

**2019-2020
Student Handbook**

**THE UNIVERSITY OF WEST ALABAMA
Ira D. Pruitt Division of Nursing
Livingston, Alabama**

Accredited by:

**Accreditation Commission for Education in Nursing
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and

Approved by:

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The University of West Alabama does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or sexual orientation in employment or the provision of service.



The University Of West Alabama Division Of Nursing's Student Handbook is reviewed and updated annually by the chairperson and the nursing faculty. This handbook is a companion to [The University of West Alabama General Catalogue](#).

The Journey to Becoming a Professional Nurse

Each of us must find that passion within us that helps us to determine how we want to spend the rest of our lives. Whether after high school or later in life, we must decide on a career path that will be both rewarding to our personal and psychological well-being and meet the needs of our physical and human existence. Nursing presents an opportunity to marry passion and career. Individuals are drawn to nursing because it presents an opportunity to care, to serve, and to help others. At its core, nursing is about providing for the well-being and basic care needs of an individual or group of individuals. It is about maintaining, sustaining, or improving health. With a degree in nursing, the career possibilities are endless.

Turn the page, and begin your journey with us...

Your Future at UWA's Division of Nursing: From Student Nurse to Associate Degree Graduate to Bachelor of Science in Nursing Graduate:

At the University of West Alabama, we welcome you to become a part of something bigger than yourself and do something that matters. At the UWA Division of Nursing, the faculty, staff, students, and graduates are consistently striving to live up to that call. Nursing is a career that embodies caring, character, and a propensity for curiosity.

As you begin your journey as a student nurse in our Associate of Science degree program, you will learn to become an independent, critical thinker and develop a passion for lifelong learning. While you work in health care settings and meet the needs of socially, culturally, and economically diverse individuals, you will learn team collaboration and conflict resolution. Because nurses can touch the lives of individuals across the lifespan, you will gain clinical knowledge, skills, and abilities in the areas of acute care, critical care, obstetrics, and emergency nursing. Classroom, skills and simulation laboratories, as well as clinical experiences in local facilities, help us to facilitate student learning. For those who choose to further their education, a one-year RN-to-BSN program option is available in a distance education (online setting).

[Becoming a Student Nurse at the University of West Alabama: Our Mission & Philosophy.](#)

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Ira D. Pruitt Division of Nursing

MISSION STATEMENT

The mission of the Ira D. Pruitt Division of Nursing is to provide a quality educational program that prepares competent, caring, and culturally sensitive graduates who have the knowledge and ability to meet the diverse and changing health care needs of a global society. The Division of Nursing strives to fulfill the mission by valuing the development of independent thinking, respecting the ideas of others, promoting the development of personal integrity and character, as well as the pursuit of knowledge.



PHILOSOPHY

The Ira D. Pruitt Division of Nursing accepts and functions within the mission, purpose, and expected outcomes of the University of West Alabama. The philosophy of the Division of Nursing guides the program of study. The philosophy articulates the faculty's beliefs about the concepts of patient, health, nursing, environment, learner, and nursing education.

Patient

Patients consist of diverse individuals, families, and groups of people who are integrated biopsychosocial, cultural beings in constant interaction with the total environment. Patients gradually change and develop in predictable patterns as they interact within the environment to meet physiological and psychosocial needs. Through the utilization of adaptive processes, patients respond to constant change caused by stressors to maintain a state of homeostasis or optimum wellness.

Health

Health is a dynamic process, which occurs on a continuum from optimal wellness to illness. If adaptive processes become ineffective in maintaining homeostasis, then illness ensues.

Nursing

Nursing is a therapeutic and caring discipline that encompasses cognitive, affective, and psychomotor skills guided by scientific principles, nursing research, knowledge from natural and social sciences, and the established regulatory standards. Within a variety of roles and varied health care settings, nurses collaborate and interact with patients, families, and members of the health care team to provide high quality, effective care in promoting adaptation to illness and life-threatening wellness stressors.

Environment

The environment is all internal and external conditions that affect the patient and is essential to health. It influences the growth, development, and behavior of the patient and is integral to the adaptation to stress. The nurse interacts with patients to maintain and/or modify the environment to support optimal wellness.

Learner

Learners are unique individuals from diverse backgrounds who are in the process of continuous discovery that influences their cognitive, affective, and psychomotor abilities.

Nursing Education

Nursing education is a planned, systematic direction towards the development of the learner's cognitive, psychomotor, and communication skills relevant to the knowledge and values of the nursing profession. Nursing education utilizes realistic, measurable goals and outcomes to assure that the graduate possesses the necessary qualifications for entry into nursing practice. The curriculum fosters utilization of the nursing process as the foundation for the development of sound judgment, effective critical thinking, clinical skills, and respect for ideas of others necessary to meet the wellness needs of patients.

The associate degree faculty is committed to promoting excellence in nursing education. The faculty is accountable for the educational process and dedicated to the preparation of the graduate as a provider of care, manager of care, and collaborative member of a dynamic health care system. The faculty believes that learning is a continuous process to fulfill a quest for a philosophy of life and self-fulfillment.

Program of Study: Conceptual/Organizing Framework

Nursing theoretical frameworks and conceptual models are used to define, explain, or predict phenomena of interest to the nursing profession. In other words, the conceptual framework of the curriculum provides a rationale for the program of study in nursing and serves as a realization of what those within the program stand to achieve. Key concepts derived from faculty beliefs and established standards of practice underpin the curriculum framework and are interwoven throughout the program of study, outcomes, and course objectives. The inner circle of the Division of Nursing's conceptual framework leads to the successful accomplishment of student learning outcomes. End-of-program student learning outcomes (SLOs) are adopted from the National League for Nursing (NLN) competencies for Associate Degree Nurse graduates and Quality and Safety Education for Nurses (QSEN) competencies. The DON SLOs reflect the knowledge, skills, and abilities that a general practice new graduate nurse should be able to perform in contemporary practice.

To facilitate highly successful achievers, Covey (1989) suggests seven habits that people should attain. Being proactive and beginning with the end in mind are two of those habits that require one to self-reflect before one can attain the skills, knowledge, and abilities to be a team player, effective communicator, and care for others as is required in the nursing field. The Ira D. Pruitt Division of Nursing faculty believes it is imperative to nurture the qualities of integrity, determination, and a sense of self-purpose, to achieve the student learning outcomes of the program of study and reach one's full potential to deliver patient-centered, evidence-based care safely. Faculty and students must be committed to the lifelong attainment of knowledge to achieve these goals. Figure 1.1 is a representation of the Conceptual Framework of the Ira D. Pruitt Division of Nursing.

Conceptual Framework

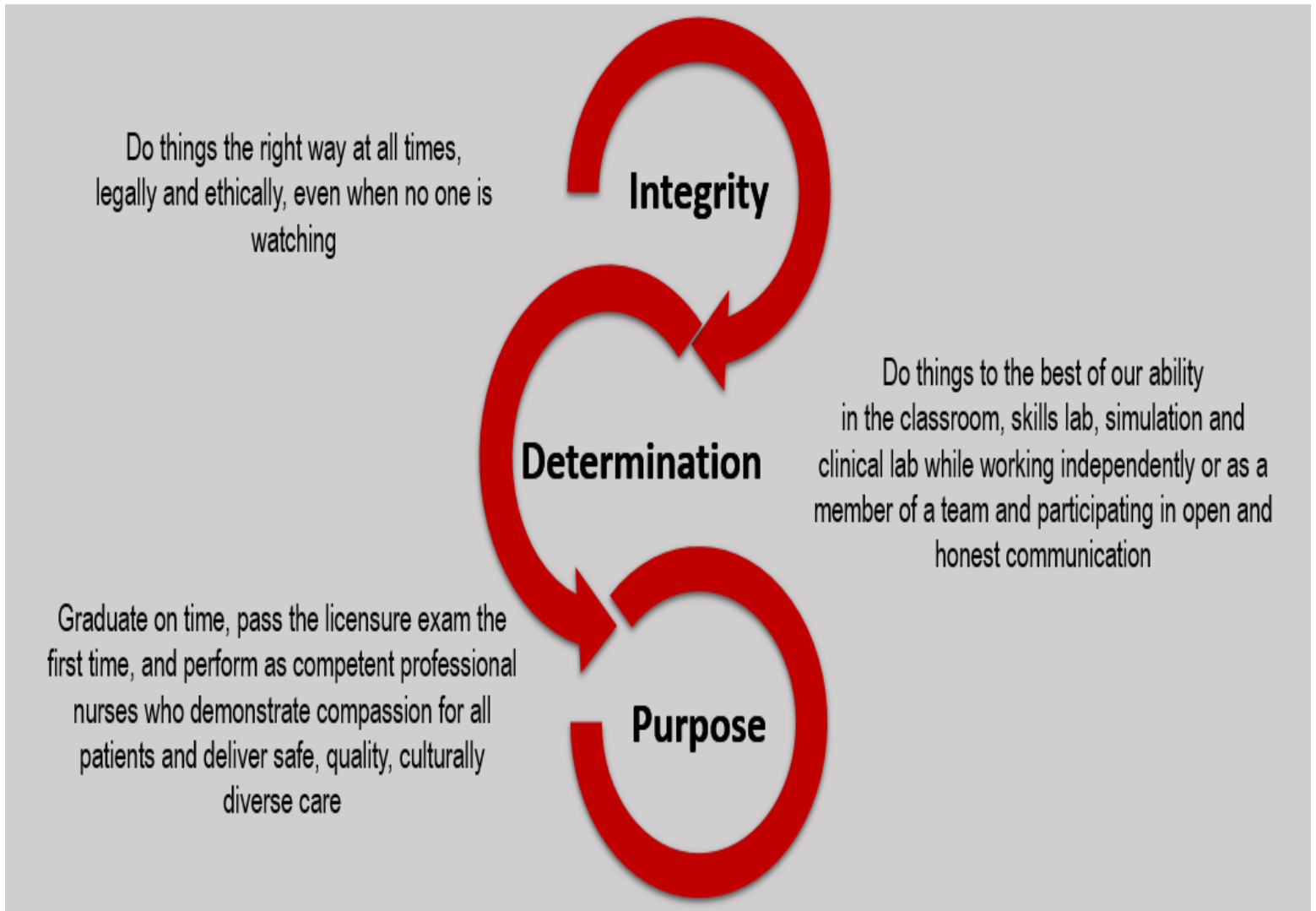


Figure 1.1

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

End-of-program student learning outcomes (SLOs) have been adopted from the National League for Nursing (NLN) competencies for Associate Degree Nurse graduates and Quality and Safety Education for Nurses (QSEN) competencies. The Division of Nursing SLOs reflect the knowledge, skills, and abilities that a general practice new nurse graduate should be able to perform in contemporary practice.

Upon completion of the nursing program of study, the learner should have the knowledge, skills, and abilities to:

1. Manage and provide care for patients with acute and chronic wellness stressors. (*Nursing Judgment*)
2. Apply the nursing process and critical thinking when providing care that is patient-centered and acknowledges cultural diversity. (*Nursing Judgment; Patient-centered care*)
3. Use principles from the sciences, humanities, and nursing, in conjunction with patient preferences, to implement an evidence-based plan of care. (*Evidence-based practice*)
4. Exhibit professional behaviors that reflect integrity and caring principles, legal and ethical practice, that are essential to nursing practice. (*Human Flourishing, Professional Identity*)
5. Implement nursing interventions in a manner that is safe and reduces the risk of harm to patients and providers. (*Safety*)
6. Use effective interpersonal skills to collaborate with patients, significant others, and members of the health care team to openly communicate and share decision-making that will lead to optimal patient outcomes. (*Spirit of Inquiry; Teamwork and Collaboration*)
7. Demonstrate the use of technology in the delivery of nursing care to share information and mitigate errors in the health care setting. (*Informatics; Quality Improvement*)



ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM OUTCOMES

Program Outcomes are adopted from the Accreditation Commission for Education in Nursing.

