

University of North Alabama



ANDERSON
College of NURSING *and*
HEALTH PROFESSIONS

University of NORTH ALABAMA

Anderson College of Nursing and Health Professions Post Licensure Nursing Programs Student Handbook

2019-2020

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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 Post Licensure Nursing Programs course of study. There are many planned worthwhile learning experiences to enable the student to think critically, communicate effectively, and grow professionally. This course of nursing study is rigorous. The student must read and study in order to learn information needed to successfully progress through the program. It is important that the student complete assignments on time. Specific policies related to late work are the discretion of the individual nursing professors.

The baccalaureate degree in nursing at the University of North Alabama is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>) and approved by the Alabama Board of Nursing (ABN) (<https://www.abn.alabama.gov/>).

The policies in this ACONHP Post Licensure Nursing Programs Student Handbook are supplemental to the University Catalog and the University Student Handbook. These ACONHP policies are written to help the student progress through the program. This handbook is provided as information only and should not be construed as a contract between the student and the ACONHP or the UNA. The UNA and the ACONHP reserve the right to make changes in this handbook as deemed appropriate.

B. Accommodation for Disabilities

In accordance with the Americans with Disabilities Act (ADA), the University offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact Disability Support Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Course requirements will not be waived but, if possible, reasonable accommodations will be made to allow each student to meet course requirements. If a disability is identified later in the semester, a non-retroactive accommodation plan may be developed at that time. Students needing assistance should contact Disability Support Services. (<http://www.una.edu/disability-support/>)

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. 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. Diversity

The UNA and ACONHP are committed to creating a diverse and inclusive environment. The UNA's campus-wide definition of diversity is:

“The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.”

E. Mission, Goals, and Outcomes

The ACONHP's mission is to graduate professional nurses who are prepared to competently assume nursing roles in diverse health care environments around the globe. The ACONHP believes that learning takes place best in a supportive, stimulating, and challenging environment where students are held to the highest professional nursing, ethical and legal standards. The ACONHP strives to improve health in the community by providing high quality programs that enable graduates and faculty to assume leadership roles in the professional community, to effect change in systems and policies, and to promote research and scholarly activities that advance nursing knowledge. The ACONHP partners with community agencies to expand affordable, acceptable, assessable healthcare to the community as well as provide an excellent teaching/learning environment for students and faculty. Because the ACONHP values diversity, we encourage students and faculty to engage in international nursing experiences and global outreach.

Program Goals – Anderson College of Nursing and Health Professions (ACONHP): Undergraduate (UP) and Graduate (GP) Programs

1. ACONHP	Provide high quality, innovative education nursing programs and health related programs
UP	Offer high quality, Bachelor of Science degrees in nursing and health related programs.
GP	Offer a high quality MSN program.
2. ACONHP	To build and maintain a student-centered nursing and health related programs.
UP/GP	Graduate nurses and other health professionals who are prepared to practice nursing in global healthcare environments.
3. ACONHP	Provide a culturally diverse environment for students, faculty and staff.
UP/GP	Promote a culturally diverse learning environment designed to eliminate barriers to learning.
4. ACONHP	Develop partnerships with community agencies to expand healthcare to the community.
UP/GP	Develop and nurture a strong relationship with community health facilities and health professionals
5. ACONHP	Promote research and scholarly activities that advance nursing knowledge.
UP/GP	Foster scholarly activities, research, teaching, service, ad practice that advance nursing and health care knowledge.

