University of North Alabama

COLLEGE OF NURSING

NURSING STUDENT HANDBOOK

For Distribution to Level I
FALL 2016

Revised March 2016
# UNIVERSITY OF NORTH ALABAMA COLLEGE OF NURSING
# STUDENT HANDBOOK

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I. GENERAL INFORMATION

A. Introduction

The policies in this College of Nursing (CON) Student Handbook are supplemental to the University Catalog and the University Student Handbook. These CON policies are written to help the student progress through the program. The UNA and the CON reserve the right to make changes in this handbook as deemed appropriate.

According to the University Catalog, “Students are expected to adhere to standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses. Full text of this Code is available at: http://www.nursingworld.org/codeofethics

The faculty of the UNA College of Nursing congratulates you on your acceptance into the nursing course of study. There are many planned worthwhile learning experiences to enable the student to become a beginning professional nurse who can think critically, communicate effectively, and provide therapeutic nursing interventions. This course of nursing study is rigorous. The student must read and study continually in order to learn information needed to successfully progress through the program. It is important that the student complete study and performance assignments on time.

The baccalaureate degree in nursing and master's degree in nursing at the University of North Alabama is accredited by the Commission on Collegiate Nursing Education (CCNE) (http://www.aacn.nche.edu/ccne-accreditation) and approved by the Alabama Board of Nursing (ABN). Students should review the Alabama Board of Nursing web site at www.abn.state.al.us for the rules and regulations pertaining to licensure and nursing practice in Alabama. Approval of the ABN (or state board in the state where the student wishes to be licensed) is required before students are allowed to take the National Council Examination (NCLEX). See Appendix for current ABN licensing questions.

B. Accommodation for Disabilities Awareness Statement

In accordance with the American with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the CON endorses the university commitment to students with disabilities. CON will provide reasonable accommodations for student with eligible documented learning, physical and/or psychological disabilities.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of traditional nursing students. A list of these standards is contained in the table see Appendices page 26.

To be eligible for program accommodation, students must self-identify to the university's office of Disability Support Services (DSS), who will determine eligibility for services. Once eligibility for accommodations is determined by DSS, it is the students’ responsibility to request appropriate accommodations. If Essential Performance Standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, in consultation with the faculty, the dean reserves the right to withdraw the student from the nursing program.

C. Title IX Discriminatory Harassment

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence,
stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA’s policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix (website is in progress). If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

D. **Sexual Harassment**

University policy prohibits sexual harassment. It is the responsibility of all students and employees to assure that our community is free from sexual harassment. Accordingly, all members of the university community must avoid any conduct that is or has the appearance of being sexual harassment. The University Ombudsman and the Office of Student Affairs have information about the University's sexual harassment policy.

The CONAH TD program has adopted the legal definition of sexual harassment as follows:

‘Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive educational environment.’

E. **Vision, Mission and Goals**

The CON vision is to improve health in the community by effecting change in systems and policies, and to promote research and scholarly activities that advance nursing knowledge. The CON mission is to graduate nurses who are prepared to professionally assume nursing roles in diverse health care environments.

**Program Goals for CON – Traditional Department (TD):**

1. Provide high quality, innovative educational nursing programs
   - Offer a high quality, traditional baccalaureate nursing degree program
2. To build and maintain a student-centered nursing program
   - Graduate nurses who are prepared to practice nursing in global healthcare environments
3. Provide a culturally diverse environment for students, faculty and staff
   - Promote a culturally diverse learning environment designed to eliminate barriers to learning
4. Develop partnerships with community agencies to expand healthcare to the community
   - Develop and nurture a strong relationship with community health facilities and health professionals.
5. Promote research and scholarly activities that advance nursing knowledge
   - Foster scholarly activities, research, teaching, service, and practice that advance the knowledge base of nursing

**Student Outcomes**

The CON achieves its vision and mission by producing graduates who:

1. Function as beginning practitioners in professional nursing.
   The Program meets or exceeds the Alabama Board of Nursing requirement that nursing programs have an 80% yearly average of NCLEX-RN passage. Graduate and employer survey results reflect that graduates have the ability to:
   - Utilize the nursing process and theories.
• perform efficiently in their position.
• utilize critical thinking skills.

2. Possess a foundation for graduate study. Graduate survey results:
• indicate that graduates are prepared for graduate school.
• reflect intent to enroll in graduate school, actual enrollments, and/or completion of graduate school.

3. Synthesize knowledge from a broad educational foundation upon which professional nursing practice is based. Graduate and employer survey results reflect satisfaction in:
• graduates’ ability to synthesize knowledge and utilize the nursing process.

4. Communicate and collaborate with members of the health team and other interested groups in identifying and meeting the health needs of individuals, families, and communities. Graduate and employer survey results reflect the graduates’ ability to:
• utilize written and verbal communication skills.
• collaborate with other professionals and members of the health care team to problem-solve.

5. Demonstrate an understanding of the need for continuous personal and professional growth. Graduate survey results indicate graduates:
• participate in activities that foster continuous personal and professional growth.
• participate in professional organizations.

6. Develop interpersonal and technological skills necessary to assume leadership roles within the BSN scope of practice. Graduate and employer survey results indicate that graduates:
• assume leadership roles.
• competently perform nursing skills.
# FACULTY & STAFF

The names, office numbers, phone numbers and E-mail addresses of the administrator, Faculty and staff are as follows:

<table>
<thead>
<tr>
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Dr. Vicki Pierce  
Associate Professor  
Dean  

Mrs. Alaina Ramey  
Coordinator, Traditional Nursing Enrollment  

Dr. Martha Rock  
Professor  

Mrs. Lynn Underwood  
Assistant Professor  

Dr. Laura Williams  
Associate Professor  

Mrs. Kelli Winkles  
Instructor  

Mrs. Rachel Winston  
Assistant Professor  

UNA Operator  

ONLINE FACULTY  

Dr. Linda Austin  
Assistant Professor  
Chair-Online Program & Associate Dean  

Dr. Marilyn Lee  
Professor  

Mrs. Cathy Malone  
Assistant Professor  

Mrs. Cindy Mashburn  
Administrative Assistant  

Dr. Michelle Nelson  
Assistant Professor  

Dr. Kristy Oden  
Assistant Professor  

Mrs. Lauren Shell  
Coordinator, Online Nursing Enrollment  

MSN FACULTY  

Dr. Lynn Aquadro  
Professor, Chair-MSN Program  

7
The Executive Assistant in the Dean's office is to be consulted about interdepartmental matters. The Academic Assistant is to be consulted about departmental academic matters.

II. BEGINNING THE PROGRAM

**Alert:** The schedule for the first two weeks of each semester requires the student to be available Monday through Friday during special posted times (usually posted at the end of each semester for the beginning of the next semester).

**Notice to students:** In order to avoid conflict with the intense nursing course and clinical requirements, students admitted to the nursing program must have permission from their advisor and nursing course instructor to add additional classes outside of the nursing curriculum.

A. Extracurricular Activities

Being involved in extracurricular activity such as band, ROTC, National Guard, athletics, Greek organizations, etc. does not prevent a student from being successful in the nursing program. However, nursing course and clinical requirements must take precedence over extracurricular activities. Therefore, the student should determine, after consultation with nursing faculty, whether these activities can be successfully continued while enrolled in the nursing program.

Please note: If you are a university athlete or involved in other extracurricular activities, you are required to consult your instructors, coach, and/or organization leader by the first week of classes to discuss and acknowledge the upcoming semester demands.

The student nurse must meet course and clinical requirements. Therefore, the student will need to develop a written plan/schedule which demonstrates an ability to successfully merge scheduled activities and academic studies. Schedule conflicts will require prior arrangements with the course instructor to meet required clinical rotation schedules, scheduled tests/exams, class assignments, projects, papers, etc. Nursing students are held accountable and responsible for classroom content missed due to an absence.

B. Student Health Requirements

Health related requirements are in place, in accordance with Occupational Safety & Health Administration (OSHA) and the Alabama Department of Public Health guidelines, for the protection of the student and others with whom the student may come in contact. Upon admission to the CON, the student must have a physical examination completed by a physician or a nurse practitioner. THE COMPLETED HEALTH FORM MUST BE MAILED DIRECTLY BY THE HEALTH CARE PROVIDER TO THE CON, as instructed in the health form.