1. Fifty percent or higher of students admitted to the program will graduate within 150 percent of the stated program length beginning with enrollment in the first nursing course.
2. Eighty percent or higher of all first-time test-writers of the NCLEX-RN® will pass the annual licensure examination during the same 12-month period.
3. Eighty percent of graduates will be employed in a nursing position within six months following graduation.
4. Ninety percent of the graduate respondents to the graduate survey will indicate a satisfactory rating for the quality of the program and their ability to function within the Associate Degree nurse's role.
5. Ninety percent of employer respondents will indicate a satisfactory rating for preparing graduates to function as a registered nurse

WHY AN ASSOCIATE DEGREE IN NURSING?

An associate's degree allows you the opportunity to complete the nursing program in 2 or 3 years and begin your nursing practice. You will learn hands-on, experiential knowledge that will prepare you to take your career to the next level. While you are earning experience, and a livable wage, you can enroll in an online 1-year RN-to-BSN degree program and learn the management, leadership, and beginning research skills that you will use to apply for a promotion, or return to school to become a nurse practitioner, nurse anesthetist, nurse educator, or other advanced practice role.

Let's get started...



PROGRAM OF STUDY FOR THE ASSOCIATE IN SCIENCE IN NURSING

FIRST YEAR – LEVEL I

FALL SEMESTER	CR
EH 101 Written English I.....	3
PY 100 General Psychology	3
BY 231 Anatomy & Physiology I	4
Fine Art/Humanity Elective	3
UWA 104, Seminar for Nursing.....	2
Total.....	15

SPRING SEMESTER

PY 310 Developmental Psychology	3
BY 232 Anatomy & Physiology II.....	4
NS 101 Pharmacology.....	2
*NS 102 Foundations I.....	6
Total.....	15

SUMMER SEMESTER

BY 240 Applied Microbiology	4
NS 103 Foundations of Nursing Practice II.....	6
Total.....	10

SECOND YEAR – LEVEL II

FALL SEMESTER

NS 201 Maternal-Child Nursing.....	5
NS 202 Adult Health Nursing	8
Total.....	13

SPRING SEMESTER

NS 203 Mental Health Nursing.....	4
NS 204 Advanced Adult and Critical Care Nursing.....	9
NS 205 Licensure.....	2
Total.....	15
Total Credit Hours.....	68

*LPNs may challenge the clinical component of NS 102



ADMISSION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE IN NURSING

All applications that meet the minimum requirements for admission are presented to the Nursing Faculty Committee for review and determination regarding admittance into the nursing program. Admission into the Division of Nursing is highly competitive. Meeting all eligibility requirements does not guarantee admission into the nursing program.

Applicants must first be admitted to the University of West Alabama. Additionally, applicants for admission to the Ira D. Pruitt Division of Nursing must meet the following criteria:

1. A cumulative academic grade point average of 3.0 on all high school coursework (for entering freshmen) or a 2.5 on all post-secondary coursework (for transfer students).
2. A cumulative 3.0 grade point average in the following required pre-nursing general education courses:
 - a. English I (EH 101) **or** Advanced Written English (EH 104)
 - b. *Anatomy and Physiology I **or** II (BY 231 or BY 232)
 - c. *Psychology (PY 100) **or** Developmental Psychology (PY 310)

For admission purposes, a student is allowed to repeat only **ONE** of the above pre-nursing general education courses to earn a higher grade and improve their cumulative grade point average.

*Anatomy and Physiology, Psychology, and Microbiology courses should be completed within five years of seeking admission into the Division of Nursing. Special consideration will be given to those who work in the health care field or who hold a professional degree and completed these courses more than five years ago.

3. Make a minimum cumulative score of 75% on the HESI (Health Systems, Inc.) A2 (Admission Assessment) Reading Comprehension, Grammar, and Vocabulary modules. The HESI A2 entrance exam can only be taken **TWO** times in one twelve-month period (January – December) to achieve a passing score. All scores expire in December prior to the admitting year.
4. Submit a completed online Division of Nursing Application for Admission by the June 1st deadline. Only completed applications will be considered for admission.
5. Submit a copy of the ACT composite score to the Division of Nursing.
6. Successfully complete the UWA 104 Seminar for Nursing course with a score of 70% or higher.

**Applicants may be admitted on a conditional basis pending official transcript receipt of fall grades.*

What if I am a transfer student...



TRANSFER STUDENTS

All transfer students must meet the admission criteria of the Nursing Program. Students may transfer credit from an accredited institution for general education course requirements for which a minimum grade of "C" was achieved. All nursing coursework must be completed at the Ira D. Pruitt Division of Nursing.

Transfer students who have failed to successfully complete a nursing program or programs elsewhere will be placed into one of the following categories in terms of admission status:

1. A student who has one failure in a nursing course at another institution with such failure occurring greater than five years prior to application to the Division of Nursing will be required to apply as a new admission.
2. A student who has one failure in a nursing course at another institution with such failure occurring within five years of application to the Division of Nursing will be considered for admission. The applicant must present a letter from the nursing program in which he/she was enrolled validating eligibility for readmission. If the applicant is admitted but fails to successfully complete the curriculum requirements of the Ira D. Pruitt Division of Nursing, the student will be ineligible for readmission.
3. A student who has twice failed a nursing course prior to applying to the Ira D. Pruitt Division of Nursing will be ineligible for admission.

The Division of Nursing offers a Clinical Exemption Plan for Licensed Practical Nurses. For more information on the Clinical Exemption Plan, see the next page.

Students will be notified via written correspondence of admission into the nursing program.



CLINICAL EXEMPTION PLAN FOR LICENSED PRACTICAL NURSES

The Clinical Exemption Plan for Licensed Practical Nurses provides the LPN an opportunity to validate proficiency in critical skills required in the curriculum of the Ira D. Pruitt Division of Nursing.

Policies and Procedures

1. The LPN must meet the admission requirements of the Ira D. Pruitt Division of Nursing and:
 - a. present evidence of licensure as a licensed practical nurse to the Chairperson.
 - b. submit transcripts verifying completion of all prerequisite course requirements with a minimum grade of C.
 - c. have completed a minimum of one year of clinical practice in a hospital setting within the past three years. Written validation from the employer must be presented at the time of application.
2. Following acceptance, the student is eligible to challenge the clinical component of NS 102.
3. In order to challenge the clinical component of NS 102 the student must complete the following procedures:
 - a. Establish the date and time for the challenge of required skills with the course coordinator.
 - b. Obtain the required skills checklists from the course coordinator at the beginning of the semester.
 - c. Demonstrate proficiency in all of the following required skills in the course on the first attempt.
 - d. Required Skills
 1. Medication Administration
 2. Vital Signs
 3. Dosage Critical
 4. Physical Assessment
4. A rating of pass on all required skills is necessary for successful challenge of the clinical component of NS 102. If successful on the clinical challenge, the student is not required to attend the clinical component of the course, but must meet all classroom requirements.
5. Students will be required to attend one clinical session in the spring semester (NS 102) in order to validate skills related to the nursing process and develop a care plan.
6. Students will be required to attend Human Patient Simulation session.

Now that I am here, now what...



ADVISEMENT

Each student is encouraged to schedule appointments with their academic advisor for academic related questions or concerns.

Students should be willing participants in the planning phase of their course of study and to seek advice and counsel as needed from their assigned academic advisor or from the student's current course faculty as appropriate.

The role of the academic advisor is to assist students regarding academic matters which include course sequencing, withdrawal, dropping and adding courses, academic progression and reinstatement, registration, and other academic inquiry. Students may schedule an appointment to meet with the academic advisor at any time during the semester for any of the aforementioned reasons.

Once the student is admitted into the nursing program, the student may also obtain advice and counsel from assigned nursing faculty mentors.

If I get in the program, what should I do to pass...



PROGRESSION IN THE PROGRAM

In order to progress in the nursing program, students must:

1. Achieve a minimum grade of "C" (80%) in each nursing course attempted.
2. Achieve a minimum grade of "C" in each general education course.
3. Achieve a clinical laboratory grade of "satisfactory" in each nursing course.
4. Achieve a minimum grade of 80% on the dosage critical administered in NS 102, NS 103, NS 202, and NS 204.
5. Meet all requirements of the Division of Nursing and its clinical agencies as stated in the Ira D. Pruitt Division of *Nursing Student Handbook*.

Failure to meet any of the above progression requirements will result in academic dismissal from the nursing program. In addition to academic dismissal, the student's enrollment in the nursing program may be terminated at any time if, in the judgment of the nursing faculty, the student demonstrates behaviors inappropriate to nursing practice. Students whose health status and/or clinical performance jeopardize the clients assigned to his/her care may also be dismissed from the nursing program. The Division of Nursing reserves the right to require a student to submit to: (A) drug screening and/or other professional evaluation for chemical addiction*; (B) psychological testing and/or counseling; (C) physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the Division of Nursing. Results of such reports will be reviewed by the nursing faculty to determine the progression status of the student. Progression in the nursing program may also be terminated if the student has falsified information submitted on the application for admission to the University and/or the Division of Nursing. Dismissal for misconduct will be handled according to the [UWA Code of Student Conduct](#) as outlined in the University of West Alabama Student Handbook, *Tiger Paw*, at <http://tigerpaw.uwa.edu/> and the Progression Policy of the Division of Nursing.

*Guidelines established by the Alabama Board of Nursing and guidelines established in the chemical abuse policies of affiliating clinical agencies are utilized by faculty in determining probable cause for requiring professional evaluation for substance abuse. Drug screening is required by health care agencies prior to students participating in clinical experiences.

Faculty Mentor

When students are admitted into the first nursing courses (NS 101: Pharmacology and NS 102: Foundations of Nursing Practice I), they are assigned to a faculty mentor. Faculty mentors are there to answer questions that students may have about the nursing courses that they are taking, including questions about the best way to prepare for nursing coursework and progress through the program. The faculty mentor provides motivation, guidance, and emotional support for the nursing student throughout the program. While the faculty mentor does not serve in the role of the advisor, the mentor may help the student to set goals, develop contacts, and identify campus resources as needed.

Retention Specialist

Because the goal of the faculty of the Division of Nursing is for all students of the nursing program to meet their maximum potential, a Student Retention Specialist is available for nursing students who need academic assistance. The RS can assist the student with note-taking, studying, and test-taking skills. It is imperative that the students seek help from the RS and keep all scheduled appointments. Faculty mentors may refer students to the RS as needed.

Peer Tutors

While the Division of Nursing does not have a formal peer tutoring program, the faculty recognizes the importance of peer tutoring on student success and advocates the use of well-constructed study groups. Students may be advised by Faculty Mentors or the Retention Specialist to join a study group for peer tutoring if the group has been vetted by the faculty.

Student Organization

The National Student Nurse Association (NSNA) is the national pre-professional nursing student organization. The state constituent of the NSNA is the Alabama Association of Nursing Students (AANS). The local affiliate at the University of West Alabama is named the UWA Association of Nursing Students (UWA ANS). The national, state, and local pre-professional associations serve as a vehicle to build unity among nursing students by promoting professional nursing and community service as vital entities to society.

Student Representation on UWA Committees

The Division of Nursing Faculty provides opportunities for students to serve and have membership on the following committees: Nursing Curriculum Committee and Student Government Association.

Detailed functions of committees with student representation as part of University of West Alabama committees are available on the University's website. Students are informed of vacancies on committees via email and verbal communication. The students elect officers from their peers via paper ballot. Student concerns are shared with the governing bodies of each committee via an elected student representative.

Accommodations-American Disability Act

The University of West Alabama's ADA Services Office is designed to assist students with academic accommodations who have a documented, bona fide disability and meets the definition of a person with a disability as defined in The Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act and amendments to either of these laws. A student enrolled at the university must identify to the ADA Office by contacting the ADA coordinator, completing the request for services and accommodations forms, and providing appropriate, current documentation of their disability.

The ADA Services Office assists in determining the classroom accommodations that are most appropriate for students with disabilities based on documentation of their disability. Students are encouraged to communication with instructors regarding accommodations. The ADA Services office will provide eligible students with notification letters regarding their classroom and testing accommodations to give to their professors. The Division of Nursing is in compliance with the ADA and will assist with providing reasonable academic accommodations.

Class Attendance

Due to the large amount of material covered in nursing courses and frequent testing, it is imperative that the student be present for all scheduled exams. Make-up exams will be allowed in instances of illness documented by a physician, death of an immediate family member, childbirth, and acute non-elective hospitalization of self or child. Make-up exams will be given within the last week of the semester only. The type of make-up exam will be at the discretion of the professor. Students absent from scheduled exams will not be allowed to attend class for the remainder of the day following the exam. Documentation must be given to the Course Coordinator on return to class. Further consideration must be approved by a faculty appointed committee.

