Welcome...

to the University of Alaska Anchorage

School of Nursing

The faculty and staff of the University of Alaska Anchorage (UAA) School of Nursing (SON) take this opportunity to welcome all new students. We are pleased you have chosen to attend our school and we hope your educational experience with us will be rewarding.

We provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246 as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans’ Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC’s Sex Discrimination Guidelines and Alaska Statutes 18.80.220 and 14.18. Direct inquiries regarding application of these and other regulations to the University’s Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, DC) or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

There are two parts to the handbook. Part I applies to all students in all programs and Part II is specific to your program. The handbook assists you in becoming familiar with various aspects of your chosen degree program. Please take the time to familiarize yourself with the contents so you can locate specific information as needed. Use this handbook in conjunction with the UAA Course Catalog. In addition, please take advantage of interacting with the SON faculty.

The UAA School of Nursing programs offer both challenges and rewards. We wish you success in advancing your nursing career.

The School of Nursing Faculty

Note: Updates to the 2018-2019 Student Handbook may periodically be made and will take precedence.

All updates will be posted on http://www.uaa.alaska.edu/schoolofnursing/studenthandbooks.cfm
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Accreditation

The Associate of Applied Sciences, Baccalaureate, and Master's programs at the University of Alaska Anchorage School of Nursing are fully accredited by the Accreditation Commission for Education in Nursing (ACEN).

**Contact Information:**
Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: info@acenursing.org  
Web: www.acenursing.org

The Doctor of Nursing Practice (DNP) program at the UAA SON is accredited by the Commission on Collegiate Nursing Education (CCNE).

**Contact Information:**
Commission on Collegiate Nursing Education  
One Dupont Circle, NW Suite 530  
Washington, DC 20036  
Phone: (202) 887-6791  
Fax: (202) 887-8476  
Web: http://www.aacn.nche.edu/ccne-accreditation

All University of Alaska Anchorage nursing programs are reviewed and accredited by the Alaska Board of Nursing, contingent on obtaining and maintaining national nursing accreditation.

**Contact Information:**
Alaska Board of Nursing  
550 West Seventh Avenue, Suite 1500  
Anchorage, AK 99501-3567  
Phone: 907-269-8160  
Fax: 907-269-8156  
E-mail: boardofnursing@alaska.gov  
Web: https://www.commerce.alaska.gov/web/cbpl/professional/licensing/boardofnursing.aspx
PART 1: School of Nursing Information

Section 1: Introduction

Mission
The mission of UAA School of Nursing is to promote health and well-being of people and communities by fostering excellence and innovation in nursing education, research and health care.

Vision
The vision of the School of Nursing is to be a leader in the transformation of nursing in Alaska dedicated to improving local and global health outcomes.

Core Values
The core values held by the SON include:
- Excellence – We strive for the best, to continually improve ourselves and our endeavors.
- Respect – We treat each person in a manner that recognizes their intrinsic value as a human being.
- Integrity – We demonstrate unwavering honesty and decency.
- Caring – We display kindness and concern for all, especially for those in need.

Culture Statement
Organizational culture is defined as the integration of patterns of human behavior that include language, thoughts, communications, actions, customs, beliefs and values within an organization. Culture encompasses the customary way of thinking and behaving that is shared by members.
- A collaborative culture is sustained and student success is fostered. Individual and collective behaviors incorporate positive communication, collegiality, support, trust, respect and celebration of diversity.
- Organizational goals are accomplished through a participative leadership/management style that fosters safety, openness to ideas and input from members. All ideas and opinions are valued.
- Individual and collective behaviors reflect organizational core values of excellence, respect, integrity and caring.
- Leadership sets agendas with input of members and functions as coach and team builder. Leadership expects results and holds members accountable. Membership expects results and holds leaders accountable.

Nursing Program Philosophy
The following are the beliefs of the faculty regarding professional nursing, health, client systems, critical thinking, academic integrity, nursing education and teaching-learning; these beliefs guide the graduate nursing education program at UAA.

Professional Nursing
Nursing is a caring profession; it is learned as a science and an art, which synthesizes theoretical and empirical knowledge from science with the practice of the humanistic disciplines. The professional nurse provides care directed toward health maintenance and promotion, health restoration, and rehabilitation that is based on knowledge derived from theory and research.

Professional nursing care for individuals, families, groups, and populations is structured by the application of
critical thinking skills in a variety of settings. The role of the professional nurse is designed to meet emerging health needs of the public in a changing society; inherent in this role is the application of nursing research to practice and the exercise of leadership and management skills. The professional nurse is liberally educated and prepared to responsibly challenge the status quo by anticipating and adapting to change.

Attributes of professional nursing practice include accepting accountability and responsibility for the evaluation of nursing practice, collaboration with other health care providers and the public in promoting health, and the incorporation of professional values into the therapeutic milieu. This is done with consideration of the ethical and legal implications and dilemmas that affect health care and nursing practice.

**Health**

Health is a dynamic state of being that varies on personal dimensions such as the presence or absence of disease or disability, ability to fulfill roles, ability to cope and adapt, a sense of wellbeing, and spirituality. Health is contextual and is influenced by social, political, economic, and cultural environments. The assumption that values and beliefs about health differ is inherent in this conceptualization.

**Client System**

Professional nurses interact with client systems which may refer to individuals, families, groups or populations. Each individual is a unique and holistic being with intrinsic worth whose characteristics reflect interrelationships among internal and external environments comprised of physiological, psychological, sociocultural, developmental, and spiritual factors. Individuals are capable of rational thinking and have the capacity to think, know, and make choices that impact their lives.

**Academic Integrity**

The profession of nursing holds its members to high standards of conduct. Nurses are expected to be knowledgeable, honest, ethical, responsible, accountable, respectful, and trustworthy. As licensed and practicing RNs, individuals admitted to the graduate nursing program should possess these core attributes. Faculty expect students to demonstrate professionalism in all aspects of their academic work. Academic integrity violations clearly show a lack of core professional values and will not be tolerated in any form. Faculty have a responsibility to the school, to the profession, and to our clientele to graduate advance practice nurses with the highest moral, ethical, and professional standards. As such, any proven occurrence(s) of academic dishonesty will result in severe consequences (approved by faculty 9/2009).

**Nursing Education**

Nursing education prepares nurse generalists at the associate degree level for practice in structured care settings, nurse generalists at the baccalaureate level with experiences in community, population-focused care and evidence-based practice, nurse specialists at the master’s level prepared for advanced practice and leadership, and advanced clinical practitioners at the doctoral level with a focus on improving health care outcomes through evidence-based practice and leadership. At each successive level of nursing education, knowledge and skills in practice, interprofessional collaboration, scientific evidence, and management/leadership increase both qualitatively and quantitatively.

At the baccalaureate level, the educational process is designed to provide the student with opportunities to develop the knowledge, understanding, and competencies necessary for entry into beginning professional practice and graduate study. The general education requirements are designed to support nursing practice
and development as an educated, productive citizen in society. They serve as the foundation upon which professional education builds. Professional baccalaureate education is based on theoretical constructs drawn from nursing and related disciplines. It is designed to assist the student in development of critical thinking, affective, and psychomotor skills. The curriculum is designed to prepare students to use nursing therapeutics to adapt care to meet the health needs of client systems from diverse populations and to develop a framework for ethical decision making. The curriculum prepares students to recognize, analyze, and affect trends in health care, in the profession, and within Alaska.

At the graduate level, the educational process builds on the undergraduate baccalaureate degree in nursing. The goals of graduate education is to prepare the student for advanced professional practice with populations of varying complexity and from a variety of sociocultural contexts. It emphasizes the analysis and application of nursing theory, the development of skills in conducting, evaluating and applying research to practice, and expanded management and leadership skills. Graduate study at the master's level serves as the foundation for further study at the doctoral level.

Continuing education in nursing and in related fields is a lifelong expectation for the professional nurse. As a professional, it is the responsibility of the nurse to maintain currency and competence in the chosen arena of practice.

Graduates of the University of Alaska nursing education programs are prepared to practice in a variety of settings and particularly in settings characterized by the demographic, geographic, climatologic, and cultural diversity that are found in Alaska.

Learning

Learning is expected to influence the values, beliefs, and behaviors of the individual. Within the context of professional nursing education, learning is a primarily goal directed activity that is promoted when the individual has a clear understanding of the objectives of learning opportunities and when the individual takes responsibility for the accomplishment of identified learning objectives. Developing maturity as a professional is demonstrated by the increasing ability of the individual to become an active participant in defining the objectives of learning experiences.

