liberal arts and science foundation along with concentrated study in the professional nursing major. Students develop competency in the assessment of health needs and in health promotion, maintenance, and restoration using a holistic framework. A rich variety of settings that reflect an array of actual and potential health problems experienced by individuals, families, and communities throughout the life cycle are used to support the development of clinical judgement, clinical reasoning, critical thinking, and the role of a professional nurse.

The BSN program of study prepares graduates to:

1. Provide safe, high-quality nursing care to individuals.
2. Deliver holistic nursing care to populations across a health care continuum.
3. Contribute to the nursing profession.
4. Improve health care delivery across the continuum of care.
5. Create and support healthy work environments.

GENERAL GUIDELINES AND POLICIES

(Subjects are arranged alphabetically in this section)

ACADEMIC INTEGRITY

Nursing students sign a "BSN Student Commitment to Academic Integrity" at the beginning of their program (see Appendix A). Students must also follow the academic integrity policy set forth in the *University Bulletin*.

ACADEMIC WARNING

Students may receive an academic warning if they are struggling in a course, especially if they are earning below a grade of C. If an academic warning is received, students should see the course professor/instructor to discuss the issues noted in the warning. SONHI academic advisors and faculty mentors are helpful resources as well. If they are having problems with test taking or course work, students should consider booking an appointment with a Co-Pilot at the Learning Commons. For information on where to get help, contact the Shepard Academic Resource Center, 503.943.7895, BC 101.

ACCOMMODATION 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.

This SONHI 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, which are outlined in the table entitled "*Essential Performance Functions (technical standards) of the University of Portland BSN Program"* at the end of this section, are designed to provide full access to learning opportunities for all students while respecting the first professional nursing duty to ensure patient 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 to fully participate in the SONHI BSN program (see the *"Essential Performance Functions"* table at the end of this section). Additionally, nursing students must be able to perform the essential functions in the classroom, and in on-campus and off-campus professional practice experiences. These essential functions provide guidance for:

- potential students to decide whether to enter the SONHI BSN program;

- faculty to assess the student's ability to progress in the program; and
- UP's Accessible Education Services (AES) office 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. Accommodations begin after the student's plan is established in the AES office.

Accommodation Plan

The University of Portland strives to make its courses and services fully accessible to all students. Students requesting reasonable accommodations because of a disability are encouraged to visit the Accessible Education Services (AES) website to learn more about the interactive process and how to request accommodations. Acting under the authority of the Office of the Provost and Student Affairs and Inclusive Excellence, AES evaluates requests for disability-related accommodations and determines reasonable accommodations on behalf of the University, consistent with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable University policy.

If you have an AES Accommodation Plan, you should meet with your instructor to discuss implementation of your approved accommodations in each course. Requests for alternate location for exams and/or extended exam time should, where possible, be made two weeks in advance of an exam and must be made at least one week in advance of an exam. Disability-related information is treated as private and shared only as necessary to facilitate approved accommodations. All students are responsible for completing the required coursework and are held to the same evaluation standards specified in the course syllabus.

Professional-Practice Experiences

Accommodations used in classroom settings may require additional planning or different implementation in clinical, simulation, or other professional-practice environments. Students who anticipate needing accommodations in a professional-practice setting are encouraged to contact AES as early as possible and preferably at least two months before the experience begins. AES will work with the student, SONHI, and, when applicable, the professional-practice site to coordinate the implementation of approved accommodations while maintaining essential program requirements.

Essential Performance Functions (technical standards) of the University of Portland BSN Program

Essential Functions	*Description*	*Examples (Not limited to the bullets below)*
Cognitive/Intellectual/ Observational Ability	• Critical thinking ability. • Able to develop problem-solving skills and demonstrate the ability to establish care plans and set priorities. • Able to measure, calculate, analyze, and synthesize objective and subjective data to make decisions that reflect consistent and thoughtful deliberation of the appropriate data. • Auditory, visual, and tactile ability sufficient to observe, assess, and monitor patient's health status and health/illness alterations. • Functional use of the senses and sufficient motor capability to carry out necessary assessment activities. • 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).	• Analyzes patient condition. • Responds with timely, precise, and appropriate action in an emergency. • Performs effectively under stress or in unusual situations. • Assesses and interprets heart and lung sounds. • Assesses and interprets skin condition.
Communication Ability	• Effectively and appropriately deliver and receive communication, both verbally and non-verbally. • Capable of perceiving, articulating, understanding, interpreting, writing, and effectively using 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.	• Documents nursing actions. • Communicates effectively with patients and other health care providers, one-to-one and in groups. • Demonstrates culturally sensitive verbal and nonverbal communication.

Essential Functions	*Description*	*Examples (Not limited to the bullets below)*
	• Able to communicate effectively and efficiently through oral, written, and reading forms with all members of the health care team.	
Motor Ability	• Able to move between rooms and maneuver around essential medical equipment. • Perform 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 professional practice nursing experiences. • Capable of delivering nursing care throughout an entire standard nursing shift and completing full professional practice experience. • Meet the physical requirements of each clinical agency.	• Provides for safe patient mobility including participation on a lift team and/or operating lift equipment in order to safely lift or transfer patients. • Manipulates successfully equipment necessary to provide nursing care. • Performs turning, transferring, transporting, and exercising patients. • Performs cardiopulmonary resuscitation, administer parenteral medication, apply pressure to stop bleeding, and suction of obstructed airways. • Protects patients in emergency situations such as in the event of a fire. • Prepares for the demands of the profession in clinical shifts that may be up to 12 hours long; providing students with comprehensive, real-world experience in patient care.
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.	• Demonstrates positive conflict resolution skills. • Receives and responds appropriately to constructive criticism. • Demonstrates caring and empathy for others.

Essential Functions	*Description*	*Examples (Not limited to the bullets below)*
	• Emotional stability to fully utilize intellectual abilities, exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients, families, and others responsible for health care. • Able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the health problems of many patients. • Demonstrate concern for others, integrity, accountability, interest, and motivation.	

ADVISING

Faculty Mentors

Each SONHI student is assigned a faculty mentor. The faculty mentor and student work together in support of progress through the program of study and successful entry into the profession. Faculty mentors may be contacted by email, phone, or in person. Faculty mentors are available to help students with academic and professional issues, problem-solving, answering questions, and providing appropriate guidance.

Academic Advisors

Each SONHI student is assigned an academic advisor. Academic advisors are available to support SONHI students in their progression through the SONHI BSN program requirements and UP graduation requirements. This includes but is not limited to course planning, course registration and accessing additional resources related to success at UP and SONHI.

Registration

The SONHI academic advisors oversee course registration. Students will receive communication by email regarding advanced registration and important information related to course schedules.

ATTENDANCE

Classes

Students are responsible for knowledge of all material presented in classes, seminars, audio-visual laboratories, assigned readings, and professional practice (including simulation and skills lab). 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 missed classes.

Exams

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

Absence from Exams

Absence from any scheduled exam must be discussed with the course faculty prior to the scheduled exam time. Any student who misses an exam must then:

1. Schedule a time to take the exam with the SONHI exam proctor or establish an alternative plan with faculty to take the exam within a maximum of 2 weeks of the missed exam date. A different version of the exam may be administered.
2. Refrain from discussing the missed exam with other students who have already taken the exam (see "BSN Student Commitment to Academic Integrity" in the *School of Nursing & Health Innovations BSN Student Handbook*).

In the event a student misses a scheduled exam **without** prior communication or notification to the faculty, in addition to steps 1 and 2 above, the following will occur:

- The student is required to meet with the faculty of the course.
- The student will receive an academic warning.
- Upon completion of the exam, the student may earn a maximum of 65% of the possible score regardless of the performance on the exam. If the student scores less than 65% on the exam, the score recorded will be the percentage attained by the student.
- If the student does not meet with the faculty, schedule, or take the exam, a score of zero (0) for the exam will be recorded.

Please note that all academic warnings are tracked and monitored by both the assistant and associate dean. We ensure that any patterns are identified and communicated with the student. Please be specific in your description of the event when completing the academic warning. Coaching begins with the faculty, then can be elevated to the dean team at any time.

On-campus Professional Practice Experiences

On-campus professional practice experiences take place in the Elsie Franz-Finley Simulated Health Center (SHC). Attendance is required for all on-campus professional practice sessions. On-campus professional practice sessions start and end on time. Students are expected to be on time and remain in the SHC for the entire on-campus session. Students are required to contact their lab/simulation instructor, as well as the lab manager or simulation manager, prior to the scheduled start time in the event of anticipated lateness or absence from on-campus professional practice. On-campus professional practice instructors will notify the course instructor of any student absences. Unexcused absences may result in an impact to professional practice grade and a make-up experience may not be available. Students are required to contact the SHC lab manager or simulation manager to arrange a make-up experience. Make-up experiences are not guaranteed and dependent on faculty and staff availability.