Clinical Laboratory Attendance

Clinical laboratory sessions are mandatory. Clinical absences will be excused only in instances of acute illness documented by a physician, death of an immediate family member, childbirth, and non-elective hospitalization of self or child. In cases where medical issues affect attendance, upon returning the student must provide evidence from his/her health care provider that the student may fully participate in all clinical activities without restrictions and that the student's health will not negatively affect patients.

Learning Resource Center

The Division's Learning Resources Center (LRC) provides faculty with the necessary resources to facilitate student learning in essential nursing concepts, psychomotor skills and critical thinking. Resources available in the LRC include learning experiences guided by faculty supervision, and is composed of computer, clinical practice, and simulation laboratories. Additionally, study rooms with white boards and writing materials are available to all students. Study rooms are open at all times including weekends.

Students may use the computer labs when not occupied by faculty for testing purposes. The computer labs have 112 student computers. They are located on the 3rd floor of Spieth Hall and are open during LRC hours for all UWA student use unless otherwise scheduled. Wireless access is provided by the University throughout the building. Our computer labs and wireless access allow students to access library resources and other University resources, and supports computerized testing for students in undergraduate courses. Since testing and scheduled class use may be conducted in the computer labs, students can check with LRC staff for available times.

Staff members are available during open hours to assist students with equipment operation and to help students locate and use various materials. Work-study students also are available to assist students as needed. If there are any questions or problems concerning the LRC and its services, please contact the Division Secretary.

Hours of Operation

Monday	8:00 am – 4:30 pm
Tuesday	8:00 am – 4:30 pm
Wednesday	8:00 am – 4:30 pm
Thursday	8:00 am – 4:30 pm
Friday	8:00 am – 4:30 pm
Saturday	Closed
Sunday	Closed

Food and drinks are not allowed in the LRC. Students using the LRC should turn off cell phones and strive to maintain an environment conducive to learning. If the student's cell phone rings continuously and is disturbing others, the LRC staff may ask the student to leave.

Simulation Lab

The simulation lab provides students with the opportunity to learn and practice nursing skills and clinical judgement in a non-threatening, simulated environment. In January 2005, the College purchased its first adult high fidelity human patient simulator. By the following fall semester simulated experiences were implemented throughout the nursing curriculum. A REPLAY digital audio-visual management system is installed in all simulation rooms.

Simulators provide state-of-the-art learning opportunities for students. Preprogrammed scenarios allow students to practice providing realistic care without risk or harm to the patient. Scenarios also allow all students the opportunity to care for patients with high-acuity, low-frequency conditions. This is relevant because students may not have the opportunity to care for these patients in a real-life acute care setting. Scenarios are constructed to enhance critical thinking skills and clinical judgment. Learning objectives guide the experience as faculty serve as facilitators to help students improve clinical judgment and clinical reasoning skills.

The Skills Practice Laboratory (SPL) is part of the LRC and is composed of 12 hospital beds. Nursing students spend many hours in the SPL. The SPL houses a wide variety of equipment and supplies that students will use in the clinical setting and are expected to know how to use when providing direct patient care. Teaching models are provided for students to learn and practice skills essential to the nursing profession. To facilitate independent learning, students must independently demonstrate the ability to perform critical skills during the first clinical semester and conduct group projects in the community.



Clinical Health Clearance Requirements

The Division of Nursing (DON) is responsible for ensuring that students comply with healthcare agencies' policies and regulatory requirements prior to clinical rotations.

Any course that includes a clinical experience has mandatory health requirements in order to decrease health risks to students, protect patients and other healthcare providers, and comply with healthcare agency contracts.

It is the responsibility of all nursing students to ensure their health clearance remains up to date. If health clearance expires, a student will not be allowed to enter any clinical site. If a clinical day is missed due to expired health clearance, this absence places the student at risk for course failure (refer to Absence Policy in the Division of Nursing Student Handbook.)

All nursing students must submit documentation to the Division of Nursing for the following mandatory health requirements:

Clinical Health Clearance Requirements	
Physical Examination	<ul style="list-style-type: none"> Physical exams must be completed by a physician, certified registered nurse practitioner, or physician's assistant. Documentation must be completed on the Division of Nursing's <i>Physical Examination</i> form (found on the DON webpage.)
CPR Certification	<ul style="list-style-type: none"> American Heart Association (AHA) BLS (Basic Life Support) card (or eCard) is required. We do not accept any other CPR certification, as per clinical facility requirements. Copy of current CPR card or eCard must be provided. Students are responsible for renewal of CPR certification. BLS cards are valid for 2 years, but must remain current for the duration of the semester. If your card has an expiration date that falls during a semester, you must renew prior to the start of the term. Military issued CPR cards that use the AHA for healthcare workers curriculum will be accepted.
Tb Skin Test	<ul style="list-style-type: none"> Proof of negative T b skin test, blood test, or chest x-ray must be provided. Initial documentation must be completed on the Division of Nursing's <i>Immunization Certificate</i> form (found on the DON webpage.) Submit documentation for renewals from your healthcare provider; no special form needed. If your T B skin test has an expiration date that falls during a semester, you must renew prior to the start of the term. If the skin test is positive, a chest x-ray will be required.
Immunizations	<ul style="list-style-type: none"> Immunizations must be documented on the Division of Nursing's <i>Immunization Certificate</i> (found on the DON webpage.) Required immunizations are outlined in the chart below and on the <i>Immunization Certificate</i>.

Health Insurance	<ul style="list-style-type: none"> • Current health insurance is required by our clinical facilities. Health insurance must be effective for the entirety of the nursing program. Any changes to health insurance must be submitted to the DON. • If you are covered under another person's policy, you must submit a copy of that card, along with a letter from the insurance company stating you are covered under the policy. • If uninsured, students are responsible for purchasing health insurance.
Liability Insurance	<ul style="list-style-type: none"> • The DON purchases liability insurance on behalf of the student. • A \$25 liability insurance fee is due at the beginning of Spring Semesters (January). • Checks should be made payable to UWA Division of Nursing.
Drug Screen	<ul style="list-style-type: none"> • Drug screenings are coordinated by the DON and should not be done in advance by the student (refer to Drug Screening Guidelines.)
Background Screen	<ul style="list-style-type: none"> • Background screenings are coordinated by the DON and should not be done in advance by the student (refer to Background Screening Policy.)

Immunization Requirements	
MMR (Measles, Mumps, Rubella)	<ul style="list-style-type: none"> • 2 doses of the vaccine, OR • Laboratory evidence of immunity (Titer) • History of disease DOES NOT satisfy this requirement
Varicella	<ul style="list-style-type: none"> • 2 doses of the vaccine, OR • Laboratory evidence of immunity (Titer) • History of disease DOES NOT satisfy this requirement
Influenza	<ul style="list-style-type: none"> • All students are required to submit proof of an annual influenza vaccination • The influenza vaccine is not available until late August/early September • Documentation MUST include: date given, manufacturer and lot number, expiration date, site of injection, and provider administering

These requirements may differ from those posted by UWA, but they are **REQUIRED** for ALL nursing students.

What if something happens and I don't progress...



REINSTATEMENT

All decisions regarding the reinstatement of students into the Associate of Science in Nursing Program are made by the Nursing Faculty Committee. To be considered for reinstatement, the student must:

1. Have previously completed, with a C average as calculated by the Division of Nursing, each of the following: NS 101, NS 102, and NS 103*.
2. Have previously achieved a cumulative GPA of 2.5 in courses (nursing and general education) required for the Associate of Science in Nursing.
3. Complete the Reinstatement Request Form <https://eforms.uwa.edu/index.aspx>. All students must, also, submit a letter detailing the circumstances of their failure and reasons to be considered for reinstatement. The Reinstatement Request Form and reinstatement letter must be received within sixty (60) days of the withdrawal/failure date.

*A student who fails to achieve a “C” average in each of the NS 101, 102, or 103 courses will not be eligible for reinstatement, unless the student can demonstrate extenuating personal circumstances, as determined by the Nursing Faculty Committee, that have inhibited the successful completion of these courses. Students who experience failure in NS 101, 102, and 103 may request special consideration from the Nursing Faculty Committee by detailing in their reinstatement letter the extenuating personal circumstances of their failure. The reinstatement letter must be received within sixty (60) days of the withdrawal/failure date. Documentation may be requested to support the reinstatement letter.

Students who fail to meet the requirements of a nursing course OR withdraw from a nursing course with an average below a “C” during the last two semesters of the curriculum will be considered for **one** reinstatement to the nursing program. The Nursing Faculty Committee will determine reinstatement eligibility. Reinstatement may require repeating nursing courses to ensure that knowledge is current.

Students must abide by policies in effect at the time of reinstatement in the Ira D. Pruitt Division of Nursing Student Handbook.

Reinstatement to the Nursing Program is not guaranteed by meeting the above criteria. Completion of requirements established by the faculty, availability of space, the student’s application, prior record of performance in the nursing program, other information submitted by the student, and other applicable information will be reviewed by the Nursing Faculty Committee to determine reinstatement.



READMISSION REQUIREMENTS

1. Students who are not eligible for reinstatement or meet academic eligibility may apply for admission to the nursing program as a new student.
2. Students who were dismissed for academic reasons or withdrew for a period of more than one academic year must apply for readmission.
3. If accepted as a new student, the student must take all nursing courses.
4. If the student is accepted as a readmission, but fails to successfully complete the program after one attempt, the student will not be eligible for reinstatement at any time during the program, including the final semester.
5. Readmission is not guaranteed.



GRADUATION REQUIREMENTS

Candidates for graduation must have met the progression requirements of the Division of Nursing as well as all University graduation requirements as outlined in the *General Catalogue*. In addition, a minimum of one academic year in residence and completion of 28 semester hours of credit in nursing must be earned at UWA.

If viewing online more information, click [Commencement](#).

Honors and Awards

The Division of Nursing faculty recognizes students who are outstanding in academic and clinical performance and in leadership. With a few exceptions, most awards and recognitions are given during the graduating class pinning ceremony, held the Wednesday prior to Spring commencement of each year. The University also acknowledges academic achievement and plans campus-wide activities to celebrate student accomplishments.



PROFESSIONAL BEHAVIOR & ACADEMIC INTEGRITY AFFIRMATION

All nursing students are required to acknowledge a Professional Behavior & Academic Integrity Affirmation statement in each semester that a clinical course is taught. Acknowledgement of this statement provides reminders to students and faculty that all are committed to maintaining professionalism related to HIPAA guidelines, American Nurses Association (ANA) Code of Ethics guidelines, University of West Alabama Standards of Conduct and Academic Integrity, and Division of Nursing Policy. Students will be required to review policies related to each of these standards and/or guidelines prior to beginning clinical rotations.

LICENSURE

All graduates of the UWA Division of Nursing are expected to apply for licensure from the appropriate board of nursing. Licensure is a process by which a legal authority grants permission to a qualified individual to perform certain activities that are illegal to perform without a license. In Alabama, the Board of Nursing has the authority to grant the legal right to practice professional nursing to individuals who qualify. This is true of other states and territories in the U.S, as well as Canada.

Only graduates of Board-approved nursing programs are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The NCLEX-RN is designed to determine whether an individual is minimally competent to practice professional nursing. The licensure exam is a computerized adaptive test administered by boards of nursing. Graduating from a college or university does not grant an individual the right to practice nursing.

NCLEX-RN applications for the state of Alabama are available here [Alabama Online Licensure Application](#). NCLEX-RN applications for the state of Mississippi are available here [Mississippi Online Licensure Application](#). Students who desire to make application for licensure in other states must apply to the Board of Nursing or agency responsible for regulating nursing practice in the respective state.

Standards of Conduct

Students applying for licensure by examination must comply with legal, moral, and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of license to practice as a registered nurse, in accordance with the Alabama law regulating practice of registered and practical nursing, as stated in the [Alabama Board of Nursing Administrative Code](#). In addition, failure to comply with any of the stipulations listed in the [Alabama Board of Nursing Administrative Code](#) while in the nursing program constitutes grounds for dismissal from the program.