A copy of the student’s complete immunization record, completed 2 step TB screenings, Flu Consent or Declication Form, and CPR certification must be provided to the CON TD Coordinator of Nursing Enrollment. (If the immunization record is not available, results of antibody titers must be submitted before the beginning of the semester.)

Evidence of meeting the criteria for Health Requirements by established deadlines, as listed below, must be given to the CON TD Coordinator of Nursing Enrollment ANNUALLY in order to attend class and clinicals. Failure to submit health requirements by established deadline dates will result in an administratively-assigned clinical unsatisfactory for each delinquent day in each clinical course. The original immunization
forms, etc. are to be kept in the student portfolio and available upon faculty request. A copy of all health requirements and updates must be submitted to the CON TD Coordinator Nursing Enrollment (do not leave under the door) and will be filed in the CON student’s file. Students must NOT ATTEND any clinical agency before submitting documentation of all student health requirements.

Medical alerts are encouraged to be on person for student safety in the classroom and clinical settings.

**Notice to students:** Individuals who are immunosuppressed are more vulnerable to disease causing microorganisms. If you know or believe you have a suppressed immune system, please be warned that your participation in clinical learning experiences that involve direct client care could potentially jeopardize your health. **Students with a diagnosed immunosuppressed illness or disease must obtain medical clearance from their health care provider prior to participating in clinical rotations.** If you have any personal health status concerns, you are encouraged to see your health care provider for further recommendations.

**Student Health Insurance**

It is recommended that each student obtain health insurance coverage. Students without health insurance coverage will be asked to sign a waiver releasing the University and all of its contracted clinical agencies of any and/or all responsibility for medical expenses which may be incurred during the course of clinical rotations required for nursing degree program.

**Tuberculosis (TB) Skin Test Protocol**

**Admission TB Skin Test for Level I Nursing Students**

The first tuberculosis skin test must be a **two-step process** which consists of two tuberculosis skin tests, administered 1-3 weeks apart. TB skin testing must be done through the UNA University Health Services or private physician. It is important to note that students must return to the facility (University Health Services or physician’s office) to have each tuberculosis skin test read within 48-72 hours of administration. If a student does not have the skin test(s) read within 48-72 hours or does not return in 1-3 weeks for the second test, the TB test is invalid and will have to be repeated and may delay entry into clinical. Under no circumstances will a student be allowed to attend clinical rotations and/or class until official documentation from the University Health Services or the physician’s office is received by the College of Nursing and Allied Health.

**Annual TB Skin Test (PPD) Protocol for Level II, Level III, & Level IV Students**

Once a student has completed the initial two-step process, the student is only required to have an annual single PPD. **It is recommended that students have this done near the end of the semester so that results are available by established deadlines.** All TB skin testing must be done through the UNA University Health Services or private physician. Under no circumstances will a student be allowed to attend clinical rotations and/or class until official documentation from the health department or University Health Services is received by the College of Nursing. Furthermore, students may not attend clinicals and will receive an unsatisfactory for each missed class or clinical experience related to health requirement deficiencies.

**Positive TB Skin Test Results**

If a TB skin test is positive for the first time, the student will be referred to the local State Health Department. UNA will follow the health department’s policy on the referral, diagnosis, and treatment of tuberculosis. Under no circumstances will a student with a positive TB skin test be allowed to attend clinical rotations and/or class until documentation is received. Furthermore, students will receive an unsatisfactory for each missed class or clinical experience.

If a student has a past history of a positive skin test for tuberculosis, he/she should report annually to the local health department for a symptom assessment and sputum culture or CXR. **It is essential that students have this done mid-semester (sputum culture results can take up to 8 weeks and CXR are only performed**
monthly) so that results are available prior to beginning of the semester classes. A chest x-ray may be recommended for a student with a positive PPD, according to symptoms. Under no circumstances will a student with a positive TB skin test be allowed to attend clinical rotations and/or class until State Health Department documentation is received. Furthermore, students will receive an unsatisfactory for each missed class or clinical experience.

**Hepatitis B Vaccine**

All students are strongly encouraged to become vaccinated against the Hepatitis B virus. The vaccine is administered in a series of three injections. Students who elect not to take the vaccine must sign a declination form, before the start of classes, which may be obtained from the CON TD Coordinator of Nursing Enrollment.

**Influenza (Flu) Vaccine**

UNA College of Nursing recommends that students receive the influenza vaccination to protect the patients and themselves from the virus. Clinical agencies may require students who decline the influenza vaccine to wear a mask in the clinical setting. A copy of the Flu Consent or Declination Form (see page 28) is to be submitted to the College of Nursing after the dose is documented or declined. Additionally, a copy is to be kept in the student’s portfolio.

**CPR Certification**

All students must have current certification in AHA Healthcare Provider Cardiopulmonary Resuscitation (CPR) and present evidence of AHA Healthcare Provider CPR re-certification every 2 years. Students will not be able to attend clinical rotations until documentation of AHA Healthcare Provider CPR certification is updated. Failure to meet CPR certification requirements may result in clinical failure and/or Administrative dismissal from the College of Nursing.

**Annual Training Requirements**

Occupational Safety and Health Act (OSHA) and Compliance training requirements are to be renewed annually. Compliance training requirements are generally held each semester on the Tuesday before classes begin. Students are required to be in attendance (usually @ 8:00am in of Stevens Hall Auditorium or Wesleyan Hall). This is a clinical required day. Every other semester the student is responsible for attending the "Compliance Training" class on the scheduled day, prior to attending clinical. Failure to do so will result in the student not being allowed to attend clinical, and an unsatisfactory may be given daily. Failure to meet CPR/OSHA requirements may result in expulsion from the College of Nursing. OSHA and Compliance training are required ANNUALLY prior to beginning clinical experiences.

**C. Student Liability Insurance Requirements**

Liability insurance is required of each student admitted to the nursing major. This is not health insurance but is nursing practice insurance for the student, which is required by the clinical agencies. The insurance covers the student while participating in required clinicals arranged by a CON faculty member. It does not cover the student when working as a nursing/patient care assistant. The primary carrier used by the CON is Cotterell, Mitchell, and Fifer, Inc. of New York. Information for online orders will be distributed upon acceptance to the program.

**D. Criminal Background Check Requirements**

Clinical agencies require students to have a criminal background check prior to participating in clinical experiences. A satisfactory criminal background check upon admission is required to participate in the nursing
program. The status of applicants with background checks that are not clear will be reviewed by the Admissions Committee. Information on obtaining a background check is provided upon application to the program.

E. Drug/Alcohol Policy

The University of North Alabama College of Nursing is committed to maintaining a drug and alcohol free academic environment and clinical work setting by maintaining a **ZERO TOLERANCE POLICY FOR SUBSTANCE ABUSE**. Therefore, the use of illegal drugs or alcohol by student nurses of the University of North Alabama will not be tolerated. In addition, all student nurses are subject to applicable federal, state, and local laws addressing illegal drug and alcohol use.

For obvious health and safety concerns, student nurses must conduct health care and educational activities fully in control of their manual skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which affects the judgment or motor coordination of nursing students in a healthcare setting, poses an unacceptable risk for patients. The University and affiliating clinical agencies will not tolerate this.

A blood alcohol level/drug screen and urine drug screen will be collected at any time the nursing student demonstrates behavioral changes reasonably suspected to be related to substance abuse. Reasonable suspicion means there is evidence for concluding that a nursing student is impaired. This evidence might include but is not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, and difficulty maintaining balance or marked changes in personality, dress, or clinical performance.

Under no circumstance should nursing students participate in nursing related courses or clinical activities while they are impaired. Impaired is defined as a **blood alcohol level/drug screen greater than zero (0.00)**. A positive substance abuse test (blood and/or urine) shall result in **permanent dismissal** from the program on the basis that the student is not able to meet the course objectives for classroom/and or clinical experiences.

The cost of drug and alcohol testing conducted for reasonable suspicion shall be borne by the student. Drug screenings require review by a Medical Review Officer, which results in an additional **fee to the student**. A student’s failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore progression in the program will not be permitted and will result in permanent dismissal from the program. The CON covers the cost of random drug testing.

A nursing student who is licensed (i.e., licensed practical nurse, respiratory therapist, etc.) who refuses to submit to drug/alcohol testing based on reasonable suspicion or a licensed nursing student who has positive drug test results will also be reported to the appropriate licensing board and will be permanently dismissed from the CON.