Off-campus Professional Practice Experiences

Off-campus professional practice experiences take place with a variety of organizations. Attendance is required for all off-campus professional practice experiences. Students are required to notify the clinical faculty in the event they are absent or will arrive late. Notification of absence is required prior to the scheduled start of the clinical shift. Clinical faculty will advise students of their specific notification policy during orientation. Students are responsible for coordinating with faculty for arrangements to make up missed professional practice experiences.

Guidelines for make-up of professional practice absences

- The professional practice course faculty, clinical faculty, and student will agree upon arrangements for make-up of absences.
- The make-up experience must meet the outcomes of the course and occur in an approved facility.
- Planning for make-up of absences will be determined by considering the following factors:
    - Reason for absence.
    - Length of time absent.
    - Nature of the professional practice experience.
    - Performance in clinical area prior to absence.

    - Availability of a clinical faculty member for supervision in clinical setting.
    - Students who do not meet clinical compliance requirements are not eligible for a make-up session.
- All make-up sessions must be approved and coordinated by course faculty.
- Make-up sessions are not guaranteed due to limited site and/or faculty availability.

Absence from Professional Practice Experiences for Health Reasons

- Students missing any portion of a professional practice experience for health reasons may be required to submit a release signed by a health care provider to return to professional practice experiences. The necessity for the release will depend on the nature and the severity of the condition and will be determined by the course faculty and clinical agency policy.
- A student who, for health reasons, withdraws from a professional practice course will be required to submit a health care provider's release with other re-entry documents.
- Certain health situations may prevent a student from attending professional practice experiences due to agency policies. The missed clinical hours are subject to the *Guidelines for make-up of professional practice absence.*
- Student absences and make-up experiences will be recorded on the student's professional practice evaluations.
    - A summary statement regarding the student's performance and a recommendation for meeting the professional practice course objectives will be developed by the faculty and clinical instructor.
    - Satisfactory completion of any additional professional practice is based on the student's ability to meet objectives within the time frame designated by the course faulty.

BIAS INCIDENT REPORTING

A university wide bias reporting system has been designed to provide a process for hearing the needs of UP students, offering assistance, taking action, and communicating in a timely manner in the event of a bias incident. Any student who witnesses, becomes aware of, or is subject to bias should immediately report the incident. See the university's Speak UP webpage for more information and the "Make Title IX Report link.

CIVILITY STATEMENT

The community we create at the SONHI can either facilitate or hinder learning and development. This community 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 to this process will help to establish and maintain healthy interpersonal relationships with every member of the SONHI.

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 SONHI faculty mentor or academic 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 inclusion of differing opinions.

COMMUNICATION

Students are required to use their University of Portland email account for all SONHI related electronic communications and are expected to routinely check and respond to emails on the University of Portland account. Students are responsible for all information delivered by all modes of electronic communication. Communication to students occurs regularly from several sources, such as email, Teams and Canvas, and should be checked daily for messages, including during scheduled breaks.

CURRICULUM

The BSN curriculum integrates *The Essentials: Core Competencies for Professional Nursing Education* [American Association of Colleges of Nursing (AACN), 2021], *Division 21* of the Oregon Nurse Practice Act [Oregon State Board of Nursing (OSBN)], and the *NCLEX-RN Test Plan* (National Council of State Boards of Nursing, 2023).

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. The BSN curriculum is available on the SONHI BSN program website and the *University Bulletin*.

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 their academic advisor prior to registering for courses.

Professional Standards that Guide the SONHI BSN Program

- Quality and Safety Education for Nurses Competencies (QSEN, 2007)
- Healthcare Simulation Standards of Best Practice (International Nursing Association for Clinical Simulation and Learning, 2021)
- Competencies and Recommendations for Educating Undergraduate Nursing Students (AACN, 2022)
- Scope and Standards of Practice [American Nurses Association (ANA), 2021]
- Code of Ethics for Nurses (ANA, 2015)

DISTANCE EDUCATION TECHNOLOGY

Students using distance education technology will be informed of specific platform requirements, policies, privacy agreements, and projected charges associated with any required exam-proctoring or identity-verification software on the syllabus.

DIVERSITY, EQUITY, AND INCLUSION

The SONHI commits to upholding antiracist policies, correcting any inequitable application of policies, providing training to advance equity, and engaging in radical listening within our School. We acknowledge that we have much work to do to dismantle racism and ignorance within our community, and we remain fully committed to this work.

We encourage any SONHI student who witnesses, becomes aware of, or is subject to bias to immediately report the incident using the university's incident reporting system via their Speak UP page (also see "Bias Incident Reporting").

ELECTRONIC DEVICE USE IN CLASSROOMS

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

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 SONHI or the health care agencies, students are performing nursing care in the workplace alongside nurses in on-campus and off-campus professional practice experiences and are therefore protected under OSHA regulations.

An exposure or incident is any situation in which a student is injured or exposed to potential 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.

If the incident occurs during a professional practice experience, 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 form must be completed within 24 hours. The form shall be completed by the student and clinical instructor on the day of the incident and signed by both parties. The clinical instructor must notify the course faculty immediately.

- If an exposed student is pregnant and in the first or second trimester, the student must be informed by the clinical instructor of the right 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.

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 form must be completed within 24 hours. The form shall be completed by the student and instructor on the day of the incident and signed by both parties. If the incident occurs during professional practice experiences, the instructor must notify the course 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.

At the completion of the electronic form, all parties will have a signed copy of the Exposure/Incident Report. The dean's office maintains a copy of the form and sends the original to the environmental health and safety officer in Human Resources.

FORMAL COMPLAINT POLICY

The SONHI defines a formal complaint as any instance in which a student expresses in writing to an SONHI associate dean that they believe their rights have been violated regarding any issues ***other than*** a grade or policy appeal within the context of the SONHI.

Line of Communication in Pursuing Formal Complaints

If a student believes their rights have been violated regarding any issues other than a grade or policy appeal, the student should first approach the individual involved in the complaint. If a resolution cannot be reached, the student may submit a complaint in writing within five business days to the SONHI associate dean to explore options for resolution. Formal complaints about an SONHI faculty member should be directed to the SONHI associate dean. *(Note: Formal complaints about an SONHI associate dean may be submitted directly to the SONHI dean).* The SONHI administration will acknowledge receipt of the complaint within 10 business days, providing next steps towards a resolution. The time to resolution may be variable, depending on the complexity of the issue. If a resolution is not reached, the student may submit the complaint to the SONHI dean. The decision of the SONHI dean is final.

Students pursuing a formal complaint are expected to follow the lines of communication described in this section. 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 to foster resolution at the lowest level possible. If the steps are not followed within the specified time period(s), the appeal will be considered closed, and no further action may be taken.

Related Information

Different processes are in place to address grade and policy appeals, unlawful discrimination, and harassment. Please see below for details about the SONHI's grade and policy appeals, and request for academic exception procedure. At the university level, UP has a clear and accessible discrimination and harrassment policy and complaint procedure for all administrators, faculty, staff, students, and visitors. Student complaints about alleged unlawful discrimination are to be submitted in writing to the Office of Student Affairs. UP has a clear and accessible Title IX policy and Title IX report filing procedure available at www.up.edu/titleix. Any UP faculty member, staff member, or student who experiences sexual or gender-based harassment, misconduct, or violence is encouraged to submit a Title IX complaint. Title IX complaints are managed by UP's Title IX Office.

GRADE AND POLICY APPEALS

Students are responsible for maintaining standards of academic performance established for each course in which the student is enrolled. A student who believes that their work has been improperly evaluated or that they have been treated in a capricious or prejudiced manner, is expected to discuss the matter directly with the faculty member involved. If, after earnest inquiry, the matter remains unreconciled, the student may submit grade appeal.

SONHI students can: (1) appeal a grade (the assignment, exam, course grade, etc. is incorrect or unfair) or (2) appeal a SONHI policy (exception course grade requirement policy, science or cumulative GPA policy). To submit an appeal, students must use the SONHI Student Appeal form. *This form must be completed fully and submitted within five business days of the Registrar's grade posting* for the assignment, exam, or final grade being appealed. The student is advised how to submit an appeal and will be prompted via email with updates via the appeal form on the status of the appeal as well as further action steps when necessary. The student must sign the form once a decision has been submitted.

Grade Appeal: Order of Notification

Students appealing a course grade must follow the notification sequence below. Each step must be completed before proceeding to the next level.