It is important for nursing students to know about the Alabama Board of Nursing's regulations governing review of candidates for eligibility for initial and continuing licensure. There will be questions on the application to take the examination for licensure as a registered nurse that ask "Have you ever been arrested or convicted of a criminal offense?";

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

"Have you within the last 5 years received or been recommended to receive treatment for mental illness or an emotional disorder?"; and "Have you ever abused drugs/alcohol or been treated for chemical dependency?" Application to take the examination may be denied on the basis of this review. Although these policies apply specifically in Alabama, other states have similar stipulations regarding licensure.



BACHELOR OF SCIENCE IN NURSING RN-TO-BSN PROGRAM

Articulation with the University of Alabama

Public safety is inherent to the work of the nursing profession and evidence-based practice supports the attainment of knowledge to promote patient safety and attain positive patient outcomes. As a pioneer in the advancement of distance education and the development of nursing education articulation programs, The University of West Alabama encourages the pursuit of lifelong learning and supports the efforts of our graduates to pursue higher education. For more than 20 years, the Ira D. Pruitt Division of Nursing has partnered with The University of Alabama to provide an articulation program that allows for a smooth transition from the Associate of Science in nursing program to the online RN-to-BSN program. Upon completion of the ASN degree and passing the licensure exam, students may apply to The University of Alabama's Capstone College of Nursing to earn the baccalaureate degree in a minimum of one year.

All students who wish apply to the RN-to-BSN program must meet the same clinical requirements listed under the *Clinical Health Clearance Requirements* for the Associate of Science Program, and any additional requirements set forth by the University of Alabama. Additionally, students must have a valid, unencumbered nursing license or be eligible to sit for the licensure examination during the first semester of the online program. Students must be a graduate of an accredited school of nursing (the Division of Nursing is ACEN accredited).

The list of course requirements for the UA RN-to-BSN can be found [here](#).

The plan of study for the UA RN-to-BSN can be found [here](#).



REGISTERED NURSE DEGREE OPTIONS:

ASN DEGREE ONLY

The Associate degree only option requires 5 semesters or 2 years to complete.

3+1 (Prerequisites + ASN + Online RN-to-BSN)

Some students choose to complete the prerequisite courses prior to applying to the ASN program. This would require 3 years to complete the ASN degree (1 additional year devoted to completing the BSN prerequisite courses before starting the ASN nursing courses). After the graduate completes the nursing degree and sites for the licensure exam, 1 additional year would be required to complete the online RN-to-BSN degree. This is a total of 4 years. The upside: the graduate is working, earning money and gaining experience while earning the BSN degree.

2+2 (ASN + Prerequisites & Online RN-to-BSN)

Students may choose to complete the 5-semester (or 2-year option) Associate of Science in Nursing (ASN) program and become a nurse prior to taking the additional prerequisite courses needed to begin the online BSN program. This will take a minimum of one year to complete. Then the graduate would take a year to complete the RN-to-BSN degree.

Below is a list of all courses needed to complete the 3-year track for prerequisites for the RN-to-BSN program. UWA offers all prerequisite courses required by UA. If you have questions regarding the different options, your advisor will be able to help you.

Courses needed to complete 3 year ASN-track and transition to Online RN-to-BSN

Course Number and Title Highlight all needed courses	Number of Credit Hours	Place a check in this box if you have passed this course
I. Written Composition: 6 hours		
EH 101. Written English I or EH 103. Honors English I	3	
EH 102. Written English II or EH 104. Honors English II	3	
II. Humanities and Fine Arts: 12 hours		
A. Three or Six semester hours from one of the following sequences:		
EH 221. British Literature I	3	
EH 222. British Literature II	3	
EH 231. American Literature I	3	

EH 232. American Literature II	3	
EH 213. Honors Literature I	3	
EH 214. Honors Literature II	3	
B. Three semester hours from the following:		
SH 100. Principles of Public Speaking	3	
SH 150. Professional Speaking	3	
AT 100. Introduction to Art	3	
TH 100. Introduction to Theatre	3	
MU 100. Introduction to Music	3	
C. Three semester hours from the following:		
PL 204. Medical Ethics	3	
III. Natural Sciences and Mathematics: 19 hours		
A. Four semester hours from the following:		
BY 101. Introductory Biology I	4	
BY 103. Honors Biology	4	
CH 101. Introductory General Chemistry	4	
B. Twelve semester hours from the following:		
BY 231. Human Anatomy and Physiology I	4	
BY 232. Human Anatomy and Physiology II	4	
BY 240. Microbiology	4	
C. Three semester hours from the following:		
MH 113. Pre-calculus Algebra	3	
Six semester hours from the following:		
BUS 271. Business Statistics	3	
CS 205. Computer Science	3	
IV. History, Social, and Behavioral Sciences: 12 hours		
A. Three or six semester hours from one of the following sequences:		
HY 101. History of Western Civilization I	3	
HY 102. History of Western Civilization II	3	
HY 103. Honors Western Civilization	3	
HY 104. Honors Western Civilization II	3	
HY 211. American History I	3	

HY 212. American History II	3	
B. Nine semester hours from the following:		
PY 100. General Psychology	3	
SY 100. Principles of Sociology or AN 100. Introduction to Anthropology	3	
PY 310. Developmental Psychology	3	
V. UWA Experience: 2 hours		
A. Two semester hours from the following:		
UWA 104. Freshman Seminar for Nursing	2	
VI. Associate Degree Nursing Courses		
A. At least 42 hours semester credit in Associate Degree nursing courses, as follows:		
NS 100. Pharmacology	2	
NS 102. Foundations of Nursing Practice I	6	
NS 103. Foundations of Nursing Practice II	6	
NS 201. Maternal-child Nursing	5	
NS 202. Adult Health Nursing	8	
NS 203. Mental Health Nursing	4	
NS 204. Advanced Adult Health and Critical Care Nursing	9	
NS 205. Preparation for Licensure	2	
<p>Note(s):</p> <ul style="list-style-type: none"> • All students are required to complete either a six-credit hour history or literature sequence. Students opting to enroll in the literature sequence must also complete an approved three-credit hour history course. Students opting to enroll in the history sequence must complete an approved three-credit hour literature course. • If students take two history courses and one literature course, one ADDITIONAL literature, humanities, or fine arts course is required to satisfy the 12-hour humanities core requirement for the BSN degree. 		



DON POLICIES

Progression Contract

Faculty of the Ira D. Pruitt Division of Nursing will approve for progression only those students who satisfy the requirements of health, conduct, and scholastic achievement as outlined in the (1) Criteria for Admission, Progression, Graduation, and Readmission, (2) *General Catalogue*, (3) Standards of Conduct Statement, (4) Drug Screen Policy, (5) Background Screen, (6) Course Overview, (7) Critical Skills Policy, and (8) Clinical Evaluation Tools. Failure to demonstrate good moral character as evidenced by any of the following merits immediate dismissal from the program: (1) conviction of a felony, (2) addiction to drugs and/or alcohol, (3) theft of drugs, (4) disciplinary action against a nursing license in any state.



CODE OF STUDENT CONDUCT & GRIEVANCES

This policy can be accessed from *The Tiger Paw Student Handbook* at [UWA Code of Student Conduct](#)



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), sometimes referred to as the Buckley Amendment, is a federal law that protects the privacy and handling of student educational records. All students and former students of the University are covered by FERPA. This does not apply to any information submitted prior to January 1, 1975, or to applicants who applied, but did not attend. FERPA rights begin on the first day the student begins attending class.

Students have the following rights under **FERPA**:

- The right to inspect and review their educational records.
- The right to have their records amended if they are inaccurate or misleading.
- The right to restrict the disclosure of directory information.
- The right to file a complaint with the U.S. Department of Education if they feel that any of their rights have been violated.

Students do not have the right to review financial information submitted by parents or educational records containing information about more than one student.

An educational record is any record that is directly related to a student that is maintained by The University of West Alabama in any media form (handwriting, print, type, electronic, etc.).

Directory information is information that can be released without the student's written consent. A student who wishes to restrict the disclosure of directory information may do so by informing the Registrar in writing. Directory information includes the following:

1. Name, address, telephone listing
2. Date and place of birth
3. Major and minor fields of study
4. Participation in officially recognized athletics and other activities, including weight and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. The most recent previous educational institution attended

The student, UWA officials who have legitimate educational interests, parents of a legal dependent (as determined by the Internal Revenue Code), parents whose child has signed a Consent to Release Information Form, and any outside service provider performing institutional services who have legitimate educational interests may access student information. Parents and other appropriate individuals may also have access to a student's records if it is necessary to protect the health or safety of the student or other individuals.

The spouse of a student has no rights under FERPA to access the student's educational record without the student's written consent.



BACKGROUND SCREEN POLICY

As stipulated by the health care agencies with which The University of West Alabama Division of Nursing contracts for clinical experience, students must abide by the policies established by these agencies relative to background screening. This includes a pre-clinical background screening. Fees for all background screening must be paid by the student.

1. All students will receive notice of the background screening requirement prior to admission and will receive a copy of the policy upon admission to the program.
2. Failure to submit to the background screening by the published deadline will prohibit the student from completing the clinical component of the required nursing courses which will result in a failing clinical grade.
3. A positive background screen will be addressed on an individual basis.

Procedure

Background screening may include the following:

- a. Criminal History: Reveals felony and misdemeanor convictions, and pending cases usually including date, nature of offense, sentencing date, disposition and current status.
- b. Sex Offender Check: Is a search of the state or county repository for known sexual offenders.
- c. Social Security Number Trace: Is a verification that the number provided by the individual was issued by the Social Security Administration, and is not listed in the files of the deceased.
- d. Office of Inspector General: Identifies those individuals who may no longer be capable of being provided with Medicare benefits.

The student will be notified of positive findings by mail from the Mississippi State Department of Health and verbally by the Chairperson of the Division of Nursing.

The student will be required to submit the rap sheet of positive findings to the appropriate designee in the HR at the agency to which he/she has been assigned for clinical.

The HR will report to the Chairperson the decision regarding acceptance of the student for clinical experience within the agency.

Background screens which would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment.

Confidentiality

The Chairperson of the Division of Nursing will receive all screening results which will be maintained in a locked file in the Chairperson's office. Confidentiality of results will be maintained with only the Chairperson, faculty and the student having access to the results with the exception of legal actions that require access to test results.



DRUG SCREEN GUIDELINES

As stipulated by the health agencies with which the Division of Nursing contracts for clinical experience, students must abide by the substance abuse control policy of the agency and any subsequent revisions to the policy in order to participate in clinical experiences at the agency. This includes pre-clinical drug screening and random drug screening should the student exhibit behaviors indicative of substance abuse/use during a clinical experience. Drug screening is conducted according to the guidelines of the laboratory approved by the Division of Nursing for drug screening

Pre-Clinical Screening

- All students will receive notice of the drug screening prior to admission or readmission to the Division of Nursing.
- The Division of Nursing will maintain on file a signed consent to drug screening from each student
- Drug screening will be scheduled and conducted by a laboratory approved by the Division of Nursing. The cost for the drug screening is assessed to the student course fees in NS 101 and is set by the screening agency.
- Any student failing to report for screening at the designated time must complete at a time determined by the Nursing Division and the screening agency.
- Failure to complete drug screening as required by clinical agencies will prohibit the student from completing the clinical component of required nursing courses.
- Positive drug screen related to prescription drugs will be reviewed by the Medical Review Officer with determination of the student's ability to perform safely in the clinical area.
- Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry (GCMS). No sample is reported as positive before it has been tested at least three times.
- Students who have a positive drug screen for an illicit drug or who are deemed unsafe to practice by the Medical Review Officer will be dismissed from the nursing program immediately. The student may apply for readmission the following year.

Reasonable-Suspicion Screening

- Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the clinical agency while participating in clinical experiences. Reasonable suspicion is defined by the substance abuse policies of the clinical agencies as follows:
- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance; Students demonstrating behavior that would be potentially harmful to self or others will be referred for drug screening at their expense;
- A report of drug use provided by reliable and credible sources which has been independently corroborated;
- Evidence of tampering with a drug test;
- Information that the individual has caused or contributed to an incident in the clinical agency;
- Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on the clinical agency premise.