All drug/alcohol testing results will be confidential and will not be disclosed to third parties unless disclosure is required by law or the student has consented in writing to release of this information.

The drug screening will only be administered within the given time frame allotted at the Occupational Health Center, 1949 Florence Blvd., Florence, AL Telephone: 760-1977. **The cost of drug and alcohol testing conducted for reasonable suspicion shall be borne by the student. The cost at this time is $85.00.**

F. Confidentiality

Students are required by clinical agencies and the CON to sign confidentiality forms. Any information obtained regarding patients in the clinical agency must be maintained in the strictest of confidence. Information such as
a patient's name, diagnosis, or physician must not be discussed in public or online. Discussion of this information should be limited to the pre or post conference time and not continued during lunch, outside of the agency or online. For the purposes of submitting written work, the student should use initials instead of the patient's name and not include persona identifiable information such as birthdate, phone, address, etc. **Failure to maintain patient confidentiality is subject to a clinical unsatisfactory (clinical “U”) and/or course failure.**

**G. Social Networking & Electronic Media**

While social networks and the internet can be valuable resources for disseminating information, online content and behavior have the potential to have serious negative consequences if media tools, such as blogs, wikis, podcasts, virtual worlds, and social networking are not used responsibly. Facebook, Twitter, Instagram, and other social networks are public domains. Use of this and other electronic media are never to be used to discuss patient or class information. This is NOT the type of forum to share and state your personal views of the course, instructors, other class members, patients or your evaluation of performance. This information is private and all efforts to protect this privacy are YOUR responsibility. DO NOT share or provide any personal information with any patient who may be able to locate you outside of clinical time. Inappropriate use of social media is considered unprofessional and unacceptable in the CON. Violations will warrant disciplinary action and could result in course failure and/or dismissal from the nursing program.

Review American Nurses Association’s Tips for Nurses Using Social Media at http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Social-Media-Poster.aspx. **Failure to use social networks & electronic media responsibly is subject to a clinical unsatisfactory (clinical “U”) and/or course failure and/or dismissal from the nursing program.**

**H. Books**

Students are expected to purchase required textbooks and supporting materials. Each course syllabus will indicate which books and materials are required. Used books may be purchased from students or either one of the two bookstores. Books and supplies for each semester of the nursing program are estimated to exceed $800 if purchased new.

**I. Supplies, Expenses, and Transportation**

Additional supplies such as a sphygmomanometer (blood pressure cuff), a stethoscope, penlight, a watch with a second hand, and bandage scissors will need to be purchased at the beginning of the first semester. As directed in the course syllabus, students must also purchase an additional supply kit from the on-campus bookstore.

**Students must provide their own transportation for clinical experiences.**

**J. Dress Code Policies**

The nursing student’s appearance is very important because it communicates self-image and attitude towards the profession. The UNA CON uniform is required. **Violation of the dress code is an automatic clinical unsatisfactory.** It is essential that the values of neatness, cleanliness, and professionalism are evident. A list of the uniform requirements is provided at the new student orientation. The purchase of the uniform, shoes, name pin, etc. is solely the responsibility of the student. Price lists may be obtained from The Uniform Shop, Performance Scrubs, or other vendors. Uniformity among students is expected. Therefore, **the purple scrubs must comply with the CON style, color, and material requirements.** The material must be the moisture wicking, anti-microbial, and stain, wrinkle, and fade resistant. The 100% cotton scrubs are no longer
acceptable for new purchases. A sample of the CON uniform is available in the TD Coordinator of Nursing Enrollment’s Office.

Students should be aware that while in uniform they represent the UNA College of Nursing and the nursing profession.

**General Uniform Policies**

The purple scrub uniform is worn in assigned clinical settings. It must have the UNA student nurse patch on the left shoulder. Females may wear purple scrub material skirt (length must be below the knee). Hose must be worn with skirts, and may be white or flesh colored support hose. With pants, all students are to wear white socks that must cover the ankle.

Shoes worn should be gray leather, suede or double-mesh gray athletic shoes. Accent color may only be white, black or purple. Shoes must remain clean and in good repair throughout each semester. Shoes must have an enclosed back – **NO CLOGS**.

For additional warmth, students may choose to wear a plain white short-sleeve or long-sleeve knit or cotton shirt under their scrub tops. No long-john material shirts allowed.

Students wear a white nurse’s jacket of the same required material with a UNA Student Nurse patch on the left shoulder over the purple scrubs as a covering when going off of the assigned unit of care to protect the uniform from environmental contaminants and to protect the public from contaminants that may have been obtained while providing care to the client. Nurse jackets may not be worn while performing nursing care activities. Outerwear may be worn over uniforms as needed outdoors for inclement weather conditions.

The uniform will be clean and wrinkle free when worn to the clinical experience. Pants should not touch the floor.

The name pin with picture ID must also be worn and clearly visible on the chest at all times, even if in facility scrubs. **No other pins, buttons, or apparel are to be worn with the uniform.**

During clinicals, students are to follow all department-specific facility dress codes, for example; shoes covers, isolation gowns and other PPE when appropriate.

Makeup should be moderately applied. No artificial eyelashes. No perfumed hand-sanitizer of lotion is to be used at clinicals. Only facility-approved hand-sanitizer or lotions may be used. Perfume or cologne may not be worn. Good oral and physical hygiene must be maintained. Body odor related to poor hygiene and/or smoking is not acceptable. Men should be neatly shaved with beards and/or mustaches neatly trimmed.

Hair will be neatly styled in a simple manner without ornaments such as bows. Recommended styles for long hair are a tight ponytail, braid, etc. **neatly** secured into a bun. Whatever the hair length, it should not be allowed to fall over shoulders or face while wearing the uniform Unnatural hair coloring such as pink, green, blue, etc. is prohibited while at the clinical site or while wearing the UNA uniform.

Tattoos may not be visible while at clinical sites or while wearing the UNA uniform. All visible tattoos must be covered with bandage or long sleeves. The only jewelry allowed includes a smooth, plain wedding band with no stones and a plain watch with second hand (required). When indicated, a medical alert may be worn. Permitted jewelry should not present a possible hazard or infection for patient or student. **No other jewelry permitted while wearing the UNA uniform.** Nails must be short, clean, and extend only to the tip of the finger. No nail polish of any kind allowed, including gel painted or artificial nails.
Preclinical Visit Uniform

If a preclinical visit is assigned for a particular course, the student will be required to go to the hospital at a designated time prior to the clinical day to gather information about the client. Students must wear the white nurse’s jacket with a UNA Student Nurse patch on the left shoulder over appropriate, professional clothing. The student nurse name and picture ID pin will also be worn on the jacket.

Examples of professional clothing are:
Tailored blouse or shirt, tailored straight or A-line skirt, tailored slacks, closed low heeled shoes, hose with or above ankle length socks with slacks.

Examples of unprofessional clothing are:
Shorts of any style, T-shirts, tank tops, sequined or jeweled clothing, sundresses, jeans, apparel with logos or pictures, Ill-fitting clothes, ruffles, sweat or wind suits, open toed, open heeled, high heeled shoes and footie socks.

K. Exposure to Blood-borne Pathogens

It is mandatory that the students wear certain personal protective equipment while in a clinical area when exposure to blood, sputum, saliva, feces, urine, vomitus, tears, nasal secretions, or other body fluid is anticipated. If exposure results in infection or injury, it will be the student's responsibility to incur the financial cost related to the exposure. Personal protective equipment is available at all clinical agencies and includes items such as gloves, masks, goggles, and gowns. All patients are treated as if they have a communicable disease regardless of age, sex, or ethnicity. This concept is called "standard precautions." It is the foundation of modern health care agencies approach to prevention of exposure to blood borne and other communicable diseases. The student is responsible for using the personal protective devices as needed. Failure to do so will result in a clinical unsatisfactory grade.

The CON has in place protocols for exposure to needle sticks, exposure to body fluid, and exposure to tuberculosis. (See the Needlestick/body Fluid Exposure Protocol/ Tuberculosis Exposure Protocol, pages 30-31 and Incident Report page 35 for additional information for follow-up and refer to your instructor for all incidents).

III. PROCEEDING THROUGH THE PROGRAM

Alert: The schedule for the first two weeks of each semester requires the student to be available Monday through Friday during special posted times (usually posted at the end of each semester for the beginning of the next semester).