Learning is enhanced when it begins at a point that is congruent with the learner's expectation of what is to be learned, when educational experiences are organized in a logical sequence, that promotes continuity, and when the unique needs and strengths of individual students and groups of students are recognized and built upon.

Learning becomes professionally relevant when it is applicable to one's experience and when it provides tools that are applicable in diverse situations. It is futuristic and therefore must be transferable to new and different situations.

The responsibility of the faculty is to assist individual students to acquire the knowledge and competencies needed for entry into beginning (at the baccalaureate level) or advanced (at the master's level) nursing practice. In the socialization of the student to the professional nursing role, the faculty member participates with the learner in the teaching learning process and acts as a critically thinking role model who is both accountable and responsible for professional actions. Faculty also assists students to develop skills in evaluating their need for continuing learning and in meeting those needs through planned activities.

The primary responsibilities of the faculty in the teaching-learning process include the identification of the
knowledge and competencies required of students at each level of nursing education, the establishment of minimum standards for demonstrating such, and the evaluation of student behaviors to determine the degree to which standards have been met.

Conceptual Framework
The UAA SON has developed an organizing conceptual framework to serve as a model or map for building the curricula. A group of faculty from the Graduate, BS and AAS programs considered many current sources to discuss current initiatives and to formulate a single representative list of concepts that would be broad and applicable to all programs. The following sources were considered:
  - Quality and Safety Education for Nurses (QSEN) Competencies.
  - American Association of Colleges of Nursing (AACN) Essentials Series.

As a result of this process, the following unifying concepts have been developed:

  - **Relationship-centered care** includes patient advocacy and caring for all clients regardless of where they receive health care. This is best accomplished as nurses communicate and collaborate interprofessionally within the broader healthcare community to form caring partnerships for the benefit of society.
  - **Clinical Reasoning** is a practice-based form of reasoning that relies upon scientific and research-based knowledge, the ability to discern the relevance of scientific and technical knowledge, and the applicability of the information to a particular patient or clinical situation. Clinical reasoning occurs within the context of relationships or situations involving patient, family, community, and health care provider teams, and may encompass the patient's goals and preferences, concerns, co-morbidities, and previous responses to interventions and therapies.
  - **Inquiry** is a process of continually augmenting knowledge through a commitment to seeking best practices and optimal outcomes. We are committed to constantly questioning, appraising the data/evidence, and incorporating clinical expertise and the patient/family values to solve problems and to enhance patient care. Inquiry refers to exploring all aspects of the health care domain to improve outcomes.
  - **Quality** includes the processes and outcomes designed to promote, achieve, and maintain standards of excellence in nursing and health care. When quality of care is measured, it is compared to a ‘standard'; quality addresses standards of “excellence” set by the profession and by the health care system. We strive to be at the forefront in promoting, achieving, and maintaining standards of excellence in nursing and health care.

Nursing Programs

Associate of Applied Science Programs
Graduates of the Associate of Applied Science (AAS) in nursing program are prepared to use the nursing process to provide effective nursing services to individuals receiving care in inpatient settings and in structured outpatient settings. The academic program provides students with a closely related mix of theory and clinical practice; students gain experience in hospitals, nursing homes, clinics and community agencies.
The AAS program offers a standard four-semester option, as well as a three-semester option for individuals who hold a current Alaska license as a Licensed Practical Nurse. Graduates of the AAS program earn both the Associate’s degree and eligibility to sit for National Council Licensure Examination – Registered Nurse (NCLEX-RN).

In 1973, just prior to the graduation of its first class, the Program received the full approval of the Alaska Board of Nursing. Since then approval has been continuous. Initial accreditation by the Accrediting Commission for Education in Nursing (ACEN) was achieved in 1976 and has been continuous ever since. The most recent review by ACEN occurred in 2009 with a recommendation for full accreditation, with the next review to take place in 2017.

While the SON Faculty Association Bylaws have established a number of committees that include members of three nursing programs (AAS, BS and Graduate), the bylaws also ensure that decisions regarding AAS Nursing Program curriculum and student admission remain within the exclusive purview of the faculty of the AAS Program. Four committees exist for those purposes: AAS Program Committee, AAS Curriculum Committee, AAS Admissions, Progression and Retention Committee, and the AAS Program Evaluation Committee.

Baccalaureate Program
The Bachelor of Science (BS) Nursing Program offers the Bachelor’s degree with a major in Nursing Science. There are two options in the program, the Prelicensure Option with courses offered for students in Anchorage and Fairbanks to earn both the Bachelor’s degree and eligibility to sit for National Council Licensure Examination Registered Nurse (NCLEX-RN). There is also a RN to BS Option with courses offered for Registered Nurses to earn a Bachelor’s degree in nursing. Continuously approved by the Alaska Board of Nursing since the graduation of its first class in 1978, the BS Program received initial accreditation by the ACEN. Continuing full accreditation was granted in 1986, 1994, 2002, 2009, and 2017 for eight-year periods, with the next accreditation review occurring in 2025.

Participation on the Baccalaureate Program Committee, Baccalaureate Curriculum Committee, Baccalaureate Admissions Progression & Retention Committee, and Baccalaureate Program Evaluation Committee is restricted to program faculty.

Graduate Programs
Nursing Master’s Degree Programs. Graduate studies at the master’s level place primary emphasis upon advanced professional nursing practice, theory, research, and health care delivery systems. Students may develop a specialized practice focus in nursing leadership (NLDR) with a concentration in nursing education (NLDR-EDUC) or administration (NLDR-ADMIN).

Currently, nurse practitioner students, both family nurse practitioner (FNP) and psychiatric-mental health nurse practitioner (PMH-NP) students, earn a master’s degree

The master’s program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000. Graduates of the FNP option are eligible to write the national certification examination for advanced professional practice as a family nurse practitioner. Graduates of the PMH-NP option are eligible to write the national certification exam for advanced professional practice as a psychiatric-mental health nurse practitioner. NLDR-EDUC graduates are eligible to take the National League for Nursing (NLN) Certified Nurse Educator Exam. Graduates of the NLDR-ADMIN
option, with two years of executive nursing experience, are eligible to take the American Organization of Nurse Executives (AONE) exam for certification in Executive Nursing Practice.

**Nursing Graduate Certificates** are designed for individuals who have previously acquired a Master’s or doctoral degree in nursing and wish to expand their practice. Graduate certificate programs are offered in several specialty areas: FNP, PMH-NP, and EDUC. The graduate certificate curriculum builds on the student’s prior graduate degree in nursing by integrating content from that degree with theory-based advanced practice nursing courses and specialty clinical practice. To be eligible for either the FNP or PMH-NP graduate certificate programs, the individual must already be certified as a nurse practitioner in another specialty. The graduate certificate programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

**The Doctor of Nursing Practice (DNP)** is the first doctoral degree offered solely at UAA. Study at the doctoral level places primary emphasis upon advanced professional nursing practice, theory, research and leadership roles in advancing health care delivery systems and application of research into practice. The Doctor of Nursing Practice (DNP) represents the highest degree in nursing practice. Currently, the Post-Master’s DNP program is available for those who currently hold an advanced practice registered nurse (APRN) license and who wish to expand their knowledge and skills to interpret research, apply best practices, and incorporate clinical knowledge and leadership skills to influence health care policy. The DNP program at the UAA SON was accredited in September 2016 by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. The first cohort graduated in fall 2016.

Beginning in Fall 2019 we will admit nurse practitioner students for both nurse practitioner clinical specialties into the Baccalaureate to DNP track. We will no longer offer the master’s degree for nurse practitioners.

To manage the graduate programs, participation on the Graduate Program Committees is restricted to faculty teaching in graduate courses and working with students on graduate projects. The following Graduate Committees are in place: a) Graduate Program Committee, b) Advisory Committee on Graduate Projects, and c) Graduate Curriculum, Admission, Retention, Recruitment and Progression Committee.

**Current Structure**

The School of Nursing (SON) is a department within the College of Health (COH). The College was formed in July 2011 when the College of Health and Social Welfare was restructured. In addition to the COH, other major units at UAA include the College of Arts and Sciences, the College of Business and Public Policy, the College of Education, the Community and Technical College and the College of Engineering.

