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I. GENERAL INFORMATION

A. Introduction

The faculty of the University of North Alabama (UNA) Anderson College of Nursing and Health Professions (ACONHP) congratulates you on your acceptance into the Master of Science in Nursing (MSN) program or the post-master’s certificate (PMC) program. There are many planned worthwhile learning experiences to enable you to become an experienced professional nurse who can function at an advanced level in the health care society.

The policies in this handbook are supplemental to the University’s Graduate Catalog. These ACONHP policies are to help you progress through the program. This handbook is provided as information only and should not be construed as a contract between you and the ACONHP or the University of North Alabama. The UNA and the ACONHP reserve the right to make changes in this handbook as deemed appropriate.

The baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate program at the University of North Alabama is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

B. Accommodation Assistance for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services (256-765-4214).

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, and 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. 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. Vision, Mission, Goals, and Outcomes

Vision & Mission

The ACONHP 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 and health care knowledge. The ACONHP mission is to graduate nurses and other health professionals who are prepared to assume professional roles in diverse health care environments.

Graduate Program Crosswalk

Program Competencies, Goals, and Student Outcomes: UNA/MSN Curriculum Map

University Core Competencies (UCC)

UCC 1. Information Literacy
UCC 2. Critical Thinking
UCC 3. Effective Communication
UCC 4. Scientific Literacy
UCC 5. Aesthetic Awareness
UCC 6. Cross-cultural and Global Perspective
UCC 7. Informed Citizenship

AACN Essentials (D)

Domain 1: Knowledge for Nursing Practice
Domain 2: Person-Centered Care
Domain 3: Population Health
Domain 4: Scholarship for the Nursing Discipline
Domain 5: Quality and Safety
Domain 6: Interprofessional Partnerships
Domain 7: Systems-Based Practice
Domain 8: Informatics and Healthcare Technologies
Domain 9: Professionalism
Domain 10: Personal, Professional, and Leadership Development

Anderson College of Nursing and Health Professions Program Goals (ACONHP)

ACONHP 1. Provide high quality, innovative educational nursing and health related programs
ACONHP 2. To build and maintain a student-centered nursing and health related programs
ACONHP 3. Provide a culturally diverse environment for students, faculty, and staff
ACONHP 4. Develop partnerships with community agencies to expand healthcare to the community
ACONHP 5. Promote research and scholarly activities that advance nursing and health care knowledge

Graduate Program Goals (GP)

GP 1. Offer high quality online MSN and Post-Master’s Certificate Programs
GP 2. Graduate nurses and other health professionals who are prepared to practice in global healthcare environments
GP 3. Promote a culturally diverse learning environment designed to eliminate barriers to learning
GP 4. Develop and nurture a strong relationship with community health facilities and health professionals
GP 5. Foster scholarly activities, research, teaching, service, and practice that advance the knowledge base of nursing and other health care professions

Graduate Student Outcomes (GSO)
1. Demonstrate knowledge, competencies, and skills in advanced nursing practice, teaching, and/or leadership. (UCC 1, 2, 3, 4, 6; D 1-10; ACONHP Goal 1, 2, 4, 5; GP 1, 2, 4, 5)
2. Serve as a leader and change agent in nursing and health care delivery systems to ensure quality care across the lifespan. (UCC 1, 2, 3, 4, 7; D 5-7, 8-9; ACONHP Goal 3, 4, 5; GP 3, 4, 5)
3. Utilize ethical decision-making, technology, and communication skills to provide culturally competent care. (UCC 1, 2, 3, 4, 6, 7, D 1-10; ACONHP Goal 3, 5; GP 1, 2, 3, 5)
4. Effectively practice advanced nursing roles in collaborative relationships across diverse disciplines to improve patient and population health outcomes. (UCC 1, 2, 3, 4, 6; D 1-10; ACONHP Goal 1, 2, 3, 4; GP 1, 2, 3, 4)
5. Synthesize nursing knowledge through translation, integration, and application of evidence-based practice. (UCC 1, 2, 3, 4, 6, 7; D 4; ACONHP Goal 5; GP 2, 5)

E. Graduate Administration, Faculty, and Staff Contact Information

<table>
<thead>
<tr>
<th>Roles</th>
<th>Name</th>
<th>Office Number</th>
<th>Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Dr. Vicki Pierce</td>
<td>LMH 232-A</td>
<td>256-765-6301</td>
<td><a href="mailto:vgpierce@una.edu">vgpierce@una.edu</a></td>
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<tr>
<td></td>
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<tr>
<td>Faculty</td>
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<td></td>
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<tr>
<td></td>
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<td><a href="mailto:cdhall@una.edu">cdhall@una.edu</a></td>
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<td></td>
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<td><a href="mailto:llwilliams1@una.edu">llwilliams1@una.edu</a></td>
</tr>
<tr>
<td>Staff</td>
<td>Mrs. Lauren Shell</td>
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<td>256-765-4931</td>
<td><a href="mailto:sshell@una.edu">sshell@una.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mrs. Cynthia Mashburn</td>
<td>LMH 221</td>
<td>256-765-4936</td>
<td><a href="mailto:cpmashburn@una.edu">cpmashburn@una.edu</a></td>
</tr>
<tr>
<td>Additional Resources</td>
<td>UNA Operator</td>
<td></td>
<td>256-765-4100</td>
<td>University messages</td>
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<td>Toll free number</td>
<td></td>
<td>1-800-TALKUNA ext. 4936</td>
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</table>
F. Degree and Program Plans
The Master of Science in Nursing degree has three tracks or options, Teaching-Learning Environments, Nursing Leadership in Organizational Environments, and Family Nurse Practitioner. The teaching/learning and leadership tracks require 32 hours of credit for completion. The Family Nurse Practitioner track requires 41 hours of completion. The curriculum consists of 15 hours of core courses for all graduate students (see below).