1. **Course Faculty**
   The appeal is first submitted to the course faculty responsible for the grade.
2. **Associate Dean**
   If the issue is not resolved at the faculty level, the appeal is escalated to the associate dean.
3. **Dean**
   If further review is required, the appeal is forwarded to the dean for final consideration.

SONHI Policy Appeal: Order of Notification

Students appealing a SONHI policy decision must follow the notification sequence below:

1. **Associate Dean**
   The appeal is submitted directly to the associate dean.

2. **Dean**
   If necessary, the appeal is escalated to the dean for final determination.

Line of Communication for Pursuing a Grade or Policy Appeal

Students pursuing a grade or policy appeal are expected to follow the lines of communication as described in this section. 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 to foster resolution at the lowest level possible. If the steps are not followed within the specified time period(s), the appeal will be considered closed, and no further action may be taken.

Depending on the type of appeal indicated on the SONHI Student Appeal form, the student's appeal will first go to either their course faculty or to the associate dean. The appeal must be submitted via the SONHI Student Appeal form within five business days of the Registrar's grade posting to be considered. If a student's appeal is denied, they reserve the right to elevate their appeal to the next person in the process if they feel the issue is unresolved. In this instance, the student must present further evidence for their appeal validity and/or unfair or capricious treatment. The student must demonstrate that the appeal procedure was not followed and/or that new and significant evidence is now available which was unknown or could not have been known at the time of the original appeal decision.

If the party submitting an appeal has gone through the SONHI Student Appeal form process and is not satisfied with the associate dean's decision, the student has the right to submit a formal written appeal to the SONHI dean within five business days of the decision of the SONHI associate dean. The decision of the SONHI dean is final for grade and policy appeals. A student whose dismissal appeal is denied at all levels in the SONHI, may appeal to the associate provost.

Students may refer to the *University Bulletin* in Academic Regulations for additional grade appeal information.

INCLEMENT WEATHER

In cases of inclement weather, University closure information will be posted on the home page of the University's website (www.up.edu) and a message will be available on the University's snow hotline (503-943-SNOW/503-943-7669). The University generally makes the decision to close or delay opening by 6:00 am. Major local broadcast stations will also be notified.

Classes will be cancelled when the University is closed due to inclement weather and may also be cancelled or delayed at the discretion of the instructor. The course faculty will verify cancellation by contacting the students by email. If the University is open, but a student feels it is unsafe to travel, they are to notify the course faculty prior to the start of class.

LICENSURE: NCLEX-RN

The SONHI follows Registered Nurse (RN) licensure guidelines required by the Oregon State Board of Nursing (OSBN) per the 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. Students will receive information regarding the application process for RN licensure and the NCLEX-RN exam in the last semester of the BSN program.

Completion of the SONHI BSN program does not guarantee eligibility for RN licensure. Oregon law (ORS 678.150 (5)) states, "The board shall determine the qualifications of applicants for a license to practice nursing in this state . . ." In addition, ORS 678.150 (6) (f) states that the board is legislatively required to "examine, license, and renew the license of duly qualified applicants." As such, the OSBN has limits on eligibility for RN licensure, as defined in OAR 851-021.

Ultimately, the OSBN may deny RN licensure to BSN program graduates convicted of a criminal offense that relates to the practice of nursing and graduates who have a major physical or mental condition that could affect their ability to practice nursing safely. 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 their initial RN licensure application will be submitted.

PHOTO IDENTIFICATION

New students will receive their university student photo ID card during orientation. If not done at this time, they obtain their ID from the Campus Safety office when they begin their program.

Students are given a SONHI professional practice photo ID badge when clinical requirements are complete and verified prior to the start of off-campus clinical experiences. Students are required to wear their SONHI professional practice photo ID badge in a manner that allows easy and clear identification at all times in both the on-campus and off-campus professional practice settings.

SIGMA HONOR SOCIETY

The SONHI hosts a chapter of Sigma (formerly known as Sigma Theta Tau International), the Nursing Honor Society. The SONHI's chapter name is Omicron Upsilon. Membership in Omicron Upsilon is by invitation. Eligibility for membership is based on the following criteria from the Sigma website. Interested students can visit the Omicron Upsilon webpage on the SONHI website or the Sigma website.

Undergraduate Students

- Have completed 1/2 (one half) of the nursing curriculum.
- Have a cumulative grade point average (G.P.A.) of at least 3.0. G.P.A.s should be computed according to the policies of the university.
- Rank in the highest 35 percent of their graduating class in scholarship.
- Meet the expectations of academic integrity.
-

SOCIAL MEDIA POLICY

Social media may be understood to include any website or forum allowing open internet communication, e.g., social networking sites (LinkedIn, Facebook, others); micro-blogging sites

(X (formerly Twitter), Snapchat, others); blogs (including company and personal blogs, others); online Encyclopedias (Wikipedia, others); and video and photo-sharing websites (Instagram, YouTube, Flickr, others).

Think Before Posting

Students must think carefully before posting content online because social media platforms are highly visible. Despite social media privacy policies, no one can be sure who will view, share, or archive the information posted. Before posting anything, students must remember that they are responsible for what is posted online, as postings by SONHI students directly reflect upon the SONHI community. As a representative of the SONHI, every student has a duty to maintain their professional image inside and outside of the classroom, including professional practice settings. This includes refraining from posting any content that may be deemed discriminatory, provocative, negative, harmful, threatening, profane, hate-filled, or otherwise inappropriate. Students are responsible for any conduct, online or otherwise, that negatively or adversely impacts the SONHI community, displays students behaving in a manner inconsistent with nursing professional values, provides information about clinical agencies or patients, or violates any privacy protection laws (see "HIPAA Policy"). Each student is held accountable for following the policies of the agency where they have professional practice experiences. The SONHI Social Media Policy is intended to protect all students regardless of the clinical agency's policies.

Social Media Use, Investigations, and Interacting with Professional Practice Partners

Students must not use social media while attending professional practice experiences. Students must avoid sharing any protected information, such as agency name, photographs, or specific patient care information, on social media. The SONHI will investigate all violations connected to social media and clinical experiences. 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 health care 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 standards of this policy. Any student receiving conflicting information is encouraged to reach out to the SONHI administration for additional guidance before engaging in behavior contradicting this policy.

Accountability

Students are held accountable for upholding this social media policy as members of the SONHI 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 can correct the behavior. In cases of HIPAA violations, the student identifying the breach and the student responsible for the breach are both required to notify the lead faculty for the course. The SONHI prohibits taking negative action against any student for reporting a 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 SONHI.

Some examples of inappropriate content include (but are not limited to):

- Demonstration of illegal activity (federal and state).
- Sexually explicit behavior, images, or other references.
- Profanity or other crude language.
- Demonstration of unprofessional behavior.
- Discrimination based on race, gender, sexual orientation, religion, ethnicity, disability, or age.
- Harassment, threats, bullying, or other harmful content.
- Self-deprecating posts.
- Negative statements aimed at persons, organizations, or populations.
- Demonstration of dangerous or potentially harmful behavior.
- Displays of alcohol or drug use.
- Demonstration of misuse of school materials or unsafe practices.
- Unapproved sharing of class materials or student discussions.

Client Confidentiality

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 SONHI and the University of Portland Student Conduct Program. Violation of this policy will include failing a course and/or possible dismissal from the SONHI.

The University's Code of Conduct is available in the University of Portland Life on the Bluff student handbook.

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 SONHI, 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 SONHI. UPSNA officers are elected annually by the members of the organization.

STUDENT REPRESENTATION ON SONHI COMMITTEES

Each year, student representatives will be selected to act as a liaison between students and the SONHI community. At the beginning of each academic year, the SONHI invites all enrolled students to express interest in serving as a student representative on any SONHI committee. Committee chairs may also work in partnership with UPSNA leadership to select student representatives to participate as members on the SONHI committees. Student representatives are responsible for:

- defining issues that impact the student body within the SONHI or the University,

- attending SONHI committee meetings to communicate student priorities and actively contribute to the committee,
- reporting the work of committees back to the student body, and
- representing the student body as requested by the SONHI leadership at various events on campus and in the community.

Each year, student representatives are also selected to act as a liaison between the SONHI and the Associated Students of University of Portland (ASUP). Representatives of UPSNA and ASUP meet regularly to discuss issues and make decisions that affect all students. Qualifications to serve as a representative for UPSNA and ASUP are:

- a full-time nursing student in good standing and meeting all program requirements; and
- not on academic or disciplinary probation.

SUBSTANCE ABUSE AND SUBSTANCE ABUSE TESTING POLICY

Students in the SONHI who enter the nursing program accept responsibility for their behavior as learners and in fulfilling their professional duties as nurses 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 or on-campus or off-campus professional practice experiences while impaired. All nurses, including those in health care agencies, faculty, and nursing students, are bound by ethical and legal requirements to report suspected illegal drug use.