The SON is one of many academic and research units in the COH. They are listed below:

- Alaska Center for Rural Health - Alaska’s AHEC
- Center for Human Development (CHD)
- Department of Health Sciences
- Department of Human Services
- Institute for Circumpolar Health Studies
- Interprofessional Health Sciences Simulation Center
- Justice Center
- National Resource Center for American Indians, Alaska Natives and Native Hawaiian Elders
- Occupational Therapy Program
The COH is administered by Jeffrey Jessee, Vice Provost of Health Programs and Dean of the College of Health. Jeffrey Jessee reports directly to the Provost. The Director of the School of Nursing is Dr. Marianne Murray, who reports to the Vice Provost/Dean and is responsible for the day-to-day operations of the School, as well as for planning with the faculty to meet future nursing education needs throughout the State. Assisting the SON Director in administration of the nursing programs are the Associate Director (Maureen O’Malley, PhD, RN) the Associate Director for Academic Affairs (Pamela Grogan, DNP, MN, RN), the Chair of the Graduate Nursing Program (Jill Janke, PhD, RN), the Co-Chairs of the Baccalaureate Program (Ammie Tremblay, MS, CNS, RN and Ron Lombard, DNP, RN-C, CNE, CEN) and the Chair of the Associate of Applied Sciences (AAS) Nursing Program (Joseph Lefleur, MSN, ED, RN).

**Academic Calendar**

The AAS program is offered in two semesters (Fall/Spring) following the UAA Academic Calendar.

The Trimester Calendar. The academic calendar for the BS and Graduate programs is in transition. In the Fall 2018, these programs will be offered using the trimester calendar, which is comprised of three equal trimesters each year with a two to three-week period of no-classes at the end of each trimester. This results in trimester start and end dates for these programs that are different from those posted in the UAA Academic Calendar.

The Trimester Transition. As discussed above, the Graduate and Baccalaureate programs have been following a trimester calendar. These programs will be transitioning to the University calendar beginning in Spring 2019. Under the UAA Academic Calendar the Fall and Spring semesters will be 15 week in length. The BS program will use the 12 week summer session beginning in Summer 2019.

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Section II – General Policies

Essential Behaviors for Admission, Continuation, and Graduation, for Graduate Students

In addition to the University of Alaska Anchorage Student Conduct Code, Board of Regents’ Policy and University Regulation, students must abide by the following specifications for academic behaviors and abilities in order to be admitted, to continue, and to graduate from the Master of or DNP in Nursing Science program.

Communication

Students must communicate effectively and professionally with other students, staff and faculty members, professionals, and others relevant to their programs of study. Expression of ideas and feelings must be clear and appropriate for a professional setting. Students must demonstrate a willingness and ability to give and receive feedback.

Cognitive

Students must be able to adequately reason, analyze, integrate, synthesize, and evaluate in the context of the activities of their programs of study.

Behavioral/Emotional

Students must have the emotional ability to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs of study. Students must possess the emotional ability required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities in their programs of study. Further, students must be able to maintain mature, sensitive, and effective relationships with study subjects, students, faculty and staff members, and other professionals, under all circumstances including highly stressful situations. Students must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy. Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and change behaviors when they interfere with productive individual or team academic relationships. Students must demonstrate effective and respectful relationships with the diverse academic, professional, and community environments relevant to their programs of study.

Professional Conduct

Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance. Students must possess the ability to reason morally and conduct their discovery and/or application of knowledge relevant to nursing science in a manner consistent with ethical scientific and scholarly conduct and guidelines for the protection of human subjects. Nursing students must adhere to the UAA Student Code of Conduct, the SON program/course policies, and the Code of Ethics for Nurses.

Reasonable Accommodation for Disabilities

The School of Nursing is committed to ensuring that students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment for students with disabilities. The School works closely with UAA Disability Support Services (DSS) in this process. DSS is the
contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students must follow the established policies for requesting and receiving reasonable accommodations. Students who wish to request reasonable accommodations are encouraged to contact DSS to start the process for documenting their disability and determining eligibility for services prior to the start of the program. While this process can be started at any time, reasonable accommodations will not be implemented retroactively, so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. For distance students, DSS can conduct many facets of the process by phone. To learn more about the process for establishing services through DSS, please contact the DSS office:

Disability Support services  
Rasmussen Hall 105  
3211 Providence Drive  
Anchorage, AK 99508  
Phone (907) 786-4530  
Fax (907) 786-4531  
adyss@uaa.alaska.edu

All students, including students with disabilities, are expected to perform all the essential functions of the program including meeting all program outcomes with reasonable accommodation. The School of Nursing will work with the student and DSS to provide reasonable and appropriate accommodations. It is important to note that the School of Nursing is not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

Infants and Children

Infants and children are not permitted in classes, audio conferences, laboratories or clinical settings, even when a parent is present and involved in a scheduled learning experience. Children should not be left unsupervised in university or clinical facility hallways or lobby areas. Students who bring children to class will be asked to leave with the absence being treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her advisor or with the relevant program chair.

Pets and Service Animals

According to the UAA Catalog, “Anyone wishing to bring pets onto campus must first contact the University Police Department. Pets are not permitted in any of the campus buildings without prior permission”. To be consistent with UAA policy, pets will not be permitted in SON classroom or laboratory settings. Students who bring pets to class will be asked to leave, with the absence being treated as unexcused.

Service animals are not pets and are not subject to the rules and policies pertaining to pets. Individuals with disabilities may bring their service animals with them anywhere they would allow the individual to go without the animal unless doing so would pose a danger to health or safety or cause undue burden. See the Disability Support Services website for clarification.
Electronic Communication Devices
Cellular phones and audible electronic devices should be turned off during classes, audio conferences, laboratory and clinical laboratory sessions, unless use of the device is permitted explicitly by the instructor and/or clinical agency. If audible communication devices ring against the existing policies, during scheduled learning experiences, the student will be required to leave the setting and not return for the remainder of the day; absences resulting from violating the policy are treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her instructor or with the program chair.

Support for Nursing Mothers
The SON will make every attempt to support students who are breastfeeding their babies. When requested, the SON will provide a private space for students who would like to use a breast pump or to nurse their baby. While a space for pumping/nursing will be provided, SON policy indicates that students should not bring their infants and/or small children into classes. The space for pumping/nursing should have comfortable seating and a hand cleanser. A “Do Not Disturb” notice will be placed on the door. The SON will not refrigerate or store breast milk.

Students who would like to request a private room to use a breast pump should inform the SON at the beginning of the semester/trimester. Students will be expected to schedule times for breast pumping/nursing in advance to allow staff to arrange for space and to minimize disruptions to staff and faculty activities. Students must insure that the condition and contents of the room are not disturbed.

This policy applies to students on the Anchorage campus. The SON does not have control over the facilities at clinical agencies. In some cases, the space in facilities outside of Anchorage may be limited. Students will be expected to ensure that breast pumping/nursing does not interfere with their own clinical/educational activities or the clinical/educational activities of any other students.

Transportation
Students are required to provide their own transportation to and from campus and assigned clinical agencies. Students assigned to clinical learning experiences on military bases are required to carry identification and provide proof of automobile liability insurance.

Selection of Clinical Experiences
Students will often register or sign-up for clinical experiences. We make every attempt to honor the sections/experiences that students select; however, there will be times when a student will need to be reassigned to a different clinical agency or when the capacity at a clinical agency has changed. A need to reassign can occur for various reasons related to the student, faculty or clinical facility. If the assignment was selected using the registration system, then we will use the registration date to select the student to be moved. The last student registered will be reassigned.

Distance Classes
Students may be able to complete certain clinical learning experiences at a site distant from the primary learning site and/or to participate in required classroom sessions via distance (if available/supported in the course, approved by the program chair, and acceptable to course faculty). The student must have sufficient computer and internet capacity to access online course resources. When this occurs, the student is responsible for notifying everyone involved, for obtaining the required equipment, software and training that
may be required, and for the cost of any additional long distance charges or technology fees incurred in relation to such participation.

Computer Competencies
Students are strongly encouraged to gain and maintain basic skills in keyboarding, computing, and in using common software programs (e.g., Word and PowerPoint) prior to beginning the clinical nursing major as well as use of the UAA e-mail system and Blackboard. Competence in Microsoft Word will enable the student to utilize the word processing software that has been loaded onto the computers located in the Nursing computer lab. Use of UAA e-mail and Blackboard will be required for all nursing courses.