The Post-Masters Certificate Program has three options: Teaching-Learning, Leadership, and Family Nurse Practitioner. The certificate programs are designed for registered nurses who have completed a master’s degree in nursing and are seeking academic preparation in a new specialty or subspecialty area of advanced practice nursing. Student’s will meet the Graduate Student Outcomes and may need to complete up to 9 hours of core course work, depending upon the need for advanced physical assessment, advanced pathophysiology, and advanced health assessment.

Students may transfer a maximum of six hours from another university (See “Transfer Credits”).

The UNA ACONHP Master of Science in Nursing degree builds on the preparation of students at the BSN level with the following assumptions:

- students have experience in professional nursing practice
- students have background knowledge of nursing theory and research
- students understand and use the nursing process
- students have effective communication skills
- students are involved in professional activities
- students have leadership abilities
- students can use technology effectively

The concept of communication is expanded to include participation in the leadership/instructor/researcher role. The concept of functioning as a “professional” is expanded to functioning in management/leadership/executive roles. The concept of research is expanded from the knowledge level to the analysis and performance levels. The concept of collaboration with members of the health team is expanded to the role of collaboration with academic, legislative and economic officials, as well as leaders in other disciplines.

<table>
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<tr>
<th>MSN Track</th>
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<td>1. Nursing in Teaching-Learning Environments</td>
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<tr>
<td>Core Courses: NU 502, NU 508, NU 509, NU 607, NU 614</td>
<td>15</td>
</tr>
<tr>
<td>Discipline Specific Courses: NU 605, NU 606, NU 616, NU 680, NU 681</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td>2. Nursing Leadership in Organizational Environments</td>
<td>32</td>
</tr>
<tr>
<td>Core Courses: NU 502, NU 508, NU 509, NU 607, NU 614</td>
<td>15</td>
</tr>
<tr>
<td>Discipline Specific Courses: NU 608, NU 617, NU 618, NU 682, NU 683</td>
<td>17</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
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<tr>
<td>3. Family Nurse Practitioner</td>
<td>41</td>
</tr>
<tr>
<td>Core Courses: NU 502, NU 508, NU 509, NU 607, NU 614</td>
<td>15</td>
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<tr>
<td>Discipline Specific Courses: NU 615, NU 640, NU 641, NU 642, NU 643, NU 644, NU 645</td>
<td>27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>41</strong></td>
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</table>
4. Post-Graduate Family Nurse Practitioner Certificate

| Discipline Specific Courses: NU 640, NU 641, NU 642, NU 643, NU 644, NU 645 |  
|---|---|
| Total | 23 |

All courses are asynchronous online courses.

There are two practicum courses in the teaching/learning and leadership tracks, consisting of 90 hours each for a total of 180 practicum hours.

There are five practicum courses in the family nurse practitioner track consisting of 120 hours each for a total of 600 practicum hours.

II. BEGINNING THE PROGRAM

MSN and post-master’s certificate program students receive initial advisement from the Enrollment Specialist and Graduate Program Academic Advisor. After this initial advisement, MSN faculty members provide student advisement.

Once admitted to the MSN or PMC program students may enroll in non-practicum courses as scheduled. However, students must meet the following requirements before enrolling in the practicum courses (NU680, NU681, NU682, NU683, NU641, NU642, NU643, NU644, NU645). All health and practice information must be received by the Graduate Programs Nursing Office at least eight (8) weeks prior to enrolling in practicum courses.

A. Health Information

1. Results of a recent (within one year) physical exam. A physical examination must be completed by a physician or a nurse practitioner. THE COMPLETED HEALTH FORM may be found under the “forms” tab of the student’s Immunitrax account and must be uploaded to the account for approval. See the Supplies and Expenses section below for additional details.

2. *Evidence of hepatitis immunization. All students are strongly encouraged to become vaccinated against the Hepatitis B virus. Dates of the Hepatitis B series and/or Hepatitis B titer must be provided on the health form. Students who do not wish to take the vaccine must sign a declination form, which may be obtained from the Administrative Assistant.

3. *Evidence of other immunizations. Students must have proof of measles, mumps, and rubella (MMR), and varicella immunization or provide a signed declination form. Proof should either be a copy of the actual immunization date(s) or copy of titer results signed by authorized individuals. Some agencies also require flu vaccines for students and employees.

4. Tuberculosis skin test. Students must have a tuberculosis skin test each year. If a TB skin test is positive for the first time, the student will be referred to the local 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 until documentation is received from the health department.
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 chest x-ray (CXR). 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.

5. Health Insurance. Students must have health insurance coverage. Any expenses incurred as a result of injury or illness occurring during clinical experiences will be the sole responsibility of the student.

6. Recent influenza vaccine.

7. COVID-19 vaccination status may be requested by clinical site.

*Please note that declining immunizations may result in a health care agency’s refusal to allow one to complete practicum experiences at the agency.

*Flu shot refusal requires UNA students to wear a mask during all practicum experiences.