Drug Screen Procedure

- Students must submit a photo I.D. and social security number.
- The laboratory technician will explain the collection procedure.
- The laboratory technician will ask the student if he/she is currently taking any medications. If the drug screen is positive, students must bring prescription medications to the chairperson for verification.
- The laboratory technician will collect a monitored urine specimen.
- Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
- NIDA-5 Drug Screening will be performed. If the test is negative the technician will mark the negative results on the form.

- If the drug screen is positive, the technician will explain in the presence of the student, the laboratory technician will seal the urine specimen with a tamper proof security seal and affix an identification label with code number.
- The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
- The laboratory technician will sign the Chain of Custody Form and give the student the appropriate copy.
- The laboratory technician will forward the sealed urine specimen and Chain of Custody Form to the laboratory for testing.
- Specimens will be screened for six (6) classes of drugs:
 - Amphetamines
 - Benzodiazepines
 - Cocaine
 - Tetrahydrocannabinol (THC)
 - Opiates
 - Phencyclidine (PCP)
- Positive screens will be confirmed by GS Mass Spectrophotometry. The student will be informed of the screening results by the Chairperson of the Division of Nursing within seven (7) days of testing.

Confidentiality

The Chairperson of the Division of Nursing will receive all test results which will be maintained in a locked file in the Chairperson's office. Confidentiality of test results will be maintained with only the Chairperson and the student having access to the results with the exception of legal actions which require access to test results.

Readmission

To be considered for readmission, students who withdraw from the nursing program due to a positive drug screen must:

- Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
- Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

I have read, understand, and agree to the above drug screen guidelines.

I hereby release The University of West Alabama, and faculty of the Division of Nursing from any claim in connection with the Drug Screening Guidelines.

I understand that should any legal action be taken as a result of the Drug Screening Guidelines, that confidentiality can no longer be maintained.



DRUG SCREEN CONSENT FORM

I understand that the University of West Alabama's Nursing Program ("the University") has a required component of clinical rotations and that the current locations for those clinical rotations are at health agencies in Mississippi and Alabama.

I also understand that the health agencies require that, because I am participating in the clinical rotation at these facilities, I will be subject to the same rules as the employees. I understand that these agencies require all employees to have a substance screen. Because of this, I understand that prior to participation in the clinical rotations; I must submit to a drug screen at a certified laboratory and provide a certified negative result from that screen to the Chairperson of the Division of Nursing.

I further understand that if I fail to provide such a certified negative drug result I will be unable to participate in the clinical portion of the University's Nursing Program.

BY SIGNING the ***Nursing Student Handbook & Policy Acknowledgement and Receipt Form***, I AM INDICATING THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE CLINICAL AGENCY'S REQUIREMENT TO SUBMIT TO A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

A COPY OF the *Nursing Student Handbook & Policy Acknowledgement and Receipt Form* WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE UNIVERSITY. I DIRECT THAT THE CERTIFIED LABORATORY HEREBY RELEASE THE RESULTS TO THE UNIVERSITY OF WEST ALABAMA.

I further understand that my continued participation in the University's Nursing Program is conditional upon satisfaction of the requirements of the clinical agencies providing clinical and other components for the University's Nursing Program as it presently exists or as hereinafter required.

By signing the *Nursing Student Handbook & Policy Acknowledgement*, the student agrees to initial and random drug screenings as part of the clinical requirement for successful progression through the nursing program.



STANDARDS OF CONDUCT AND LIMITS OF LICENSURE STATEMENT

The nursing student shall comply with legal, moral, and legislative standards which determine unacceptable behavior of the nurse and which may be cause for denial of license to practice as a registered nurse as stated in the *Alabama Board of Nursing Administrative Code*.

Grounds for denial of a registered nurse license by examination include but are not limited to the following: conviction of a felony; conviction of a misdemeanor or felony involving moral turpitude or gross immorality; conviction of a state or federal law related to controlled substances (may be either a misdemeanor or a felony); failure to show good moral character as pertaining to nursing; abuse of, or addiction to alcohol or other drugs.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

It is important for nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. The following questions are included on the Application for Licensure as a Registered Nurse by Examination:

- Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."
- In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

- In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
- Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
- Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
- Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
- Have you ever been placed on a state and/or federal abuse registry?
- Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.



INFLUENZA VACCINATION POLICY

The Center for Disease Control and Prevention (CDC), the Advisory Committee on Immunization Practices (ACIP), and the Healthcare Infection Control Practices Advisory Committee (HICPAC) recommend that all U.S. health care workers get vaccinated annually against influenza. (cdc.gov)

Nursing students are required to receive an annual influenza (Flu) vaccination during the fall semester. Students can obtain an immunization through the healthcare provider of their choice and must submit written documentation before admission to the nursing program and annually. If the vaccine is not received, the student will be required to sign a waiver and will be obligated to wear a mask according to agency policy when providing patient care during the flu season.

Why Get Vaccinated?

- Influenza (the flu) can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get very sick from the flu, including people who are otherwise healthy.
- You can get the flu from patients and coworkers who are sick with the flu.
- If you get the flu, you can spread it to others even if you don't feel sick.
- By getting vaccinated, you help protect yourself, your family at home, and your patients.

Who Should Not Be Vaccinated: (cdc.gov)

- People who have had a severe allergic reaction to influenza vaccine.
- People who have a moderate-to-severe illness with or without a fever. Talk to your doctor.
- People with a history of Guillaine-Barre' Syndrome that occurred after receiving influenza vaccine and who are not at risk for severe illness from influenza. Talk to your doctor.
- People who are allergic to hens' eggs.

Exceptions to this requirement are allowed for individuals who provide a waiver due to medical or religious reasons. Waiver forms are posted on Blackboard and must be signed by the appropriate authorized person.



NOTICE REGARDING THE ALABAMA INFECTED HEALTH CARE WORKER ACT

In order to be in compliance with the Alabama Infected Health Care Worker Act, students will be made aware of this law. The Act mandates that any health care worker infected with the human immunodeficiency virus (HIV) or hepatitis B virus (HBV) who performs an invasive procedure or any physician providing care to an infected health care worker shall notify the State Health Officer, or his designee, of the infection.

The purpose of the Act is to prevent transmission of HIV and HBV to patients during invasive procedures. For clarification and continuity purposes, the following words have been defined.

1. **Health Care Worker** – Physicians, dentists, nurses, respiratory therapists, phlebotomists, surgical technicians, physician assistants, podiatrists, dialysis technicians, emergency medical technicians, paramedics, ambulance drivers, dental assistants, students in the healing arts, or any other individual who provides or assists in the provision of medical, dental, or nursing services.
2. **Infected Health Care Worker** – A health care worker infected with HIV or HBV as defined herein.
3. **Hepatitis B Virus (HBV) Infection** – The presence of the HBV as determined by the presence of hepatitis B antigen for six months or longer or by other means as determined by the State Board of Health.
4. **Human Immunodeficiency Virus (HIV) Infection** – The presence of antibodies to Human Immunodeficiency Virus as determined by enzyme immunoassay and Western Blot or the presence of the HIV infection as determined by viral culture, or by other means as determined by the State Board of Health.
5. **Invasive Procedures** – Those medical or surgical procedures characterized by the digital palpation of a needle tip in a body cavity or by the simultaneous presence of the health care worker's finger and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site.

Those procedures shall not include physical examinations; blood pressure checks; eye examinations; phlebotomy; administering intramuscular, intradermal, or subcutaneous injections; needle aspirations; lumbar punctures; angiographic procedures; vaginal, oral, or

rectal exams; endoscopic or bronchoscopic procedures; or lines, nasogastric tubes, endotracheal tubes, rectal tubes, and urinary catheters.

All Associate Degree Nursing Students who meet the definition of health care worker will be informed of this Act during orientation or by the first day of class. **It will then be the individual student's responsibility to report himself/herself to the State Health Officer as mandated by law.**

Further information concerning the Infected Health Care Worker Management Act can be obtained from the Infection Control Section at 334-206-2984. One can also contact Mary Hanks, Chairperson, for questions concerning the information presented herein.

My signature on the Nursing Student Handbook & Policy Acknowledgement indicates that I have been given information on the Infected Health Care Worker Management Act and that I am aware that it is my responsibility to report to the state Health Officer if I am infected with the HBV or HIV virus.

HEPATITIS B-VACCINE

Hepatitis B is a viral infection of the liver, usually transmitted by blood or blood products.

Hepatitis caused by Hepatitis-B virus (HBV) is an unpredictable disease with a variety of symptoms and outcomes. More than 50% of the people who are infected exhibit no symptoms. In this circumstance, prior infection can only be detected by a presence of antibody in the blood. However, acute symptomatic Hepatitis-B infection may result in serious illness which may incapacitate a person for months with approximately 5-10% of people with hepatitis becoming chronic carriers of the virus. Death occurs in 1-2% of infected patients either as a result of acute liver failure or chronic disease. HBV also appears to be a causative factor in the development of liver cancer. To date, there is no effective treatment for Hepatitis-B disease.

Hepatitis-B vaccine is produced from recombinant yeast cultures. A high percentage of people who receive three doses of the vaccine are afforded protection against Hepatitis-B. This vaccine will not prevent hepatitis caused by other agents, such as hepatitis-A, non-A, non-B hepatitis viruses, or other viruses known to infect the liver. Persons who have been infected with HB prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. Full immunization requires three doses of vaccine over a six-month period although some persons may not develop protective immunity even after three doses. There is no evidence that the vaccine has ever caused Hepatitis-B. The duration of immunity is unknown at this time. The vaccine may be obtained through your physician or other health care providers.

Hepatitis-B vaccine is indicated for individuals at risk for contracting Hepatitis-B infection. The Centers for Disease Control recommends that all health professionals and students be vaccinated with the Hepatitis-B vaccine.

The vaccine is contraindicated in persons who are hypersensitive to yeast. Pregnant or nursing mothers should check with their physicians before taking the vaccine.

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Tenderness and redness at the site of injection are possible. Nausea, rash, and joint pain have been reported. A low grade fever may also occur. The possibility exists that more serious side effects may be identified with more extensive use.

BLOODBORNE PATHOGENS POST-EXPOSURE MANAGEMENT PROTOCOL FACULTY AND STUDENTS

The purpose of this protocol is to inform students regarding the risk of exposure to blood-borne pathogens and the required procedure to follow if an accidental exposure occurs. It is the student's responsibility to utilize standard precautions during all clinical activities.

Definitions

1. **A Significant Occupational Exposure** is defined as:
 - a. A needle-stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
 - b. A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
 - c. A cutaneous exposure involving large amounts of blood or prolonged contact with blood—especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.
2. **Blood** – human blood, human blood components, and products made from human blood.
3. **Blood-borne pathogens** – pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis-B virus (HBV) and human immunodeficiency virus (HIV).
4. **Contaminated** – the presence or the reasonably anticipated presence of blood or other potential infectious material on an item or surface such as sharps, dressings, equipment or other materials which have been soiled with blood or other potential infectious material or may contain sharps.
5. **Sharps** – any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, broken glass, torn metal, weapons, exposed ends of wires, paper cutter blades, or scissors.
6. **Decontamination** – the use of physical or chemical means to remove, inactivate, or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
7. **Exposure** – a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of student's or faculty's duties (clinical related).
8. **HBV** – Hepatitis-B virus
9. **HIV** – Human Immunodeficiency Virus
10. **Other Potentially Infectious Materials** – all human body fluids, especially saliva where oral trauma is a potential, any bodily fluid that is visibly contaminated with blood, and all body fluids in

situations where it is difficult or impossible to differentiate between body fluids. Note: This definition would universally apply at trauma scenes involving body fluids, or any unfixed tissue from a human.

11. **Parenteral** – piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
12. **Specialized clothing** – lab coats, aprons, gowns worn for protection against a hazard.
13. **Source individual** – any individual whose blood or other potentially infectious materials may be a source of exposure to the student/faculty.
14. **Standard Precautions** – the concept that all human blood and certain body fluids are treated as if known to be infectious.