Personal Computers
Access to a personal computer with Internet access is strongly encouraged for all students enrolled in any of the clinical nursing majors. Home computer access required for those students taking courses that are delivered via distance. UAA has wireless internet available, which allows students to use a personal computer on campus. Students should be aware of computing policies that will be helpful in using your computer and submitting your work without difficulty.

Students should use the current version of Microsoft Office for course work and assignments.

The supported version of Office at UAA is Office 2016 (Windows and Mac). Using the most current version allows you to use templates posted on Blackboard and submit assignments in the correct format that allows the instructor to post feedback without difficulty. UAA now provides access to Office 365, which gives students the ability to install the full version of Microsoft Office for PC or Mac free of charge.

Mac users can still use Office 365 to install Office for Windows. Contact the Information Technology staff if you have questions.

How do I get started with Office 365?

To get started, click the link: Getting Started with Office 365:

We have experienced several instances where campus computers have been infected with viruses that greatly impacted our operations. Students must help us to minimize this risk and make every attempt to keep their home computer free of viruses and malware. If a personal computer is infected and documents are being shared the entire UAA network is vulnerable.

What do I need to do to keep my home computer secure?

If you use a personal computer for your university assignments you must install and maintain current antivirus and anti-malware software. Make sure you update anti-virus and anti-malware software and scan frequently.

New viruses and malware surface continually. Insure your external drives are also scanned. At minimum everyone should install Symantec, anti-virus program and Malwarebytes, which are available from UAA. Go to UAA Software Downloads to access these programs.
In addition, you have the option of installing supplementary anti-malware software. For a Windows-based personal computer (PC) consider installing Avira Free, an anti-malware program. For an Apple Macintosh (Mac) personal computer consider installing Sophos, another anti-malware program.

**What if my personal computer needs to be repaired?**

The University manages a Help Desk to assist you with technical questions. When your home computer needs more service (e.g., when a home computer has become infected with a virus or is malfunctioning in some way), then the computer will need to be serviced. The UAA IT Services department is an Apple and Dell authorized service provider and they charge students for this service. Go to the UAA website, Service and Repairs for more information.

**Equipment in Classrooms**

SON classrooms throughout the State have equipment installed to improve the learning experience for students. The equipment includes computers, smart boards, projectors, document cameras, videoconferencing cameras, microphones, and assorted cables. Because of the specific requirements to properly maintain equipment and the cost of repairs, only faculty and UAA/SON technical staff are permitted to access and use the classroom equipment. Students are prohibited from using or tampering with any equipment in HSB classrooms or SON classrooms throughout the State. Technical difficulties should be addressed to the SON or local technical staff.

**Testing Laptops in Anchorage**

Exams in most face-to-face nursing courses will be web-based and administered using SON laptops. In Anchorage technicians will bring a cart to the classroom that includes sufficient laptops and cords for internet access. Students must use the following standard procedures for laptop safekeeping:

1) Carry ONE laptop at a time.
2) Lay the computer flat on the table while connecting or disconnecting the network and power adapter. Moving the computer around while the cables are connecting wears out the connectors.
3) After the exam, please use the “shutdown” option and let it complete before closing the lid. [On busy test days, there isn't time to go through them between tests so this helps tremendously].
4) Return each computers and its adapter to the cart from which it came. Each cart has a label: CART A, CART B, CART C, and CART D. Each computer’s name matches the cart to which it belongs.
5) If a laptop is dropped or possibly damaged, make note of its name tag and notify the technician. They will give it a checkup.
6) Sometimes, the network cable’s little plastic locking tab is damaged and will not come out of the computer. If this happens, remove the other end and technicians will notice it when we collect the computers.

As always, if there are any problems during the test, you or the faculty member should call the Tech Support Center: 786-4646 and use option 9.

**Clinical Simulation**

SON students participate in simulated clinical scenarios. Clinical simulation is an important teaching method, which supports student learning in a variety of scenarios and settings. Some scenarios use manikins and others use standardized patients or actors. Students may care for the patient and family in a controlled
setting where a manikin or an actor reacts to the nursing actions provided (or not provided). Some key aspects of clinical simulation are described below.

- **Course Requirement.** Clinical simulation time is the same as time spent in a clinical agency. An assigned clinical simulation is a required course activity. Students should follow procedures for a missed clinical day if they are ill on the day of an assigned clinical simulation.

- **Taping/observation.** The scenarios may be observed by an instructor, simulation technician, and/or fellow students. The scenarios may be taped for further viewing and more in-depth critique. The taped simulation sessions are used only for educational purposes, in the assigned course, during the assigned semester/trimester. Students need to feel secure in their ability to make mistakes and learn. Course faculty will determine the number of guest viewers that will be permitted to observe clinical simulations. The tapes will not be used outside of the course without the express permission of all involved in the simulation.

- **Confidentiality.** You will be expected to keep individual student learning activities confidential, similar to the confidentiality expected regarding patients. It is essential that students do not discuss simulations outside of the assigned group. Do not discuss the patient, the medications, or any of your fellow student's behavior. This is an exercise to apply your learning in an unexpected patient situation. Keep it unexpected for all.

- **An Evolving Teaching Tool.** The lab staff and the course instructors are continually learning about this teaching tool and the associated technology. Clinical simulations will be continually changing and adapting. Students should be honest and constructive in providing feedback to help staff and faculty improve this teaching tool.

**Distribution of Simulation Resources.** In the Graduate programs, students come to Anchorage for any required clinical simulations.

**Lockers**

Lockers and locks are available for students in the HSB in Anchorage to provide additional space for issued lab supplies. Students in the Baccalaureate and AAS programs will be assigned lockers during the early clinical courses when they use the nursing labs frequently. Other nursing students may request a locker/lock, which will be assigned on a space-available basis. Students with lockers must:

- Remove all food items from the locker at the end of each week to prevent rodent infestation.
- Empty the locker and return the lock at the end of the semester/trimester.
- If the locker is not emptied and/or the lock is not returned, the stored items will be discarded and the student account will be charged a fee.

**Soliciting Funds, Donations, and Use of the UAA Logo/Patch**

There may be times when the SON encourages students to approach members of the community to solicit funds or in-kind donations to obtain support for SON-sponsored events (e.g., SON Recognition Ceremony, Student Nurses’ Association charity events, or other program activities). If an individual student or group of students is working with a faculty advisor and has received the express permission of the SON, then a student or group of students may use the name and logo of the SON when soliciting funds or in-kind donations. All funds/items donated for SON activities must be coordinated with a faculty advisor and used for the specific purpose indicated to prospective donors.

If a student is engaged in an activity that has not been requested or endorsed explicitly by the SON (e.g., a class party, student travel or tuition expenses, etc.), then students may not wear a UAA ID badge or patch when approached members of the community, nor can students use the SON patch, logo, or the name of the SON on a mailing/flyer/document or e-mail without express permission from the Director of the School of Nursing.
Requesting a Letter of Reference/Recommendation From a Faculty Member
There are times when students would like a faculty member to serve as a reference or to write a letter referencing their performance as a student. Before the faculty member can prepare or send the letter, students need to complete the UAA Reference Letter Request – FERPA Release and Release of Liability form. The form must be completed, signed and received by the faculty member before any student information is released.

Section III – Conduct Policies

UAA Student Code of Conduct
Students are expected to adhere to the UAA Student Code of Conduct (Code), which outlines standards for students to act honestly and responsibly, showing respect for others. Violations of the Code will result in referral to the UAA Dean of Students for judicial review and disciplinary action according to the Code.

Policies and procedures related to enforcing the Code of Conduct are found in the UAA Student Handbook.

UAA faculty members have developed a web page, which includes UAA policies and student resources regarding Academic Honesty and Integrity.

Cheating, Plagiarism, or Other Forms of Academic Dishonesty
Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

Nursing students are expected to meet course and program academic expectations for functioning safely, responsibly, professionally, and ethically in the clinical setting. Failure to meet University and/or course standards for ethical and professional behavior may result in grade penalty, course failure and/or program dismissal.

Cheating and plagiarism are grounds for dismissal from the School of Nursing (SON). It will be the student’s responsibility to be informed of and to maintain academic honesty and integrity.