**B. Practicum Information**

1. Evidence of an unencumbered license to practice in the state of intended practicum experience - Acceptance into the MSN and PMC nursing program requires verification of a current RN license. The student must upload a copy of their current nursing license into the document management system. The ACONHP will then obtain verification of the student’s licensure status from each student’s State Board of Nursing. To register for a clinical practicum, the students must be licensed by the state in which the clinical practicum is to be completed.

2. BLS/CPR certification for health care providers - All students must have current instruction or certification in cardiopulmonary resuscitation and show evidence of dates of coverage. A copy of the card must be uploaded into the document management system.

3. Professional Liability insurance- Each student must obtain professional liability insurance ($1,000,000.00/$6,000,000.00) for practice as a registered nurse (RN) who is also a student. Having professional liability insurance does not always mean one has liability coverage as a student. Make sure your professional liability insurance provides a rider for student coverage. If you do not have professional liability insurance, may purchase it at [http://www.nso.com/](http://www.nso.com/).

4. Criminal Background Check and Urine Drug Screen-Upon acceptance into the MSN program, all students will be required to complete a criminal background check (CBC) and urine drug screen (UDS) through VerifyStudents. See the Supplies and Expenses section below for additional information.

5. OSHA and HIPPAA education – MSN students must provide evidence of recent education on Occupational Safety and Health Administration (OSHA) guidelines and the Health Insurance Portability and Accountability Act (HIPAA) standards.

**C. Books**

Students must have access to required course materials. Each course syllabus will indicate the required materials. Books may be obtained from the UNA Bookstore (1-800-TALK-UNA, Ext. 4642, [http://www.bkstr.com/CategoryDisplay/10001-9604-151906-1](http://www.bkstr.com/CategoryDisplay/10001-9604-151906-1) or the Off-Campus
Bookstore (256-764-7507). You may also purchase books from other vendors, such as Amazon.com and Barnes and Noble.

D. Supplies and Expenses
Students must have Microsoft Office on their computers. Only Microsoft Office documents (Word, PowerPoint, Excel, etc.) are acceptable for assignment submissions. It is advisable to purchase and install these before beginning the program. Student versions of Microsoft Office are usually available for a reduced price. UNA Students can install Office for free. Follow this link: [http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html](http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html). Clinical supplies will vary according to the clinical practicum experience. MSN and PMC students are responsible for purchasing supplies needed for clinical practicum.

Additional Costs:
- **MSN and post-master’s certificate students** are responsible for the cost of a Urine Drug Screen and Criminal Background check through VerifyStudents upon admission to the program ($88.00)
- **All MSN and post-master’s certificate students** will be required to purchase an Imunitrax account in order to upload and manage health documentation requirements ($42.45; one-time fee)
- **All MSN and post-master’s students** will also be required to purchase Typhon for use during clinical courses, the cost is $60 for MSN-TL and Leadership track students and $90 for FNP track students.

E. Dress Code Policies
The nursing student’s appearance is very important because it communicates self-image and a personal attitude towards the nursing profession. It is essential that the values of neatness, cleanliness and professionalism are evident. The student must abide by the dress code policies of the clinical practicum agency. The student is responsible for obtaining the agency’s dress code policy. When deemed appropriate by the agency, a student may wear a white lab coat/jacket and professional street clothes. The student is to always wear a UNA ACONHP name pin during practicum experiences. Student badges are sent to students in practicum courses identifying the student as a UNA MSN/PMC student. The purchase of the lab coat/jacket and name pin is solely the responsibility of the student. The nursing student’s appearance is very important because it communicates self-image and attitude toward the profession. Violation of the dress code may result in an automatic clinical unsatisfactory.

F. Exposure to Blood-borne Pathogens
All MSN and PMC students must abide by the clinical agency’s policies for standard precautions when practicum experiences require patient contact. Students must wear personal protective equipment (gloves, masks, goggles, gowns) when exposed to body fluids. The student is responsible for using the personal protective devices as needed. If an “incident of exposure” occurs, the student should fill out the incident report form utilized by the facility and fax a copy to the UNA ACONHP graduate programs office or complete the UNA “Incident Report” form. For additional information or follow-up, refer to the professor of the course.

G. Incidents/Accidents
If the student is involved in an untoward incident (e.g. needle stick, medication error) or an accident while in the clinical agency, the student is to follow the agency’s protocol and complete appropriate forms. Inform the professor of the course as soon as possible after the incident and
email a copy of the completed forms to the graduate programs office. If the agency does not have forms available, complete a copy of the UNA Incident Report (See Appendix) and email it to the graduate programs office within 24 hours of the incident.

III. PROCEEDING THROUGH THE PROGRAM

To be enrolled in required practicum courses (NU 680, NU681, NU682, NU683, NU 641, NU 642, NU 643, NU 644, NU 645, NU680, NU681, NU682, NU683) students must complete pre-requisite courses (see UNA Graduate Catalog). Course sequence will be individualized for part time graduate students. The following general information will provide the student with answers to questions arising during the journey to graduation.

A. Academic Honesty

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation.

- Students enrolled in the University of North Alabama, Anderson College of Nursing and Health Professions are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to avoid and eliminate academic dishonesty. Academic dishonesty includes misrepresentation, cheating, and plagiarism, which are defined as follows:
  - Misrepresentation is purposively altering or inventing information or data. Examples include, but are not limited to, forging a signature, fabricating information on a form, or falsifying the number of clinical practicum hours completed.
  - Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student’s homework, classwork, or required project (in whole or part) and/or presenting another’s work as the student’s own. Cheating also includes giving, receiving, offering and/or soliciting information on a quiz, test, or examination.
  - Plagiarism is the copying of any published work or copying the theme or manuscript of another student; when one uses direct quotations or ideas of another without proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized in accordance with APA guidelines.

