University of Vermont
Department of Nursing
Undergraduate Student Handbook

2024-2025

Addendum to the
College of Nursing & Health Sciences
Undergraduate Student Handbook

The University of Vermont

Welcome to the University of Vermont Department of Nursing. The faculty, staff, and I look forward to supporting your efforts as you earn your baccalaureate degree in nursing. Our mission is to provide high-quality education to students who will demonstrate inclusive nursing practice and leadership in healthcare.

The Department of Nursing Undergraduate Handbook provides information including policies and procedures, important contact information, and available resources within our department and across UVM that will support your academic success. Please familiarize yourself with the contents of this handbook and use it as a resource throughout your educational experience. Always make sure you seek guidance and support from us as you work to achieve the goal of becoming a professional nurse.

Now more than ever, the nursing profession needs individuals who emulate compassion, ingenuity, inclusivity, collaboration, and enthusiasm. Nurses have always been valued for their integrity and resilience, particularly in challenging times. We will help you build the requisite knowledge base and skills to continue advancing our profession and improve the health and wellbeing of our communities.

We are so excited to have you join the Department of Nursing. I look forward to meeting and interacting with you throughout your time at UVM!

Sincerely,

Teresa Cahill-Griffin DNP, RNC-OB

Teresa Cahill-Griffin, DNP, RNC-OB
Clinical Assistant Professor

As members of the UVM community; the department adheres to the principles of Our Common Ground (https://www.uvm.edu/president/our-common-ground):

Education is not preparation for life. Education is life itself.

— John Dewey, educator, philosopher, UVM Class of 1879

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

RESPECT. We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

INTEGRITY. We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

INNOVATION. We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

OPENNESS. We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

JUSTICE. As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation, and harassment, and we challenge injustice toward any member of our community.

RESPONSIBILITY. We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.

<div align="right">The University of Vermont</div>

Handbook Overview

The Undergraduate Student handbook provides information and guidance to both students and faculty for facilitating the progression of students to degree completion. The Handbook contains policies and procedures related to the undergraduate nursing program. Additional policies and procedures are described The University of Vermont Catalogue, the Cat's Tale, and official publications directed to students in the Department of Nursing. Students are held accountable for policies and procedures described in these official publications. Students will be advised if any changes occur in the undergraduate program. Students are responsible to check their UVM email account daily. Questions regarding policies and procedures should be directed to your academic advisor.

Disclosure Statement

The Department of Nursing, subject to and consistent with the policies of The University of Vermont, reserves the right to make changes in course offerings and degree requirements as educational and financial considerations require. As we continue to remain in the midst of a global pandemic, we must continue to prioritize safety and protect the health of our community.

Department of Nursing Location

The Department of Nursing is located in Rowell Building, which is connected to Larner College of Medicine (Given Building) and University of Vermont Medical Center. The Nursing Administrative offices are located in Rowell 216. The Rowell Building is open from 7:00 a.m. to 7:00 p.m. Monday through Friday.

The Office of the Department of Nursing Chair, Rosemary Dale EdD, APRN is located in Rowell 216. Faculty offices are also located on the second floor. Specific office numbers of individual faculty can be found in the UVM Directory (https://www.uvm.edu/directory/) via the UVM Home Page, or via the Administrative Staff in Rowell 216.

In addition to the Department of Nursing administrative and faculty offices, classroom spaces and Simulation facilities are also shared. This dedicated space creates an environment for students to learn and practice selected psychomotor, cognitive and affective nursing skills in a realistic environment.

Offices and Departments

Dean's Office
Dean Noma Anderson
College of Nursing & Health Sciences
Rowell 105
Phone: (901) 490-2989
Email: Noma.Anderson@uvm.edu

Chair, Department of Nursing
Rosemary Dale
Rowell 216
Phone: (802) 656-3830
Email: Rosemary.Dale@med.uvm.edu

Vice Chair/ Undergraduate Program
Teresa Cahill-Griffin
Phone: (802) 656-3053
Email: Teresa.Cahill-Griffin@med.uvm.edu

Undergraduate Program Administrative Assistant
Christina Adamczak
Rowell 216
Phone: (802) 656-2018
Email: Christina.Adamczak@med.uvm.edu

CNHS Office of Student Services
Rowell 005
Phone: (802) 656-3858
Email: cnhs@uvm.edu

UVM Student Health
1 South Prospect Street
Phone: (802) 656-3350

Table of Contents

History of the Department of Nursing

In 1943, the baccalaureate program was established at the University of Vermont. Originally, the program held departmental status within the College of Arts and Sciences and later the College of Education and Nursing. In 1968, the Department of Nursing became the Department of Nursing within the newly formed Division of Health Sciences.

At its inception, the baccalaureate nursing program was five calendar years in length. Over time, it evolved into the current four-year academic program. In so doing, the curriculum of the baccalaureate program has emerged as a model for the campus for its commitment to liberal and professional education.

The demand for change in academic programs throughout the 1960s, precipitated by a knowledge explosion in the health sciences, created new opportunities for the School of Nursing. In 1966, funded by the American Nurses' Foundation, a program in continuing education for nurses was started. As an outcome, registered nurses joined the baccalaureate nursing program starting in 1968. Also notable, 1968 marked the initiation of the second academic program in nursing, the two- year associate degree program.

In 1974, a federally funded certificate nurse practitioner program was begun. This program continued until 1981. In 1988, the Master of Science program was approved by the UVM Board of Trustees and the first graduate students were admitted to the adult health nursing track. The community health nursing track was added in 1989. In 1996, the primary care track was established with federal funding to prepare nurse practitioners.

In May 1996, the faculty of the School of Nursing closed the associate degree nursing program and focused their energy on the baccalaureate and graduate programs. In addition to expanding the graduate program, an RN- BS-MS accelerated track was added to the baccalaureate program in the fall of 1997.