Student Rights, Freedoms and Responsibilities
For a discussion of student rights, freedoms and responsibilities see the UAA Fact Finder Student Handbook on the website of the Dean of Student’s office.
https://catalog.uaa.alaska.edu/handbook/

Professional/Academic Ethics
SON faculty and students will perform in an ethical and legal manner as set forth by the American Nurses’ Association (ANA) and the Alaska State Board of Nursing Statutes. SON supports the moral value of caring as a foundation for nursing practice. This ethos of care guides the nurse and nursing student in protecting and enhancing the dignity and wellbeing of all clients or patients (Holmes and Purdy, 1992; Noddings, 1984). The UAA SON expects all faculty and students to follow the ANA Code of Ethics and to be informed of the American Nurses’ Association Scope and Standards of Practice (2015). Consequences for unprofessional or
unethical behavior on the part of nursing students may result in more serious consequences than recommended by the Dean of Student's office because of the high ethical standards of the nursing profession.

Course work will be provided to help students make ethical decisions. Students will be expected to make a commitment to these ethical standards and sign the necessary ethical documents as required by each clinical facility.

**Social Media Policy**

SON faculty and students will perform in an ethical and legal manner as set forth by the American Nurses’ Association (ANA) and the Alaska State Board of Nursing Statutes governing nursing practice. SON

**Purpose:**
The School of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to School of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**General Information:**
Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and university reputations.

As students, you will want to represent the University and the School in a fair, accurate, and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.”

Be aware that you can be held personally and legally responsible for your publicly made opinions and comments, even on personally maintained sites and pages. This not only applies to the confidential information covered by HIPPA and FERPA, but also to any proprietary information from either the University, its community clinical stakeholders, or other organizational partners.
Policy:

I. Do not post proprietary information or content about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a University of Alaska Anchorage School of Nursing student.

   Do not use copyrighted photos or written content without properly citing the source or gaining permission form the source prior to use. Remember, people’s images require permission to use; you may not video record, audio record, or photograph professors or fellow students for personal or social media use without their permission.

II. It is your responsibility to protect confidential, sensitive, and personally identifiable information. Do not discuss your clinical experiences outside of the academic setting and follow HIPAA and FERPA guidelines at all times.

   Confidential or personally identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage. Students must not video record, audio record, or photograph patients/clients without written permission of the patient/client and of the facility. Remember, even if you do not post a name or a photo, others may recognize the patient characteristics.

III. Be aware of your association with University of Alaska Anchorage in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.

   Identify your views as your own when creating a personal site or commenting on other sites.

   When posting your point of view, you should neither claim nor imply you are speaking on University of Alaska Anchorage’s behalf, or that of our clinical sites and partners, unless you are authorized to do so in writing. We recommend you use your personal e-mail account, rather than your University account or one provided by a community partner, when you create social media accounts.

IV. Do not use University of Alaska Anchorage or School of Nursing or community partner marks, such as logos and graphics, on personal social media sites. Do not use University of Alaska Anchorage’s name, or those of community partners’, to promote a product, cause, or political party or candidate.

   Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration. Do not use marks of community partners for any reason unless you obtain permission in writing from their Administration.

V. Do not identify your connection to the University if you plan to disparage the University or its community partners.

   If your online activity or posts will disparage the University or its community partners’ reputation, brand, sponsors, leadership, employees or their services, do not refer to or identify your connection with the University. Be aware of libel and slander laws and seriously weigh the risk of engaging in online activities that might cross those legal lines and leave you vulnerable to a civil lawsuit. Many (almost all) organizations are prepared to vigorously defend their reputations and your status as a student contains no inherent legal protection.

VI. Adhere to standards of professional conduct at all times when engaging online as a School of Nursing student.

   Understand that perception is reality. In online social networks, the lines between public and private, personal and professional, are blurred. By identifying yourself as a SON student, you are creating perceptions about your expertise and about SON. Ensure that all content
associated with you is consistent with your work and with SON’s values and standards. Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct, such as bullying, that would not be acceptable in the professional workplace. Ultimately, you have sole responsibility for what you post.

Be smart about protecting yourself, your and others privacy, and confidential information.

Consequences:

I. FERPA violations will go to the University for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by the University and/or clinical agency.

II. Students who violate patient/client privacy or share confidential or unprofessional information will be subject to disciplinary action including failure in a course and/or dismissal from the program.

III. Students who do not adhere to standards of professional conduct will be subject to disciplinary action.

IV. Each student is legally responsible for their actions and for their individual postings. Students are subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students are also liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Gifts to and From Students

Students are strongly discouraged from accepting gifts from clients and families. Health care agencies have ethical guidelines for their employees regarding the acceptance of gifts and students should follow these guidelines. Although not strictly forbidden in the ANA Code of Ethics, the concern for professional boundaries, appropriate relationships with clients and provision of professional nursing care support the non-acceptance of gifts from clients. Students should consider cultural norms and the unique situation to decide the correct course of action when presented with a gift. Generally, a thank you card, a small treat, or token of appreciation is acceptable, but any monetary gift or gift of value should not be accepted.

Gifts to instructors are discouraged using the same ethical principles that guide the student-patient relationship. Appreciation can be expressed to instructors through very small tokens or most appropriately, through thank you cards or letters of appreciation, which can be added to faculty evaluation files, which are used for promotion and tenure review for faculty.

Professional Conduct Probation

Behavior in Clinical Agencies. Students are guests in clinical agencies, who are expected to follow the policies and procedures of the agency, to follow the direction of the supervising nurse or preceptor, to engage cooperatively and professionally on a clinical unit, and to follow the direction of the UAA instructor. If problems arise, clinical agencies have the right to ask a student to be removed from the agency. If a student is asked to be removed from a clinical agency for cause, for unprofessional or unethical behavior, disruptive behavior, ineffective communication, or any behavior that has the potential to reduce the safety of others, then the student could be placed on Professional Conduct Probation. The SON will attempt to find another placement for the student; although, the student may need to complete the course the next time it is offered.

Nursing students must adhere to the UAA Student Code of Conduct, the SON program/course policies, and the Code of Ethics for Nurses. They must also practice with general knowledge of the nursing profession’s Scope and Standards of Practice (2015) covered in introductory nursing courses.
Consequences of Unprofessional Behavior. If a student does not follow pertinent policies and codes, if their behavior is considered disruptive, if their communication is ineffective/lacking, then they may be placed on Professional Conduct Probation. Professional Conduct Probation notifies a student that their behavior has been unacceptable, that they must reflect to understand their behavior, seek guidance, and, most importantly, they must change the behaviors associated with the documented infraction(s). If the behavior does not change and there are additional infractions of a similar nature, then the student could face course failure and/or program dismissal.

If the behavior does not change and there are additional infractions of a similar nature, then the student will face further disciplinary action, to include course failure and/or program dismissal.

Substance Abuse

On April 21, 1989, the University Of Alaska Board Of Regents adopted Policy 04.02.040 concerning a drug-free workplace. The following points will further explain the position of the School of Nursing on this important issue.

- The University recognizes drug dependency as a major health problem. The University also recognizes drug abuse as a potential safety and security problem.
- Students are expected and required to report to class in appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, healthy, safe and secure learning environment.
- Any substance misuse, even off-campus and outside clinical settings, can be indicative of problems with specific relevance to the field of nursing that the SON has a professional and an ethical obligation to address with the student.
- The manufacture, distribution, dispensation, possession or use of illegal, controlled substances on University premises or clinical sites is absolutely prohibited. Violations of this policy will result in disciplinary action.

In addition, students must, if they are also employed by UAA, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. (A report of a conviction is mandated by the Drug-Free Workplace Act of 1988).

According to Alaska Statute 08.68.270, the Alaska Board of Nursing “may deny, suspend, or revoke the license of a person who ... (11) has prescribed or dispensed an opioid in excess of the maximum dosage authorized under AS 08.68.705; or (12) has procured, sold, prescribed, or dispensed drugs in violation of a law, regardless of whether there has been a criminal action or harm to the patient.” Drug abuse by nursing professionals is a concern to the licensing authority in the State of Alaska, even if there is not a direct impact on patient care. Any student with a history of misusing drugs or intoxicants should contact the Alaska Board of Nursing to determine if their history will impact their ability to obtain a nursing license.