When it is determined that a student is guilty of misrepresentation or cheating in the Graduate Program:

- The student will be dismissed from the program.
- Offenses are reported to the Provost and Executive Vice President for Academic Affairs for referral to the Office of Student Conduct for disposition. Students should review the UNA Graduate Catalog for additional information.

When it is determined that a student is guilty of plagiarism on a paper or didactic assignment in the Graduate Program, the following penalties will apply:
• The student will receive a penalty of a zero on the work in question.
• If the student commits a subsequent offense at any time during his/her enrollment in the Anderson College of Nursing and Health Professions Graduate Program, a course failure will be given and the student may be subject to dismissal from the university.
• Offenses are reported to the Provost and Executive Vice President for Academic Affairs for referral to the Office of Student Conduct for disposition. Students should review the UNA Graduate Catalog for additional information.

Academic Honesty Agreement:

By entering this online course, you agree to abide by the conditions of the Academic Honesty Agreement as explained above in all online courses for the duration of your enrollment in the University Of North Alabama Anderson College Of Nursing and Health Professions Graduate Programs.

Additionally, you acknowledge that UNA’s Graduate Program may submit any or all student work to Turnitin.com for originality checking. For more information, you can visit http://turnitin.com/static/products.html#originality_checking

B. Student Copyright Notice

“UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners. Copyright use as outlined in the TEACH Act is not yet valid at the University of North Alabama.”

C. General Professional Behavior

Professionalism is a quality the student should begin to develop from the first day in nursing. It is imperative that the MSN/PMC student dress professionally and project a professional demeanor in all settings. While in the clinical setting, students are expected to perform safely, adhere to established practices, be aware of their own limitations, and to seek help when needed. Students in the ACONHP are expected to conduct themselves according to the highest ethical and moral standards depicted by honesty, accountability, accepting responsibility for own actions and displaying respect for human dignity.

The MSN/PMC student’s written work for clinical experiences should reflect personal involvement and commitment to the promotion of each individual’s mental, social, physical, and spiritual integrity. Students are expected to seek learning experiences and to show personal motivation to perform appropriately as opportunities become available. Following or during the clinical practicum experience, students are expected to complete and submit written work as directed by their preceptor and seek feedback. Students are expected to utilize preceptor feedback in completing subsequent assignments.

D. Student Folders

Students are advised to keep copies of all written work, documentation of required records, results of testing, and conferences with professors, e-mail messages, and any other pertinent information related to course work in a folder. This folder is primarily for the use of the student and may offer clarification regarding the particulars of graduate study.

E. Grading System

The ACONHP follows the guidelines for grades as described in the Graduate Catalog. The letter grades are as follows: A-90-100%; B-80-89%; C-70-79%; D-60-69%; F-below 60%.
Conditionally admitted students must earn a 3.0 grade point average after the first nine hours of
study. All students must maintain a 3.0 Grade Point Average (GPA) to remain in good standing in the program. Additionally, a grade of "A" or "B" is required for NU 508, NU 607, NU 614, and all practicum courses. (NU 641, NU 642, NU 643, NU 644, NU 645, NU 680, NU 681, NU 682, and/or NU 683). An MSN student may make a grade of "C" or below in no more than six semester hours on non-clinical coursework within the MSN program. A student who has earned a grade of "C" or below in no more than six semester hours of coursework is ineligible for graduation, may not take any additional courses, and will be dismissed from the program. If a course is repeated, a grade of "B" or higher must be earned in the course that is repeated.

F. Retention in the Program
1. Current records of health and practice information on file in the Anderson College of Nursing and Health Professions Graduate Programs office (See section IIA and IIB).
2. Maintaining a B (3.0) average throughout the MSN and post-graduate certificate program.
3. Students who fall below a 3.0 will be placed on academic probation. Students will remain on Academic probation until their cumulative GPA is restored to a 3.0 or above. However, students must maintain a 3.0 in each probationary semester until the student’s overall GPA is 3.0. A student whose final GPA is less than 3.0 is not qualified for graduation. If a student earns a grade below "C" (D or F) in any required MSN course, the student must repeat that course. If the subsequent grade is below C, the student may not continue in the program. If the subsequent grade is C or above, continuance in the program is contingent upon the MSN Academic Requirements as stated above. A student may repeat a maximum of three semester hours. Repeating a course does not delete the previous grade.
4. Satisfactory clinical practicum performance - Students in the Anderson College of Nursing and Health Professions who fail clinical practicum at any time during the semester, including the University’s withdrawal (“W”) period will receive a course failure (“F”).

G. Readmission
Any student who completely withdraws from the ACONHP MSN/PMC program must be readmitted according to the Graduate Catalog and readmission policy of the ACONHP. Students eligible to return to a graduate nursing course after a withdrawal or course failure in a required nursing course will be readmitted to the course on a “space available” basis.

Students who desire reinstatement to the program must write a letter of petition to the Anderson College of Nursing and Health Professions. The letter is to be sent to the Chair of Graduate Programs and must include any extenuating circumstances that may have contributed to the failure to be successful in the previous attempt in the MSN program. The letter must also include a plan for successfully completing the program, including specific strategies to ensure success.