Bachelor of Science in Nursing Nursing Student Outcomes

Graduates of the bachelor of science in nursing program will:

1. Function in professional nursing roles
2. Possess a foundation for graduate study
3. Synthesize knowledge from a broad educational foundation upon which professional nursing practice is based
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 nationally and internationally
5. Demonstrate an understanding of the need for continuous personal and professional growth
6. Possess basic knowledge about research and its application to practice
7. Develop interpersonal and technological skills necessary to assume leadership roles within the BSN scope of practice

F. Faculty and Staff

The names, office numbers, phone numbers and e-mail addresses of the administrators, faculty, and staff are as follows:

Name	Office Number	Phone Number	E-mail Address
Dr. Lynn Aquadro <i>Professor</i>	313	256-765-4936	lcaquadro@una.edu
Dr. Peggy Bergeron <i>Assistant Professor</i>	203	256-765-4581	mhbergeron@una.edu
Dr. Helen Coronel <i>Assistant Professor</i>	221	256-765-4679	hcoronel@una.edu
Dr. Wendy Darby <i>Professor</i>	313	256-765-4936	wadarby@una.edu
Ms. Avis Gadd <i>Administrative Assistant Nursing and Health Professions - Undergraduate Programs</i>	220	256-765-4580	algadd@una.edu
Dr. Clarissa Hall <i>Associate Professor Chair – Undergraduate Program</i>	228	256-765-4587	cdhall@una.edu
Dr. Tera Kirkman <i>Professor, Associate Dean</i>	236	256-765-4382	trkirkman@una.edu
Mrs. Cindy Mashburn <i>Administrative Assistant Nursing and Health Professions - Graduate Programs</i>	312	256-765-4936	cpmashburn@una.edu
Dr. Michelle Nelson <i>Associate Professor Director, Post-Licensure Nursing and Health Professions Programs Undergraduate Programs</i>	312A	256-765-5228	mlnelson1@una.edu
Dr. Kristy Oden <i>Associate Professor Chair, Graduate Nursing Program Director of MSN Program</i>	312B	256-765-4829	kooden@una.edu
Dr. Vicki Pierce <i>Dean</i>	210	256-765-6301	vgpierce@una.edu
Mrs. Alaina Ramey <i>Coordinator Undergraduate Programs</i>	223	256-765-5136	aramey@una.edu
Mrs. Lauren Shell <i>Coordinator, Post-licensure & Graduate Nursing Enrollment</i>	312C	256-765-4931	sshell@una.edu

Dr. Ellen Williams <i>Associate Professor</i>	224	256-765-4504	ewilliams15@una.edu
Dr. Laura Williams <i>Associate Professor</i>	313	256-765-4936	llwilliams1@una.edu
UNA Operator		256-765-4100	University messages
Toll free number		1-800-TALKUNA ext. 4936	
Post-Licensure Nursing and Health Professions, Undergraduate Programs –FAX number		256-765-4701	

The Coordinator of Undergraduate Programs is to be consulted about enrollment/registration questions. The Administrative Assistant, Nursing and Health Professions - Undergraduate Programs should be contacted about all other questions. Course related questions should be directed to the course professor.

G. Sigma Theta Tau International

Post-Licensure nursing students 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 are 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.

H. Sigma Theta Tau International

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I. 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 committees in the Post Licensure Nursing Programs and at UNA (contact your professors for a list of committees allowing student representatives).

J. ANA Nursing's Social Policy Statement

Nursing is often called a helping profession: *Nursing's Social Policy Statement* is about the many ways that nursing helps others. It is about the relationship—the social contract—between the nursing profession and society and their reciprocal expectations. This arrangement authorizes nurses as professionals to meet the needs involved in the care, and health of patients and clients and the health of society. It helps nurses engage in the political and legislative action that supports nursing education, research, and practice to better influence that health and care; and to understand the social ethics and justice that affect global and individual health (ANA Enterprise, 2018). More information can be obtained at the following website - <https://www.nursingworld.org/ana-enterprise/>.

II. BEGINNING THE PROGRAM

Acceptance into the Post-Licensure Nursing program is pending verification of a current RN License. **The student may fax, attach a copy through email, or mail a copy (front and back) of the license for temporary verification.** The RN license number must be submitted to the student's Immunitrax account once the student has been admitted to the program, prior to enrolling in nursing coursework.