Notice to students: In order to avoid conflict with the intense nursing course and clinical requirements, students admitted to the nursing program must have permission from their advisor and nursing course instructor to add additional classes outside of the nursing curriculum.

A. Extracurricular Activities

If you are a university athlete or involved in other extracurricular activities, you are required to consult your instructors, coach, and/or organization leader by the first week of classes to discuss and acknowledge the upcoming semester demands. Refer to Section II: Beginning the Program on page 8 for requirements.
B. Student Health Requirements

The following information will provide the student with answers to questions they may have as they journey to graduation.

The following student health records, certification, liability, and optional health insurance information must be kept up to date at least **ANNUALLY** and as changes occur:

- Tuberculosis screening
- AHA Healthcare Provider CPR certification (recertification every 2 years)
- Student Nurse Liability Insurance
- Health Insurance (recommended)
- OSHA Training
- Influenza Vaccine
- Vaccine record or titers

It is the student’s responsibility to provide the CON TD Coordinator of Nursing Enrollment with validation updates of current health requirement status (may not be left under the door). The student will not be able to attend clinical rotations until current status of requirements is verified. A clinical Unsatisfactory will be received for each day the documentation is not received. **Three Clinical Unsatisfactory (U) grades result in failure of the course.**

To progress in the professional nursing courses, students must possess a functional level of competence to perform in the basic skills of a professional nurse. Skills include (but are not limited to):
- Hearing ability (e.g., must be able to discern various health assessment sounds with a stethoscope);
- Visual ability (e.g., must be able to read small print or medication vials);
- Fine and gross motor skills (e.g., must be able to walk);
- Physical strength and endurance (e.g., must possess physical stamina to perform full range of required client care activities for the duration of work role);
- Emotional stability (e.g., must be able to assume responsibility and accountability for own actions);
- Critical thinking (e.g., must demonstrate sound judgment regarding the provision of safe, ethical care in a variety of health care settings)

C. Academic Honesty and Testing

Students who do not practice academic honesty may receive a course failure. A breach of academic honesty includes acts of cheating, plagiarism, or misrepresentation. Students should review the UNA Catalog/Student Affairs: Student Expectations, Grievance and Disciplinary Process.

“You will be asked to leave the classroom or lab if you access any website on the computer, other than authorized by the instructor, during class or lab. If you access any website other than that authorized by your instructor during a test or quiz it will be considered cheating and result in a course failure”

**Note for testing security:** Electronic devices such as cellular phones, PDA’s, Pocket PC’s, etc. **should be silenced and may not be in the student's possession during any test.** Personal items, books, jackets,
hats, and other personal items are to be placed in a designated area as instructed. In addition, only paper and writing tools provided by the faculty may be used during computerized testing. Students must return paper and writing instruments to the faculty before leaving the testing room. Notes and scratch paper may not be removed from the testing site.

D. Professional Behavior and Incivility Statement

Professionalism is a quality the student should begin to develop from the first day in nursing school. It is imperative that you display a professional demeanor in both the class and clinical settings and whenever in CONAH uniform. Evidence of unprofessional behavior may result in disciplinary action. See section IV Disciplinary Policies.

Incivility Statement

Incivility in the classroom is offensive, intimidating, or hostile behavior that interferes with the student’s ability to learn and with the instructor’s ability to teach. Incivility is any action that interferes with the harmonious and cooperative classroom, clinical lab, or online learning atmosphere. Disruptive behavior will not be tolerated and will be subject to disciplinary action.

E. College of Nursing Student Portfolio

It is the student's responsibility to keep up with his/her portfolio which is to be maintained in a 1 inch 3 ring binder. The student is expected to place health information, CPR and liability insurance evidence in the portfolio. Failure to provide the portfolio to the faculty upon request will result in a clinical unsatisfactory. The portfolio will be brought to each clinical experience. The primary function of the portfolio is to demonstrate clinical experience and competence to clinical agencies. Additionally, the portfolio will provide a written record of the skills and written work completed each semester and should be available to be shown to potential employers upon graduation. The best written work from each course will be placed into the portfolio.

F. Standardized Testing Remediation

Students will maintain a Remediation Binder and documentation for all clinical courses and others as required.

- Students will maintain documentation of their remediation as a component of the Remediation Binder. Documentation will include all STANDARDIZED test scores in sequential order from Preadmission through Level IV of the nursing curriculum.
- Requirements for standardized testing remediation will be stated in the course syllabus.
- Standardized test scores will count for a percentage of the grade as outlined in the course syllabus.

G. Math Medication Administration

The specific guidelines for the CON Dosage and Solution Calculation and Administration Guidelines can be found on page 33 in this Student Handbook. Please review this information prior to each semester and as needed for dosage calculation preparation.

H. Grading System: Retention, Progression, and Withdrawal

The CON follows the guidelines as described in the University Catalog. To proceed through the program, the student must maintain a 2.0 GPA. To graduate from the CON, the student must have a minimum grade point average of 2.0 (C) on all work attempted at the university and a C or better on all courses in the professional nursing component.
However, the numerical system of grading in the CON is as follows:

A.......................................................... 90-100
B.......................................................... 80-89
C.......................................................... 75-79**
D.......................................................... 60-74
F.......................................................... 59-0

The CON faculty/staff will not disclose grades over the telephone. At the discretion of the faculty member, examination grades may be posted according to student identification codes. Provision of a code, other than the social security number, by a student on an examination answer sheet is considered to be permission for the instructor to post the grade.

Retention in the program is based on continued satisfaction of health requirements, certification, liability requirements, and appropriate academic progress with a grade of C or better in each nursing course.

- Course required test scores must average 75% (tests only) prior to consideration of the addition of other course points (ex. Daily grades, assignments, etc). A final grade of C (75) with tests and daily grade must be maintained for progression. The test only 75% applies to all traditional NU courses except NU 200/200R & 406WR.
- Cumulative “test only” average will be rounded at the end of the semester. Tests will not be rounded individually throughout the semester. Once a 75% test-only average is met (74.5 or higher), the final course grade will be computed to include all other graded components with a second and final rounding to determine final course outcome. (Note: 74.49 does not equal 74.5)
- Appropriate academic progress with a grade of C (75) or better in each professional nursing course and satisfactory in the clinical component of the course to receive a C (75) or better;
- Satisfactory completion of nursing courses done in sequence. When a student receives a grade of less than C (75) or a clinical failure, the student may not progress to any clinical course until the failed course is retaken and requirements are met. Progression to a non-clinical course will require Department Chair approval.
- For Level I, NU 305 is the prerequisite and/or co-requisite for NU 301. Therefore, if a student withdraws from NU 305, the student must also withdraw from NU 301 until NU 305 enrollment is resumed and/or completed. NU 301 is the prerequisite and/or co-requisite for NU 302. A student withdrawing from NU 301 must also withdraw from NU 302 until NU 301 enrollment is resumed and/or completed. A complete withdrawal from Level I will require the student to repeat the admission application process to apply for a future semester.
- Course Incomplete requests will only be considered after midterm and/or completion of 50% of the course and clinical requirements for medical or personal extenuating circumstances. The student must provide documentation of the medical and/or personal extenuating circumstances for review and/or approval by the Instructor and TD Chairperson. If approved, the student will follow the university guidelines for completing the course requirements the following semester.
- A student who has failed a nursing course may repeat the failed course only once. A student in the nursing program can receive no more than one course failure throughout the nursing program. After two course failures, the student will be dismissed from the program.
- Students in the College of Nursing who have received 3 unsatisfactories in a clinical course for any reason (administrative or otherwise) will receive a clinical failure and get an “F” in the course. There are reasons other than three clinical unsatisfactories for which a student might fail clinical and these include critical incidents found in Disciplinary Section IV of this handbook. The clinical failure is an “F” for the course no matter when the student withdraws. This includes any time in the University’s withdrawal (“W”) period. Should this be a second course failure for the student, the student will be required to withdraw from all nursing courses at the time of the second course failure.
- Once admitted to the CON, a student with a failing average in any nursing course may not withdraw from the course to prevent course failure. This includes any time within the University’s withdrawal (“W”) period.
• Any student who drops a course with an average of less than 75 (tests only) will receive a “WF”.
• In nursing courses, a “WF” for any reason is considered a course failure.
• **Students who are eligible to repeat a failed course will be readmitted to the course on a “space available” basis.**
• Any student who withdraws from Level I of the program must complete the readmission procedure, Section IV-D.
• A second withdrawal from the same course due to extenuating circumstances, will require Department Chair approval. The student will be required to wait one semester (excluding the summer semester) before retaking the course. Extenuating circumstances are to be determined by faculty on an individual student basis.
• Maintenance of 2.0 GPA throughout the nursing program.
• Once the student is “out of sync”, he/she must adjust to any curriculum changes occurring at that time.
• A student who has failed a nursing course will not be permitted to advance to courses in the accelerated tract.