After the graduate faculty reviews requests for readmission, recommendations are made to the Chair of the Graduate Programs and the Dean of the ACONHP. Students will then receive notification regarding readmission decisions from the Office of the Dean of the ACONHP. Readmitted students must follow any recommendations or stipulations proposed by the dean and faculty as conditions for readmission.

H. Clinical Practicum Experiences, Expectations, and Conduct

Graduate Program Practice Experiences
Practice experiences are activities that you complete during courses in your program of study. Completion of the practice experiences ensures that you meet the program and course learning outcomes. For the graduate program, practice experiences include a combination of the following activities and experiences.

- **Digital Simulations** (DS) for the MSN program are practice experiences that involve participation in digital clinical experiences through Shadow Health. Digital clinical experiences are a mechanism for verifying early mastery of new levels of direct care
practice associated with the MSN-prepared nurse. See Table below for specific details related to DS.

- **Preceptor Practicum Experiences (PCE)** for the graduate program take place in a healthcare facility in NU641, NU642, NU643, NU644, NU 645, NU681, NU682 and NU683. In NU680, PCE in the teaching/learning track includes a practicum in an educational institution, such as a University or Community College. See Table below for specific details related to Practicum experiences.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Preceptor Practicum Experience Hours</th>
<th>Digital Simulation (DS) Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU508 Advanced Health Assessment (Shadow Health Digital Clinical Experience/Virtual Patient)</td>
<td></td>
<td>25 hours (may be applied to track specific course)</td>
</tr>
<tr>
<td>NU680 or NU682 Practicum I 10 hours EBP plus 80 hours Preceptor Practicum = 90 hours</td>
<td>90 hours each course</td>
<td></td>
</tr>
<tr>
<td>□ Teaching/Learning Track Educator Role: Select a Preceptor with a MSN or higher degree in an academic setting (Community College or University)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Nurse Leadership Track: Select a Preceptor who is a Masters prepared Mid-Level Manager (May be MSN or RN with MBA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU681 or NU683 Practicum II NU 681 10 hours EBP plus 45 hours Preceptor Practicum and 25 simulation hours from NU 508 = 90 hours</td>
<td>65-90 hours each course</td>
<td></td>
</tr>
<tr>
<td>□ Teaching/Learning Track Care Experience: Select a Preceptor who is a NP in a hospital and clinical setting (to prepare the nurse educator student for role as a direct care provider.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Nurse Leadership Track: Select a Preceptor who is a Masters prepared Upper-Level Manager (May be MSN or RN with MBA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Practice Experiences – 180-205 hours</strong></td>
<td>155-180 PCE hours</td>
<td>25 DS hours</td>
</tr>
<tr>
<td>NU 641-NU645 Family Nurse Practitioner 120 hours minimum in each of the five practicum courses for a total of 600 minimum hours</td>
<td>120 hours each course</td>
<td></td>
</tr>
<tr>
<td>□ NU 641 – NU 643 clinical focus should be primary care across the lifespan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ NU 644 clinical focus should be women’s health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ NU 645 clinical focus should be pediatrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Practice Experiences=640 hours</strong></td>
<td>600 PCE hours</td>
<td>25 DS hours</td>
</tr>
</tbody>
</table>

**Rationale for Practice Experience Hours**

The MSN/PMC program includes 180-600 practice experience hours to “provide learning experiences that foster interprofessional team practice and the opportunity to provide care to those from different genders, ages, cultures, religious, and backgrounds (The Essentials,
2021). Practice experiences integrate didactic learning, promote innovative thinking, and test new potential solutions to clinical practice or system issues” (p. 30). Practice experiences are integrated into the following courses:

Advanced Health Assessment (NU508), Evidence-based Practice, and Practicum Courses (NU680, NU681, NU682, NU683), and Family Nurse Practitioner Courses (NU641, NU642, NU643, NU644, NU645).

**MSN/PMC Student Responsibility for Securing Preceptor Experiences**

- Students may participate in the identification of appropriate clinical sites and clinical preceptors as they are most familiar with their geographic location; keep in mind the individual course requirements.

- It will be necessary for UNA to obtain an affiliation agreement with each practicum facility or setting. This process can take a considerable amount of time. Graduate students are urged to begin the selection for all practicum preceptors as soon as they are enrolled in the first graduate course.

- Written approval from the course instructor is required before you can start any preceptor practicum experiences.

- All preceptor clinical practicum experiences are graded as pass/fail. A passing grade for clinical practicum hours is required in order to pass the practicum course. If you are unable to complete practicum hours prior to the end of the term, you must notify the preceptor and course instructor to create a plan of action for completion of practicum hours.

- A practicum experience hour is defined as the time actually spent completing the practice experience assignment. Lunch breaks or travel time are not counted as clinical practice hours.

- You cannot work as a paid employee and receive credit for the same practicum experiences hours. That is, you cannot be paid for competing practicum experience hours when you are functioning in the capacity of a paid employee. If you are an employee at a practice experiences site or have any other formal relationship with the site, your role must be clearly defined in advance of the practice experience.

- Preceptor practicum experiences require you to create a third-party account to complete specific requirements through your account.

**MSN/PMC Student Practicum Professional Conduct**

While in the clinical practicum setting, students are expected to respect facility policies and equipment and to avoid chewing gum and smoking, as well as eating or drinking in undesignated areas. Students are expected to seek learning experiences. Following (or during) the clinical practicum experience, students are expected to complete and submit written work and to seek preceptor and faculty feedback. Students are expected to utilize feedback in completing subsequent assignments.