Substance Abuse involving Academic Misconduct. When substance abuse involves academic misconduct, then the Dean of Student’s office determines the consequences/sanctions. In these cases, the student commits an infraction as defined in the Code of Conduct. The SON seeks to maintain the confidentiality of the results of drug screening tests. Confidential information will only be shared if it is relevant to a University investigation. The Dean of Students and the Director of the SON will determine the need to include confidential health information in a University investigation into academic misconduct.
Substance Abuse involving Unprofessional Behavior. Introductory nursing courses include content that prepares students to understand the basic principles of the nursing role. They learn about confidentiality of patient information, about patient safety, and about the ethical expectations of the profession. The Scope and Standards of Practice (2015) and the Code of Ethics for Nurses are two key sources that document the basic principles of the nursing role. If a student has engaged in unprofessional behavior that is inconsistent with the principles they have been taught, there may be sanctions from the SON above those recommended by the University. For example, a clinical agency can mandate that a nursing student cannot return their agency until the student participates in a period of remediation. The student cannot participate in a clinical experience until the clinical agency will accept them. In some cases, a student may not be accepted ever again at a site where they failed a drug screening test. If they live in a city where sites are limited, the student may not be able to complete the nursing program in that community.

When a student has engaged in substance misuse that includes unprofessional behavior, then the Director of the SON will determine the consequence (e.g., program dismissal, professional conduct probation, no consequence, etc.).

While the University, the Alaska Board of Nursing, and the School of Nursing have adopted strong policies that prohibit the misuse of substances and intoxicants, the SON faculty and administration recognize that substance misuse is a confidential health condition that requires treatment and follow-up.

Drug Screening
Nursing students are entering a profession where they will be handling controlled substances and therefore will be subject to drug screening. No one should take any controlled medication without a prescription. Do not ever take a medication that was prescribed to another. Marijuana can stay in the system for months, yet the need to take a drug test may come up with little notice.

To attend clinical experiences at some agencies, students will be required to undergo periodic drug-screening tests on or before the first clinical day. The test may be at the student’s expense. Students should be aware of the following:

Avoid Poppy Seeds before Drug Screening. There have been several instances when students ingested poppy seeds (e.g., Costco or Sam’s poppy seed muffins) prior to a drug screening test that resulted in a positive test. When this happens, the individual must go to a commercial lab for further testing (at the individual’s expense). The test can cost $75.00 and it can take an additional 3 to 5 days to obtain the results. We recommend the following:

Avoid any product containing poppy seeds for four (4) days prior to a drug screening test. This includes poppy seeds contained in bagels, muffins, breads, cakes and poppy confectionary bars.

If a drug screening test is positive and the student does not have a verifiable, current prescription to justify the positive test, then the student will be denied access to the clinical setting and withdrawn from clinical courses for at minimum the remainder of the current semester.

Policy and Procedure for Suspected Misuse of Drugs or other Intoxicants by Students
Signs of substance misuse. Faculty will be alert for the following behaviors that may indicate substance abuse by a student:

- Change in behavior.
- Chronic lateness.
Missed assignments.
- Erratic or uneven performance in clinical or classroom settings.
- Chronic alibiing (excuse making).
- Possible odor of alcohol on breath.

Faculty seek assistance. A faculty member who suspects substance abuse by a student is advised to discuss the behavior that led to the suspicion with the Program Chair/SON Administrator.

The student conference. When a student has a positive result from a drug screening test and/or the faculty member suspects substance misuse, then the SON will initiate a conference with the student. At the conference:
- The suspicion or evidence of substance abuse will be conveyed to the student.
- The potential and professional consequences of substance abuse will be conveyed to the student.
- The student will be given the opportunity to respond verbally and in writing.
- Options for substance abuse treatment or, if indicated, other forms of counseling will be discussed with the student.

A summary of each conference with the student regarding the possible or actual substance abuse will be written and kept confidential. The SON representative and the student shall sign the original. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes.

Procedure When Student Appears Under Influence

Procedure when a student appears to be under the influence of a chemical substance or intoxicant:
- The instructor/preceptor/administrator will confront the student with the suspicion that s/he is under the influence of a chemical substance (drugs or alcohol). The instructor/preceptor/administrator will share the specific observations that led to the suspicion with the student.
- If the student admits that s/he is under the influence of a chemical substance, s/he will be required to leave the situation immediately.
- If the student denies being under the influence of a chemical substance and the evidence is strong (e.g., odor of alcohol on breath or use of a drug observed by an instructor, administrator, preceptor, a staff member or another student), the student will be immediately advised to undergo voluntary toxicology screening. Refusal to undergo a toxicology screening will result in the student being required to leave the situation immediately with referral to SON administration for determination of consequences (e.g., the ability of the student to participate in clinical coursework could be impacted).
- If the student denies being under the influence of a drug and the evidence is unclear, the student will be allowed to remain in the setting unless, in the judgement of the instructor's/preceptor/administrator safety would be compromised.
- When substance abuse is suspected at the clinical site the instructor/preceptor should consult with the manager/administrator at the clinical agency for local policies to dictate the immediate course of action. Prior to the next class/clinical day, the student will be required to meet with the instructor/SON Administration to discuss the behavior that led to the suspicion and to develop a plan for preventing similar behavior in the future.

If a student has been under the influence of a controlled substance in a clinical setting, the student will not be permitted to return until a satisfactory plan for preventing future occurrences has been achieved.
**Student Ride Home When Under Influence**

Students suspected of substance abuse who are required to leave, whether leaving campus or the clinical setting, will not be permitted to drive themselves home. The process for ensuring that the student arrives home safely will be as follows:

- The student should be monitored and not left alone while waiting for transportation.
- Call 911 if the student becomes difficult to arouse or confused.
- The student should be encouraged to call someone to come to drive him/her home.
- If there is no one to call, then the student should call a taxi cab or ride service to drive him/her home.
- If the student cannot pay for a cab/ride service, the instructor/preceptor/administrator will pay the cab fare in advance. The receipt for the "in-advance" cab fare should be turned in to the School of Nursing Office Manager for a petty cash reimbursement.
- If the above options are not feasible, the instructor/preceptor shall contact the Program Chair or SON Director for assistance.

**Student’s Continued Presence in Clinical Setting**

A judgment that the student’s cannot continue to practice in the clinical setting is justified if any of the following factors exist:

- The clients to whom the student is providing care may be harmed by that care.
- The student is disrupting the clinical environment for others.
- The student requires such close supervision by the instructor/preceptor that other students and/or patients cannot be adequately managed.
- The clinical agency does not accept the student.

**Plan for Preventing Future Occurrences with Confirmed Substance Abuse**

The plan for preventing future occurrences will include the following elements:

- Requirement that the student withdraw from all clinical courses for at least one semester/trimester.
- Student is advised to seek a substance abuse evaluation by a qualified addictions counselor.
- Student is advised to comply with counseling recommendations resulting from a substance abuse evaluation.
- Student is advised to meet with the Alcohol, Drug and Wellness Educator in the Dean of Student’s office to prepare a Remediation Plan.
- Requirement that the student agree to undergo an immediate toxicology screening when requested to do so "for cause" in the clinical setting. "For cause" is defined as exhibiting behaviors suggestive of being under the influence of a chemical substance.

The student will be responsible for all costs incurred, to include the cost of the substance abuse evaluation, recommended counseling and required toxicology screening.

Refusal to engage in a remediation/treatment plan could result in the student not being accepted for placement by clinical agencies rendering the student unable to complete the nursing program.

**Section IV – Clinical Policies**

**Documentation of Health Status**

Students wishing to be enrolled in clinical nursing courses are required to provide documentation of having met the health requirements consistent with the recommended vaccines for healthcare workers according to
the Center for Disease Control and Prevention (CDC). These requirements must be met before the first clinical experience:

**Initial Requirements**

- **Hepatitis B** – immunity If you don’t have documented evidence of a complete hepB vaccine series, or if you don’t have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should
  - Get the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).
  - Get anti-HBs serologic tested 1–2 months after dose #3.