Students will abide by the drug and alcohol policies published in the University of Portland *Life on the Bluff* student handbook. Violations of the SONHI 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.

Please note the following:

- Professional practice sites may require pre-placement substance use screenings in addition to the standard SONHI 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 SONHI are responsible for communicating suspected substance abuse to the associate dean.
- 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 of a substance screen will be denied progression in the SONHI.

    - 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, or off-campus professional practice 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 SONHI.
    - The SONHI 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 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 professional practice activities will be determined by the associate dean. The associate dean will notify the student of the decision in writing, explaining the factors on which the decision was made. Student participation in off-campus professional practice is subject to the rules of the clinical agency. The SONHI cannot guarantee placements at any off-campus clinical site.
- 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 SONHI.
- Students are held to these guidelines while enrolled in the SONHI, 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 SONHI. A positive test subsequent to the first positive test will result in dismissal from the SONHI.

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 in alignment with not being impaired due to substances. State laws that legalize marijuana do not change our standards and our commitment to a drug-free lifestyle, both during the school year and during breaks. Use of

marijuana, in any form (both CBD and THC), even though legal in Oregon and other states, will not be permitted in the SONHI. Violations of the SONHI substance abuse guidelines will result in disciplinary action up to and including dismissal.

TRAVEL GUIDELINES FOR STUDENTS

The SONHI supports University sponsored study abroad opportunities for students. In addition to study abroad, nursing students may have the opportunity to be involved in international or national nursing immersion experiences. SONHI international or national travel for University of Portland credit and in the role of a BSN student must involve nursing faculty oversight and presence.

While enrolled in any nursing course, students may not participate in any in-country or international medical excursions where care is given without SONHI nursing 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 nursing students affiliated with the University of Portland. No exceptions will be made. These guidelines are based on safety concerns, legal and liability issues, and cultural sensitivity. These guidelines do not restrict students from leisure or exploratory travel. The SONHI accepts no responsibility for student leisure or exploratory travel outside of sanctioned University-approved travel programs.

Faculty guiding national or international experiences are responsible for selecting students to participate. Planning for faculty guided national or international travel must be initiated prior to or during the sophomore year of nursing school to ensure proper planning. Student actions to complete in preparation include:

- Confirming a SONHI contract is established with the selected non-governmental organization (NGO), school of nursing, or in-country service organization.
- Signing and submitting an international university waiver form.
- Obtaining travel insurance.
- Determining with faculty and the associate dean the percentage of professional practice hours (up to 25% for the course) for which the student will receive credit. The remaining percentage of course professional practice hours will be completed at an established clinical site in the Pacific Northwest.

ACADEMIC GUIDELINES AND POLICIES

CARNEGIE CREDIT WORKLOAD

Typically, workload for a course entails two to three hours per credit per week outside of the classroom. Students are expected to spend no less than two hours per credit on out-of-class work each week. For example, for a three-credit course, students are expected to spend a minimum of six hours (maximum of nine hours) doing homework (reading the textbooks and journal articles, completing assignments, preparing for class, etc.) and out-of-class work; plus, three hours "in-class" each week. Some students may need more time, but it is rare for students to need less time to be adequately prepared.

LEARNING MANAGEMENT SYSTEM: CANVAS

Canvas is the learning management system that faculty use to support and enhance classroom learning. Faculty post course syllabi, announcements, assignments, course reference materials, PowerPoint presentations, etc. on Canvas course pages. Students are responsible for all information, directions, and assignments communicated through Canvas and must adhere to all deadlines posted on Canvas course pages and BSN Student Resources page.

GRADING STANDARDS

Standards for Passing

A grade of Pass is required to pass all required nursing (NRS) courses that are graded on a Pass/No Pass basis.

A final minimum grade of 76% (a grade of C) is required to pass all required nursing (NRS) courses that are graded on an A-F basis.

Course syllabi contain a full description of standards for passing individual courses.

Grading Scale

A	=	95-100	B-	=	82-84.9	D+	=	69-71.9
A-	=	92-94.9	C+	=	79-81.9	D	=	65-68.9
B+	=	88-91.9	C	=	76-78.9	D-	=	60-64.9
B	=	85-87.9	C-	=	72-75.9	F	=	<60

Final grades in the SONHI are calculated to the hundredth of a point to determine the letter grade. Grades are not rounded up for individual assignment grades, examination grades, or overall calculation of final grades. For example, a grade of 75.95% will not be rounded up to 76%.

Grade Appeal Process

Information on the grade appeal process is in the "Grade Appeals, Policy Appeals, and Requests for Exception" section.

ADMISSION, PROGRESSION, AND DISMISSAL

Admission

First-year and transfer student applicants must meet the general entrance requirements of the University as stated in the Admissions section of the *University Bulletin*. The SONHI supports the University's non-discrimination statement.

Admission Requirements for First-Year Admitted Students

1. Completion of a high school or college-level general chemistry course prior to beginning the BSN program.

Admission Requirements for Transfer Admitted Students

1. A cumulative G.P.A. of 3.0 or above in college courses at the time of admission.
2. Completion of the BSN Foundation Requirement courses of Anatomy, Physiology, and Microbiology with labs with a minimum grade of B- in each at the time of admission.
3. The grade earned in courses transferred from an institution on the quarter system will be calculated against the semester credit hour equivalency. Examples include: 3 quarter credit hours equal 2 semester credit hours; 4 quarter credit hours equal 2.67 semester credit hours; 5 quarter credit hours equal 3.33 semester credit hours.
4. Completion of a high school or college-level general chemistry course.
5. Completion of all prerequisite courses by the time the student begins nursing (NRS) courses at the University of Portland. Prerequisite coursework must be taken through a regionally accredited college or university and must be graded with a C or higher. Pass/No Pass is not accepted for prerequisites. Students may not audit a required prerequisite course.
6. During the first semester: Satisfactory completion of all professional practice entry requirements, including background check, drug screen, HIPAA, American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) certification, and all immunizations.

University of Portland non-nursing majors who wish to transfer into the nursing program must apply as a transfer student and be considered for admission with external applicants. The application process for internal transfers is very competitive and there is no guarantee of acceptance into the transfer cohort.

Readmission

Students who would like to apply for readmission to the BSN program should contact the SONHI's associate dean.

Progression

Progression Requirements for First-Year Admitted Students

Progression in the BSN program is based on the following criteria:

1. Completion of all required 100 and 200-level nursing (NRS) courses that are graded on a A-F basis by the end of spring semester of the sophomore year.
2. Students may not audit a UP Core Requirement, BSN Foundation Requirement, or BSN Major Requirement course (see "BSN Degree Requirements").
3. A cumulative G.P.A. of 3.0 or above by the end of summer session I of the sophomore year.
4. Completion of the following BSN Foundation Requirement courses by the end of sophomore year summer session 1: Anatomy and Physiology I & II with labs, Microbiology for Nurses with lab with a grade of B- or better. Students must also have completed statistics by the end of sophomore year summer session 1.
5. Any SONHI student wishing to transfer any BSN Foundation Requirement course from another institution first needs the permission of the SONHI prior to registration in the course. Such permission is required to ensure that the course is suitable for transfer to the SONHI. The student must earn a grade of B- or better in the following BSN Foundation Requirement courses they wish to transfer: Anatomy and Physiology with labs, and Microbiology with lab. For any other courses a student wishes to transfer, a grade of C or better is required. A grade of Pass/No Pass is not allowed.
6. All required nursing (NRS) courses that are graded on an A-F basis must be successfully completed with a grade of C or better before progressing to the next semester. All required nursing (NRS) courses that are graded on a Pass/No Pass basis must be successfully completed to meet degree requirements.
7. Students who receive a grade of C- or lower or withdraw from a required nursing (NRS) course that is graded on an A-F basis may attempt the course a second time. Students who receive a grade of C- or lower in or withdraw from their second attempt of a required nursing (NRS) course that is graded on an A-F basis may be dismissed from the BSN program.
8. A required nursing (NRS) course that is graded on a Pass/No Pass basis may be repeated only once if a grade of No Pass was received on the first attempt. Students who receive a grade of No Pass when they repeat a required nursing (NRS) course that is graded on a Pass/No Pass basis may be dismissed from the BSN program.
9. Satisfactory completion of all professional practice requirements, including background check, drug screen, HIPAA, American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) certification, and all immunizations.
10. Exceptions to the above progression requirements may be granted on an individual student basis and upon approval of the SONHI associate dean.