A. 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. Prior to enrollment in a clinical course for the RN-BSN or RN-MSN Online program, the student must have a physical examination completed by a physician or a nurse practitioner. **THE COMPLETED HEALTH FORM** must be uploaded to the student's Immunitrax account.

A copy of the student's complete immunization record/health insurance coverage must be submitted to the student's Immunitrax account. (If the immunization record is not available, results of antibody titers must be submitted.)

Student Health Insurance

Each student is required to obtain health insurance coverage and must present current and appropriate documentation **prior to beginning all clinical experiences.**

Tuberculosis Skin Test

Each student must have a Tuberculosis skin test (PPD) each year. A chest x-ray may be recommended for a student with a positive PPD according to symptoms present. PPD skin tests must be obtained yearly. They are available through the county health departments, University Health Services, or private physicians.

Hepatitis B Vaccine

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 files tab in Immunitrax.

CPR Certification

All students must have current instruction or certification in cardiopulmonary resuscitation and show evidence of dates of coverage. The card should be uploaded to the student's Immunitrax account.

B. Student Liability Insurance Requirements

Professional Liability insurance (\$1,000,000.00/\$6,000,000.00) for practice as an RN who is also a student is required of each student admitted to the Post Licensure Nursing Program. 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, you may purchase it at <http://www.nso.com/>.

C. Criminal Background Check Requirements

Students must meet clinical agency requirements in order to participate in clinical experiences and meet course objectives. Clinical agencies may require students to have a criminal background check and urine drug screen prior to participating in clinical experiences.

D. Felony Affidavit Requirement

All students in clinical courses **MUST** sign the required affidavit before a notary. You may obtain the affidavit form from the files tab in Immunitrax. You may **NOT** participate in ANY clinical activity until the affidavit is uploaded to your account.

E. Drug Screening

The ACONHP reserves the right to require random alcohol and drug screening of any nursing student. Random screening will be at the expense of the student. 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 the information.

The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Post-Licensure Nursing students, poses an unacceptable risk for others, the University, and affiliating clinical agencies. Under no circumstances should Post Licensure Nursing students participate in courses or clinical activities while they are impaired. When a student's academic or clinical performance is impaired or there is ***reasonable suspicion** the ACONHP reserves the right to require the student to submit to drug/alcohol testing at the expense of the student.

Drug testing will be done in accordance with the policies of the clinical facility to which the student is assigned. **Detected drug abuse will be grounds for dismissal from the program. Following dismissal, readmission to the program will be according to readmission protocols.**

A licensed Post-Licensure Nursing student who refuses to submit to drug/alcohol testing based on ***reasonable suspicion** or a licensed nursing student who has positive drug test results will be reported to the appropriate board of nursing. If licensure status changes, full reinstatement of licensure will be required for an unrestricted return to the Post Licensure Nursing program.

***Reasonable suspicion** means there is reasonable evidence for concluding that a 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 or clinical performance.

F. Books

Each course syllabus will indicate which books and materials are required. Information about ordering textbooks is available in the booklist sent to students following acceptance into the ACONHP Post-Licensure Nursing programs. It is strongly recommended students order textbooks prior to the beginning of each course. It may take two weeks or more to receive books ordered from online bookstores.

G. Resources and Supplies

Certain computer software is required for the Post Licensure Nursing Program student. **Microsoft Word** and **PowerPoint** are the two required programs. In an effort to help prepare students for the technology skills required in the workforce, Microsoft now offers Office for Students. Currently enrolled students can use Office every day for school work and activities that are most important to them. There is **no cost** to download and run Office 365 ProPlus 2013 provided in the Office for Students program. You can also access the Microsoft Mobile apps on smart phones or tablets. FOLLOW THIS LINK: <http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html>

The student must have knowledge of computer use. It is the responsibility of the student to take appropriate courses so that he/she knows how to use email with attachments and how to use the aforementioned programs, Word and PowerPoint.