The following standard precautions for preventing HIV transmission in health care settings are recommended by the Centers for Disease Control (MMWR 1987 Aug. 21; 36: 1-18S; MMWR 1988, June 24; 37:377-382, 387-388; MMWR, 1991, July 23; 40:1-9):

- Use of standard precautions for blood, for body fluids containing visible blood, and for certain other body fluids** for all patients, since medical history and examination cannot reliably identify all patients infected by HIV and other fluid or blood-borne pathogens.
- Use of appropriate barrier precautions for handling items or surfaces soiled with blood or body fluids containing visible blood, and certain body fluids to which standard precautions apply**, or performing venipuncture and other vascular access procedures.
- Gloves should be worn when in contact with blood, body fluids containing visible blood, body fluids to which standard precautions apply, tissues, and mucous membranes and for handling items or surfaces soiled with the above, or for performing venipuncture or other vascular access.
- Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or body fluids to which standard precautions apply to prevent exposure of the mucous membranes of the mouth, nose, and eyes.
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or the body fluids to which standard precautions apply.
- Resuscitation bags, mouthpieces, and ventilation devices should be available in areas where the need is predictable.
- Used equipment should be disposed of in a manner to prevent transmission of disease and to prevent injury to personnel with potential contact with the equipment, i.e., health care workers, housekeeping, and laundry personnel.
- Particular attention should be given to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, needles should not be recapped or purposely bent or broken by hand. In particularly high-risk situations, such as during resuscitation, prevention of needle-stick injury to oneself and/or other health care workers from exposed needles or sharps requires special attention regarding the use and safe disposal of needles and sharps.

Risk reduction to prevent sharp injuries include the use of engineering controls such as needle-free intravenous access systems, needle disposal containers as near as is practical to the point of use, and self-sheathing needle/syringe units. When recapping is necessary due to the lack of a readily accessible disposal container or due to the nature of the task (e.g., some situations for drawing arterial blood gases), the use of work practice modifications such as a one-handed scoop method or a passive recapping device is recommended. Recapping of needles using two hands is prohibited by the Occupational Safety and Health Administration (OSHA) and will not be permitted where students are assigned for clinical rotations.

** Standard precautions apply to blood, semen, vaginal secretions, as well as tissues, cerebral spinal fluid, synovial fluid, pleural fluid, pericardial fluid, and amniotic fluid. These body fluids have been epidemiologically associated with transmission of HIV and/or HBV.

Exposure Protocol

If an exposure occurs, the student should implement the following protocol:

1. Immediately cleanse the affected area with soap and water.
2. If skin is punctured, bleeding should be encouraged if not excessive.
3. Provide first aid measures if applicable.
4. Students will immediately report an exposure to the clinical instructor. If a clinical instructor is exposed, he/she will immediately report the exposure to the head nurse and the Division Chairperson. The clinical instructor will complete an exposure report which will be forwarded to the Chairperson of the Division of Nursing. Confidentiality will be maintained and all records will be kept in the Chairperson's file.
5. The exposure report should include the following information:
 - a. name of the individual exposed with date, time, and location of exposure.
 - b. route(s) and description of the circumstances leading to and including the exposure.
 - c. immediate first aid procedures implemented and/or medical interventions.
6. The clinical instructor/student will also follow the exposure procedures of the agency in which the exposure occurs.

Post-Exposure Prophylaxis

It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care. However, the Chairperson of the Division of Nursing will advise the student/faculty of the following Center for Disease Control recommendations.

1. OSHA Guidelines direct the clinical facility's infection control officer to attempt to determine the infectious status of the source individual. In the event that the infectivity status is determined, the exposed individual will be notified. If the infectivity status of the source individual cannot be determined, then the exposed individual should proceed with the following post-exposure recommendations:
2. The student should be clinically and serologically evaluated as soon as possible.
3. If the exposed student initially tests negative for Human Immunodeficiency Virus (HIV), he/she should be periodically retested for six months after exposure. (HIV seroconversion generally occurs 6-12 weeks after exposure).
4. If the student does not have Hepatitis B immunity, the administration of Hepatitis B Immune globulin (HBIG) appears to be highly effective in preventing HBV infection. The incubation period for HBV is 40-180 days, but HBIG should be administered within 7 days following exposure.



BLOODBORNE PATHOGENS EXPOSURE REPORT

NAME _____ Student ID # _____

Date of Incident/Accident _____

Exact Location of Incident/Accident _____

Was there a witness to the incident/accident ____YES ____NO

If YES, print name, title/position _____

Describe the circumstances in which the incident/accident occurred including protective precautions (Specialized clothing, gloves, etc.) being observed at the time of exposure and contaminated or potentially infectious material(s) to which the student was exposed:

Describe follow-up care (decontamination, clean-up, etc.):

Exposure reported to:

Agency exposure protocol implemented: ____YES ____NO

If NO, explain why _____

Student comments:

Faculty Comments:

Signatures:

Student _____ Date _____

Faculty _____ Date _____

Division Chairperson _____ Date _____



HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

HIPAA POLICY

The HIPAA Privacy rule, also referred to as the Standards for Privacy of Individually Identifiable Health Information, provides federal protection for personal health information. The Enforcement Rule sets civil money penalties for violating HIPAA rules and establishes procedures for investigations and hearings. A person who knowingly obtains or discloses individually identifiable health information is subject to a criminal monies penalty and imprisonment. Criminal penalties increase if the wrongful conduct involves false pretenses with the use or transfer of identifiable health information for personal gain or malicious harm. The privacy rule protects individually identifiable health information in any form or media. This health information is information that relates to the individual's past, present or even future mental or physical condition of health, and the provision of health care to an individual. Identifiable health information identifies the individual or there is a reasonable basis to believe it can be used to identify the individual.

The Division of Nursing is affiliated with a variety of health care institutions that provide clinical experiences for nursing students. As an affiliate, the Division of Nursing is held to the same standards and regulations related to the privacy of health care information as the institution. Violation of the HIPAA policy will result in the failure of the clinical component of the nursing course.

DRESS CODE FOR STUDENTS IN THE CLINICAL LABORATORY

As a potential member of the nursing profession following graduation from the program, the student must always be cognizant of his/her professional image before various publics (peers, other members of the nursing team, patients, etc.) Therefore, it is important that the student nurse conform to the dress code below, as well as, of the health agency in which he/she is functioning for laboratory experience. The following guidelines for student dress in the clinical laboratory have been formulated and adopted by faculty and students.

I. Hair, Nails and Miscellaneous

1. Hair that is shoulder length or longer must be pulled back, tied or pinned away from the face. (Definition of long hair: hair which falls into the face when the head is bent forward.) Large, brightly colored or ornate bows, ribbons or clips are not to be worn. Students with hair dyed any color other than that natural to humans will not be allowed to participate in clinical experiences. Hair style must be appropriate to the professional role of the nurse and follow agency policy.
2. Students must be clean-shaven or have closely groomed facial hair. Sideburns and mustaches must be neatly trimmed (No handlebar mustaches allowed)
3. Nails must be short (tip no longer than $\frac{1}{4}$ inch), clean and neatly filed. No artificial nails are allowed.
4. Only clear nail polish is permitted if it is not chipped or cracked.
5. A wedding set, one pair of small stud earrings of gold, silver, diamond, or pearl in ear lobe only may be worn. Gauged openings in ears must be completely covered with a solid flesh-toned ear plug/tunnel. A watch with a second hand must be worn. No other jewelry is allowed.
6. No colognes, perfumes, body sprays, or scented lotions are allowed.
7. Chewing gum is not allowed in any clinical laboratory experience.
8. Tattoos must be covered.
9. No visible body piercing other than the ear lobe.
10. Cell phones will be allowed in clinical for educational purposes only.

II. Uniform

1. Students must be in complete required nursing student uniform with black sleeve patch one inch below left shoulder seam, name badge, and watch with a second hand when administering nursing care, unless otherwise specified.
2. Students may wear a white laboratory coat with a sleeve patch when appropriate as specified by clinical instructor.
3. Uniforms must be clean, neat, wrinkle-free, and properly fitted.
4. Solid surfaced black or white nursing shoes or all leather tennis shoes must be worn for clinical experiences. Shoes must be clean, in good repair, polished and worn only for clinical experiences. Shoes with holes on top are not allowed.
5. If a student chooses to wear a shirt under their uniform, it must be black with no visible writing and in good condition. Long sleeve under shirts must be fitted in the arms.
6. Identification badges must be worn in plain view on the shoulder/chest area at all times according to facility policy.
7. No visible undergarments allowed.

Faculty has the responsibility and reserves the right to judge the appropriateness of a student's attire and may modify the policy in accordance with the agency guidelines and standards.

Failure to abide by the dress code policy will result in the student being dismissed from clinical, which will be counted as an absence for the clinical experience.

CRITICAL SKILLS POLICY

All critical skills included in clinical nursing courses must be mastered in order to successfully fulfill the requirements of the course. Each course in which mastery of a critical skill is required includes a performance checklist for each skill. The performance checklist includes the critical components by which the evaluator determines if the student passes or fails the demonstration of the critical skill. The performance checklist may also be utilized by the student as a guide in preparing for demonstration of the skill.

At the beginning of NS 102, students receive a written schedule of critical skills, which includes the instructor demonstration date and the final date for student return demonstration. If a student is absent on the scheduled date for instructor demonstration of the skill, it is his/her responsibility to obtain this information. Instructor demonstrations will not be repeated. Videos of the skills are available on Blackboard and the nursing skills laboratory will be open from 8:00 a.m. to 5:00 p.m. Monday through Friday for practice. An appointment may be made with available faculty for assistance if needed.

An appointment schedule for student return demonstration will be posted. It is the responsibility of the student to select an appointment time for return demonstration of critical skills. During the student demonstration testing session, the student will be allowed to complete the demonstration without interruption. Following the testing session, the evaluator will review the student's performance in relation to the performance checklist criteria, including any video return demonstrations.

In order to receive an evaluation of "pass" the student must successfully demonstrate the skill including all critical components. An evaluation of "fail" is given if the student incorrectly demonstrates one or more critical components of the skill. However, if the student recognizes at any point in the procedure that he/she has incorrectly demonstrated a critical component of the skill and verbalizes to the evaluator that he/she could rectify the error in the actual clinical setting, the student will be allowed to repeat the demonstration at that time. If the evaluator recognizes an error that could not be rectified in the actual clinical setting, the evaluator will then notify the student that he/she has failed the demonstration.

If the student fails to demonstrate a critical skill correctly, it is the student's responsibility to make an appointment for the second return demonstration session with the course coordinator. The student must have a different evaluator for the second return demonstration. In order to provide ample opportunity for further study and practice, the

student MAY NOT schedule the second demonstration session within 24 hours of the first return demonstration session. If a student fails to demonstrate a critical skill correctly during the second session, he/she will be required to sign a contract which specifies the criteria the student must meet in order to achieve an evaluation of pass on the critical skill. Failure to meet the criteria within the specified time frame will result in an evaluation of fail and a clinical rating of unsatisfactory for the course.



DOSAGE CRITICAL SKILLS POLICY

Dosage calculation is a critical skill in nursing which requires accuracy to ensure patient safety. This skill must be mastered which requires continued vigilance in professional nursing practice. In order to promote life-long accuracy and safety in dosage calculation, nursing students at The University of West Alabama are required to demonstrate mastery of mathematics and dosage calculation by passing a dosage critical each semester.

The dosage critical must be mastered in order to successfully fulfill the requirements of the course including NS 102, NS 103, NS 202, and NS 204. To demonstrate proficiency in the critical skill of dosage calculation, the student must score 80% or above on the dosage critical exam.

The dosage critical will be scheduled each semester. Students will be provided with classroom instruction as well as sample problems prior to the dosage exam. If a student is unsuccessful in achieving a score of 80% or above on the first attempt, they will be given the opportunity to practice more dosage problems prior to the second scheduled exam. If they are not successful in achieving a passing score on the second exam, the student will be required to sign a contract which specifies the criteria the student must meet in order to take the third and final dosage critical exam and progress in the nursing program. Failure to demonstrate proficiency in the critical skill of dosage calculation (scoring 80% or above) with the third and final attempt will result in a clinical rating of unsatisfactory for the respective nursing course. An unsatisfactory would result in failure of the respective nursing course and dismissal from the program.

