University of Vermont
Department of Nursing
Undergraduate Student Handbook

2021-2022

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,

Jason Garbarino, DNP, RN-BC, CNL
Clinical Associate Professor
Vice Chair: Undergraduate Nursing Program

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. Please refer to the University of Vermont Green and Gold Promise and understand our need to remain responsive and adaptive to an evolving environment.

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 and Health Sciences

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Chair, Department of Nursing

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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) in 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 Statement

The mission of the Department of Nursing reflects the mission of the University. The University mission, "...is to create and share knowledge. UVM prepares its students to live productive, responsible, and creative lives through a high quality liberal education. As a research university, UVM endorses the intrinsic value of the creation of new knowledge and promotes the application of relevant knowledge to benefit the State of Vermont and society as a whole. As a research university, UVM is distinguished by the comprehensiveness of its academic mission, its range of graduate and undergraduate programs and its commitment to research-based lifelong learning. As a community of scholars, students, both undergraduate and graduate, are involved in the generation of knowledge. As a member of its local and global community, the University has an obligation to share its knowledge, to assist with relevant applications of that knowledge, and to understand and respond to a changing and diverse world" (UVM Undergraduate Catalogue).
The Department of Nursing is an integral part of the University of Vermont and College of Nursing & Health Sciences endorses the principles of the University and College in teaching, research, and service.

The Department of Nursing's mission is to:

1. Provide high-quality education to undergraduate and graduate students who will demonstrate competent, inclusive nursing practice and innovative leadership in health care.
2. Use our expertise, practice, research findings, and service, to improve the health of a diverse society.
3. Conduct research and participate in healthcare system changes with our academic and healthcare partners to improve the quality of health care in our state, nation, and world.

The Department of Nursing carries out its mission of preparing qualified individuals for professional and advanced nursing practice by offering the following educational programs:

- Bachelor of Science (BS) in Nursing
- Master of Science in Nursing (MS), Clinical Nurse Leader
- Direct Entry Program in Nursing (DEPN) (Pre-Licensure)
- Doctor of Nursing Practice (DNP), Primary Care Nurse Practitioner
- Doctor of Nursing Practice (DNP) , Executive Nurse Leader
- Post Masters Doctor of Nursing Practice (Primary Care Nurse Practitioner, Executive Nurse Leader)

The Department carries out its mission of improving the quality of nursing education and service through the following activities:

- Research and scholarly activities, which contribute to the development of clinical practice, nursing education, and further the development of the science of nursing.
- Outreach to the community.
- Participation in local, state, regional, and national nursing organizations.
- Provision of consultation to agencies providing nursing care and nursing education.

The Department carries out its mission of improving the quality of health and health care through the following activities:

- Preparing qualified individuals for nursing practice at entry and graduate levels.
- Undertaking research and scholarly activities, which contribute to the improvement of health care.
- Participation in the activities of health related organizations.
- Educating consumers of health care.

Philosophy of the Department of Nursing

As Nursing faculty, we believe,

Learning and discovery are life-long processes. Nursing curricula inclusive of the arts and sciences facilitates students' development of clinical reasoning and critical thinking skills. Nursing education advances, inclusivity, interprofessional collaboration, health equity, and the use of sustainable practices.

Health across the lifespan is a dynamic process requiring holistic approaches which are safe and effective. Health values are influenced by personal, spiritual, cultural, and societal beliefs and practices.

Nursing practice responds to the health needs and values of a global society by respecting age, disability, gender identity, genetic information, national origin, race, religion, sexual orientation or socioeconomic factors, and transcends national boundaries.

Evidence-based practice derived from research is essential to optimal health promotion and foundational to nursing practice.

Interprofessional and consumer communication, enhanced by technology is vital to quality and optimal consumer-based healthcare outcomes.

Participation in healthcare policy and legislative processes are requisite to influence and protect the public's health and the nursing profession.

Approved by the Department of Nursing Faculty: 5/16/17

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. 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.

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: pre-requisite nursing courses, UVM general education/elective requirements, and major nursing (PRNU) courses.