H. Dress Code Policies

The nursing student's appearance is very important because it communicates self-image and attitude toward the profession. Violation of the dress code is an automatic clinical unsatisfactory. It is essential that the values of neatness, cleanliness, and professionalism are evident. **The student must abide by the dress code policies of the agency in which clinical experiences are arranged. The student is responsible for obtaining the agency's dress code policy when arranging clinical experiences.** When deemed appropriate by the agency, a white lab coat/jacket and professional appearing street clothes may be worn. A name pin is required to be worn during any experience as a RN-BSN or RN-MSN Post Licensure Nursing Programs student. The name pin should have the student's name and credentials on the first line, "University of North Alabama" on the second line with "RN-BSN Student" or "RN-MSN Student" on the third line. The purchase of the lab coat/jacket and name pin is solely the responsibility of the student. Please note that the pin sent from the Post Licensure Nursing Programs office does not include the student's name.

I. Exposure to Blood-borne Pathogens

All students must abide by the agency's policy for standard precautions. If a student has a needle stick injury, is exposed to body fluid, or is exposed to tuberculosis, the agency policy for exposure should be followed. If exposure results in infection or injury, it will be the student's responsibility to incur the financial cost related to the exposure. The student is responsible for using the appropriate personal protective devices.

Agencies may require students to be updated on **OSHA** (Occupational Safety and Health Act) requirements before beginning clinical experiences.

III. PROCEEDING THROUGH THE PROGRAM

The following information will provide the student with many answers to questions they may have as they journey to graduation. It is not intended to be the final word on any subject, but it is the accepted procedure in the ACONHP Post Licensure Nursing Programs.

A. Requirements for the Post Licensure Nursing Programs

Prerequisite courses will be planned according to the STARS guide. For more information please see <http://stars.troy.edu/>.

Major Core Requirements:

Nursing 302R, Nursing 303R, Nursing 411R, Nursing 416R, **Option 1 or 2**

Option 1- RN-to-BSN: Nursing 305R, NU 418WR

Option 2- RN-to-MSN: Nursing 508, Nursing 502, Nursing 509 (*See Graduate Catalog for course descriptions*)

Professional Nursing Course Descriptions

- **NU302R - Community Health Nursing** - Introduces wellness theory in promoting health behaviors of families, groups, and communities, while appropriately networking with community resources. (6 semester hours)
- **NU303R – Foundations of Evidence Based Practice in Nursing** - Introduces the research process in nursing. Focuses on the use of research in nursing practice. (3 semester hours)
- **NU305R – Health and Physical Assessment** - Focuses on techniques of physical assessment, normal assessment findings, selected abnormal findings, and changes in assessment findings across the life span. (3 semester hours)
- **NU411R - Leadership and Management-** Teaches concepts of leadership roles in nursing. (6 semester hours)
- **NU416R - Quality and Safety in Professional Nursing** - Introduces the concept of quality and safety in professional nursing roles. (6 semester hours)
- **NU418R – Nursing Concepts, Issues & Theories** - Focuses on the nursing process in clinical practice. Topics include selected concepts and issues related to professional nursing. (6 semester hours)

B. 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, ACONHP Post Licensure Nursing Programs 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 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, class work, 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 ACONHP Post Licensure Nursing Programs:

- The student will be dismissed from the program.
- Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Judicial System for disposition. (Please refer to the current University catalog, available online at www.una.edu/catalog, under General Regulations: Academic Honesty.

When it is determined that a student is guilty of plagiarism in the ACONHP Post Licensure Nursing Programs, 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 ACONHP Post Licensure Nursing Programs, a course failure will be given and the student may be subject to dismissal from the university.
- Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Judicial System for disposition. (Please refer to the current University catalog, available online at www.una.edu/catalog, under General Regulations: Academic Honesty.

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 Post Licensure Nursing Program.