In 2000, the Dean of the School of Nursing also assumed responsibilities as the Dean of the School of Allied Health Sciences, and in 2002, the two Schools joined to become the College of Nursing and Health Sciences. The School of Nursing became the Department of Nursing in the newly formed College of Nursing and Health Sciences.

The Department of Nursing offers the following undergraduate and graduate degrees in nursing approved by the Vermont State Board of Nursing and accredited by the Commission on Collegiate Nursing Education:

- Bachelor of Science (BS), Professional Nursing
- Master of Science in Nursing (MS), Clinical Nurse Leader
- Doctor of Nursing Practice (DNP), Primary Care Nurse Practitioner
- Doctor of Nursing Practice (DNP), Executive Nurse Leader

Department of Nursing Mission, Vision & Philosophy Statement

Preparing 21st century nurses to provide high-quality health care that improves the health and well-being of our communities and global society.

To transform and lead healthcare by creating an innovative and inclusive learning environment that prepares nurses to meet the dynamic and diverse healthcare needs of individuals, families, communities, and our planet.

As educators, researchers, clinicians, and scholars, we uphold the following core values:

- Lifelong Discovery: To inspire creativity, collaboration, and scholarship.
- Social Responsibility: To act as stewards for a diverse, equitable, inclusive, and just community.
- Excellence: To lead as professionals with respect, integrity, and compassion.

Baccalaureate Program in Nursing

Introduction

The overall organizing framework of the baccalaureate program is derived from a holistic- humanistic arrangement of the major concepts contained within the Department's philosophy. An understanding of the human experience of health forms a focal point of the framework.

Program Outcomes

At the completion of the program, the graduates of the Baccalaureate Program will:

1. Provide safe, inclusive, effective and culturally sensitive relationship-centered care across the life span to diverse populations.

2. Collaborate and communicate effectively with the interprofessional health care team and client.

3. Use information and technology to enhance health care outcomes.

4. Integrate reliable evidence from the multiple ways of knowing to inform practice and make clinical judgments.

5. Promote safety and minimize risk of harm to clients and providers through both individual performance and evaluate system effectiveness.

6. Demonstrate accountability for practicing nursing using established moral, legal, ethical, regulatory and humanistic principles.

7. Promote health behavior of clients and facilitate the establishment and achievement of shared health goals.

8. Advocate for a healthy, sustainable and equitable environment though individual and collective action.

9. Respect the dignity and privacy of clients while maintaining confidentiality in the delivery of care.

Approved by DON: 2/23/2018

Faculty, Staff, and Student Communication

All students will have a UVM email account. This is the major mode of communication utilized by faculty and staff in the College. Students are required to use their UVM email account for all UVM correspondence. Failure to read emails sent from the faculty/staff, CNHS, or UVM does not excuse students from adhering to required course or clinical deadlines, assignments, and requests. **Students are responsible to check their email at least once daily during the semester and periodically over any academic breaks. Students must respond promptly to any requests**. Faculty will establish communication expectations with students regarding their availability outside of normal business hours. A student's current local address and phone number should be on file through the Registrar's Office. It is essential that there be a way to contact students in case of an emergency. Information may be updated via myUVM. All UVM students are required to have a laptop that meets minimum specifications (https://www.uvm.edu/it/students)

Academic Advisement and Academic Resources

Each student is assigned a Nursing faculty advisor at the end of the first academic year. The academic advisor is valuable in course selection and planning, career advisement, and personal concerns that may impact student academic performance. Advisement is a shared responsibility between the student and faculty advisor. Students are encouraged to initiate a meeting with their advisor each semester to discuss progression and graduation requirements, changes in courses and for guidance in elective course selection as needed. Advisors are available by appointment throughout the semester. An advisor may be changed when the advisor or advisee believes that another faculty member could serve the student best, changes to faculty workload, or the advisor is on leave or leaves Department.

Requests for change of advisor should be made to Christina Adamczak in Rowell 216 (Christina.Adamczak@med.uvm.edu).

Additional University of Vermont Academic Resources are described in the current UVM Catalogue:
http://www.uvm.edu/academics/

Overview of the Curriculum for the Baccalaureate Program

The Bachelor of Science degree with a major in nursing is awarded upon completion of a minimum of 123 credit hours in full- or part-time study. The major components of the curriculum include: UVM general education/elective requirements, non PRNU required nursing courses, and major nursing (PRNU) courses. In the UVM nursing program, courses are designed to be completed in a sequential manner to ensure that learning builds progressively. This structured approach means that foundational courses must be completed before advancing to more complex topics. Initially, students focus on basic sciences and introductory nursing concepts, which provide the essential knowledge and skills needed for more specialized courses. As the program progresses, students apply this foundational knowledge to more advanced clinical and theoretical concepts, enhancing their expertise and competency. This step-by-step learning process ensures that each new course builds on the previous ones, reinforcing and expanding upon earlier material to foster comprehensive understanding and effective nursing practice.

The specific required courses are illustrated on the curriculum plan on the following page. A program checklist is also provided to help with course planning each semester. Students must successfully achieve:

- 66 credit hours of PRNU nursing courses
- 45 credit hours of required non-PRNU nursing courses
- 12 credit hours of UVM general education/elective courses.

Many of the major nursing courses have both a theoretical and a laboratory or practicum component. Credit allocation for class, laboratory, and practicum components of courses is described below:
- One credit is equivalent to 1 class hour/week.
- One credit is equivalent to 2 laboratory hours/week.
- One credit is equivalent to 3 practicum hours/week.