**Students who fail out of the program should meet with their CON academic advisor to discuss other education options at UNA.**

**I. Attendance/Tardiness**

**Class Attendance:**

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. It is the student’s responsibility to sign the attendance log, to obtain missed assignments from the instructor, and to obtain notes from classmates. Instructors may opt to provide handouts or other materials that were missed.

- Two points may be deducted from the final grade for more than 3 unexcused absences.
- The student must directly (phone, email, or text) notify the course instructor prior to or the day of the absence to be considered excused.
- Two points per day may be deducted from the final course grade beginning the 4th class absence.

**Clinical Attendance:**

Attendance is expected at all clinical experiences. If illness occurs or tardiness is anticipated, the student should notify the instructor and the clinical agency assigned before the start of class or clinical.

Many clinical facilities do not allow individuals with contagious diseases, colds, fever, draining wounds, or gastrointestinal disturbances to be near clients. Upon returning to school the student must present a written note from a healthcare provider.

Disciplinary action will be taken if a student is absent without appropriate excuse, has failed to notify the professor of absence, or accrues excessive absences (See University Catalog and course syllabi). Exams missed due to absences may be made up only if protocol was followed and at the discretion of the faculty. The student is still responsible for all assigned work when absent. For further information, refer to the absenteeism policy in the University Catalog.

**See Section II – A for requirements related to extracurricular activity absences**

Tardiness is considered unprofessional behavior. Tardiness is considered an unexcused absence and will be recorded as such (see individual course syllabi for divergent rules regarding this issue). Roll is taken and recorded at each class and clinical meeting.
J. Pregnancy

In the event a student becomes pregnant, she must notify all faculty in each enrolled course of her pregnant status. Statements of release must be faxed by the physician’s office or mailed by the physician directly to the Dean’s office. Additionally, after a student has given birth, she must request a release statement be faxed or mailed by the physician to the Dean’s Office indicating that she is physically capable of returning to classes and clinical experiences.

K. Illness / Injury

Should the student become injured at any time or ill during the clinical day and seek emergency room care, the student is responsible for all charges.

A student, who is hospitalized, injured, or who has a prolonged illness, must bring a statement from the attending physician indicating that the student is capable of safely participating in clinical experiences. A medical clearance from the attending physician must be submitted to the Dean’s Office when the student has been absent from class and/or clinical labs related to health problems and/or pregnancy. **Wounds are to be covered at all times**

L. Mental Health Emergency

If you suspect that an individual is suicidal or homicidal, CALL 911. Each county has a Mental Health Officer who will be contacted by the police. The Hostile Intruder Protocol is included on page 25 of this handbook.

M. Drug and Alcohol Testing

CON Policy is presented in Section II-E: Drug/Alcohol Policy of this handbook.

N. Advisement

Students entering the CON must complete all health care requirements before entering classes and clinical experiences. **Students in levels II, III & IV will not be allowed to register if health records are incomplete. Level I students can register but will receive unsatisfactory grades in clinical (unable to attend with incomplete health records) until health records are completed. Once a student is admitted to the CON the Traditional Department (TD) Chair becomes the students’ advisor. Students in each Level are advised within the class as a group, usually late in the semester prior to their registration in the next semester. As an exception, the student taking less than a full course load will need to complete all courses at a particular level before moving to the next level. These students will need to check with their advisor prior to registration. The following nursing courses are listed in the following levels:**

- LEVEL I - NU 301, NU 302, NU 305
- LEVEL II - NU 304, NU 306, NU 308/326R
- LEVEL III - NU 406, NU 407, NU 409
- LEVEL IV - NU 410, NU 411, NU 411

O. College of Nursing Lab and Equipment Use

College of Nursing equipment such as: simulation models or mannequins may be used on campus only. Mannequins and equipment must be handled with care and respect. Behavior in the campus labs is to mimic behaviors in the clinical areas. Students are to tidy campus lab bedsides as if a hospital room.
When available, campus labs may be used for skill practice between 8am – 4:30pm Monday – Friday. Students using the campus labs are responsible securing equipment, lights, and door locks before leaving the premises. Each semester, students are responsible for the purchase of needed supply kits for use during clinical experiences. These kits are assembled and sold at the On-campus bookstore.

P. **Student Nurses Association**

The purpose of the National Student Nurses Association (NSNA) is to contribute to nursing education in order to provide the highest quality of health care available; to provide programs to members that are representative of fundamental and current professional interests and concerns; to aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life.

The UNA chapter of the NSNA (SNA) works to improve student life by representing the nursing student to the faculty, the University and community at large. This is accomplished through charitable means, public skill demonstrations, and the publishing of activities in local newspapers, as per UNA protocol. The SNA provides new nursing students the opportunity for fellowship, mentoring, and advice from senior level students who understand the degree of study needed in the first and second semesters of nursing school. Membership is open to all university students planning a career in nursing. Meetings are held monthly with membership drives and charitable activities spaced throughout the semester. Contact any CON professor to inquire about the organization. Applications for NSNA membership can be obtained from CON website.

Q. **Sigma Theta Tau International Nursing Honor Society**

Student nurses may be eligible for membership in Upsilon Omicron chapter of The Honor Society of Nursing, Sigma Theta Tau International. Students who have demonstrated superior academic achievement, academic integrity, and professional leadership potential may be invited to join during their final semester. Academic achievement is defined as GPA of 3.0 on a 4.0 scale and ranking in the top 35% of the graduating class.

R. **Student Representation on CON Committees**

Student representatives are encouraged to participate in the committees of the CON. The student representatives are selected through the Student Nurses Association (SNA). Student representatives on CON committees include: Faculty Organization, Student Guidelines and Resources, Program Effectiveness and Curriculum, and Traditional program department committee.

S. **Faculty Evaluation**

Student evaluations of faculty and courses are performed each semester for continuous program improvement. The faculty member will announce to the class in advance the time for evaluation. Ample time will be allowed to complete the evaluation form. Your comments and responses should be fair and honest. Since the purpose of the evaluation is improvement; document your comments in such a way that the instructor can benefit or improve his/her teaching. After your final grades have been submitted, your tabulated responses will be seen by the instructor, the dean, and the department chair.

T. **Delay of Program Progression (Out-of-Sync)**

Students who fail to progress with their original cohort due to course failure, medical leave, or extenuating personal circumstances will be required to meet all admission student health, CPR, and OSHA requirements the semester that they return to class. The returning/repeating student must contact the Coordinator for Traditional Nursing Enrollment at least two weeks prior to the beginning of the semester to confirm compliance with these requirements.
U. Clinical Agency Policies

Students are required to adhere to agency policies. These may include, but are not limited to the following:

1. The clinical agency may provide to the student, to the extent possible, first aid for injuries including, but not limited to, needle sticks. However, clinical agencies assume no responsibility to provide payment for care for any injury to the student. Payment of such treatment shall be the responsibility of the individual student.

2. Once assigned to the agency, additional forms and activities may be required of students including but not limited to:
   a. Confidentiality form signature
   b. Random Drug and Alcohol test, irrespective of reasonable suspicion of usage by student
   c. Acknowledgement Form signature regarding the agency’s Drug and Alcohol Policy
   d. Release Statement Form signature allowing agency to make independent investigation of student’s background which may include but are not limited to:
      1. Professional and personal references
      2. Past and current employment
      3. Criminal and police records
      4. Credit history (Consumer Reports)
      5. Motor vehicle records
      6. Professional credentials
      7. Public records
      8. Education
      9. Urine or blood tests to determine drug or alcohol use

IV. DISCIPLINARY POLICIES

Disciplinary policies and processes of the CON will be identical to those found in the University Catalog regarding general student behavior and as designated in specific course syllabi and nursing student handbook. Expectations unique to the CON are listed below.