Student nurses 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 Protocol - Appendix A)

1. **Professional Practicum Expectations.** An Unsatisfactory practicum grade, course failure, and
possible dismissal from the ACONHP will result when a critical incident or major violation of any professional nursing behavior is exhibited. A major violation is defined as the attempt to commit, the commission of, or intentional assistance in the commission of any of the following:

- Furnishing false information to the instructor, graduate department, or clinical practicum facility with the intent to deceive.
- Forgery, alteration, or misuse of patient or clinical facility/organization documents or records.
- Any conduct or unsafe behavior that threatens the safety of a patient. This would include failure to disclose information regarding the omission of care or error in patient of care.
- Theft from a clinical facility or organization. This would include medications and medical supplies.
- Possession or use of dangerous drugs and narcotics except as legally prescribed.
- Coming to a clinical facility under the influence of mind-altering substances.
- Failure to maintain the confidentiality of privileged information.
- Sexual harassment – Unwelcome sexual advances, requests for sexual favors, and otherverbal or physical conduct of a sexual nature that tends to create a hostile or offensive learning environment.
- Dismissal from a clinical site by preceptor or administration

Violation of the professional, legal and ethical code of conduct for registered nurses, violation of UNA ACONHP policies, or violation of the UNA Code of Student Conduct at https://www.una.edu/student-conduct/ constitutes cause for removal from the clinical practicum site, failure of the course and/or 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.

Students are expected to complete the course and clinical practicum experiences according to course deadlines. Although students are licensed practitioners, they are expected to obtain clinical help or supervision from their clinical practicum preceptors and instructors as needed.

Attendance is expected for all planned clinical practicum experiences. If illness, or impaired mobility occurs, or tardiness is anticipated, the student should notify the preceptor and the assigned clinical practicum agency before the start of clinical practicum experiences. Many clinical facilities do not allow individuals with contagious diseases, colds, fever, draining wounds, or gastrointestinal disturbances to be near clients. If these conditions occur, the student should contact the preceptor for directions and notify the course instructor. **MSN/PMC teaching/learning and leadership students are required to complete 180 hours of clinical practicum to receive credit for the practicum courses.** Eighty (80) hours are accumulated during each of the two practicum experiences and ten (10) hours are earned in the practicum courses while working on an evidence-based practice project. **Family nurse practitioner track students/PMC students are required to complete a minimum of 500 clinical hours to receive credit for all practicum courses.**

Tardiness is considered unprofessional behavior. Clinical tardiness may be considered an unexcused absence and an unsatisfactory grade may be earned.

**2. Drug & Alcohol Testing** - The University of North Alabama Anderson College of Nursing & Health Professions (ACONHP) is committed to the health, safety, and well-being of all students who participate in the program and represent the college in clinical agencies. The ACONHP academic environment and clinical work setting is drug and alcohol-free, and ACONHP enforces a **ZERO TOLERANCE POLICY FOR SUBSTANCE ABUSE**. Substance abuse interferes with a student’s
mental faculties, judgment and other skills and poses an unacceptable risk for patients, colleagues, the University, and affiliated clinical agencies. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, misuse of alcohol, and inappropriate use of tobacco products, is inconsistent with ACNHP standards and expectations and is prohibited. Such substance abuse will not be tolerated. In addition, all student nurses are subject to applicable federal, state, and local laws addressing drug and alcohol use.

The ACONHP strictly prohibits the following:

1. The use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription, on and off of ACOHNP property and clinical sites.
2. Students from being impaired by or under the influence of controlled substances, legal drugs, illegal drugs, or alcohol, on or off ACOHNP premises and clinical sites.
3. The presence of any detectable amount of prohibited substances in a student’s body while on ACOHNP premises or clinical sites. “Prohibited substances” shall include controlled substances, illegal drugs, alcohol, or prescription drugs not taken in accordance with valid prescription.

Ignorance of the legality of a substance, the chemical composition or contents of a substance, the manner of ingestion, or a prescription requirement shall not operate to excuse a violation of this policy.

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 may 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 the responsibility of the student. Drug screenings may require review by a Medical Review Officer, which will result 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 ACONHP 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 ACONHP.

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 designated testing facility. The cost of drug and alcohol testing conducted for reasonable
suspicion shall be the responsibility of the student.

The ACONHP Drug/Alcohol Policy, including its standards and procedures, may be amended at any time, with or without notice, at the sole discretion of ACONHP.

3. Confidentiality and Social Media - Students may be required by clinical agencies and the ACONHP to sign confidentiality and affidavit forms. Any information obtained regarding others' personal information must be maintained in the strictest of confidence. Discussion of others’ personal information should be limited to necessary interactions and not continued during lunch or outside of the agency. Failure to maintain confidentiality is subject to a clinical practicum unsatisfactory grade and course failure. For the purposes of submitting written work, the student should not use clients’ names.

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 these and other electronic media are never to be used to discuss patient or class information. These media are 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 ACONHP. Violations will warrant disciplinary action and could result in course failure and/or dismissal from the nursing program.


I. Medical Release Requirement
To ensure a safe practice and educational environment, a medical release form must be completed by the healthcare provider and submitted to the Dean’s office for the following medical situations:

- Any change in health status, including new prescriptions for potentially mood or behavior altering effects
- Post hospitalization
- Post injury
- Prolonged illness

This is not intended to be a comprehensive list of conditions requiring a medical release. Please consult the Chair of Graduate Programs if you have questions or concerns.