Additionally, you acknowledge that UNA's ACONHP Post Licensure Nursing Programs 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

C. 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.**"

D. Professional Behavior

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/MainMenuCategories/EthicsStandards>

E. Confidentiality

Students may be required by clinical agencies 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. Failure to maintain patient confidentiality is subject to a clinical unsatisfactory and/or course failure.

F. Grading system

The UNA ACONHP Post Licensure Nursing Programs follows the guidelines as described in the University Catalog. To proceed through the program, the student must maintain a 2.1 GPA. To graduate from the ACONHP, 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. The numerical system of grading in the ACONHP **Post Licensure Nursing Program** is as follows:

A.....	90-100
B.....	80-89
C.....	73-79
D.....	60-72
F.....	59-0

The ACONHP faculty/staff will not give grades over the telephone. Students may access their unofficial transcript using their UNAPORTAL account (<https://www.una.edu/its/unaportal-info--faq/index.html>).

G. Retention and progression in the Post-Licensure Nursing Programs 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.

- Appropriate academic progress with a grade of C (**73**) or better in each professional nursing course is required.
- Clinical is graded as "Pass" or "Fail". Satisfactory clinical consists of participating for the required number of hours, meeting clinical requirements specific to each course, behaving in a professional manner. Note: Students must complete all required clinical hours and all required clinical assignments in order to receive a passing course grade.
- After a second withdrawal from the same course (without extenuating circumstances), a student will be required to wait one semester before retaking the course. Students eligible to return to a nursing course after a withdrawal (W) or course failure (D,F, or WF) from a required nursing (NU) course will be readmitted to the course on a "space available" basis. Extenuating circumstances are to be determined by faculty on an individual basis.
- A student who has failed a nursing course for any reason may repeat the failed course only once. In the ACONHP, Post Licensure Nursing Programs no student will be permitted to use the Repeat/Recompute Policy or the Second Chance Provision for any nursing course (NU designation). 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.

- In accordance with University policy, students who withdraw from a course by the designated deadline in the UNA catalog will receive a “W: for the course. After the designated deadline, courses dropped with averages of less than a 73 will be a “WF” for the course. In nursing courses, a “WF” for any reason is considered a course failure.
- A 2.0 GPA is required for graduation.
- Students in the RN-MSN option must achieve a minimum 3.0 GPA after completion of 12 credit hours of undergraduate nursing courses at UNA and meet the requirements for successful completion of NU 501, NU 502, and NU 503 (as described in the Graduate Catalog) to continue in the RN-MSN option.

H. Criteria for Students Readmitted to the ACONHP Post Licensure Nursing Programs:

The student who has failed two nursing courses may petition the Admissions/Readmissions Committee Chairperson for readmission after being dismissed from the program. The letter should include:

- a) Reason(s) for dismissal from the ACONHP Post Licensure Nursing Programs.
- b) Reason(s) for seeking readmission to the ACONHP Post Licensure Nursing Programs. The student must state why he/she believes they can successfully complete the program if readmitted to the ACONHP Post Licensure Nursing Programs.
- c) Actions taken to overcome the problems necessitating dismissal from the ACONHP Post Licensure Nursing Programs.

After the committee reviews all pertinent information regarding readmission, the committee will submit a report of its decision to the Undergraduate Department Chair and the Dean of the ACONHP. The Dean will, in turn, notify the student of the committee’s decision. Students will be readmitted on a space available basis.

Any readmitted student who earns a grade below “C” in a nursing course will be permanently dismissed from the program

I. Attendance/Tardiness

All required clinical hours must be completed to pass clinical courses. Attendance is expected for all planned clinical experiences. If illness, or impaired mobility occurs, or tardiness is anticipated, the student should notify the mentor and the assigned clinical agency before the start of the clinical. 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 mentor for directions and notify the course instructor.

Tardiness is considered unprofessional behavior. Clinical tardiness may be considered an unexcused absence and may be recorded as such (see individual course syllabi regarding this issue).