A. Clinical Expectations

Any student who receives three unsatisfactory clinical grades will receive an “F” as the final grade for that course. The clinical failure is an “F” for the course no matter when it occurs. This includes any time in the University’s withdrawal (“W”) period. Should this be a second course failure for the student, the student will be required to withdraw from all nursing courses at the time of the second course failure.

Students are expected to attend all assigned clinical experiences for the hours specified. If a student is unable to attend any assigned clinical, he/she is expected to notify his/her clinical instructor and/or the clinical agency (See syllabi for specific instructions). Permission to leave the clinical experience early must be received from the clinical instructor. Clinical absences will be made up at the discretion of the instructor.

Students are expected to be prepared for each clinical experience. This may include having critical knowledge about the patient in advance, as well as being able to verbalize safe care. (The extent of the preparation may vary from course to course and from clinical to clinical within the course.) Being prepared for clinical includes adherence to the uniform dress code, and having needed equipment in possession (wrist watch with second hand, stethoscope, scissors, etc.)

Students are expected to come to clinical mentally alert and physically able to care for patients. Any evidence of drug or alcohol intoxication, use or abuse, or impaired ability to perform assigned duties, as described in the Student Conduct Statement in the University Catalog, will result in disciplinary action, including removal
from the clinical setting, course failure and dismissal from the CON. The University of North Alabama College of Nursing is committed to maintaining a drug and alcohol free academic environment and clinical work setting by maintaining a ZERO TOLERANCE policy for substance abuse.

While in the clinical setting, students are expected to administer medications safely to patients. This requires knowledge of toxic side effects, ability to calculate dosages accurately, and to follow protocols of safe drug administration. Students are expected to recognize their own limitations, (to seek help when needed) and to adhere to established plans of care. Students are expected to recognize overt alterations in the patient's condition, report signs that a patient's condition is changing (these include unexpected fever, change in blood pressure, pulse or respirations). Once students are "checked off" in demonstration lab (most are in Level I), they are expected to perform procedures with decreasing supervision according to progression through the nursing program. Students are expected to exhibit moral and ethical behavior depicted by honesty, accountability (assuming responsibility for own actions) and respect of human dignity. Student's written work for clinical experiences should reflect personal involvement in patient care and commitment to promotion of each patient's mental, social, physical, and spiritual integrity (includes behaviors which protect patient's privacy and/or ensure a safe environment).

Students are expected to practice self-protecting behaviors. These include using gloves when in contact with patients, avoiding recapping contaminated needles or otherwise contacting body fluids of patients. Students are also expected to protect patients from exposure to the student's own body fluids. (See Needlestick/Body Fluids Exposure pg.29)

While in the clinical setting, students are expected to avoid chewing gum or eating in undesignated areas. Students are expected to seek learning experiences and to show personal motivation to perform appropriate procedures as these become available. Following (or during) the clinical experience, students are expected to complete and submit written work as directed by their clinical instructor and to seek faculty feedback. Students are expected to utilize faculty feedback in completing subsequent assignments.

B. Grievance Procedure

The student who has a grievance should follow the procedure listed in the University Catalog. Should a student wish to appeal a course failure, a formal request should be made in writing to the Traditional Department Chairperson and to the Admissions, Readmissions, Progressions (TARP) Committee.

C. Unsatisfactory Behavior

The following behaviors are some examples considered clinically unsatisfactory. Others will be listed in the syllabi accompanying the appropriate courses. Three clinical unsatisfactory grades will result in an overall course failure in spite of course average. ANY nursing faculty observing a student demonstrating unsatisfactory behavior in the clinical setting may issue the student an unsatisfactory clinical grade.

1. Failure to notify the instructor of an unavoidable absence.
2. Failure to notify the instructor when late to clinical.
3. Leaving the clinical experience early without instructor's permission.
4. Excessive absence.
5. Failure to be prepared for the clinical experience. (Student does not understand how to provide care, does not understand calculations and implications of drugs, activity restrictions, or procedures).
6. Failure to follow the dress code.
7. Failure to possess needed equipment.
8. Mentally dull in clinical due to illness, fatigue, or drug abuse.
9. Inadequate knowledge of action, indications of toxic reactions and expected side effects of drugs to be administered to assigned patients.
10. Failure to follow protocols for safe drug administration.
11. Failure to accurately calculate drug dosage.
12. Failure to adhere to patient’s plan of care.
13. Failure to report change in patient’s condition.
14. Inability to perform practiced procedures at level expected.
15. Plagiarism in care plans or other written assignments
16. Failure to be accountable for actions
17. Violation of patient confidentiality.
18. Failure to provide safe environment for patient.
19. Failure to meet moral & ethical standards.
20. Failure to protect self from contact with body fluids of others.
21. Failure to protect others from contact with own body fluids.
22. Chewing gum, smoking, or eating in undesignated places.
23. Failure to recognize own learning needs or seek opportunities for performing procedures.
24. Failure to turn in, or be prepared with proper written work at the designated time.
25. Failure to utilize faculty feedback.
26. Failure to bring portfolio to clinical experience upon faculty’s requests.
27. Failure to update and have required documents in portfolio and in the Dean’s office.
28. Emotional instability to function effectively under stress or to adapt to changing situations.
29. Performing procedures or activities without adequate foreknowledge or supervision.
30. Inappropriate use of social media

A situation in which the student places the client’s life in danger or shows severe behavioral misconduct toward the client and family, clinical facility staff, faculty, or other students, may result in immediate Administrative Dismissal of the student from the program. In such cases, the student’s transcripts will reflect the University’s grade system as outlined in the university catalog. Critical incident behaviors for which the College of Nursing has zero tolerance include:

1. Positive drug or alcohol test.
2. Evidence of dishonesty.
3. Falsifying information pertaining to patient care or condition.
4. Sexual harassment – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive learning environment.
5. Grossly unprofessional behavior
6. Pattern of patient endangerment
7. Criminal, drug, or alcohol related misconduct, see ABN website:

http://www.abn.state.al.us/UltimateEditorInclude/UserFiles/docs/admin-code/Chapter%20610-x-8.pdf
D. Readmission to the College of Nursing

Criteria for consideration for readmission to the CON following course withdrawal and/or failure:

After the semester in which the second D or F or WF is received in a course, the student may submit a letter to the chair of the TD Admissions, Readmissions and Progressions Committee for consideration for readmission. The letter should include:

a) Reason(s) for dismissal from the CON.
b) Reason(s) for seeking readmission to the CON. Student must state why s/he believes s/he can successfully complete the program if readmitted.
c) Actions taken to overcome the problems necessitating dismissal.

In addition, any student who completely withdraws** from the nursing program must submit a letter to the Chairperson of the Admissions, Readmissions, and Progressions for consideration. The letter should include:

a) Reason(s) for withdrawal from the CON.
b) Reason(s) for seeking readmission to the CON. Student must state why s/he believes s/he can successfully complete the program if readmitted.
c) Actions taken to overcome the problems necessitating withdrawal.

2. After the committee reviews all pertinent information regarding the student’s readmission request, an appointment for a student interview with the TARP Committee may be scheduled at the committee’s discretion. The committee will submit a report of its recommendation to the Traditional Department Chairperson, who will in turn make a recommendation Dean of the CON who will, in turn, notify the student of the decision regarding readmission.

If approval is granted, readmitted students will:

1. Be readmitted on a space available basis. A 2.5 GPA with a minimum “C” or better in all required pre-requisite courses and general studies component as listed in the University Catalog for nursing majors is required at the time of readmission.
2. Be readmitted part-time and take no more than six (6) hours in the nursing curriculum for the returning semester, unless authorized by the Dean.
3. Receive remedial work that will be arranged with the student on an individual basis
4. Be assigned a faculty mentor and register for a 1.0 hour independent study for mentoring.
5. Provide documentation that study skills workshops have been completed prior to readmission
6. Will be permanently dismissed from the program if, as a readmitted student, she/he earns a grade below “C” (75%) or a “WF” in a nursing course.

Note to students: *If a student fails out of the CON, the student will have one opportunity to apply for readmission. If the student is denied readmission on the first request, the committee will not address any further readmission requests.
**Complete withdrawal from Level 1 will require the student to complete the application process for consideration in a future semester.

V. ENTERING THE PROFESSION

A. Graduation Preparation

Two semesters before graduation, students must formally apply for graduation. Graduation applications are available from the University Registrar’s Office and deadline dates are published in the Courses & Exam Schedule each semester. Students should closely review their completed course work to ensure that all graduation requirements have been met. A College of Nursing representative will meet with the graduating
nursing students to inform them of important deadline dates and distribute information for the upcoming semester. The Program Check sheet form should be reviewed at this time. The following are some of the other items which will be covered at this meeting.