Additional Progression Information

- Students interested in studying abroad should consult with their academic advisor, their faculty advisor, and the UP Studies Abroad office to understand study abroad options and their impact on the BSN program of study. The UP Study Abroad program recommends a G.P.A. of 3.0 or higher before going abroad but will consider applications from anyone with a cumulative G.P.A. of 2.5 or above.

- Student conduct issues will be taken into consideration for progression in the nursing program.
- Students who do not complete professional practice requirements as directed will not be allowed to attend professional practice experiences (lab, simulation, or clinical) and may lose their professional practice placement. Until professional practice requirements are obtained, students will not be able to participate in the professional practice course's activities or assignments, potentially resulting in an inability to demonstrate the professional practice course outcomes necessary to pass the course. Progression in the program may be delayed.
- Students with a positive drug screen prior to entry into or during professional practice courses may be dismissed from the SONHI.
- Students who have been suspended from the University may be dismissed from the School of Nursing & Health Innovations.
- See the the dismissal section of this handbook for additional grounds for dismissal from the School of Nursing & Health Innovations.
- All BSN students are responsible for adhering to the policies in the most current version of the *SONHI BSN Student Handbook*.

Progression Requirements for Transfer Admitted Students

Progression in the BSN program is based on the following criteria:

1. Students may not audit a UP Core Curriculum or BSN Major Requirement course.
2. All required nursing (NRS) courses that are graded on a A-F basis must be successfully completed (a grade of C or better) before progressing to the next semester. All required nursing (NRS) courses that are graded on a Pass/No Pass basis must be successfully completed to meet degree requirements.
3. A grade of C- or lower in or withdrawal from any required nursing (NRS) course that is graded on a A-F basis may result in delayed progression and delayed program completion.
4. Students who receive a grade of C- or lower or withdraw from a required nursing (NRS) course that is graded on a A-F basis may attempt the course a second time. Students who receive a grade of C- or lower in or withdraw from their second attempt of a required nursing (NRS) course that is graded on a A-F basis may be dismissed from the BSN program.
5. A required nursing (NRS) course that is graded on a Pass/No Pass basis may be repeated only once if a grade of No Pass was received on the first attempt. Students who receive a second grade of No Pass when they repeat a required nursing (NRS) course graded on a Pass/No Pass basis may be dismissed from the BSN program.
6. Satisfactory completion of all professional practice requirements, including background check, drug screen, HIPAA, American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) certification, and all immunizations.
7. Exceptions to the above progression requirements may be granted on an individual student basis and upon approval of the School of Nursing & Health Innovations' associate dean.

Additional Progression Information

- Student conduct issues will be taken into consideration for progression in the nursing program.
- Students who do not complete professional practice requirements as directed will not be allowed to attend professional practice experiences (lab, simulation, or clinical), and may lose their professional practice placement. Until professional practice requirements are obtained, students will not be able to participate in the professional practice course activities or assignments, potentially resulting in an inability to demonstrate the professional practice course outcomes necessary to pass the course. Progression in the program may be delayed.
- Students with a positive drug screen prior to entry into professional practice courses may be dismissed from the SONHI.
- Students who have been suspended from the University may be dismissed from the SONHI.
- All BSN students are responsible for adhering to the policies in the most current version of the *SONHI BSN Student Handbook*.
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Notification and Recommendations to Non-progressing Students

Non-progressing students include those students who have withdrawn from or have been unsuccessful in one or more nursing course. Students who will not progress to the next semester of the BSN program will be notified in writing by the assistant dean after grades have been posted at the end of the current semester. 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.

BSN students whose studies are interrupted due to a course withdrawal or failure will work with their academic advisor to develop a written progression agreement. The progression agreement will detail the changes in their program of study. The student must meet with SONHI Student Services staff concerning requirements for re-entry to a course or professional practice experience (e.g., clinical agency requirements).

Dismissal

Grounds for Dismissal for First-Year Admitted Students

Students admitted as first-year students may be dismissed from the SONHI for any of the following reasons:

- Cumulative G.P.A. below 3.0 at the end of summer session I of the sophomore year.
- Grades of C+ or lower in BIO 305/BIO 365 and, BIO 306/BIO 366 (Anatomy and Physiology I & II with labs) and BIO 359/BIO 379 (Microbiology for Nurses with lab) at the end of summer session I of the sophomore year.
- Withdrawal from or unsuccessful completion (a grade of C- or lower) of their second attempt (repeat) of a required nursing (NRS) course that is graded on a A-F basis.
- Unsuccessful completion (a grade of No Pass) on their second attempt (repeat) of a required nursing (NRS) course that is graded on a Pass/No Pass basis.
- A student may be dismissed if, in the opinion of the dean or dean's designee, the student's academic progress is inadequate to assure successful continuation at the SONHI, including two semesters in a 12-month period on academic probation.

- Inability to participate in the professional practice component of the program because of incomplete clinical agency requirements.
- A positive drug screen prior to entry into professional practice courses.
- Unsatisfactory professional practice performance.
- Unsafe professional practice performance.
- Violation of academic integrity.
- Violation of social media or HIPAA policies.
- 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.
- Student conduct issues.
- Suspension from the University.

Grounds for Dismissal for Transfer Admitted Students
A transfer student may be dismissed from the SONHI for any of the following reasons:

- Withdrawal from or unsuccessful completion (a grade of C- or lower) of their second attempt (repeat) of a required nursing (NRS) course that is graded on a A-F basis.
- Unsuccessful completion (a grade of No Pass) on their second attempt (repeat) of a required nursing (NRS) course that is graded on a Pass/No Pass basis.
- Inability to participate in the professional practice component of the program because of incomplete clinical agency requirements.
- A positive drug screen prior to entry into professional practice courses.
- Unsatisfactory professional practice performance.
- Unsafe professional practice performance.
- Violation of academic integrity.
- Violation of social media or HIPAA policies.
- 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.
- Student conduct issues.
- Suspension from the University.

Dismissal Appeal Process
The student will receive written documentation from the SONHI identifying reasons for dismissal. Information on the dismissal appeal process is in the Academic Regulations section of the *University Bulletin*.

NON-DISCLOSURE AGREEMENT ON ACADEMIC DECISIONS

During the academic year, it may be necessary for the administration to meet with students regarding academic decisions that may include, but are not limited to, appeals and exceptions. The information shared and developed in the course of these communications is personal to the student alone, and the decision reflects individual circumstances. Thus, out of respect for those students who may not be eligible to have the same appeal or exception, we ask that students be mindful of their communication with others regarding their situation, including not sharing the

decision on any communication with another student or others via in-person, email, social media, or any other communication method. This allows the SONHI to weigh different student concerns, hardships, and challenges through a lens that aligns with our values of both academic excellence and compassion.

EXCEPTIONS TO ACADEMIC POLICIES

During the course of a student's academic journey, there may be a need for exceptions to academic policies in the most severe of circumstances, including, but not limited to, situations that have impacted the individual uniquely in such a manner as to disable them from participating in their education and accessing the resources available to them from the institution. Students seeking an exception to academic policies must show how they were impacted and why they may benefit from such an exception. The program reserves the right to review all cases and make a decision on their merits. (See "Grade and Policy Appeals"). This allows the SONHI to weigh different student concerns, hardships, and challenges through a lens that aligns with our values of both academic excellence and compassion.

DEGREE REQUIREMENTS

To qualify for the BSN degree, the following requirements must be met:

- A grade of C or better or Pass in all required nursing (NRS) courses.
- Successful completion of all nursing program requirements.
- Completion of a minimum of 120 semester hours, including UP Core Curriculum Requirements, and BSN Major Requirements.

WRITING REQUIREMENTS IN THE SONHI

The faculty of the SONHI 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. NRS 104 and NRS 440 are the designated Writing in the Discipline courses for the BSN program.

Written assignments are structured to help students:

- 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.

PROFESSIONAL PRACTICE GUIDELINES AND POLICIES

PROFESSIONAL PRACTICE DEFINITION

"Professional practice" is the term used at the SONHI to encompass all clinical nursing learning experiences. Professional practice includes required skill development and simulation in the on-campus Simulated Health Center. Professional practice also provides learning opportunities off-campus in a variety of clinical settings across diverse healthcare organizations.

ELSIE FRANZ-FINLEY SIMULATED HEALTH CENTER

Hours and Access

The Elsie Franz-Finley Simulated Health Center (SHC) is comprised of the Elsie Franz-Finley Acute Care Center and the Nelson Family Ambulatory Care Center. The SHC serves as the on-campus professional practice location for BSN students beginning the second semester of the sophomore year. The SHC uses a secure door lock system to protect the integrity of the professional practice environment. Student access to the simulation suites is restricted to scheduled learning activities. Students have ID card access to the skills lab in BC 302 during the following hours:

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

The SHC is considered a professional practice environment, and the same laws and policies that apply in all health care settings apply in the SHC. SONHI students, staff, and faculty gain permission to access the SHC with their UP ID card through the SONHI office. ***Only students who are in the nursing program are permitted to access the SHC, unless authorized by SHC Leadership.*** SHC access is restricted when the space is being used for class, conferences, or scheduled on-campus professional practice sessions. Students will be notified of the SHC schedule prior to the beginning of the semester.