J. Advisement
When a student is accepted into the ACONHP graduate program, the student is initially advised by the Enrollment Specialists and Graduate Programs Academic Advisor and then assigned an advisor who is a member of the graduate faculty. Students are expected to consult the UNA Graduate Catalog for information. Questions concerning the program not addressed in the catalog or in course outlines should be directed to the assigned advisor.

K. Sigma Theta Tau
Graduate students may be eligible for membership in the UNA chapter of Sigma Theta Tau International.

- have completed ¼ of the nursing curriculum;
- have at least a GPA of 3.5 (based on a 4.0 grading scale); or an equivalent of this measure of academic achievement when GPA is not available.
- meet the expectation of academic integrity.

**L. Student Representation on ACONHP and UNA Committees**

Students are encouraged to participate in the committees of the ACONHP. Students may volunteer to represent their peers on several Graduate Programs Committees. Student representatives on ACONHP graduate committees include Student Guidelines and Resources, Program Effectiveness and Curriculum, and Graduate Program Department Committee. Students are voting members and may submit agenda items for consideration while serving on these committees. Graduate students are also eligible for membership on UNA committees including the Graduate Council Committee. Notify your professor if interested in becoming a member of these committees.

**M. Faculty Evaluation**

MSN/PMC students will have the opportunity to evaluate each MSN course and their professors. These evaluations are used to collect information that will benefit faculty as they continue to improve courses and the graduate program. Therefore, students should provide fair, honest, and constructive comments. All evaluative comments will be tabulated and made available to the professor, department chair, and the dean after final grades have been submitted. Evaluations are administered online.

**IV. DISCIPLINARY/GRIEVANCE POLICIES**

Disciplinary policies and processes of the ACONHP will be identical to those found in the UNA Student Handbook regarding general student behavior and as designated in specific graduate course syllabi.

University grievance procedures are found in the University Student Handbook. The University grievance procedure is intended to ensure that each student has available to her/him clear instruction on how to bring complaints (informal and formal) to the attention of faculty members and administrators. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level.

As set forth in the University Student Handbook and the Office of Student Conduct, the student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member immediately involved
2. Graduate Program Director
3. The Department Chair
4. The Dean of the Anderson College of Nursing and Health Professions
5. The appropriate Vice President’s Office

The Vice President for Student Affairs and the Provost and Executive Vice President for Academic Affairs Offices will track each formal student complaint.

**V. GRADUATION PREPARATION**
The UNA Graduate Catalog describes the minimum hours of study required to be taken at UNA, the number of courses at the 600-level required, the application for graduation procedure and commencement routines. Students who have questions about graduation can contact their assigned advisor, current MSN professors or the Coordinator for Graduate Programs Nursing Enrollment.

**At least two full semesters** before anticipated graduation, students must formally apply for graduation through the Registrar’s Office. Additional information regarding graduation can be found on UNA’s Graduation Information website.

A. National Certification Eligibility

Upon program completion and graduation, graduates of the family nurse practitioner track and family nurse practitioner post-master’s certificate program are eligible to sit for national certification with the following certifying bodies:

- American Academy of Nurse Practitioners for the Family Nurse Practitioner Certification Examination
- American Nurses Credentialing Center for the Family Nurse Practitioner Certification (FNP-BC).

B. Anderson College of Nursing and Health Professions 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.

C. Employment References

References for potential employers should be sought on an individual basis. If a student requests a reference from an individual faculty member, the student will need to sign a FERPA release form (See Appendices).
Appendix A

UNIVERSITY OF NORTH ALABAMA ANDERSON COLLEGE OF NURSING AND HEALTH PROFESSIONS
STUDENT NEEDLESTICK/BODY FLUID EXPOSURE PROTOCOL

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 practicum instructor.
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).

Appendix B

UNIVERSITY OF NORTH ALABAMA ANDERSON COLLEGE OF NURSING AND HEALTH PROFESSIONS

TUBERCULOSIS EXPOSURE PROTOCOL

The following procedure is for students exposed to tuberculosis during a clinical experience. Students who are exposed to patients who subsequently are shown to have tuberculosis, should:

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

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 UNA University Health Services.

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 UNA University Health Services.

5.) All students with positive PPD skin tests due to clinical tuberculosis exposure must submit a medical release form from the UNA University Health Services or his/her personal physician before returning to clinical.

Revised 10/2009
This TB Screening Questionnaire is used to evaluate your current TB Status. We cannot utilize the tuberculin skin test because you have a positive reaction to the test. A positive skin test means that sometime during your life you came into contact with tuberculosis or have had a vaccination to prevent you from contracting tuberculosis. It does not necessarily mean that you have TB now. Instead, this health survey will assist with monitoring for possible TB Symptoms.

1. Do you have a cough that has lasted 2 weeks or longer? YES or NO

2. In the past 3 months have you:
   A. Lost your appetite? YES or NO
   B. Lost weight without dieting? YES or NO
   C. Had fever, chills, or night sweats? YES or NO
   D. Coughed up blood? YES or NO
   E. Been feeling very tired? YES or NO

Note:

If the student answered “YES” to 2 or more of the above questions, please refer to the health department for follow-up.

If the student answered “NO” to all questions, sign as indicated below.

This screening will expire one year from the dated healthcare provider’s signature below.