B. **Preparation for NCLEX**

The CON will provide students with information on obtaining the application for the NCLEX exam. The Executive Assistant for the CON will assist the student with questions concerning the application for NCLEX and licensure. Students are responsible for submitting the application whether online or by hardcopy.

Students may apply for licensure in Alabama online at [https://www.abn.alabama.gov/abnonline/Examination.aspx](https://www.abn.alabama.gov/abnonline/Examination.aspx). Students who plan to be licensed in other states must contact the Board of Nursing in the capital city of that state and request an application for examination or check the website for that state and abide by the process they require.

Each state has different requirements and deadlines so students are required to note all requirements and deadlines for the applications. Most states require a passport size photograph of the student to accompany each application. The student is responsible for providing this photo and application to the executive assistant. The executive assistant will be responsible for mailing the state licensure applications when required to accompany the final transcript. After all information is received by the individual boards of each state and deadlines have been met, the state board of nursing will correspond directly with the student as to when he/she may arrange to take the NCLEX examination.

C. **College of Nursing Pin**

Traditionally, graduates of a particular college of nursing wear the pin of their school with pride. The UNA nursing pin follows the traditional symbolism. The blue on the pin is for truth, loyalty, and constancy. The gold stands for worthiness and the Golden Rule. The pin embodies the Maltese cross with an outer ring of laurel wreath which is symbolic of the victor's prize. Inscribed on the pin is the Latin motto, "amino et fide," meaning "by courage and faith." Online ordering information will be e-mailed to the graduating nursing students during the final semester by the executive assistant.

D. **Miscellaneous**

Information regarding the graduation ceremony, diplomas, caps and gowns, etc. will be distributed by the Registrar's Office though the students UNA post office box.

E. **References**

References for potential employers should be sought on an individual basis. If a student requests a reference from individual faculty members the student will need to sign a FERPA release form.
The following steps should be followed in the event of a needlestick/body fluid exposure by students. Post exposure from blood and body fluids, the student will:

1) **Immediately** wash the exposed area.

2) **Immediately** report the incident to the UNA clinical instructor or clinical supervisor.

3) Complete incident reports at facility (if available) and UNA (see Dean’s secretary).

4) After completion of items 1-3, the student must choose one of the following three options:

   **Option I** - Sign consent to decline HIV/HAA Serology testing.

   **Option II** - Report to personal physician and/or Health Department/local emergency room for HIV Serology testing (at student's expense).

   **Option III** -
   1) Report to UNA University Health Services for HIV/HAA Serology testing.
   2) Antibody titers will be drawn at 3, 6, & 12 month intervals (at student's expense).

Revised 2/2004
If an armed or threatening intruder comes on to the University of North Alabama property it is very important that faculty, staff and or students report it immediately and take protective actions. The University of North Alabama has an open campus in the middle of a city, creating unique challenges when dealing with this type of situation.

The University of North Alabama Police Department recommends the following procedures if you see an armed intruder and you are in an office or classroom:

- Remain in the classroom or office and immediately lock all doors.
- Call 911 and alert the Florence Police Department.
  - Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Call the University Police at 256.765.4357 (HELP) and report the above information.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police arrive and give directions.

Additional Information is available on the University Police Website: [http://www.una.edu/emergency-management/intruder.html](http://www.una.edu/emergency-management/intruder.html)

**“Send Police” icon**

The “send police” icon on the computer desktop is in place to heighten safety in the classroom. Justification of clicking the “send police” icon is for emergency use only. Clicking the icon for non-emergency use is against the law, and will be reported to the University Police.

Added 2/2013
Admission/Progression of Persons with Disabilities to the Traditional Program

Students with disabilities are considered for acceptance to the Traditional Program of the College of Nursing (CON) on the basis of their ability to meet the objectives of the program and to perform required activities.

**CON ADA Awareness Statement**

In accordance with the American with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the CON endorses the university commitment to students with disabilities. CON will provide reasonable accommodations for students with eligible documented learning, physical and/or psychological disabilities.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of nursing students. A list of these standards is contained in the table below.

To be eligible for program accommodation, students must self-identify to the university’s office of Disability Support Services (DSS), who will determine eligibility for services. Once eligibility for accommodations is determined by DSS, it is the student’s responsibility to request appropriate accommodations. If Essential Performance Standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, in consultation with the faculty, the dean RESERVES the right to withdraw the student from the nursing program.

<table>
<thead>
<tr>
<th>Essential Performance Standards</th>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Identify cause/effect relationships in clinical situations, develop nursing care plans, ability to make safe judgments when planning and implementing all psychomotor nursing prescriptions, possess cognitive well-being</td>
</tr>
<tr>
<td></td>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from diverse backgrounds</td>
<td>Establish rapport with patients and colleagues; negotiate interpersonal conflict; respect differences in clients; respect the cultural diversity of clients and co-workers</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses.</td>
</tr>
</tbody>
</table>

28
<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces</td>
<td>Move around in patients’ rooms, work spaces, and treatment areas; administer CPR, assist in ambulation, have sufficient mobility and stamina to function over an 8-12 hour period in a hospital setting while twisting, bending, stooping, squatting, moving quickly, climbing, walking, pushing and or pulling in a timely manner.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
<td>Calibrate and properly use equipment (blood pressure cuffs and syringes); position, lift, and transfer patients; ability to lift up to 50 pounds; obtain and process specimens; insert catheter; prepare and administer injections; use a computer; keyboard typing; dexterity with mouse; twist or squeeze with fingers; stand and maintain balance; reach and bend; move within confined spaces</td>
</tr>
<tr>
<td>Physical Strength and Endurance</td>
<td>Physical stamina sufficient to perform full range of required client care activities for entire length of work role</td>
<td>Sustain repetitive movements; maintain physical tolerance; lift; push and pull; support 25 pounds; move heavy objects weighing 10-50 pounds; defend self against combative client; carry equipment; use upper body strength</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation; functions of physical examination and/or those related to therapeutic intervention, e.g., pulse, body parts, temperature of skin or fluids</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Able to assume responsibility and accountability for own actions</td>
<td>Establish therapeutic boundaries; provide client with emotional support; adapt to stress; deal with the unexpected; perform multiple responsibilities concurrently; handle strong emotion, control one’s own emotions</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for observation and assessment necessary in nursing care</td>
<td>Hear verbal exchanges among health care personnel and patients, monitors alarms, emergency signals, auscultate sounds, cries for help; ability to hear in situations when not able to see lips of speaker; ability to hear sounds of a normal or faint volume in various situations,</td>
</tr>
</tbody>
</table>

Revised October 2013
NOTE: It is important for nursing students to have a realistic view of the demanding curriculum before deciding to pursue the degree. Students are encouraged to contact the College of Nursing if there are questions about his/her abilities to function in the clinical settings.

I meet all Essential Performance Standards required by the Traditional Program of the University of North Alabama College of Nursing.

I do not/ am not sure that I meet all Essential Performance Standards required by the Traditional Program of the University of North Alabama College of Nursing. I understand that I must meet with the Traditional Department Chair and the College of Nursing Dean to discuss/clarify concerns before I am allowed to progress in the College of Nursing.

In the space below, please identify which Essential Performance Standard(s) you do not meet.

All information I have provided is complete and accurate.

Student Signature __________________________ Date __________________________

Printed Name __________________________

Revised October, 2013
UNA College of Nursing recommends that students receive the influenza vaccination to protect the patients and themselves from the virus. A copy of this form is to be submitted to the College of Nursing after the dose is documented. Additionally, a copy is to be kept in the student’s portfolio.

I have had the opportunity to read, ask questions and understand benefits and risks of the flu immunization. I agree to receive the dose required for the optimum immune response. However, as with all medical treatment, I understand there is no guarantee of immunization or the absence of adverse side effects from the vaccine.