NURSING/PRNU Curriculum
Academic Year: 2024-2025

FIRST YEAR

Fall Semester	Credits	Spring Semester	Credits
CHEM 1100: N2: Outline of General Chemistry	4	*CHEM 1150: QD: Outline of Organic &Biochemistry	4
*ENGL 1001: WIL1: Written Expression	3	*SOC 1500: SU: Introduction to Sociology	3
*PSYS 1400: S1: Intro to Psychological Science	3	*PSYS 2500: S1: Psychopathology	3
*HDF 1050: Human Development	3	*NFS 1043: N1: Fundamentals of Nutrition	3
NH 1500: App to Health: From Personal to Systemic	1	Philosophy/Religion/Ethics Course	3
Total Credits:	14	Total Credits:	16

SECOND YEAR

Fall Semester	Credits	Spring Semester	Credits
*ANPS 1190: Anatomy/Physiology I	4	*ANPS 1200: Anatomy/Physiology II	4
*MMG 1650: Microbiology & Pathogenesis	4	*PRNU 2111: QD: Research in Nursing	3
*STAT 1110: Elements of Statistics	3	*PRNU 2113: Health Assessment	3
*PRNU 2110 WIL2: The Art and Science of Nursing	3	*PRNU 2114: MA: Introduction to Clinical Practice	3
		General Education AH1/AH2/AH3	3
Total Credits:	14	Total Credits:	16

THIRD YEAR
Pre-Clinical Mandatories due before Third Year

Fall Semester	Credits	Spring Semester	Credits
*NURS 3220: Pathophysiology	3	*PRNU 3131: D2: Health Alterations	3
*PRNU 2121: GC: Gerontology	3	*PRNU 3134: Adult Health Nursing I	6
*PRNU 3228: Pharmacology	3		
*PRNU 3129: Family Centered Care Women/Newborn	4	*PRNU 3232: Child & Adolescent Nursing **OR**	
Free Elective **OR** General Education AH1/AH2/AH3	3	*PRNU 3235: Psychiatric & Mental Health Nursing	5
		Free Elective	3
Total Credits:	16	Total Credits:	17

FOURTH YEAR
Pre-Clinical Mandatories updates due before Fourth Year

Fall Semester	Credits	Spring Semester	Credits
*PRNU 3245: Public Health Nursing	3	*PRNU 3231: Chronic and End of Life Care	3
*PRNU 3234: Adult Health Nursing II	6	*PRNU 3240: D1: Contemporary Issues & Leadership in Professional Nursing	6
*PRNU 3232: Child & Adolescent Nursing **OR**		*PRNU 3246: Public Health Nursing Practicum	3
		*PRNU 3243: Transition to Professional Practice	1
*PRNU 3235: Psychiatric & Mental Health Nursing	5	Free Elective	3
Total Credits:	14	Total Credits:	16

* Course requires a grade of C or better
Total Credits for Program: 123

This is an advising tool to help with schedule planning. Please refer to the UVM Catalogue for full Catamount Core and program requirements and the CNHS Undergraduate Handbook for academic policies.

Department of Nursing Academic Standing and Progression Policy

1. **Cumulative GPA of 2.80 or better is required to remain in the nursing major.**

   Students who do not meet the requirement are placed on academic trial for one semester. Failure to raise the cumulative GPA to 2.80 upon completion of the "on trial" semester is grounds for discontinuation from the major.

2. **A grade of C or better is required in all nursing prerequisite courses, all PRNU nursing courses and NURS courses.** If this standard is not met, the course must be repeated. Academic progression to the next semester may be affected.

   A student who receives their first grade of C- (70-72%) or below in any nursing prerequisite course, PRNU or NURS course is required to develop an Academic Success Plan, initiated with their Academic Advisor.

3. **The following is grounds for discontinuation from the nursing major, even when courses are repeated for a passing grade:**
   a. Receiving a grade of C- or below in two or more nursing prerequisite courses and/or PRNU/NURS courses; and/or
   b. Receiving a W twice in the same nursing prerequisite course and/or PRNU/NURS course.

4. For all PRNU courses with a clinical component, the student must achieve a passing grade **AND** satisfactory final evaluation in the clinical setting in order to pass the course. Students who do not achieve a passing grade or satisfactory evaluation in the clinical portion of the course will receive a **final course grade of F**, even if the student achieved a passing grade in the theory portion.

   a. If a student does not pass a clinical rotation, they cannot progress in any concurrent
   b. or subsequent PRNU courses with a clinical component until they repeat the failed clinical rotation.
   c. If a student is enrolled in a concurrent PRNU course with a clinical rotation scheduled to occur in the second half of the semester, the student will need to withdrawal or will receive an overall course grade of F for the second PRNU clinical course, as they cannot proceed until the preceding clinical course failure is repeated.

   Approved by DON 3/10/2023.

Grading Criteria and Policies

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	≤60=F
93-96 = A	83-86 = B	73-76 = C	63-66 = D	
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

5. Grades will be rounded up from 0.50 and above, rounded down from 0.49 and below for the **final course grade only**. For example, if a student has a final course grade of 72.5%, the final course grade would be rounded to a 73% (C). If a student has a final course grade of 72.499%, the final course grade would be rounded down to a 72% (C-).

   Approved by DON on 5/19/22

Incomplete Course Work

In case of illness or other situations where coursework cannot be completed on schedule, it is the student's responsibility to discuss with the instructor the criteria for the Incomplete. with the instructor for an "I" (incomplete grade), and adjustment of the deadline for completion of work. All coursework must be submitted on or before the adjusted due date. At most, students have one calendar year from the date the course ended to remove the "I", and if it is not removed in one calendar year, the grade will automatically become an "F". Students may not graduate with an incomplete on their transcript.

Independent Study

Students may develop an independent study in nursing to fulfill one or more elective course credits. Students who wish to undertake independent study in the baccalaureate nursing program (see UVM Catalogue) is reminded that arrangements to do so must be made and approved **prior** to registration day of the semester in which independent study is carried out. The independent study must be approved by Baccalaureate Education Committee. Most faculty are not on contract during summer months and thus they may not be available for supervision of independent studies during the summer. Prior to planning an independent study, you should read carefully the document entitled **PRNU 1993 Independent Study** that is available in Rowell 216.