If it has been **less than 5 years** since the completion of the three dose hepatitis B series, you should:

- Have a hepatitis B titer drawn
  - If the titer comes back positive (immune), then submit official documentation. You have met the requirement.
  - If the titer comes back negative (not immune), then
    - Start a second hepatitis B series of three additional vaccine doses
    - Dose #4 – immediately
    - Dose #5 – One month later
    - Dose #6 – Five months after dose five
    - 1–2 months after dose six, receive a titer
  - If titer is positive (you are immune), then submit official documentation. You have met the requirement.
  - If titer is negative after six total doses, you are considered to be a non-responder and not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although you must accomplish the following:
    - Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the Anchorage Student Affairs Office. You will be referred to a health care provider with a specific form to guide the provider. You will discuss precautions required in the clinical setting, as well as any further treatment or testing. You should also understand any prophylaxis, follow up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

If it has been **more than 5 years** since you completed the three dose hepatitis B series, you should:

- Receive one dose (4th dose) of hepatitis B vaccine followed by a hepatitis B titer 1–2 months later
  - If titer comes back positive (immune), then submit official documentation of the results. You have met the requirement.
  - If titer comes back negative (not immune), then
    - Receive dose #5 right away, and
    - Receive dose #6 five months after receiving dose #5
    - Receive a hepatitis B titer 1–2 months after dose #6
  - If titer comes back positive (immune), then submit official documentation of the results. **You have met the requirement.**
  - If titer comes back negative after six total doses, you are considered to be a non-responder and are not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although, you must accomplish the following:
    - Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the Anchorage Student Affairs Office. You will be referred to a health care provider with a specific form to guide the provider. You will discuss precautions required in the clinical setting, as well as any further treatment or testing. You should also understand any prophylaxis, follow up for bloodborne exposure.
exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

- **Annual Influenza (Flu)** vaccination must be documented.

- **Measles, Mumps, Rubella (MMR)** immunity must be demonstrated by one of the following:
  - MMR 2 shot series
  - Blood test showing immunity to Measles (Rubeola), Mumps, and Rubella

- **Varicella (Chicken pox)** immunity must be demonstrated by blood test OR documentation of the varicella two-shot immunization series.

- **Tetanus, Diphtheria, Pertussis (Tdap)** immunity requires proof of one dose of the Tdap vaccine as an adult with a booster every 10 years thereafter.
  - **Pregnant healthcare workers need to get a dose of Tdap during each pregnancy.**

- **HIV Test** – students provide documentation of having had an HIV test within 6 months of starting nursing classes (results are not required and should not be turned in).

Students must also meet the CDC requirements for tuberculosis screening.

- **Tuberculosis** testing or documentation of freedom from active tuberculosis must demonstrated by initial negative 2-step tuberculin skin test (TST) (also known as the Purified Protein Derivative or PPD test) OR the Quantiferon Gold TB Test.

### Repeating Requirements

- **Annual Tuberculosis Skin Testing (or PPD)** must demonstrate tuberculin status.
  - TST/PPD is negative no further action needed
  - TST/PPD is positive, then the following is required:
    - Proof of negative chest x-ray followed by annual health examination by an approved health provider (medical doctor, osteopath, nurse practitioner or physician’s assistant).

- **10-year booster Td** (Tetanus, Diphtheria) a booster is required every 10 years after the initial vaccine (must remain current throughout the nursing program)

- **Annual Influenza vaccination**

### Declining Immunizations

Clinical agencies develop and enforce polices regarding required vaccinations that are applied to all faculty and students working their facilities. The clinical agency experience is a necessary component of the nursing program and all of the immunizations listed are required. Some agencies will allow students to decline an influenza vaccine, others will not. If you have strong feelings about immunizations, you should check with the program chair or track coordinator EACH SEMESTER before registration so you can register for a section or request placement in an agency that will accept you without an influenza vaccine. If the clinical agency will accept you without the influenza vaccine, the agency may require certain accommodations (e.g., signing a
declination form, wearing a mask whenever providing care to a patient, avoiding certain specialty areas/patient groups, etc.).

Clinical agencies expect that our faculty and students will advise their patients in accordance with current best practices.

Faculty and students must advise patients consistent with current CDC immunization recommendations.

Submission Deadlines for Clinical Requirements
1. The deadline for submission of health requirements documentation is:
   - July 15 for fall courses.
   - November 15 for spring courses
   - March 15 for summer courses.
2. Forms are available on the SON website.
3. To be considered valid, health requirements must extend through the entire semester; health requirements that expire midway through the semester are considered as non-current.
4. Students for whom the submission deadline imposes undue hardship may file a “Request for Extension of Deadline” to the Program Chair. A form for this purpose is located on the SON website under Current Students ... Clinical Requirements. Such requests must be filed at least one month prior to the deadline (shown above). If approved, a temporary extension of the submission deadline is granted. However, all health status documentation requirements must be met prior to the student actually beginning clinical learning experiences (including clinical orientation).
5. Students who do not meet the specified deadline and who do not have an approved deadline extension will be administratively dropped from clinical nursing courses and will be required to provide the necessary documentation before re-enrolling. Seats in particular clinical courses/sections will not be held for students who are administratively dropped because of failure to meet documentation submission deadlines.
6. Students may be able to obtain the necessary immunizations or tests to meet health requirements through the UAA Student Health Center (or possibly the distance campus Student Health Center if there is one available) during the summer months even if they are not enrolled in summer course work. An additional fee may apply. If unable to obtain immunizations on campus, then the immunizations must be obtained from a private clinic.

Documentation Requirements
Transition to a new tracking system. Students should be advised that the SON is transitioning to the Typhon system to track clinical requirements. You will be informed whether you will use the new web-based system. In the meantime, students will use the SON Health Requirements and Compliance site in Blackboard to submit health requirements. When submitting health requirements online documentation, acceptable documents include:
   - The School of Nursing Health Requirements Checklist signed or stamped by the health provider (form on the SON website)
   - Official Alaska Immunization Record Card.
   - Copies of blood test results. OR
   - Copies of actual health records signed by provider
Basic Life Support
Students must provide documentation of current certification in infant, pediatric and adult basic life support (BLS), one- and two-man rescue and automatic external defibrillator (AED). Certification as a BLS instructor is acceptable. Heart Saver courses and American Red Courses for the general public are not acceptable. Courses approved by the American Heart Association are preferred.
- Certification must remain current throughout the entire semester.
- Submission deadlines are:
  - July 15 for fall courses.
  - November 15 for spring courses.
  - March 15 for summer courses.

If needed, a “Request for Extension of Deadline” may be submitted. However, even if approved, such extensions are only temporary and may not extend into the time that the student is actually participating in course-related clinical learning experiences. Go to your advisor to complete the Request for Extension form. Upon request, documentation will be returned to graduating students at the end of the final semester of course work.

Criminal Background Checks

General Information and Purpose
Students enrolled in the School of Nursing (SON) programs either have or are seeking a professional license as a registered nurse or as an advanced-practice nurse. In the interest of patient safety, State Boards of Nursing are guided by statutes and regulations that govern the licensure requirements for nurses.

The State of Alaska has a list of barrier crimes that will impact a student’s ability to obtain a nursing license or prevent a student from pursuing a nursing degree.

Nursing students provide care to vulnerable individuals in clinical agencies that must ensure the safety of patients. Therefore, the criminal background check is required for two reasons:
- To identify students who have committed crimes that could preclude their eligibility for a nursing license or the pursuit of a nursing degree.
- To meet the requirement of clinical agencies that provide clinical learning experiences for students.

The background checks must be reported to the School of Nursing prior to beginning any clinical course. Students should note the following policy:

POLICY: Students are not eligible to participate in clinical courses until the SON receives the provisional approval of the criminal background check from the State of Alaska.

Failure to Obtain a Criminal Background Check
It is the student’s responsibility to obtain the criminal background check as directed by the School of Nursing. If the provisional approval is not available, prior to clinical orientation and/or clinical activities, the student will be administratively dropped from the course and may be dismissed from the nursing program. If there are extenuating circumstances as to the reason the background check was not completed on time, a student may appeal to re-enroll in a future semester, being placed on a waiting list to take the course when space is available.
Students with concerns about infractions/crimes that may impact their ability to attend SON clinical experiences should contact their Program Chair. Students with concerns about their eligibility to obtain/maintain licensure as a registered nurse or advanced practice nurse should contact the Alaska Board of Nursing.

Results of Ongoing Criminal Background Checks
Criminal background check information will be reported to the SON on an ongoing basis by the State of Alaska.
- If a student commits a crime while in the nursing program, that crime will be reported.
- If a student has committed a felony or other serious crime, the student will be dropped from clinical courses and may be dismissed from the nursing program.
- If a student commits a crime while enrolled in the nursing program and as a result is denied access to clinical agencies, the student will be dismissed from the program.

Depending on the seriousness of the crime, students may or may not be considered for re-admission to the nursing program at a later date.

Health Insurance and Students Illness or Injury
It is strongly recommended that students maintain personal health insurance throughout their enrollment in the nursing programs. Students can visit healthcare.gov to determine their options for an insurance plan through the federal government.