Name of person to receive Flu vaccine (please print)    Student L Number
Signature of person receiving vaccine                   Witness
Date                                                  Date

Flu Vaccination Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>GIVEN BY</th>
<th>LOT #</th>
</tr>
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<tbody>
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<td></td>
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</table>

Primary dose

Influenza Vaccination: Declination Form

I understand that, due to the nursing occupational exposure, I may be at increased risk of acquiring the flu virus. I have been given the opportunity to be vaccinated with the flu vaccine. I acknowledge that influenza vaccination is recommended by the CDC for all healthcare providers to prevent infection from the virus and transmission of influenza and its complications, including death, to patients, coworkers, family, and the community. I recognize that this disease kills thousands of people in the US each year and that I can shed the virus for 24 hours before influenza symptoms appear. I also understand that I cannot get influenza from the influenza vaccine and that the strains of virus that cause influenza infection change almost every year requiring yearly vaccinations. I understand that by declining this vaccine, I continue to be at risk of acquiring the flu and transmitting it to others. After reviewing this information, I choose to decline the vaccination. I may change my mind and accept the vaccination later, if vaccine is available. I have read and fully understand all the information on this declination form. I decline vaccination for the following reason(s). Please check all that apply:

☐ I believe I will get influenza if I get the vaccine.
☐ My philosophical or religious beliefs prohibit vaccination.
☐ I have an allergy or medical contraindication to receiving the vaccine.
☐ I do not like needles.
☐ I do not wish to say why I decline.
☐ Other reason – please tell us.__________________________

Medical Reasons:
☐ Allergic to Eggs/egg products
☐ Transplant recipient
☐ Immunosuppressive therapy

Name of person declining Flu vaccine (please print)    Signature
Student L Number:_________________________________    Date: ______________________

Address

http://www.cdph.ca.gov/programs/aids/Documents/programs/hai/Documents/1112InfluenzaDeclination_formwebsite.docx - 30KB - 9/5/2012 (Some of the information copied in the development of this form has been copied from this site and the ECM Hospital form).

UNIVERSITY OF NORTH ALABAMA COLLEGE OF NURSING

TUBERCULOSIS EXPOSURE PROTOCOL

If students are exposed to patients who subsequently are shown to have tuberculosis, the following procedure is recommended:

1.) Complete appropriate incident reports (UNA and clinical facility).

2.) Exposed students who have never had a positive tuberculin skin test will be given the PPD skin test immediately and then again in 10-12 weeks following the exposure.

3.) If a PPD skin test is positive, the student will be referred to the Health Department for further evaluation and treatment. A chest x-ray (at the student’s expense) is required to rule out pulmonary tuberculosis. If the student is symptomatic, a sputum culture is also required. Chest X rays are only performed at the Health Department once a month and sputum cultures can take up to 8 weeks for results; therefore, students are advised to obtain the PPD well in advance of the beginning of the semester.

4.) A student, who has had a positive PPD in the past and is subsequently exposed to tuberculosis during a clinical experience, will be referred to the Health Department.

5.) All students with positive PPD skin tests/Tuberculosis exposure must submit a medical release from the Health Department before returning to clinical.

Revised 10/2009
Alabama Board of Nursing Regulatory Questions for Initial NCLEX Exam Applicants

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendre or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a “minor traffic violation.”

2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?

3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?

5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is public action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on a state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

Note: The same questions are required for each future renewal application for all nurses licensed by the Alabama Board of Nursing. RN licensure renewal is currently conducted every other year in the fall, prior to the December 31st deadline of the even year.

Added 4/2010
Revised 10/2015
University of North Alabama College of Nursing  
Dosage and Solution Calculation and Administration Guidelines

The Basics
- Verify physician order per patient chart
- Check patient allergies
- Calculate patient weight in kilograms (if needed for determining safe dose)
- Determine the safe dosage range from an appropriate drug book/reference
- Calculate the conversion (for example: grams to milligrams; mg/kg/dose or mg/kg/day)
- Determine if the dose ordered is within a safe range
- Analysis: Can the dosage be administered as calculated? If drug cannot be administered as calculated then determine whether the drug can be or needs to be safely rounded
- Provide rationale for dosage administration decision
- Administer the drug following the rights of medication administration: Right Medication, Right Patient, Right Time, Right Route of Administration, Right Dose, Right Documentation
- Document thoroughly and provide medication education/instruction as needed
- All medications are administered by student nurses in the presence of a faculty clinical instructor or instructor designate

Rounding Rules:
- When the amount of drug to be administered is less than 1 mL the amount should be calculated to the thousandths and rounded back to the hundredths and administered in a 1 mL syringe.
- A 1 mL syringe is calibrated in hundredths of a milliliter with each one tenth milliliter labeled on the metric side. Thus, it is recommended that all amounts less than 0.5 mL are measured in a 1 mL syringe.

If the ordered amount is calculated in tenths of a milliliter (and between 0.5-1ml) a 1ml or a 3 ml syringe may be safely utilized to administer this medication.

- Use caution when administering medications to infants, children, and elderly and debilitated clients. Caution is also necessary when administering Heparin, Lovenox (Enoxaparin), Insulin, Chemotherapeutic agents and other select drugs for any age client.

Practical Application:

Converting body weight for safe dosage calculation:
- Convert weight from pounds to kilograms. Compute the weight in kilograms to the thousandths (3 decimal places) and round back to hundredths (two places). For example: 150 lbs=68.181818 or 68.18 kg
- Verify safe dose from an appropriate drug book/reference/package insert
- Calculate the safe dose in mg/kg/dose (or per day) or mcg/kg/dose (or per day) for a patient of this weight.
- If the calculated dosage is not within safe range consult with the prescribing practitioner before administering the drug
Maximum Dosage Volume to be administered per intramuscular injection site:

- Average 150lb (68.18kg) adult= maximum volume 3ml
- Average 150lb (68.18kg) adult= maximum volume for deltoid site 2ml
- Children age 6 to 12 years= maximum volume 2ml
- Children birth to 5 years= maximum volume 1ml
- Adolescent 12 to 18 years= maximum volume 2.5ml

Remember to always look at the age, size, and condition of the patient. An infant does not have the muscle mass of an adult. Likewise, a frail and debilitated patient does not have the muscle mass of healthy adult patient.

The average volume of intramuscular and subcutaneous medications in adult patients is between 0.5ml-3ml. Volumes larger than 3 ml need to be questioned.

Rounding examples:

Dosage is 1.91 ml=use a 3 ml syringe and draw up 1.9 ml of medication
Dosage is 0.666 ml=use a 1 ml syringe and draw up 0.67 ml of medication
Dosage is 0.430 ml=use a 1 ml syringe and draw up 0.43 ml of medication
Dosage is 0.537 ml=use a 1 ml syringe and draw up 0.54 ml of medication
Dosage is 0.8ml IM= use a 1 or a 3 ml syringe and draw up 0.8 ml of medication

Remember to always treat calculations as dosage calculations for safe patient medication administration and not just a math problem. Analyze everything!

UNIVERSITY OF NORTH ALABAMA
INCIDENT REPORT

DIRECTIONS: This form is to be completed in ink by supervisors or cost center heads for accidents or incidents involving injury or potential injury to students or visitors on campus or during University-related activities. Complete this form as soon as practical after an incident or accident and deliver copies (no later than 24 hours following) to the Vice President for Student Affairs (UNA Box 5023) and the Vice President for Business & Financial Affairs (UNA Box 5003).

GENERAL STUDENT/VISITOR INFORMATION:

Injured person is: (check one) □ Student □ Visitor

Name_________________________________________________________ Student ID Number _______________________________________

Name of parent/guardian/spouse________________________________ Phone ____________________________

UNA Box _______________ Academic Classification ___________________________ Age __________

Local Address ________________________________________________

INCIDENT INFORMATION:

Date of Incident or Accident_____________________________ Time___________ a.m. or p.m.

Location of Incident or Accident ________________________________

Name and phone number of witnesses to the incident or accident:

1.__________________________________________________________ 2._________________________________________________________

3.__________________________________________________________ 4._________________________________________________________

Describe what happened: __________________________________________

________________________________________________________________________

________________________________________________________________________

Nature of any injury (cut, puncture, burns, etc.) ____________________________

Location of injury (body part, left or right) ________________________________

Did the victim go to the UNA Health Center? □ YES □ NO

Did the victim go to a physician/medical facility? □ YES □ NO

Name of treating physician ____________________________________________

Name of medical facility ______________________________________________

Treatment: _________________________________________________________

________________________________________________________________________

Was the victim admitted to the hospital? □ YES □ NO

If yes, date of admission ________________________________

Signature of Supervisor/Cost Center Head reporting incident or accident ____________________________ Date ____________