Facilitated Teaching Assistant (TA) Learning Lab

TAs are available to assist students with skills practice during set hours that are determined at the beginning of each semester. TA proctored skills lab hours are posted in Canvas. It is individual responsibility to return simulated patients and workspace to a safe/clean state when complete with skills practice, including lowering the bed to the lowest position, covering the patient in their bed linens, returning items to their original state (bedside table, patient belongings, medications etc.), and cleaning up trash. Failure to demonstrate this may result in students being unable to access the space after hours. Lab doors **must not** be propped open according to University of Portland facilities safety policy.

If an ID card does not allow access to the SHC for currently enrolled BSN students (starting in second semester of the sophomore year), students should contact Campus Safety. Permission to access the SHC will be removed following graduation or immediately upon dismissal from the SONHI. Students not currently enrolled in the SONHI, and all other persons not engaged in normal SHC operations are not allowed in the SHC at any time without permission of SHC

Leadership, SONHI dean, or SONHI associate dean. Students using the SHC must practice standard precautions to prevent injury and infection (see the "Standard Precautions/ Bloodborne Pathogens Guidelines" in Appendix B). Students must be in scrub uniform or professional dress.

Simulation Confidentiality

All materials, scenarios, patients, cases, and discussions occurring during scheduled simulation activities are to be kept confidential and are not to be discussed outside of simulation or shared with other students unless facilitated by a SONHI instructor. Please note the SONHI's HIPAA policy does apply to on-campus professional practice, such as labs and simulations, as well as off-campus professional practice activities (see the "HIPAA Policy" section below).

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 health care providers and health plans. This means any piece of information about an individual's health, 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 SONHI. Students are required to know and understand the HIPAA Privacy Regulations. Prior to the first professional practice assignment, students must complete HIPAA training in the online professional practice requirement tracking system, ACEMAPP, as part of standard professional practice compliance. This training must be renewed annually. Students are prohibited from removing any documentation from any clinical site that has any patient identifying information. This includes patient records, notes, or printouts of any kind. There may be times when a student encounters a nurse or other members of the health care 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.

In most clinical facilities, a student will have permission to access patients' records if they are correctly identified with their SONHI badge. It is important to recognize that students are prohibited from sharing patient information outside of the professional practice learning environment. Students can discuss this information with their clinical instructor, professional practice course faculty, preceptor, and students within the professional practice learning environment, but they may not share any patient information outside of the professional practice learning environment, such as with a family member or friend. Sharing stories on social media, even without naming an individual, is considered a violation (see the "Social Media Policy" section). In the professional practice learning environment, all discussions of patient information must take place in a private location and with a tone of voice that cannot be overheard by individuals in the direct care of the patient.

Students should never enter any patient PHI (Protected Health Information as defined by HIPAA), personally identifiable, or other patient information into an AI (Artificial Intelligence or Generative Artificial Intelligence) Tool. Never enter any organization's policies, procedures, or other internal information into any AI tool. Any use of AI involving PHI is prohibited.

If students transcribe patient information from their professional practice experience for preparation, planning, or assignments, the information 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. 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 SONHI.

HIPAA violations can result in personal criminal and civil liabilities. The Office of Civil Rights at the lowest tier could attach a maximum penalty of $50,000 and/or up to 1-year imprisonment. In the event of a HIPAA privacy breach, liability insurance does not shield students from claims of civil damages.

LIABILITY INSURANCE

Students in 300 and 400 level nursing courses are covered by the University's professional liability (malpractice) insurance, which is paid through professional fees assessed for each nursing course.

TRAVEL TO CLINICAL SITES AND MILEAGE REIMBURSEMENT

Nursing students are required to travel to various clinical sites to complete professional practice hours during their junior and senior years. With prior authorization from the dean, the SONHI may provide mileage reimbursement. Students should contact the professional practice lead faculty if they need additional information on this policy.

PROFESSIONAL PRACTICE REQUIREMENTS

Required Supplies

The items in the table below must be purchased prior to beginning NRS 206: Professional Practice: Health Assessment.

Item	*Description*	*Approximate Cost*
SONHI professional practice uniform	Two sets, top and bottom, of scrubs and shoes as indicated in the dress code below.	Approximately $80 for 2 sets of scrubs. Scrubs must be purchased at the UP Bookstore. (Unique special sizing available per student request.)
Stethoscope	Adult size with diaphragm and bell. Single tube preferred.	Approximately $30 & up; Two options available through the UP Bookstore. Also available at uniform shops.

Item	*Description*	*Approximate Cost*
SONHI identification patch	The patch is worn on the scrub top (see instructions in Appendix C).	$4.95 per patch, 2 required. Available at UP Bookstore.
Wristwatch	Any style of wristwatch that has a second hand.	Varies

Dress Code and Professional Appearance

Students must adhere to SONHI dress code and professional appearance standards when functioning in a professional capacity in all on-campus and off-campus professional experiences. On-campus professional practice includes lab instruction and simulation time in the SONHI SHC and open lab. Students are required to be in the approved SONHI uniform for all professional experiences. Individual off-campus professional practice sites may require further dress code and professional appearance standards beyond those listed in this handbook, which students must adhere to while on site. Students not adhering to the dress code for professional practice will not be allowed into the professional practice setting. Missed experiences due to 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 unscented deodorant and mouthwash is encouraged.
- Fragrances are not to be worn due to potential patient sensitivities and allergies.
- Gum chewing is not allowed in professional practice situations.
- Nails must remain neatly manicured and short (look at your hands with palms facing you, parallel to your eyes – fingernails should not be visible).
    - Smooth and unchipped nail polish (regular, gel, or shellac) is acceptable.
    - Artificial nails, glitter, appliqués, or any other addition that would contribute to a non-smooth nail surface are unacceptable.
- Hair and facial hair must be neat and clean. Students must be able to comply with PPE/appropriate mask fitting per clinical site guidelines. Hair must be pulled back and secured if longer than collar length.
- Jewelry that does not interfere with clinical performance, safety, and infection control is acceptable, and must be kept at a minimum. Unacceptable jewelry includes:
    - Visible, non-stud piercings on ear, face, or body (ex: hoop or dangle earrings)
    - Unplugged gauges
    - Any jewelry that interferes with PPE donning and removal (ex: multiple rings)
- Cover visible tattoos according to clinical site guidelines as needed.

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 SONHI will provide such equipment as recommended by the agency's policy.

The SONHI Uniform

The basic uniform consists of purple scrubs with matching tops and bottoms. Two sets must be purchased from the UP Bookstore. A plain white, grey, or black long or short sleeve T-shirt or tank top may be worn under the scrub top and tucked in. Scrubs must:

- be kept in good repair and not faded;
- be wrinkle-free;
- be laundered after each day of client contact to reduce the spread of infection;
- have the SONHI patch applied to the left arm (Appendix C); and

Shoes must be closed-toe and closed-heel. Socks must be worn while in uniform. 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); and
- not be canvas or suede.

A dedicated pair of shoes for clinical is recommended.

The SONHI professional practice photo ID badge must always be worn and readily available as part of the uniform. The SONHI will provide the badge to the student at the start of the first professional practice course.

Professional Dress Guidelines (when not in uniform)

Students must clarify with faculty what the dress requirements are for the specific clinical agency setting to which they are assigned. In addition, students must dress professionally and always wear their SONHI professional practice photo ID badge in all agency settings.

Students in clinical settings prior to assigned clinical time must wear their SONHI clinical photo ID badge. Some agencies require students to wear their complete SONHI uniform and professional practice photo ID badge anytime on site and for professional practice preparation.

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

Professional dress includes, but is not limited to:

- Dress pants or khakis (not skintight)
- Tops: short or long-sleeved collared shirt and/or sweater with a modest neckline and torso is covered
- Dresses or skirts must be knee length or longer
- Clothing may not be ‘see through’
- Closed-toe-shoes

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

- Dresses, blouses, tops, and/or sweaters that do not cover the shoulders or with a revealing neckline and torso is not covered

- Shirts and tops with logos, graphics, or inappropriate slogans
- Denim jeans (all color), athletic or warm-up suits
- Spandex or stretch pants
- Underwear-style T-shirts
- Shorts
- Sweatshirts
- Flip flops, shower sandals, or Crocs
- Any type of non-religious hat

Professional Practice and Clinical Site Requirements

All BSN students are required to meet specific requirements prior to attending any professional practice course, either on campus at the Elsie Franz-Finley Simulated Health Center (SHC) or at an off-campus clinical site. The first professional practice course is NRS 206: Professional Practice Health Assessment.