If a student is absent from any scheduled date for the dosage critical exam, the absence will count as a failure on this exam. If a student does not report to take the third and final dosage exam, the student will receive a zero and will be dismissed from the program.

Dosage Critical	Successful	Unsuccessful
First attempt	Scoring 80% or above	Below 80%--- Take 2nd exam at the scheduled date
Second attempt	Scoring 80% or above	Below 80%--- placed on contract and take 3rd exam at the scheduled date
Third attempt	Scoring 80% or above	Below 80%-- Dismissal from the nursing program



GUIDELINES FOR CLINICAL WARNING AND CRITICAL INCIDENT REPORTS

The following critical behaviors have been established as guidelines for safe practice in the clinical area:

1. demonstrates professional behavior in clinical settings as outlined in the ANA Code of Ethics
2. abides by policies and procedures of the health agency and Division of Nursing
3. demonstrates preparation by developing a written care plan for a patient based on nursing assessment and evidence based practice principles
4. provides a consistent climate to promote emotional and physiological safety
5. communicates effectively with patients, family and members of the health team.
6. demonstrates increasing proficiency in performing all skills required to implement the nursing process in a safe and proficient manner
7. performs vital signs accurately
8. adheres to medical and surgical aseptic technique
9. administers all medications safely and correctly
10. performs urinary catheterization safely and correctly
11. administers intravenous therapy safely and correctly
12. documents pertinent information and reports changes in patient status to the appropriate health care agency staff and faculty
13. maintains patient confidentiality
14. organizes and implements care within the appropriate time-frame
15. achieves minimum grade of 80% on all required clinical paperwork excluding NS 102
16. performs venipuncture safely and correctly
17. demonstrates safety with all nursing care
18. verbalizes critical information on all administered medications and performs relevant nursing interventions
19. performs psychomotor skills in a safe and appropriate manner.
20. documents all entries in the medical record, written or electronic, according to agency policy

21. demonstrates correct use of electronic devices and technology
22. recognizes and function within the role of provider and manager of care
23. discriminates self-learning needs and accountability necessary to enhance continuous learning.

Any student who fails to meet all critical behaviors in the clinical setting will be notified according to the following guidelines:

1. **Clinical Warning:** A student will receive a written clinical warning for any first-time error in a critical behavior that does not unduly jeopardize the safety of a patient.
2. **Critical Incident:**
 - A. If a student has previously received a clinical warning for violation of a critical behavior during the semester, a critical incident report will be issued for the second violation of the same behavior. A third violation of the same behavior will constitute a clinical rating of unsatisfactory for the semester.
 - B. A critical incident report in three different critical behaviors will constitute a clinical rating of unsatisfactory for the semester.
 - C. **A critical incident WITHOUT a clinical warning will be given for any violation of a critical behavior that unduly jeopardizes the safety of a patient.**

Any student who unduly compromises the safety of a patient will automatically receive a clinical grade of unsatisfactory for the semester and cannot progress in the program.

The student will receive a verbal clinical warning or incident during the clinical experience in which the violation occurred. The student will receive the written warning or incident during the first week following the clinical experience at which the incident occurred.



CLINICAL WARNING REPORT

Name _____ Date _____

Location of Incident _____

Critical Behavior Involved _____

Instructor's Description of Incident:

Student's Explanation and/or Comments:

I understand that the above incident constitutes a warning in an identified area of weakness in a critical clinical behavior. I understand that if this weakness is not corrected, I will receive a critical incident in the identified clinical behavior.

Student's Signature

Instructor's Signature



CRITICAL INCIDENT REPORT

Name _____ Date _____

Location of Incident _____

Instructor's Description of Incident:

Student's Explanation and/or Comments:

I understand I will receive a clinical rating of unsatisfactory for the course if I receive three (3) critical incidences in different areas or two (2) critical incidences in the same area, resulting in dismissal from the program.

Student's Signature

Instructor's Signature



STUDENT EMPLOYMENT POLICY

Students shall not represent themselves as nursing students or engage in patient/patient care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum. Wearing the official UWA student uniform is prohibited when students are employed as nursing assistants in a clinical health agency. The University of West Alabama assumes no responsibility for students who are employed in a health care agency. Professional liability insurance purchased by the Division of Nursing for each student only applies while the student functions in the student nurse role.



ATTENDANCE POLICY

A. Classroom Examinations:

1. Due to the large amount of material covered in nursing courses and frequent testing, it is imperative that the student be present for all scheduled exams. Make-up exams will be allowed in instances of illness documented by a physician, death of an immediate family member, childbirth, and acute non-elective hospitalization of self or child. Make-up exams will be given within the last week of the semester only. The type of make-up exam will be at the discretion of the professor. Students absent from scheduled exams will not be allowed to attend class for the remainder of the day following the exam. Documentation must be given to the Course Coordinator on return to class. Further consideration must be approved by a faculty appointed committee.

B. Clinical Laboratory:

1. Clinical laboratory sessions are mandatory. Clinical absences will be excused only in instances of acute illness documented by a physician, death of an immediate family member, childbirth, and non-elective hospitalization of self or child. In cases where medical issues affect attendance, upon returning the student must provide evidence from his/her health care provider that the student may fully participate in all clinical activities without restrictions and that the student's health will not negatively affect patients.

In the event of an absence that is due to circumstances not related to one of the aforementioned conditions, students will be required to complete a clinical make-up assignment as specified by the Course Coordinator.

Clinical absences may not exceed two days per semester regardless of circumstances. Written documentation of the reason for the excused absence must be provided prior to the next clinical experience. Students will not be allowed to return to the clinical setting until documentation is provided. Further absence will result in a clinical rating of unsatisfactory and incur immediate dismissal from the program.

2. Students must arrive prepared for each clinical experience with an appropriately written plan of care. If the student is unprepared, he/she will be dismissed from the clinical experience, which will be counted as an absence. Refer to Guidelines for Warning and Critical Incident Policy in Student Handbook.

3. Students must be prompt in attending all clinical experiences. If tardy for a clinical experience, the student will be counseled related to tardiness and a written clinical warning will be issued. Refer to Guidelines for Warning and Critical Incident Policy in Student Handbook. If tardy by more than 15 minutes, the student will be dismissed from the clinical experience. The dismissal will be counted as an absence.

4. If a student must be absent from clinical laboratory, he/she must notify the clinical agency and/or clinical faculty a minimum of one hour prior to the beginning of the clinical experience.



INCLEMENT WEATHER POLICY FOR NURSING CLINICAL LABS

In the following situations, DON faculty may cancel clinical laboratory experiences after consultation with the chairperson:

1. At those times when the Livingston city or Sumter County school systems are closed due to inclement weather conditions
2. At those times when school systems in the same geographic location as the health care agency are closed due to inclement weather
3. At those times when the clinical agency/affiliate requests that the clinical faculty and students evacuate the facility due to safety concerns

Each faculty member is responsible for evaluating the weather conditions in the geographic area of the clinical site. If a decision is made to cancel the clinical experience, it is the faculty member's responsibility to contact students with all relevant information. Clinical hours will be rescheduled or reassigned as a virtual clinical assignment as determined by the faculty and the chairperson.

Classes located on the University Campus may only be canceled by the President's office. Students should listen to local TV/radio broadcasts for information concerning cancellation of classes and sign up to UWA Alerts for notification of campus closure.

EXAMINATION POLICY (On-Campus)

1. An examination for each module will be administered at the specified dates on the class schedule for each course.
2. All computer exams will be administered in assigned computer labs. Students should report to the assigned computer lab for testing and logged in at scheduled time. **No internet use is allowed during computer exams.**
3. **Tardiness:** It is imperative that the student be present and on time for all scheduled module and standardized exams. Students are expected to arrive ten minutes before the scheduled test time. Students are expected to arrive ten minutes before the scheduled test time. Any student who arrives later than the scheduled test time will not be allowed to take the exam and will have ten points deducted from the make-up exam. A date for make-up exams is posted on the course schedule. The type of exam will be at the discretion of the faculty.
4. Excused exam absences include illness documented by a Health Care Provider, death of an immediate family member, child birth, and non-elective hospitalization of self or child. **Module** make up exams will be given the last week of the semester. The type of make-up exam will be at the discretion of the faculty. All **HESI** exams must be taken the day a student returns to class. Students absent from scheduled exams will not be allowed to attend class for the remainder of the day following the exam. Documentation should be turned in to the **Course Coordinator** upon return to campus. Further consideration must be approved by a faculty appointed committee.
5. A comprehensive final will be administered for each required nursing course at the specified date on the class schedule for each course. If a student is absent from the final examination, the student must obtain approval from the Chairperson of the Division of Nursing (DON) to take the examination.
6. All module exams and final exams will be timed. Students will be allowed 1½ minutes per question. The computer will cut off at the allotted time for all computer-based exams.
7. No student possessions (backpacks, outer clothing, hats, cell-phones, water bottles, books, notes, pencils, pens, and calculators) may be brought in the test room. The DON will not be responsible for any stolen or misplaced possessions. No smart

watches or computer devices of any kind will be allowed in the testing area. No hats or blankets will be allowed during the exam period. Outer apparel (jackets, sweaters, etc.) must be completely buttoned or zipped.

8. Examination rooms will be locked until test time. Students are not permitted to sit at their desk or in the computer lab with notes prior to the test. Any last minute studying must be conducted outside the examination room.
9. The faculty will determine seating arrangements. Since examinations may be scheduled in multiple areas, the student must report to the assigned room. The student will sit at assigned computer/seat for every exam.
10. Students may not leave the room during the examination. Once a decision is made to leave the room, the exam must be turned in to the faculty and the examination is considered completed. For electronic exams, the exam must be submitted. It is best to use the restroom before the exam begins.
11. Every attempt will be made to post module exam grades on Blackboard Grade Center within 24 hours of the exam.
12. At the completion of the exam, students will be allowed 30 minutes to read the rationale for questions answered incorrectly.
13. Students may make an appointment with the instructor to discuss concepts and receive clarification if needed after the exam.
14. Students scoring less than 84% on an exam are required to meet with the assigned faculty for remediation. Specific remediation requirements will be listed in each course syllabus.
15. Violations of examination policies and/or instances of academic dishonesty will be handled according to the Academic Dishonesty Policy in the student handbook, the *Tiger Paw*.



TESTING REMEDIATION POLICY

The purpose of remediation is to improve students' critical thinking, reasoning skills, and test-taking strategies to achieve NCLEX-RN success.

Following exams (module and standardized), students may be required to complete remediation. Remediation requirements are dependent on student individual performance. Students achieving scores below benchmarks will be required to complete remediation as stated in each nursing course.



STUDENT BACKGROUND SCREEN ANNUAL CONFIRMATION FORM

Have you been arrested or convicted of a felony, misdemeanor (other than a minor traffic violation), crime involving moral turpitude, or a crime violating federal or state law relating to controlled substances or dangerous drugs since your original background screen? (DWI and DUI are not minor traffic violations.) For purposes of this question, a “conviction” includes a finding of verdict of guilty, plea of guilty, a plea of no contest, or first offender treatment. **NOTE: The answer to this question is “YES” if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled & completed probation under First offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record.**

_____ No _____ Yes

If “yes,” please include a certified copy of the court records and final disposition from the court with your application. In the event the file no longer exists, you must submit documentation from the court stating that fact. Also include a personal letter of explanation regarding each incident.

Have you undergone treatment for any substance use within the last year?

_____ No _____ Yes

If “Yes,” submit a personal letter of explanation regarding the incident. Also include all information relevant but not limited to your diagnosis, prognosis, psychosocial history, treatment recommendations, drug screen results and discharge summary. You must pay any cost associated with the production of the documentation.

Signature _____

Print Name: _____

Student ID #: _____

Date _____



WAIVER FORM FOR INFLUENZA VACCINATION

As a patient safety and health care personnel safety initiative, UWA Division of Nursing is requiring annual influenza vaccination for students admitted to the nursing program. This is similar to other vaccinations that health care organizations require. For decades, influenza vaccination has been recommended for health care personnel and has been shown to be effective in protecting patients from influenza illness and complications related to influenza. Increasingly, national professional, health care, and infection prevention organizations are strongly recommending that health care organizations require annual influenza vaccination to protect the health and safety of patients, employees, patient and employee family members, students and the community as a whole from influenza infection.