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 pre-requisite 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: 2021-2022

FIRST YEAR

Fall Semester	Credits	Spring Semester	Credits
o CHEM 023: Outline of General Chemistry	4	o CHEM 26: Outline of Organic &Biochemistry	4
o ENGS 001: English	3	o SOC 001-099*	3
o PSYS 001: General Psychology	3	o PSYS 170: Abnormal Psychology	3
o HDFS 005: Human Development	3	o NFS 43: Fundamentals of Nutrition	3
NH 050: Applications to Hlth: Person to System	1	Philosophy/Religion/Ethics Course	3
Total Credits:	*14*	*Total Credits:*	*16*

SECOND YEAR

Fall Semester	Credits	Spring Semester	Credits
o ANPS 019: Anatomy/Physiology	4	o ANPS 020: Anatomy/Physiology	4
o MMG 65: Microbiology & Pathogenesis	4	PRNU 111: Research in Nursing	3
o STAT 111: Elements of Statistics	3	PRNU 113: Health Assessment	3
PRNU 110: The Art and Science of Nursing	3	PRNU 114: Introduction to Clinical Practice	3
		Elective	3
Total Credits:	*14*	Total Credits:	*16*

THIRD YEAR **Pre-Clinical Mandatories due before Third Year**

Fall Semester	Credits	Spring Semester	Credits
NURS 220: Pathophysiology	3	PRNU 131: Health Alterations	3
PRNU 121: Gerontology	3	PRNU 232: Child & Adolescent Nursing	5
PRNU 228: Pharmacology	3	**OR**	
PRNU 129: Women and Newborn Nursing	4	PRNU 235: Psychiatric & Mental Health Nursing	5
Elective	3	Elective	3
Total Credits:	*17*	*Total Credits:*	*17*

FOURTH YEAR **Pre-Clinical Mandatories updates due before Fourth Year**

Fall Semester	Credits	Spring Semester	Credits
PRNU 245: Public Health Nursing	3	PRNU 231: Chronic and End of Life Care	3
PRNU 234: Adult Health Nursing II	6	PRNU 240: Contemporary Issues & Leadership in Professional Nursing	6
PRNU 232: Child & Adolescent Nursing	5	PRNU 246: Public Health Nursing Practicum	3
OR		PRNU 243: Transition to Professional Practice	1
PRNU 235: Psychiatric & Mental Health Nursing	5	Elective	3
Total Credits:	*14*	*Total Credits:*	*16*

Total Credits for Program: 123

* Sociology 1 or any Sociology course below 100 level

o Pre-Requisite Nursing Course

University Graduation Requirements:

- ENGS 001
- 6 credits of diversity course work
- 3 credits of sustainability course work

Approved DON: 4/2016

Consult the CNHS Student Handbook for information on academic standards

Department of Nursing Academic Standing and Progression Policy

Nursing Progression Policy

1. **Cumulative GPA of 2.8 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 2.8 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.** If the standard is not met, the course must be repeated. Progression to the next semester may be affected. Receiving a grade of C- or below or W in the same prerequisite course twice or in two different courses is grounds for discontinuation from the major.
3. **A grade of C+ or better is required in all PRNU nursing courses and NURS 220.** If the standard is not met, the course must be repeated. Progression to the next semester will be affected. Receiving a grade of C or below or W in the same nursing course twice or in two different courses is grounds for discontinuation from the major.

Grading Criteria and Policies

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

- Grades will be rounded up from 0.50 and above, rounded down from 0.49 and below for the **final course grade only**.
- 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 NOT pass the course even if they achieve a passing grade on the theory portion.
- You are expected to complete the course assignments by the due dates identified in the syllabus. Unless previously approved, course assignments and exams not completed by the due date may receive a grade of "0".

Approved by DON: February 7, 2019

Incomplete Course Work

In case of illness or other situations where coursework cannot be completed on schedule, it is the student's responsibility to negotiate 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 197 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 Green and Gold Promise clearly articulates the expectations that UVM has for students, faculty, and staff to remain compliant with all COVID-19 recommendations from the federal CDC, the State of Vermont, and the City of Burlington. This includes following all rules regarding facial coverings, routine COVID testing, and social distancing when attending class and clinical. If you do not follow these guidelines, the professors will ask you to leave the class and clinical. If you forget your mask, you cannot enter the class or clinical environment and should go back and retrieve your mask. The Code of Student Conduct outlines policies related to violations of the Green and Gold Promise. Sanctions for violations include fines, educational sanctions, parent notification, probation, and suspension.