APA Format Guidelines

The American Psychological Association (APA) guidelines are used for the preparation of all papers required for PRNU and GRNU courses unless otherwise specified by the professor. Students should purchase the following by the beginning of the spring semester of the second year:

American Psychological Association (2019) Publication: Manual of the American Psychological Association (7th Ed)

Classroom Attendance

The profession of nursing requires, even mandates, lifelong learning. Therefore, your presence and attention in class, regardless of method of instruction, is important. It is your responsibility to practice courteous and professional behaviors as a nurse. Our job is to teach and serve as role models to facilitate your learning and socialize you into the profession.

In short, you are expected to attend class. Exceptions for students to miss class, clinical experiences, exams and/or other program requirements during the Academic Year are granted only in extenuating circumstances, such as urgent or emergent personal or family health issues and illness. Students should contact their academic advisor and/or course faculty regarding any unplanned absences. Students are expected to adhere to all course policies regarding attendance up to and including the courses final exam. For example, no travel should be scheduled prior to the conclusion of the semester.

Clinical Experience Attendance

Many of the nursing courses have both the theoretical (classroom) and practicum component. Practicum experiences are designed to provide an opportunity to apply knowledge and skills learned in the classroom. **Many of these experiences take place away from the UVM campus, thus, access to a car or public transportation is required.** In addition, please note that some practicum experiences may occur during the evening, nights and on the weekend. The semester Schedule of Courses (SOC) will indicate clinical schedules.

Attending clinical experiences is your professional responsibility. Agencies are expecting you as planned by your clinical faculty. In the event of an absence, planned or otherwise, notify your clinical faculty. This is a chance to discuss your situation, provide support and explore options.

Missed clinical time may result in a clinical warning, failure, or inability to progress in the program. Make up for unit based clinical is typically not an option. To support student learning, online learning modules specific to the area of practice will be assigned to students who are absent from clinical. Exceptions for students to miss class, clinical experiences, exams and/or other program requirements during the Academic Year are granted only in extenuating circumstances, such as urgent or emergent personal or family health issues and illness. Students should contact their academic advisor and/or course faculty regarding any unplanned absences.

A clinical warning is a written evaluation summarizing and providing examples of student progress which at this time is not meeting expected attainment of clinical objectives. A written clinical warning will be provided to a student for demonstration of any activities that violate agency or university policies and procedures that place a patient at risk, and/or are inconsistent with the expectations set forth by faculty. The clinical instructor may immediately remove the student from the clinical setting based on the severity of the situation. In some circumstances, based upon the committed violation, the student may be immediately dismissed from the clinical setting without a clinical warning. Additional action, including discontinuation from the nursing program and/or University, may be pursued.

Receiving a clinical warning can result in clinical failure with subsequent failure in the course. Examples of situations warranting a clinical warning could include, but not limited to:

- No call or no show to the clinical experience
- Repeated tardiness to clinical
- Absences from clinical, lab and/or simulations
- Unprepared for clinical experience
- Lack or late submission of required assignments
- Unprofessional communication or behavior
- Failure to adhere to agency infection prevention and PPE use
- Concerns regarding clinical performance, including inadequate or unsafe patient care

Please refer to individual course clinical syllabi for further information that guides and supports your academic success. Clinical experiences are often challenging, dynamic and rewarding. Our collective attention to detail supports the students as they develop requisite skills, professional behaviors, and confidence.

Code of Conduct

The College of Nursing and Health Sciences, Department of Nursing (DON) is committed to upholding the highest standards of professionalism for our patients, students, staff, and faculty. In alliance with Our Common Ground, the DON recognizes that all members of our community deserve respect, civility, dignity, and compassion.

In acknowledgement that we are all lifelong learners in building culturally safe environments, we strive to continuously broaden our understanding of others' experiences. We also recognize that diversity in identity, background, beliefs and interests are a foundation of clinical practice. In order to uphold these principles, the DON expects all students, staff, and faculty to maintain professionalism and adhere to the Code of Conduct in the learning environment and in one-on-one interactions with faculty, peers, staff, and patients.

Members of the DON including students, faculty, and staff are expected to adhere to the standings of personal and professional conduct set forth below.

1. Operate within their roles and responsibilities with honesty and integrity.
2. Maintain civility during all interactions with one another. Communication in all forms between faculty, staff, students, patients, etc. should remain respectful and show appreciation for the value of the individual and their

perspective. These communication standards align with the American Nurses Association (ANA) Nursing Code of Ethics and are necessary skills for nursing students to develop. Candid formative feedback and constructive criticism are foundational components of the learning process and should not be confused with mistreatment or harassment. Violations of these standards includes, but is not limited to:

    a. Disregard for differences in race, religious beliefs, sexual orientation, disability, sex, gender identity, age, marital status, cultural background, and socioeconomic status where such disregard constitutes discrimination or harassment

    b. Unwanted sexual or romantic advances

    c. Disruption to the clinical, learning or work environment where conduct substantially or repeatedly interrupts another individual from teaching, learning or working

    d. Use of threats that place another person in reasonable apprehension of physical harm or danger to their health or safety or to the health or safety of another

    e. Dishonesty during any aspect of the educational process

3. Maintain healthcare professionalism standards. Breaches of healthcare professionalism/incivility would include but are not limited to:

    a. Abuse of power such as denying others the opportunity to participate in learning opportunities without cause

    b. Arriving at the clinical or any learning environment impaired and unable to fully participate.

    c. Misrepresentation of titles, positions, and identity within the clinical setting.

4. Maintain professional standards under their current licensure status (RN, APRN, LNA). These standards are maintained by Vermont's Office Of Professional Regulation.

5. Respect the rights and property of other members of the community.

6. Refrain from retaliatory action during or after the inquiry of any alleged conduct violation.

7. Maintain the confidentiality of client/patient information according to HIPAA (The Health Insurance Portability and Accountability Act) and the policies/procedures of clinical sites.