Medical exemption from influenza vaccination is allowed for recognized contraindications, see CDC at <http://www.cdc.gov/flu/protect/whoshouldvax.htm>.

Please complete the form below for medical exemption for Influenza Vaccination.

NAME: _____

My patient should not be vaccinated against influenza for the following reason(s):

_____ Severe allergic reactions to eggs (defined as developing hives, swelling of the lips or tongue or difficulty breathing; does not include gastro-intestinal symptoms). **Note:** the amount of egg protein in influenza vaccines is extremely small. People who can tolerate eating food prepared with eggs, such as baked goods, can generally tolerate the influenza vaccine.

_____ History of previous severe allergic reaction to the influenza vaccine or component of the vaccine (defined as developing hives, swelling of the lips or tongue, or difficulty breathing; does not include sore arm, local reaction, or subsequent upper respiratory tract infection).

_____ History of Guillain-Barre syndrome within six weeks of receiving a previous vaccine.

_____ Other: Describe: _____

I certify that my patient has the above contraindications and request medical exemption from the influenza vaccine. I understand that I could be contacted for additional clarification.

Name of Physician (MD, DO): _____ Date _____

Signature: _____

Signature stamps are not acceptable

Telephone #: _____

I am requesting exemption based on religious belief or creed.

Indicate Reason: _____

Signature _____ Date _____

Title _____



RELEASE OF UNIVERSITY AND CLINICAL HEALTH AGENCY FROM LEGAL RESPONSIBILITY FOR STUDENT SAFETY, EXPOSURE TO HEALTH HAZARDS AND MEDICAL CARE EXPENSES

As a student enrolled in the Ira D. Pruitt Division of Nursing, University of West Alabama, Livingston, Alabama, I understand that at times I may be assigned or request to remain in a clinical health agency after daylight hours in order to fulfill the requirements of a nursing course. I further understand the necessity for obtaining the protection of a security person employed by the health agency at any time I am in transit from the confines of the health agency building to my transportation after daylight hours.

I also understand that as a nursing student I may be exposed to potential health hazards such as communicable disease and radiation. I understand that it is my responsibility to follow the clinical agency safety policies regarding the care of patients with a communicable disease, patients receiving radiation therapy, or other potential health hazards. I understand that it is my responsibility to notify faculty should I become pregnant in order to avoid the risk of fetal exposure to potential health hazards.

If any exposure/illness/injury occurs during student experiences, the student is responsible for immediately reporting the incident to the clinical faculty and to the agency where the incident occurs. The student or the student's appropriate insurance carrier will be responsible for any and all charges incurred for medical care.

I am in agreement that failure to adhere to the security and safety policies outlined above releases the clinical health agency to which I am assigned and/or The University of West Alabama from any legal responsibility for the safety of my person.

Signature

Date

Witness

Date



Travel Release Form

This release is executed on, 20____, by and between_____(address)_____

Livingston, Alabama, herein referred to as "Releasor," and The University of West Alabama, herein referred to as "UWA."

The UWA Division of Nursing, as part of its curriculum, provides clinical experience opportunities to its students at various health agencies. Travel to these health agencies is required for clinical experiences. Arrangements for travel to and from health agencies is the sole responsibility of the student.

In consideration of UWA's clinical experience opportunities, being permitted to participate in clinical experiences at designated health agencies and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Releasor voluntarily and knowingly executes this Release with the express intention of effecting the extinguishment of obligations as herein designated.

The Releasor, with the intention of binding himself/herself, the Releasor's parents, spouse, heirs, legal representatives, and assigns, does hereby expressly release, relieve, waive, discharge, indemnify, agree to hold harmless and covenant not to sue UWA, its officers, trustees, employees, servants, representatives, and agents, and any other persons or entities acting on their behalf and the successors and assigns of any and all of the aforementioned persons and entities (hereinafter referred to as "Releasees") from any and all liability, claims, cost, demands, damages, judgements, causes of action whatsoever and executions, whether for personal injury, property damage, or otherwise, the Releasor, his/her heirs, legal representatives, or agent ever had, now has, or may have, whether known or unknown, either in law or in equity, relating in injury, death, disability, or other harm to person or property or both, against Releasees, created by arising out of, or in connection with the above named travel for clinical experiences.

Releasor hereby assumes full responsibility for the risk of bodily injury, death or property damage to himself/herself/ and others due to his/her participation in the above named travel for clinical experiences.

Releasor expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of Alabama, and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect. Releasor understands and agrees that the voluntary consent to be bound by the terms and conditions set herein is a material consideration for UWA agreeing to offer to the Releasor and for such agreement no such program would be made to Releasor by UWA.

By signing below, Releasor acknowledges that he/she has read and understands this Release of liability.

THE RELEASOR REPRESENTS AND WARRANTS THAT HE/SHE IS AT LEAST 19 YEARS OF AGE. IF THE RELEASOR IS NOT 19 YEARS OF AGE, THIS RELEASE MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN AND THE RELEASOR.

In witness thereof, this Release has been executed at the time and place above written.

Witness

Releasor



RELEASE OF IMAGES

_____ In the interest of education, I hereby irrevocably consent to and authorize the use and reproduction by The University of West Alabama (UWA), or anyone authorized by UWA, of any and all photographs / video tapes/ audiotapes that UWA has taken of me during my enrollment in any course in the Associate Degree Nursing Program, for any purpose whatsoever, including, but not limited to news, general information, advertising, and learning opportunities for other students, without further compensation to me. I understand the photographs or audio/video tapes and the negatives shall be The University of West Alabama’s (or designee’s) sole property.

_____ I consent to being photographed, video or audio taped for instructional purposes within a course that I am enrolled in, but do NOT give my consent for the use of these images by the college for any other purpose. I understand the photographs or audio/video tapes and the negatives shall be The University of West Alabama’s (or designee’s) sole property.

Signature

Signature of witness

Date

Printed Name

Printed name of witness

Date



Hepatitis-B Vaccination Waiver

The Centers for Disease Control recommends that students in health professions be vaccinated with the Hepatitis-B vaccine. As a nursing student, it is important that you be aware of the risks involved in exposure to hepatitis-B and the benefits of hepatitis-B vaccination. The following consent to receive the hepatitis-B vaccination or consent waiver must be submitted upon enrollment in the nursing program. If you choose to receive the hepatitis-B vaccine series, you must complete and submit the immunization form prior to enrollment in the first clinical nursing course (NS 102). If the vaccine series is not completed within six months, you will be required to sign a consent waiver at that time. Failure to complete the vaccine series or sign a consent waiver will result in dismissal from the nursing program.

I have read the attached Informed Consent Statement regarding hepatitis-B and the hepatitis-B vaccine. I understand that I have the option of receiving the vaccine or refusing it.

Check only one option.

_____ I CONSENT TO RECEIVE THE HEPATITIS-B VACCINE and will assume the responsibility for making the arrangements at my own expense. In consideration of my admission to the Ira D. Pruitt Division of Nursing, the undersigned, on behalf of myself and my heirs, executors, administrators, and assigns, hereby releases the University of West Alabama, its trustees, officers, administrators, employees, agents, and contractors, individually and in their official capacities, and the clinical agencies at which the undersigned is assigned for clinical instruction, from any and all liability, damages, costs, and compensation, in law or equity, known or unknown, which occurs, or may in the future occur, in the event the undersigned should contract hepatitis-B or experience any side effects from having received the hepatitis-B vaccine. This release is not to be construed as a waiver of immunity from damages vested in the University of West Alabama, its trustees, officers, administrators, employees, agents, and contractors pursuant to Article I, Section 14, Alabama Constitution (1901).

_____ I DO NOT CONSENT to receive the Hepatitis-B vaccine. In consideration of my admission to the Ira D. Pruitt Division of Nursing, the undersigned, on behalf of myself and my heirs, executors, administrators, and assigns, hereby releases the University of West Alabama, its trustees, officers, administrators, employees, agents, and contractors, individually and in their official capacities, and the clinical agencies at which the undersigned is assigned for clinical instruction, from any and all liability, damages, costs, and compensation, in law or equity, known or unknown, which occurs, or may in the future occur, in the event the undersigned should contract hepatitis-B. This release is not to be construed as a waiver of immunity from damages vested in the University of West Alabama, its trustees, officers, administrators, employees, agents, and contractors pursuant to Article I, Section 14, Alabama Constitution (1901).

Student's Signature

Date

Witness

Date



This form must be completed clearly and signed by a Physician, Nurse Practitioner, or Physician Assistant.

NAME: _____ DOB: _____ UWA ID: _____ DATE: _____

ALLERGIES:

HEIGHT: _____ inches WEIGHT: _____ pounds BLOOD PRESSURE: ____/____ PULSE: _____ TEMP: _____

VISION: Corrected: Right 20/____ Left 20/____ HEARING: Gross- Right: Pass/Fail Left: Pass/Fail

Uncorrected: Right 20/____ Left 20/____ 15 foot - Right Pass/Fail Left: Pass/Fail

PHYSICAL EXAM

EXPLAIN ABNORMALITIES			
General Appearance	Normal	Abnormal	
Head, Ears, Nose, Throat, Neck	Normal	Abnormal	
Respiratory	Normal	Abnormal	
Cardiovascular	Normal	Abnormal	
Mammary	Normal	Abnormal	
Gastrointestinal	Normal	Abnormal	
Hernia	Normal	Abnormal	
Genitourinary	Normal	Abnormal	
Musculoskeletal	Normal	Abnormal	
Metabolic/Endocrine	Normal	Abnormal	
Neuropsychiatric	Normal	Abnormal	
Skin	Normal	Abnormal	

Is there loss or seriously impaired function of any organ? No If yes -

Explain:

Is the student under treatment for any medical or emotional condition? No If yes -

Explain:

Recommendation for physical activity: Unlimited If limited -

Explain:

Is student physically, mentally, and emotionally healthy? No If yes -

Explain:

NOTES:

REQUIRED – PHYSICAL EXAMINATION SIGNATURE (Please place office stamp at bottom of page.)

OFFICESTAMP



IMMUNIZATION CERTIFICATE
PRINT CLEARLY WITH DARK BLACK INK

This form must be completed clearly and signed by a licensed health care professional.

NAME: _____ DOB: _____ UWA ID: _____ DATE: _____

Two doses of both MMR and Varicella **OR** laboratory evidence of immunity is **required**. History of disease **DOES NOT** satisfy this requirement.

MMR (REQUIRED)	DATE – DOSE 1	DATE – DOSE 2	Date – Titer Drawn	Titer Result	
VARICELLA (REQUIRED)	DATE – DOSE 1	DATE – DOSE 2	Date – Titer Drawn	Titer Result	
HEPATITIS B (RECOMMENDED)	DATE – DOSE 1	DATE – DOSE 2	DATE – DOSE 3	DATE - BOOSTER	
INFLUENZA (REQUIRED ANNUALLY BETWEEN SEPTEMBER AND DECEMBER)	DATE GIVEN	MANUFACTURER/LOT NUMBER	EXPIRATION DATE	SITE	PROVIDER ADMINISTERING

REQUIRED – Immunization History Signature (Please clearly complete ALL and place office stamp at bottom of page.)

LICENSED CARE PROFESSIONAL SIGNATURE	PRINT LICENSED CARE PROFESSIONAL FIRST AND LAST NAME	SIGNATURE DATE
NPI NUMBER	NPI NAME	OFFICE PHONE NUMBER

REQUIRED – Tuberculosis Skin or Blood Test Results, Tb testing is an annual requirement and must be in effect for the entire semester.

<p>Tb Skin PPD - mm and range required</p> <p>Date placed: _____</p> <p>Date read: _____ Result: _____</p> <p>Induration: _____ mm Positive/Negative</p>	<p>Tb Blood Test</p> <p>OR Date of test: _____</p> <p>Results: Positive/Negative</p>
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REQUIRED – Tuberculosis Skin or Blood Test Results Signature (Please clearly complete ALL and place office stamp at bottom of page.)

LICENSED CARE PROFESSIONAL SIGNATURE	PRINT LICENSED CARE PROFESSIONAL FIRST AND LAST NAME	SIGNATURE DATE
NPI NUMBER	NPI NAME	OFFICE PHONE NUMBER

OFFICE STAMP