There are two levels of requirements:

1. **Professional practice requirements** (Determined by UP SONHI, in accordance with Oregon State Board of Nursing, Oregon Health Authority, and StudentMax Consortium guidelines.)
2. **Clinical site requirements** (Determined by individual clinical sites.)

All professional practice requirement details are available on the BSN Student Resources page or as links from that page. A summary of the professional practice requirements is provided in Appendix E. The requirements are subject to change within an academic year.

All clinical site requirement details will be communicated to each student by the SONHI Center for Clinical Excellence staff after specific clinical assignments are confirmed.

Cooperation with SONHI processes in meeting deadlines is a required component of nursing education and the professional practice experience. Keeping information current is the student's responsibility. Timely submission of documentation ensures that coordination with professional practice organizations will not be delayed or result in a loss of student's clinical placement.

Professional practice requirements must be kept current throughout the BSN program, including during academic breaks. Clinical site requirements must be maintained while the student is actively working at that clinical site to complete their assigned rotation. Students are responsible for any costs incurred to complete these requirements.

Each student will be required to create and maintain accounts in ACEMAPP and Complio/ACEMAPP Assure /software per SONHI Center for Clinical Excellence staff instructions. These accounts will be used to complete some requirements directly and as a repository for documentation proving requirements have been met. The current status of all requirements can be viewed as an ACEMAPP transcript.

Students who do not complete professional practice requirements by the submission deadline will receive an Academic Warning, will have a hold placed on their student account, will not be

allowed to attend professional practice experiences (lab, simulation, or clinical), and may lose their professional practice placement.

Until students meet clinical requirements, they will not be able to participate in the professional practice course's activities or assignments, potentially resulting in an inability to demonstrate the professional practice course outcomes necessary to pass the course. Progression in the program may be delayed.

Criminal History

Evidence of criminal history may not mean automatic removal from the BSN program, and continuation in the program will be determined by the associate dean. Continuation in the BSN program does not guarantee that clinical sites will approve student participation or attendance at their facilities. Some health care agencies require students to complete an additional facility criminal history check, which may include fingerprinting, prior to placement at their particular clinical site.

Students must meet criteria established by state boards of nursing 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 and is determined by each state's board of nursing. Students with questions regarding their potential eligibility for licensure should contact the associate dean as soon as possible.

GENERAL INFORMATION ABOUT PROFESSIONAL PRACTICE EXPERIENCES

Transportation Requirements

Students are placed at a variety of clinical sites to ensure the broadest range of experiences. The majority of these clinical sites are in the greater Portland metropolitan area.

Professional practice placement decisions are based on fulfilling BSN program requirements, not the individual student's desires, convenience, or transportation limitations. All costs associated with transportation to and from professional practice experiences, including tolls, parking fees, and other costs, are the responsibility of the student.

Students may expect to travel up to an hour and a half each way to some clinical sites. Students traveling to clinical sites over 50 miles one-way (distance calculated starting from the University of Portland campus) will be eligible to receive travel funding or support based on the most current University travel guidelines (see "Mileage Reimbursement").

Preparation for Professional Practice Experiences

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

Students will be given specific instructions by professional practice instructors for each agency prior to the first clinical day. Students may enter their assigned experience only:

- to prepare for client/population care as arranged by the faculty member. Many professional practice assignments require preparation one day prior to the professional practice experience (for a maximum of two hours);
- at scheduled clinical times;
- when special arrangements are made through the faculty member for entry into a clinical agency to complete course requirements outside of scheduled clinical time; and
- in attire appropriate to the clinical agency and wearing a SONHI professional practice photo ID badge.

Safety Guidelines

The SONHI has a concern and responsibility for the safety of nursing students and clients for whom students provide nursing care. A discussion of personal safety will be included in the orientation to each professional practice course.

Students are encouraged to provide information to professional practice course 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.

If a student is injured at a clinical site, the student must notify the clinical faculty and complete the appropriate report(s) as designated by the clinical facility. One copy of the report will be sent to the SONHI associate dean. The student must also sign the SONHI Exposure/Incident Report that is completed by the clinical faculty, and complete any forms required by the student's personal insurance company.

Students are responsible for their belongings during professional practice. Neither the SONHI, nor the University, is responsible for stolen or damaged items.

Professional Practice Experience Cancellation

Professional practice experiences will be canceled when the University is closed or may be canceled or delayed at the discretion of the clinical faculty. The clinical faculty will verify cancellation by contacting the students by phone and/or email.

If students feel it is unsafe to drive due to inclement weather or other reasons, they are to notify the clinical site and the clinical faculty prior to the start of the scheduled practice experience time. Plans to make up the practice experience due to cancellation will be communicated from the lead faculty of the course and/or the clinical faculty.

OREGON NURSE INTERN AND WASHINGTON NURSE TECHNICIAN LICENSES

The Oregon Nurse Intern (NI) license is available upon completion of courses NRS 326, 317, 308. The Washington Nurse Technician (NTEC) license is available for students upon successful completion of the courses NRS 325, 316, 306. These licenses allow students to gain additional patient care hours outside of their professional practice requirements.

Information about the Oregon NI license is available in OSBN Division 41. Students may apply for an Oregon NI license through the OSBN Nurse Portal. Oregon NI licenses expire 30 days after the end of every term, meaning the student must re-apply and the SONHI must verify their academic standing each term.

Information about the Washington NTEC license and how to apply is available on the Nursing Care Quality Assurance Commission (NCAQC) Nursing Technician License webpage. Washington NTEC licenses expire on the license holder's birthday. It is the responsibility of the SONHI to inform both the Washington NTEC license holder's employer and NCAQC if a Washington NTEC license holder becomes inactive or is no longer in good academic standing.

All questions related to applying for the Oregon NI license or Washington NTEC license should be directed to the academic coordinator for students, Patricia Patyrak, (patyrak@up.edu)

CERTIFIED NURSE ASSISTANT LICENSE

The Oregon Certified Nurse Assistant (CNA) license is available for students upon successful completion of junior fall semester courses and at least 75 clinical hours under the care of a licensed RN.

Oregon CNA license Application Information

1. Create an OSBN account.
2. Complete and submit the CNA License application.
    - Login to OSBN > Apply for License
    - Scroll through Licenses to find Initial CNA by Examination > Submit the exam application.
3. Next, email Academic Coordinator for Students, Patricia Patyrak (patyrak@up.edu), to complete and submit the Nursing Student Verification of Enrollment for NA/MA Certification form found on the OSBN website.
4. Students should follow the directions in the NA Exam application to get their fingerprints taken.
5. Students should check their email for a message from the exam vendor TMU with further instructions and details regarding the exam.

The exam consists of two parts, a knowledge test which may be remotely proctored as well as an in-person skills demonstration test. Once both exam components are successfully completed and OSBN CNA certification is issued, students are listed on the Oregon NA Registry and are eligible to work as CNAs in an y care setting across the state.

For more information, please review:

- OAR 851-062-0050 Initial Nursing Assistant (NA) Certification Eligibility: (D) Proof of current enrollment in a nursing education program approved by the Board or, for non-Oregon programs, by the appropriate agency in that state or US territory.

- OAR 851-062-0020 (5) Oregon CNA Certification: An RN, LPN or student nurse must have active CNA certification before being identified as a CNA and performing CNA authorized duties.

CNA licensing is done through OSBN, so if you have any license-specific questions, email OSBN at Oregon.bn.info@state.or.us.

APPENDICES

APPENDIX A: BSN STUDENT 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." (see the *University of Portland's Code of Academic Integrity*).

Examples of violations 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, the Oregon Nurse Practice Act requires that the nurse "demonstrate honesty, integrity and professionalism in the practice of nursing." [851-045-0065(1)(c)].

This signed form will be kept on file and in effect for the duration of time the student is enrolled in the University of Portland School of Nursing & Health Innovations' BSN program. A copy will be available upon request.

Due to the expectations and written requirements of the University, the School of Nursing & Health Innovations, the nursing profession, and the Oregon State Board of Nursing, ***I understand that my behaviors as a student in the University of Portland School of Nursing & Health Innovations' BSN program 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 & Health Innovations.