8. Exercise wisdom and caution in all interactions using social media. Social media is defined and consists of any online platform used as a mechanism for communication. Examples of social media include but are not limited to social networking sites (e.g., Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Flickr), microblogs (e.g., X [formerly Twitter], Tumblr), user-created webpages (e.g., Wiki, Wikipedia), company and personal blogs (e.g., WordPress) content communities (e.g., YouTube), and audio-sharing (e.g., podcasts). Inappropriate use of social media includes but is not limited to:

    a. Posting confidential information about the university, staff, students, clinical facilities, patients or others with whom one has contact in the role as affiliated with UVM DON

    b. Violation of social media policies of clinical agencies

    c. Participating in online conversations with patients, patients' families, and others regarding patient information that should be confidential.

    d. Sharing activities that occur during clinical experiences such as posting pictures of patients, families, patient records, healthcare workers, interiors of clinical sites, faculty, fellow students, etc.

    e. Use of social media, phone conversations, or texting while in patient/client areas or in the classroom unless otherwise instructed to do so by their faculty.

    f. Recording or videotaping of professors, students, staff, or educational activities for personal or social media use without explicit consent of the individual(s) involved

    g. Berating faculty/classmates/patients publicly on social media

    h. Use of slurs, hate speech, or direct attacks against others based on race, ethnicity, national origin, disability, religious affiliation, caste, sexual orientation, sex, gender identity, on social media

9. Remain familiar with and compliant with the following rules and standards set by UVM:

    1. The University of Vermont Policy on Sexual Harassment & Misconduct
    2. University of Vermont Policy on Amorous Relationships with Students
    3. CNHS Undergraduate Handbook
    4. UVM Department of Nursing Graduate Handbook
    5. UVM Department of Nursing Undergraduate Handbook
    6. Equal Opportunity Policies and Procedures

Reporting Process

All students, staff, and faculty within the DON will be held to the same standard of professionalism and conduct as outlined in the Code of Conduct. Individuals concerned over breaches of conduct should seek support as soon as possible and notify either their advisor, appropriate course faculty, or Vice Chair directly. Whomever witnesses or brings forth a concern of alleged violation of DON code of conduct, the process is as follows:

- Faculty or staff who witness alleged violations of the Code of Conduct at the student level will discuss the alleged violation with the student as soon as possible. This violation will be documented within a Conduct Improvement Form (CIF) and will be forwarded to the program Vice Chair by no later than the end of the academic semester.
- Students who witness another member of the DON allegedly violate the Code of Conduct should report the alleged violation to a faculty member or trusted advisor within the DON. The faculty member who receives the report will determine if any action is necessary.
- Faculty who witnesses or receive reports of alleged conduct violations in the clinical setting may also be required to report the alleged violation to the appropriate leadership at a clinical site.

Conduct Meeting Procedures for Students

If faculty or staff believe that additional actions may be necessary to provide support, the student, Vice Chair and Chair must be notified. Faculty or staff member will notify the student that a Conduct Meeting must be held to further discuss the alleged violation with Vice Chair or Chair involvement. The intention of Conduct Meetings is to ensure that the student is fully aware of the concerns raised regarding possible breach of professional standards and can offer their perspective prior to any decision being made about the alleged breach. Further, these meetings provide a formal avenue by which to ensure students receive all support necessary to find continued success in the DON.

a. All meetings are closed. Students involved can choose to have their Academic Advisor present during meetings
b. Conduct Meetings are not recorded.
c. The designee leading the meeting will review all relevant information regarding the alleged violation prior to the meeting
d. The designee leading the meeting will not accept or hear any information coming from an anonymous source or that is presented outside of the conduct meeting, nor will any such information be considered in the determination of actions.
e. All information gathered can only be shared with University employees with legitimate educational interest or those privy to this information because of the inquiry.
f. Student grades, letters of evaluation, attendance records, and private communications are treated as confidential materials by all members of the Community in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA).

After all Conduct Meetings are completed, faculty in communication with Vice Chair or Chair will determine additional actions for the alleged violation. Students shall be notified in writing of decisions surrounding additional actions.

Actions

All alleged violations of the Code of Conduct will require students to complete a Conduct Improvement Form. The designee can determine if additional actions are necessary after holding a Conduct Meeting. When determining additional actions, past violations may be considered. Breaches of the Code of Conduct will be treated as learning opportunities for all involved. Additional actions may include but are not limited to:

Educational: Participation or completion of a project, class, or other activity to build awareness or knowledge relevant to the nature of the offense or oneself. These actions serve to restore the potential impact on other community members.

Professional: Certain professional violations may require reporting to the Vermont Office of Professional Regulation or other professional agencies/departments. If this occurs at the student level during clinical, the student may be suspended from continuing to practice at a clinical site pending an inquiry into the allegations. The decisions to make reports to the Vermont Office of Professional Regulation must be determined by the department Chair.

EO Report: All alleged violations of the University policies surrounding discrimination, harassment, or sexual misconduct will be reported to the University's Office of Equal Opportunity via the [Discrimination, Harassment, and Sexual Misconduct Reporting Form](#).

Discontinuation: Students who are found to be in violation of the Code of Conduct may be subject to discontinuation from the program. Discontinuation from the program will be determined by the department Chair and will be influenced by the severity of an alleged violation that would call the student's fitness to practice into question.

Student Appeal

Students have the right to appeal discontinuation from a program for failure to uphold the Code of Conduct, as detailed above. Appeals for discontinuation will be made to the Chair, and decisions surrounding appeals will be made by the Chair and may include consultation with the Dean of the College of Nursing and Health Sciences.