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. If unable to attend due to illness, contact the Student Health Services and make an appointment for assessment and treatment or heed their advice as phone triage indicates. On occasion, absences can be anticipated, such as religious holidays, family emergencies, UVM sanctioned athletic and student committees/groups/officers.

It is polite, courteous, and professional to have the conversation with your faculty as these absences are anticipated or occur.

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 necessary. In addition, please note that some practicum experiences may occur during the evening 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. Given the nature of COVID-19, you may be strongly advised to go to Student Health. Receiving clearance from Student Health will ensure a quick and appropriate return to the clinical site.

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.

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.

Receiving a clinical warning could potentially result in failure of the course and clinical. 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

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.

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. Variations in the following guidelines are at the discretion of the faculty. Faculty may stipulate more specific expectations based on the setting. 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 on upper chest.
    d. Neutral colored hosiery/socks.
    e. Tattoos are covered.
    f. Jewelry is simple and kept to a minimum for your safety and patient safety. No chains, necklaces, wrist bands, bracelets. Tongue, nose or visible body piercings, are not permitted except for ear lobes with small posts.
    g. Hair is neat and clean. Long hair is pulled back and secured when providing direct patient care. Hair will be a color that occurs naturally. For example, hair colors such as pink, purple, blue and green are not permitted.
    h. Facial hair is clean, well-groomed. Mustaches and beards are neatly trimmed or clean shaven.
    i. Fingernails are clean and neatly manicured. Use of artificial nails, nail decorations or nail polish are not allowed due to infection risk.
    j. Colognes, perfumes or scented hand lotions are not used due to client allergies, sensitivities and possible adverse reactions.
    k. Clothing does not reveal cleavage, midriff, shoulders, or undergarments.
    l. Head coverings may be worn for religious or medical reasons.

2. 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 worn with hosiery/socks.
        ii. Business casual does NOT include: denim or jean-like pants, tank tops, tube tops, sleeveless shirts, shorts, jeans, miniskirts, sweat pants, 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, "scrub type" jacket or neutral colored sweater may be worn over the scrub top (for your safety no hoodies).
    d. Closed toe and closed heel, **solid** colored white or black shoes (no colored stripes, eyelets, or logos).

4. Clinical experiences not requiring scrubs (such as Psychiatric, Public Health and Community Settings):
    a. Business casual attire as defined in item 2a
    b. Coordinating hosiery
    c. Low heeled, soft sole, closed toe and closed heel shoes or sneakers.

Approved DON 12/2017

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>

Math Competency Exam Policy

Math competency exams will be given in the following nursing courses: PRNU 114, 228, 232, 134 and 234.

The math competency exams in PRNU 114 and 228 must be completed by the end of the semester with a grade of 90% or higher. If a student scores less than 90%, the student should meet with the professor to remediate prior to retaking the exam. The student will complete a similar second math competency exam within one week and must score at least 90%. Any student who fails to earn a score of 90% or higher on the second math competency exam with will receive a Grade of "F" for the course.

The math competency exam in PRNU 232, 134 and 234 will be given during the first week of the semester. If the student scores less than 90%, the student should meet with the professor to remediate prior to retaking the exam. The student must successfully complete a similar second math competency exam with a grade of 90% or higher within one week. The student may not administer any medications in the clinical setting until completing the medication competency exam with a score of 90% or higher. Grades for both math competency exams will be averaged together when calculating the final grade for the math competency exam.

If a student fails to achieve a score of 90% or higher on the second math competency exam, the student will not be able to continue in any clinical nursing course during that semester (i.e., will need to withdraw from all clinical nursing courses). Progression in the program will be impacted.

Approved Department of Nursing: 5/11/2012

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., 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). 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.

Academic Policies & 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 Disability 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. All students are strongly encouraged to meet with their faculty to discuss the accommodations they plan to use in each course. A student's accommodation letter lists those accommodations that will not be implemented until the student meets with their faculty to create a plan.

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

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 me 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

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.

Work Study Opportunities
The Department of Nursing has work-study positions available including staff assistants, laboratory technician, and research assistants. These positions can only be filled by students who have been awarded Federal Work Study financial aid. Applications are available annually in Rowell 216.