_____

Student Signature

_____

Student Name (printed) Date

APPENDIX B: STANDARD 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 health care workers. Students in health care settings are at risk for exposure to HIV, HBV, and Tuberculosis. Use of Standard 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 health care 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.
- Professional practice 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 health care 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 bodily 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.
- Standard Precautions: Standard Precautions are used for all patient care. They're based on a risk assessment and make use of common-sense practices and personal protective equipment use that protect health care providers from infection and prevent the spread of infection from patient to patient.
- 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 SONHI SHC and in all professional practice settings are at risk for infection. Professional practice 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.
- Health care 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 Standard Precautions at all times both in on-campus and off-campus clinicals. Personal protective equipment will be worn when there is a risk of exposure to bloodborne pathogens and other hazards. The SONHI will provide personal protective equipment for use in the SONHI SHC.
- The University Campus Safety office provides management and disposal of contaminated materials and sharps. Students in on-campus clinicals will use Standard Precautions in preparing contaminated materials for disposal. Properly labeled and secured sharps containers and disposal bags are provided in the SONHI SHC.
- 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 SONHI guidelines.

APPENDIX C: HOW TO ATTACH THE SCHOOL OF NURSING & HEALTH INNOVATIONS PATCH

PURPLE SCRUB TOP

Iron the School of Nursing & Health Innovations 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.



APPENDIX D: PROFESSIONAL PRACTICE REQUIREMENTS SUMMARY

See the BSN Student Resources page for details on how to fulfill each requirement.

***Exemptions**: MMR, Hep B, Tdap, and Varicella vaccinations will be deemed exempt if the student is allergic to the vaccination. Documentation of this allergy from a health care provider is required and may impact professional practice placements and necessitate additional precautions. Some students may also be exempt from Covid and Influenza vaccinations.*
*Starting Academic Year 2026-27 use ACEMAPP Assure

Work With Your Health Care Provider to Complete These

✅	*Requirement*	*Requirement Details*	*Frequency*	*Upload to*
	Tdap Diphtheria/Tetanus/Pertussis	Tdap on/after 11th birthday AND if more than 10 years old, a Tdap or Td booster	Every 10 years	Complio/ACEMAPP Assure*
	MMR Measles, Mumps, Rubella	Two doses MMR ≥28 days apart OR proof of immunity to all three	one-time	Complio/ACEMAPP Assure*
	Varicella (Chickenpox)	Two doses of vaccine ≥28 days apart OR proof of immunity	one-time	Complio/ACEMAPP Assure*
	Hepatitis B	One full vaccine series OR proof of immunity	one-time	Complio/ACEMAPP Assure*
	Tuberculosis (TB)	Proof of TB test *Site specific requirements may require annual test	one-time*	Complio/ACEMAPP Assure*
Vaccinations recommended but not required per Oregon Health Authority				
	Covid	Upload proof of vaccination or declination; Follow site-specific guidelines for Covid and/or Covid declination	one-time	ACEMAPP
	Influenza	Upload proof of vaccination or declination; Follow site-specific guidelines for Influenza and/or Influenza declination	annually	ACEMAPP

Work On Your Own to Complete These

☑	*Requirement*	*Requirement Details*	*Frequency*	*Upload to*
	Activate ACEMAPP and Complio/ACEMAPP Assure*	Access is provided through Center for Clinical Excellence team by Sophomore year	one-time	n/a
	Background Check	Results are automatically uploaded when ordered through designated compliance system. See instructions from CCE team on PilotsUP. • Once your Complio/ACEMAPP Assure* account is activated and approved your background check will automatically be submitted.	one-time	n/a
	Drug screening	Results are automatically uploaded when ordered through designated compliance system. See instructions from CCE team on PilotsUP. • Once your Complio/ACEMAPP Assure* account is activated and approved, Complio/ACEMAPP Assure* will email instructions on how to obtain your screening. • Failure to follow CCE / Complio/ACEMAPP Assure* instructions may result in additional charges for the student.	one-time	n/a
	Proof of health insurance coverage	Insurance card showing coverage (front and back).	annually	Complio/ACEMAPP Assure*
	CPR BLS Certification	CPR for Basic Life Support of Healthcare Provider • This certification can only be obtained through an American Heart Association approved BLS provider. • Only the in-person classroom option fulfills this requirement. • Blended learning courses are not an option. Required by end of Sophomore Year	every two years	Complio/ACEMAPP Assure*

☑	*Requirement*	*Requirement Details*	*Frequency*	*Upload to*
	Tuberculosis (TB)	Complete TB 101 Module directly in ACEMAPP	annually	n/a
	Online assessments • OSHA Recommended Safety Guidelines • Bloodborne Pathogens (OSHA) • Infection Prevention Practices • TB Risk Assessment	Complete directly in ACEMAPP	one-time	n/a
	• Site-specific privacy and confidentiality practices • Site-specific orientation	Complete directly in ACEMAPP as part of site onboarding	each rotation	
	BSN Student Statements • Professional Performance Requirements • Personal Identification Information Sharing	Read and sign directly in ACEMAPP	one-time	ACEMAPP
	Upload Official Photo ID	Driver's License OR Passport OR Military ID OR state ID	one-time	ACEMAPP

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APPENDIX E: PROFESSIONAL PERFORMANCE REQUIREMENTS

Being professional is a critical component of learning in the School of Nursing & Health Innovations. Students represent the nursing profession and the University of Portland School of Nursing & Health Innovations wherever they are, which includes being in the classroom, and on and off-campus professional practice experiences. Students are expected to be professional and provide safe client care (see Behaviors Implying the Presence of Professional Values on the next pages). To provide professional and safe client care, students are expected to:

- Be prepared. This means that all required study guides and preparation tools must be completed before the start time. Students who are unprepared for professional practice will be removed from the professional practice agency and sent home. Consistently being unprepared for professional practice will result in failure of the course.
- Provide safe client care. Professional practice 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 professional practice evaluation tool. Students who are unsafe in professional practice will fail the course.
- Perform at or above professional expectations in all five program outcomes. Each course, professional practice experience, and clinical reasoning seminar across the program of study builds on each other in complexity and performance expectations. Student expectations are clearly outlined in every course with course and/or program outcomes.

Faculty will assess students throughout courses, midway through and at the end of their professional practice experiences. Students will complete a detailed self-evaluation at the end of the professional practice course, which is to be submitted and discussed with their faculty.

At times, students may become ill or have an emergency and not be able to attend class or professional practice. Students are expected to contact University of Portland faculty and the professional practice agency before or at the time professional practice starts to receive an excused absence and discuss make-up requirements. Students who need to make up professional practice are expected to do so at their own expense based on several factors (see *School of Nursing & Health Innovations BSN Student Handbook* for details).

Students are expected to be on time and to be dressed in appropriate University of Portland professional practice attire. Students who are inappropriately dressed for professional practice will be sent home (see *School of Nursing & Health Innovations BSN Student Handbook* for details).

_____ _____

Student Signature Date

_____

Student Name (printed)

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 client requests.
- Prioritizes activities that reflect client needs.
- Explains treatments and procedures; keeps client well informed.
- Selects appropriate response to clients even if they prefer to focus on something else.
- Is responsive and reliable when clients, staff, or faculty identify needs.

Value: ***Professional Socialization*** - Commitment to nursing and to nursing department policies

- Is present and willing to learn; complies voluntarily with rules and policies of the nursing department.
- Demonstrates enthusiasm for professional practice; 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 professional practice.
- Pleasant to staff, peers, and faculty.

Values: ***Accountability*** and ***Honesty***- Intellectual and personal integrity

- Readily admits mistakes and oversights and takes criticism constructively.
- Is 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.
- Makes statements that 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.
- Is respectful of faculty, staff, peers, and clients.

Behaviors Implying the Absence of Professional Values

Value: ***Altruism*** and ***Advocacy*** - Placing the client's welfare first

- Is unreliable in completion of tasks.
- Is 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 needs into consideration.
- Has an approach that is "who is right" not "what is right."
- Fails to make appropriate arrangements if unable to be on time or present for professional practice.

Value: ***Professional Socialization*** - Commitment to nursing and to nursing department policies

- Is chronically late or absent.
- Skips professional practice or other obligations if not supervised.
- Passes assignments or tasks to others when possible.
- Is a chronic malcontent and complainer.
- Gives inappropriate information to others.
- Is chronically deficient in upkeep of charts and records.
- Feels existent policies are irrelevant, unimportant, and nonobligatory.

Value: ***Collegiality*** - Cooperation

- Is argumentative or stubborn.
- Is sullen or arrogant with faculty, peers, staff, and clients.
- Is uncommunicative with staff and faculty.
- Gives hostile responses to frustrating situations.
- Has 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.
- Is disrespectful and rude to faculty, staff, peers, or clients.

University of Portland SCHOOL OF NURSING & HEALTH INNOVATIONS