Code of Conduct Procedures
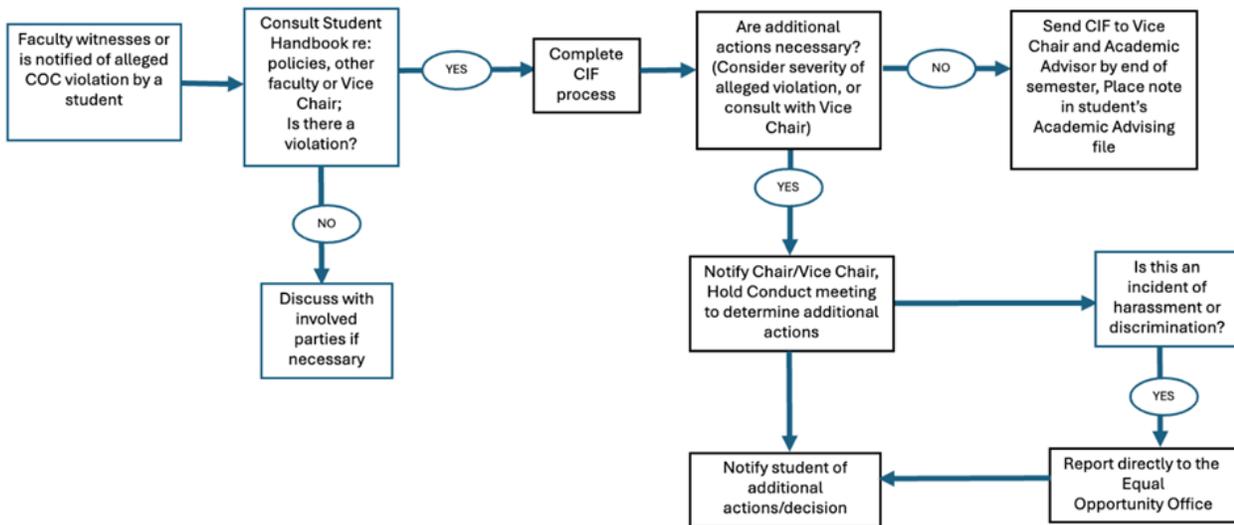
Dress Code for Clinical Experiences

Purpose: The following dress code is required for all students to meet standards for professional appearance, reduction of infection, and promotion of safety. The student's professional appearance should contribute to the patient and family experience of a clean, orderly, and professional atmosphere of care. Variations in the following guidelines are held at the discretion of the faculty and of specific healthcare agencies attended by students. If students with concerns about the ability to comply with specific variations in the dress code should promptly discuss with department leadership. Failure to comply with the dress code may result in an unexcused absence from clinical experiences.

1. All clinical and simulation experiences require the following dress code expectations:

   a. Students are expected to be neat, clean, with well-groomed personal hygiene and appearance.
   b. Clothing is clean, pressed, fits properly, in good repair (no frays, rips, or holes).
   c. UVM name tag (or agency ID) worn above the waist.
   d. Tattoos should be covered if they are obscene, sectarian, or discriminatory.
   e. Jewelry should not interfere with infection prevention and a limited number of rings should be worn when providing patient care because of frequent handwashing.
   f. Hair is neat and clean. Long hair is pulled back and secured when providing direct patient care.
   g. Facial hair is clean, well groomed, and should not interfere with personal protective equipment (PPE).
   h. Fingernails are clean and neatly manicured. Use of artificial nails, nail decorations or nail polish are not allowed due to infection risk.
   i. Colognes, perfumes or scented hand lotions are not used due to client allergies, sensitivities and possible adverse reactions.
   j. Clothing does not reveal cleavage, midriff, shoulders, or undergarments.
   k. Head coverings may be worn for religious or medical reasons.

2. Undergraduate and pre-licensure student pre-clinical preparation: When the student arrives at a clinical agency to retrieve their assignment, introduce themselves to a client, or begin to collect pertinent data, the student will wear:

   a. Business casual attire
       i. Business casual includes below the knee or longer dresses and skirts, slacks, blouses and sweaters. Shoes are soft soled, low heeled with closed heel and toe, and worn with socks.
       ii. Business casual does NOT include: denim or jean-like pants, tank tops, tube tops, sleeveless shirts, shorts, jeans, miniskirts, sweatpants, hooded garments, t-shirts with logos, tight fitting clothing, or low necklines.
   b. A clean white lab coat with the UVM DON logo on the left sleeve
   c. UVM name tag (or agency ID badge) clearly displayed

3. Clinical experiences requiring scrubs: When providing direct patient care, the student will wear:

   a. Wine colored or green scrubs (according to program) with UVM DON patch sewn on left sleeve
   b. A plain (no logos or designs) long-sleeved T shirt may be worn underneath the scrub top.
   c. White lab coat may be worn over the scrub top.
   d. Shoes should be supportive, soft-soled, closed toe, and closed heel. Shoes should be clean, free of debris, and professional in appearance. Recommended-shoes should be exclusively dedicated to clinical use only.

1. Clinical experiences not requiring scrubs (such as psychiatric, public health, graduate clinical locations, and community settings):

a. Business casual attire as defined in item 2a
    b. Low heeled, soft sole, closed toe, and closed heel shoes.

Approved by DON on 5/19/22

Student Mandatories

As a CNHS undergraduate student, you are required to complete the CNHS Mandatories, prior to first clinical course. Since each clinical site has different requirements, it is essential to be compliant with this process. It is your responsibility to ensure that you are up to date with all pre-clinical requirements (example: making sure that your CPR certification is current). Aside from being required before clinical experiences, the CNHS Mandatories keep you healthy and safe for your future profession.

You will receive an email in the spring semester of your sophomore year detailing the immunizations, required information and Evolve trainings that you will need to complete by July 1st. The complete details and forms can be found here: https://www.uvm.edu/cnhs/clinical_mandatories.

The immunization and serology work takes time. You may need a booster and you may need to re-titer. This process can take several months to complete.
An email from Evolve is sent via email with your login and password information. This will give you access to the following courses: Blood borne Pathogens for Healthcare Workers and HIPAA Privacy and Security. The courses must be completed annually; the 2nd year courses are slightly different.

Note: <u>Students will be dis-enrolled from all PRNU courses if these requirements have not been met.</u>

Social Media Policy

Social media is defined and consists of any online platform used as a mechanism for communication. Social media is most often an Internet-based application that allows for the creation and exchange of user- generated content. Examples of social media include but are not limited to social networking sites (e.g., Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Flickr), microblogs (e.g., X (Twitter), user-created webpages (e.g., Wiki, Wikipedia), company and personal blogs (e.g., WordPress) content communities(e.g., YouTube), and audio- sharing (e.g., podcasts). While new technologies create new opportunities for communication and collaboration, they also create vulnerabilities for individuals and institutions, especially those involved in the healthcare environment.