Nursing Assistant
If you choose to work as a nursing assistant in Vermont, it is important for you to be aware of the Vermont State Board of Nursing Rules and Regulations. An verification of education is required to grant an Authorization to Test (ATT). Information and the education verification form are available from the Vermont State Board of Nursing, https://sos.vermont.gov/nursing/. The ATT will not be released until the application for LNA licensure is complete with fee paid. It takes 3-5 business days from the completion of application for the ATT to be available via the account that is created when applying for licensure. You will need the ATT to sit for the LNA exam so keep this timeline in mind when scheduling an exam.

The Vermont Nurse Practice Act prohibits *unlicensed* persons from practicing as a professional nurse, practical nurse, or nursing assistant. It is therefore illegal for unlicensed student nurses to perform functions of the registered professional nurse or licensed practical nurse except when performing these functions under the direction and supervision of a faculty member or faculty member designee. To be employed as a nursing assistant in Vermont, a student must obtain a license. A nursing assistant refers to an individual who performs nursing or nursing related functions under the supervision of a licensed nurse.[1]

[1]State of Vermont, Board of Nursing, Title 26 V.S.A. Chapter 28 and Administrative Rules

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 automatically enrolled in the Student Nurses Association (SNA) unless you have opted out. This exciting national nursing organization provides students with many wonderful opportunities, and 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. In addition, many nursing students attend the national SNA Convention. In the past, we have traveled to Salt Lake City, Utah, Baltimore, Maryland, Anaheim, California, Texas, and Tennessee and were able to actively participate in national issues affecting nursing practice. You each have a voice as student nurses and this is one way you can make a difference. Come and join us on an adventure to future conventions.

There are also 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, Secretary/Treasurer, Fundraising Chair, and Convention Planning Chair. 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. The SNA is also a recognized University of Vermont Student Government Organization.

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, MSN, RN
Faculty Advisor
Student Nurses Association
Department of Nursing

National Student Nurses Association
Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and personal development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

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.

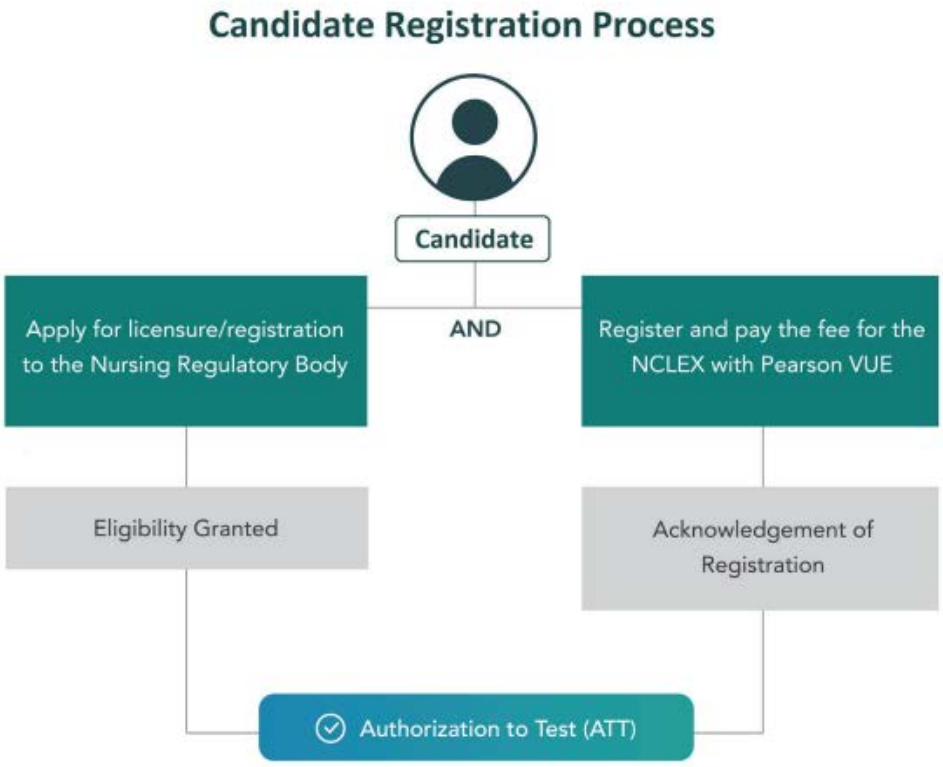
Pinning Ceremony
The Department of Nursing hosts a Pinning Ceremony for graduating seniors which takes place in the Ira Allen Chapel, the Saturday Morning of Graduation Weekend. The students will be presented with a nursing pin by a student selected individual who has supported them in their nursing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