Student’s Signature: ________________________________ Date: ______________

Healthcare Provider’s Signature: ________________________________ Date: ______________

Added: August 2021
University of North Alabama

FERPA Consent to Release Form

NOTICE & INSTRUCTIONS: As a current or former student, the information contained in your education records at the University of North Alabama (UNA) is protected by a Federal privacy law known as the Family Educational Rights and Privacy Act (FERPA). Except under limited exceptions specified in FERPA, school officials can only share your education records or discuss information from your records with third parties if you provide “prior written consent” — that is, your explicit permission in writing.

There may be times when you want to share certain education records and information with someone external to UNA. University officials may require you to provide prior written consent by completing this form before they release the specified records or information.

Please note that this consent may be revoked at anytime by providing written notice of such revocation to the University official to whom this form was originally submitted. The revocation will apply only to prospective requests for records. UNA reserves the right to require a student to submit a new or updated form as needed.

Student Name and Address:  
Student Identification Number (I. Number):

I authorize UNA to release the following educational records or information (please be as specific as possible):

to:

for the purpose of:

for the duration of (optional):

By signing below:

1) I consent to the release of the specified education records and information to the individuals/entities stated on this release form;
2) I understand that consenting to this disclosure is voluntary;
3) I understand this consent will remain in effect from the date it is signed until the date I specified above or date revoked by me (in writing).

Student’s Signature  
Date

Rev. 10/19

Added 8/2021
Appendix D
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

Reviewed 8-2021
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 ....................................................................................

Appendix E

WEAPONS ON CAMPUS POLICY

Possession of firearms or other dangerous weapons is prohibited while on university-owned or controlled property. This includes all parking lots, grounds, and facilities. These weapons include but are not limited to:

1. Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven inches.
2. Shotgun, rifle, or other shoulder gun.
3. Pistol or revolver.
4. Air gun or spring compression gun.
5. Bow and arrow.
6. Crossbows.
7. Slingshots or other throwing weapons.
8. Spears.
9. Swords.
11. Fireworks or explosive devices.
12. Tasers or stun guns.

This prohibition applies to all members of the university community, visitors, and guests and applies whether or not a person in possession of such weapon has a permit to carry or possess the weapon. This policy does not apply to:

1. Law Enforcement Officers of the Federal Government, state, or of any county, city, or town when in the discharge of their official duties.
2. Civil officers of the United States in the discharge of their official duties.
3. Private police or security personnel when hired by, or under contract with, the University.
4. Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
5. Campus food service knives.
6. The President’s Residence.

Visitors and guests may temporarily store weapons at the Department of Public Safety for no more than 48 hours. The Department of Public Safety and the University are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Director of Public Safety or his designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.

UNA Anderson College of Nursing and Health Professions 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>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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.
- [ ] Other reason – please tell us ________________________________

I do not like needles.

I do not wish to say why I decline.

Other reason – please tell ________________________________
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_forwebsite.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).

Adopted: September 2013
COVID-19 Exposure Policy - Students

In the event of known exposure to COVID-19 without appropriate PPE, students will do the following:

- Contact clinical course coordinator(s) and department chair immediately.
- Contact UNA Health Services for further health care guidance and screening.
- Self-quarantine for a minimum of 14 days post-exposure.
- If symptoms develop, report symptoms to UNA Health Services and obtain a COVID-19 test and report results to UNA Health Services.
  - If the test is negative, complete the 14-days of quarantine and obtain a release to return to class/clinical from UNA Health Services.
  - If the test is positive, seek appropriate care from a health care provider and notify UNA Health Services of positive results. The timeframe required for clearance to return to class/clinical following diagnosed COVID-19 is individualized and must be obtained from UNA Health Services.
  - Additional requirements may apply based on the assigned clinical facility.
- Students will maintain contact with each professor regarding their class and clinical progress throughout the quarantine period. Students may participate in classes virtually.

Added 8-2021
Declination of SARS-CoV-2 Vaccination

The Centers for Disease Control (CDC) recommends that individuals who work in healthcare settings receive the COVID-19 vaccine in an effort to protect them from developing COVID-19 disease (https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html). Exceptions to this recommendation include individuals who have a history of allergy* to the vaccine or any of its components. I acknowledge that I am aware of the following facts:

- COVID-19 disease is caused by a coronavirus called SARS-CoV-2.
- COVID-19 is a serious disease that has killed over 1.96 million people worldwide and over 381,000 people in the United States (total death as of 1/13/2021).
- COVID-19 vaccination is recommended for me and everyone to prevent COVID-19 disease and its complications, including death.
- If I contract COVID-19, I can shed the virus for several days even before any symptoms appear. During the time I shed the virus, I can transmit it to other people.
- Should I become infected with SARS-CoV-2, even if my symptoms are mild or nonexistent, I can spread the disease to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.
- Contracting COVID-19 could have life-threatening consequences for my health and the health of everyone with whom I have contact.

Despite these facts, I am choosing to decline SARS-CoV-2 vaccine. I understand that I can change my mind at any time and accept the SARS-CoV-2 vaccine. I have read and fully understand the information on this declination form.

Student Name (print): _________________________________

Student Signature: ________________________________

Date: _______________

*IMPORTANT: Talk to your healthcare provider or the person administering the vaccine if you have any allergies, fever, bleeding disorder or are on a blood thinner, are immunocompromised or are on a medicine that affects your immune system, are pregnant or breastfeeding, or plan to become pregnant, or have received another COVID-19 vaccine.

COVID Declination, 1-13-2021