The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients and their families, and visitors through the protection of sensitive and confidential information. We recognize and support professional use of social media, and recognize that the workforce participates in social media for personal use. Since social media often spans traditional boundaries between professional and personal relationships, additional vigilance is required to ensure that one is protecting personal, professional, and university reputations. All members of the UVM DON community are expected to observe professional standards for communication in all interactions and exercise wisdom and caution in using social media. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Bear in mind that people have been denied employment because of information posted on social networking sites.

The following guidelines apply to the UVM community who identify themselves as part of UVM DON on professional and personal social media sites:

• Protect confidential and sensitive information. Do not post confidential information about the university, staff, students, clinical facilities, patients or others with whom one has contact in the role as affiliated with UVM DON

- Students and faculty/clinical instructors in clinical settings should familiarize themselves with the social media policies of those agencies.
- Students will not participate in online conversations with patients, patients' families, and others regarding patient information.
- Activities that occur during clinical experiences will not be shared through social media. Sharing information includes, but is not limited, to posting pictures of patients, families, patient records, healthcare workers, interiors of clinical sites, faculty, fellow students, etc.
- Adhere to copyright laws and intellectual property rights of others and of the university.
- Personal phone conversations, texting, or use of social media is not allowed at any time while in patient/client areas or in the classroom.
- Recording or videotaping of professors, students, staff, or educational activities for personal or social media use is prohibited unless the individual(s) involved grant permission for such taping.

Adapted from Duke University, 2021

Confidentiality of Client/Patient Information

For students engaged in academic and clinical education experiences, there are many opportunities to access client/patient information both verbally and through written and/or electronic records, on a need-to-know basis. This is termed a clinical privilege. Inherent in this privilege is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to know, or should know, this information. HIPAA (The Health Insurance Portability and Accountability Act) represents national legislation enacted in an effort to protect individuals' rights to privacy and confidentiality. CNHS students must complete training in HIPAA regulations and are required to pass a HIPAA exam.

Clinical Requirements

Students are responsible for their own transportation to and from clinical sites. All students must carry professional liability insurance during clinical rotations and will be billed approximately $40 per year for this insurance. The University does not pay medical costs resulting from injury during practicum rotations or other curricular activities unless this injury is due to negligence of the University. Students are required to carry their own health insurance.

Student Academic Support Services

Student Learning Accommodations:

In keeping with University policy, any student with a documented disability interested in utilizing accommodations should contact SAS, the office of accessibility services on campus. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. We strongly recommend that all students meet with their faculty to discuss the accommodations they plan to use in each course as a best practice. These conversations assist the faculty member with any internal process and implementation of accommodations between SAS, the student, and the faculty member. Failure to communicate with a faculty member could delay or pause the implementation of an accommodation.

The Department of Nursing supports students requiring clinical accommodations. The Department of Nursing in collaboration with SAS will devise plans to support students as much as possible. Please note that any clinical accommodation request must also be formally approved by SAS prior to beginning the clinical placement. These requests should be made well in advance to ensure adequate planning with our clinical partners.

Students who are granted accommodations for a Reader and/or use of Exam Proctoring Center (EPC) space, must make requests no less than 4 days prior to an exam, 2 weeks for final exams. Students failing to request a date/time within these parameters may be required to ask for faculty permission to take the exam at the EPC at an alternative date/time or take the exam as scheduled in the classroom, forgoing any additional approved time accommodations.

Contact SAS:
A170 Living/Learning Center;
802-656-7753;
access@uvm.edu
www.uvm.edu/access

Additional UVM Academic Policies and Services

Religious Holidays:
Students have the right to practice the religion of their choice. If you need to miss class to observe a religious holiday, please submit the dates of your absence to course faculty in writing by the end of the second full week of classes.
You will be permitted to make up work within a mutually agreed-upon time.
https://www.uvm.edu/registrar/religious-holidays

Academic Integrity:
The policy addresses plagiarism, fabrication, collusion, and cheating.
https://www.uvm.edu/policies/student/acadintegrity.pdf

Grade Appeals:
If you would like to contest a grade, please follow the procedures outlined in this policy:
https://www.uvm.edu/policies/student/gradeappeals.pdf

Code of Student Rights and Responsibilities:
http://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/

FERPA Rights Disclosure:
The purpose of this policy is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974.
http://catalogue.uvm.edu/undergraduate/academicinfo/ferparightsdisclosure/

UVM Campus Victims Advocate:
Sexual Harassment and Misconduct is unwanted, non-consensual sexual activity by one person against another person. It may or may not involve direct physical contact. Under University policy*, sexual misconduct includes sexual assault, sexual exploitation, gender-based stalking, and relationship violence. To report sexual misconduct, call the confidential UVM Campus Victims Advocate (802) 656-7892.

Center for Health and Wellbeing:
https://www.uvm.edu/health

Counseling & Psychiatry Services (CAPS):
Counseling and Psychiatry Services provides mental health care at the University of Vermont. CAPS offers supports and services to help you cope and thrive at UVM.
Phone: (802) 656-3340

C.A.R.E.

The Dean of Students Office's number one priority is to support a healthy and safe community. Occasionally, members of our community find themselves or others in need of additional help and support. If you are concerned about a UVM community member or are concerned about a specific event, contact the Dean of Students Office (802-656-3380). Or, if you would like to remain anonymous, you can report your concerns using the Concerning And /or Risky Event (CARE) form:

https://www.uvm.edu/deanofstudents/student_advocacy/care_form

Final Exam Policy:

The University final exam policy outlines expectations during final exams and explains timing and process of examination period. https://www.uvm.edu/registrar/final-exams

University of Vermont Policy on Alcohol, Cannabis, Tobacco, and Other Drug Use:

 https://www.uvm.edu/sites/default/files/UVM-Policies/policies/drugandalco.pdf

Technology Requirements:

www.uvm.edu/it/students

Student Employment

The faculty of the Department of Nursing recognize that employment is a necessity for many students. Your class and practicum schedule, particularly during your junior and senior years, is very time consuming. Practicum experiences may occur during the day or evening hours and may be outside of Burlington city limits requiring travel time. When making employment commitments be mindful of the flexibility you will need to be available to meet the Department of Nursing classroom and practicum requirements. Please be aware that honoring an employment commitment is never a valid reason for absence from class or practicum. Furthermore, if you do not meet the required number of class and clinical hours, you may not be certified as having completed the program and, thus, may be ineligible for graduation.