J. Advisement

Students in the Post-Licensure Nursing Programs will be assigned an advisor after the student is registered for courses in the program. The student is encouraged to contact the advisor with questions about progression through the program or advice about courses in general. Specific course related questions should be directed to individual faculty members responsible for that course. Questions related to registration, graduation, etc. should be directed to personnel in the Undergraduate Department office.

K. Faculty Evaluation

Student ratings of faculty will be used in the ACONHP Post Licensure Nursing Programs to collect information about students’ perceptions of nursing courses and nursing faculty. Since the purpose of the evaluation is improvement; comments should be documented in such a way that the instructor can benefit or improve his/her teaching of the course. After final course grades have been submitted, the tabulated responses will be seen by the professor and the dean or department chair.

L. Disciplinary Policies

Disciplinary policies and processes of the ACONHP Post Licensure Nursing Programs will be identical to those found in the University Catalog regarding general student behavior and as designated in specific course syllabi.

M. 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 Undergraduate Department Chairperson and to the Admissions, Readmissions, Progressions (OARP) Committee.

N. Withdrawal Policy

Students in the Post Licensure Nursing Programs must follow the University procedures for withdrawal from courses. Students should contact the respective faculty member(s) in the course(s) from which they wish to withdraw and also should contact the Undergraduate Department office. Failure to follow the established University protocol for withdrawal will result in an F in the course(s).

In accordance with University policy, students who withdraw from a course by the designated midterm date will receive a "W" for the course, unless the student has a clinical failure. After the midterm deadline drop date, courses dropped with averages of less than a 73 will be a "WF". In nursing courses, a "WF" for any reason is considered a course failure.

O. Pregnancy

Students who are pregnant must adhere to all policies and procedures outlined in the UNA Catalog. In the event a student becomes pregnant, she must present to the professor(s) of currently enrolled courses statements from her physician giving permission for her to attend clinical. Statements of release must be faxed by the physician's office or mailed by the physician directly to the Undergraduate Department office. Additionally, after a student has given birth, she must submit a release statement (faxed or mailed by the physician) indicating that she is able to return to classes and clinical.

IV. PROGRAM COMPLETION

A. Graduation Preparation

Students are encouraged to apply for graduation one (1) semester prior to the expected graduation date. Graduation dates, application deadlines, and graduation instructions are available online at the Registrar website <http://www.una.edu/registrar/graduation.html>. Once the application and application fee is received and processed, a final degree audit will be completed by the Registrar's Office of all coursework. This will assist students to complete all requirements in time for graduation. Students should closely review their completed course work to ensure that all graduation requirements have been met. Additional information regarding the graduation ceremony, diplomas, caps and gowns, etc. is available through the Registrar's Office.

Special note to RN to MSN students: Completion of BSN requirements, including graduation, must be met before you can be accepted into the MSN program.

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." Students interested in ordering the UNA nursing pin should contact the Administrative Assistant, Nursing and Health Professions.

C. Letters of Recommendation

Letters of recommendation for potential employers or graduate study should be sought on an individual basis. In order to comply with the Family Educational Rights and Privacy Act (FERPA) the University may require that a student requesting a letter of recommendation from a faculty member sign a release form. This form will be sent to the student by the faculty member from whom a letter of recommendation is sought.

UNIVERSITY OF NORTH ALABAMA ANDERSON COLLEGE OF NURSING**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 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).

UNIVERSITY OF NORTH ALABAMA ANDERSON 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

Reviewed 4-2005, 10-2008, 3-2009, 11/2009, 3/2010, 3/2011, 11/2011, 3/2012, 12/2013, 2/2014, 7/2016, 7/2017, Reviewed 7/2018

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
Form Revised October 2007, Reviewed 4/2009, 11/2009, 3/2010, 11/2011, 3/2012, 12/2013

.....
Date

WEAPONS ON CAMPUS POLICY¹

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.
10. Brass knuckles.
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.

¹ Approved by Executive Council on August 6, 2007. Reviewed 12/2013