Participation in University, College of Nursing and Health Sciences, and Department of Nursing Governance and Nursing Organizations

There are multiple opportunities for student participation in the governance of the University, the College, and the Department of Nursing. Students may also join the Student Nurse Association and may qualify for Kappa Tau, the UVM Chapter of Sigma Theta Tau, and the international nursing honor society. Students are strongly encouraged to consider these opportunities and actively participate in this aspect of University life.

In the Department of Nursing, the following committees and organizations seek undergraduate student participation:

Committee/Organization	Purpose	Membership	Meeting
Baccalaureate Education Committee	Makes recommendations to the Faculty Organization to refine, implement, and evaluate the BS curriculum.	One or two student representatives, five elected faculty members, and invited persons with liaison responsibilities.	Generally once a month.
Kappa Tau Chapter of Sigma Theta Tau International Nursing Honor Society	The purposes of Kappa Tau are to recognize superior achievement and development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.	Senior baccalaureate nursing students qualify for membership if their grade point average is greater than 3.0 and they are in the top 35% of their class.	Kappa Tau activities occur throughout the semester and are open to all.
The University of Vermont Student Nurse Association (UVSNA)	Provide an opportunity to focus on current educational and political issues. Activities include community service, social events, fund raising and scheduled meetings to share information on student life, health care issues, and various topics of interest.	Faculty advisor and all interested students.	Meetings scheduled on a regular basis during the academic year.

Student Nurses Association

Welcome!

      As a nursing student here at The University of Vermont, you are invited to join the Student Nurse Association, a recognized University of Vermont Student Government Organization. I encourage all of you to take some time over the course of this school year to find out more about us.

      Here at UVM, the SNA provides many opportunities to network with fellow nursing students and faculty as well as participate in community service activities. There are opportunities to develop leadership skills by becoming an officer in our local chapter of the SNA. Each spring, new officers are elected among interested nursing students to fill positions as President, Vice-President and Secretary/Treasurer. To become an officer, you simply need some motivation, enthusiasm, and another student to nominate you. All of you qualify!

      We have monthly meetings and work on various projects including fundraising, job fairs, community service activities, and issues affecting nursing students' experiences here at UVM. Occasionally we invite guest speakers such as nurse recruiters from area hospitals, the military services or the Peace Corps, and we work closely with both the Department of Nursing faculty and the College of Nursing and Health Sciences.

      You will be added to the SNA email listserv and notified of meetings and events. If you have any questions, please feel free to contact me at 656-2618 or via email at Teresa.Cahill-Griffin@med.uvm.edu; I look forward to working with you!

Warmest Regards,

Teresa Cahill-Griffin, DNP, RNC-OB
Faculty Advisor
Student Nurses Association
Department of Nursing

Scholarly and Professional Recognition

Dean's List
At the beginning of each semester, full-time students with a grade-point average of 3.0 or above and in the top 20 percent of their class will be recognized on the Dean's List.

Parent's Weekend
This usually falls on the first weekend of October; coinciding with Homecoming as well. The Department of Nursing hosts an open house and other student/family centered activities during Parent's Weekend.

Honors Day
Honors Day is held each spring to recognize students for excellence in scholarship, leadership, clinical excellence and community service. Information on specific criteria and the nomination process for the following awards can be obtained from CNHS Office of Student Services.

Pinning Ceremony
The Department of Nursing hosts a Pinning Ceremony for graduating seniors which takes place in the Ira Allen Chapel, the Saturday Morning of Graduation Weekend. The students will be presented with a nursing pin by a student selected individual who has supported them in their nursing student process.

Graduation

Graduation is a special time at UVM. A series of social activities for graduates, planned by the senior class, will occur during the week preceding graduation day. Students receiving graduation honors of cum laude, magna cum laude, or summa cum laude will receive honor medallions. One or two days before commencement, there is a hooding ceremony for students who have earned a graduate degree, as well as a commissioning ceremony for students who have earned a commission in the Army or Air Force through the ROTC program.

On graduation day, all students, in cap and gown, and their families/friends are invited to attend a University-wide ceremony at which degrees are conferred by the president of the University. Shortly after this ceremony concludes, the College of Nursing and Health Sciences (CNHS) holds a reception for the graduates, their families, and friends where student can receive their diploma.

Registered Nurse Licensing Examination

Upon successful completion of the program, the student is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The licensing examination is administered by Pearson Vue (http://www.pearsonvue.com/nclex/) and is a Computerized-Adaptive Test (CAT). State boards of nursing have the sole authority to grant graduates the opportunity to take the NCLEX-RN examination.

To practice as a nurse anywhere in the United States, licensure in the state where you are employed is required by law. Each state establishes its own laws and regulations. Graduates from the baccalaureate degree program are eligible to apply for licensure by examination in Vermont or any other state. Approval of the application is the prerogative of the state board of nursing (BON).

Each student should refer to the state in which they plan to apply for licensure for specific requirements. Please be aware that Pearson Vue is a separate fee from the license fee charged by the state BON. Students will receive detailed information about this entire process in PRNU 243.

Candidate Registration Process

Candidate

Apply for licensure/registration to the Nursing Regulatory Body **AND** Register and pay the fee for the NCLEX with Pearson VUE

Eligibility Granted — Acknowledgement of Registration

✓ Authorization to Test (ATT)