Some clinical agencies require that students present documentation of health insurance in effect for the duration of the clinical experience. Students will be notified of this requirement with sufficient time to purchase and provide documentation of health insurance.

Expenses incurred as a result of injuries or illnesses sustained or contracted during clinical learning experiences are not covered by either the University or the clinical agency. Such expenses are the responsibility of the student.

Students are encouraged to go to their local Student Health Center (if available) or to their personal healthcare provider for minor injuries or illnesses sustained during clinical learning experiences. An assigned clinical agency cannot mandate that a student go to their emergency department. Be advised that if a student is assessed and treated at any healthcare clinic/hospital, the student (and/or the personal health insurance carrier) will be responsible for the costs incurred, even if the injury/illness occurred as a result of clinical activities.

Professional Liability Insurance
All students enrolled in clinical courses are covered by student professional liability insurance through University of Alaska Statewide Risk Management. The cost of this insurance is covered by fees for the clinical courses.

Student Identification Badges
All UAA nursing students are required to wear conspicuously a UAA School of Nursing student identification badge at all times in any clinical area. One identification badge will be issued to each student in the first clinical course. Validation stickers will be provided to indicate the date of the current semester. The UAA SON identification badge with current validation sticker is required for entry into any facility as part of any UAA sponsored/sanctioned event or course. Students should contact the SON receptionist to report a lost badge.
or to turn in a damaged badge. A fee will be charged to replace a damaged or lost student identification badge.

**Attire Guidelines**

Student appearance is a reflection of the individual and of the SON. A professional, neat and well-groomed appearance must be maintained during clinical experiences. All students must adhere to the dress code in the assigned clinical agency, to include displaying the UAA student identification badge at all times.

Students should also be aware of the UAA SON attire guidelines and adhere to them as directed by program/course faculty. The UAA attire guidelines include:

- For undergraduate prelicensure students only – clean pressed hunter green scrubs
- For undergraduate prelicensure students only - a separate dress code may be required for clinical experiences in the community (outside of the hospital) that includes khaki slacks and a hunter green golf-style collared SON cotton shirt.
- A white laboratory coat (when required by the clinical agency), fingertip length, with a UAA SON patch sewn onto the left sleeve, centered two (2) inches below the shoulder seam. The lab coat should be worn over street clothes (not jeans) when visiting a clinical agency.
- Students must wear the UAA SON name badge at all times in a visible location whenever a student is engaging in a clinical learning activity at the clinical agency. The name badge should be visible on either the uniform, lab coat or personal attire, whichever attire is required at the agency.
- Appropriate footwear. Tennis shoes and open sandals are not considered appropriate footwear.
- Hair should be clean and arranged neatly. Long hair should be pulled back and secured.
- Beards/mustaches must be short and neatly trimmed.
- Nails should be kept clean and short. Nail polish, if worn, should be light-colored or neutral. Artificial nails are not allowed.
- Students should not attend clinical using extreme styles of dress, hairdos and/or makeup.
- Tattoos should be unobtrusive in the clinical setting. Tattoos of a nature that could be found offensive to others must be covered while in clinical. (Note that some clinical agencies required that all tattoos be covered)
- Jewelry should be limited to small post-type non-dangling earrings and rings that do not pose a safety risk to the student or patient. Students should keep in mind that rings with stones may be difficult to keep sufficiently clean as bacteria may be harbored in the settings.
- Strong scents (e.g., perfumes, colognes) are discouraged to show consideration for those with sensitivities and allergies.
- Wearing jewelry on other exposed body sites may pose a safety risk to the student and/or patient and, therefore, should be removed. Some clinical agencies require that facial piercings be removed or replaced so they will be unobtrusive.

*Expressive body art (piercings and tattoos) and jewelry can project a personal message or value that may negatively impact the ability to establish a therapeutic relationship with a patient.*

Students must adhere to the attire policies of the assigned clinical agency.

**Clinical Orientation**

The Consortium of Alaska State Healthcare Educators (CASHE) is comprised of educators from clinical agencies in the state where students are assigned for clinical experiences. Nursing students working in an industry governed by numerous regulations. For a healthcare facility to be in regulatory compliance, students
at all levels engaging in clinical experiences must participate in an orientation, which includes specific components. The CASHE Clinical Orientation has been developed to meet the following objectives.

1. Demonstrate professionalism.
2. Follow agency-specific policies.
4. Engage in proper clinical communication.
5. Engage in effective clinical activities.
7. Show sensitivity and respect for all.

The CASHE Clinical orientation includes modules on patient and personal safety, HIPAA, blood-borne pathogens and SON policies. The orientation is a standardized self-paced module for all clinical agencies and for all clinical students. The self-study module is available on the Blackboard site: SON Health Requirements and Compliance. Students cannot attend any clinical experience until the CASHE orientation is complete.

*The CASHE Clinical Orientation is an annual requirement.*

**Medication Administration**

All students must exercise caution when administering medications. Students must adhere to both SON and clinical agency policies.

UAA SON policy states that prelicensure nursing students (BS and AAS) require supervision by a registered nurse when administering medications in the clinical setting. Supervision will be accomplished by either the clinical instructor or a staff RN according to agency policy.

UAA SON policy states that all prelicensure students must adhere to the following standards.

a. All injectable medications will be verified by a registered nurse before the medication is administered.

b. All high-risk medications (e.g., insulin and anti-coagulants) will be independently double checked by two registered nurses before the medication is administered.

c. A registered nurse must supervise all direct IV push medications, verifying the dosage and accompanying the student to the bedside to supervise the administration of the medication.

d. Student nurses will never administer or document the administration of high-risk medications: IV antineoplastic agents, IV insulin infusions, opioid infusions, epidural medications, IV anticoagulants, thrombolytics, and magnesium sulfate continuous infusions.

e. Students must understand the policy of their assigned agency regarding the administration of controlled substances.

**Bloodborne Pathogen Exposure Control Plan**

**Exposure Determination**

Persons with potential for exposure to Blood Borne Pathogens include:

- Nursing students
- Nursing faculty
- Persons emptying waste containers or handling contaminate waste

Tasks and activities with risk for exposure to Blood Borne Pathogens include:

- Finger-stick, blood glucose monitoring practice
- Practice with injections
Breaking of ampules
O Suturing
O Handling any sharp items

Gloves are the required personal protective equipment (PPE) for these activities.

Methods of Compliance

O Universal precautions will be taught to AAS and BS students early in the first semester of nursing lab, prior to any practice or handling of blood or body fluids. All UAA nursing students will practice universal precautions at all times in the lab and/or clinical setting.
O Puncture resistant, leak proof containers must be used for disposal of all sharp items, including needles and glass. The UAA SON will provide containers in the SON labs or as needed by instructors for student activities.
O Needles used for practice will have protective sheaths or guards. Needles will be used only when required for practice of key nursing skills and will be disposed of in designated sharps containers.
O Non-latex gloves will be worn at all times by students or faculty when there is any risk of exposure to blood or body fluids. Gloves are available in the SON if they are needed for student activities.
O Hands are to be washed immediately after removing gloves that have had contact with blood or body fluids.
O Non-sharp contaminated waste (used gloves, alcohol swabs, cotton, gauze, etc.) will be disposed of in regular trash cans which will be emptied using Universal Precautions.
O Full sharps containers will be disposed of through local agencies that are in compliance with OSHA regulations. Sharps containers will be placed in large red container and the contracted outside agency notified when full.

Protective Equipment
Students must follow clinical agency policies regarding the use of PPE (including protective eyewear) when in clinical settings where exposure to body fluids is possible.

Vaccination
All UAA nursing students and faculty are required to show evidence of meeting health requirements, to include displaying the required immunity as discussed in the “Documentation of Health Status” section of this handbook. Vaccination records for each person are on file at the UAA SON.

Post-Exposure Follow-Up
Immediate steps to take in the event of a suspected exposure to body fluids:
O Apply first aid or arrange for emergency assistance (911) if needed. Allow affected person to self-administer first aid to him/herself if possible to reduce the potential for causing secondary infections. Always follow universal precautions when administering first aid.
O Allow a small amount of controlled bleeding, if wounded, being careful to capture fluids in a safe manner.
O All potentially contaminated material must be stored in red biohazard bags with the words “Biohazard” labeled on the bag or container. Refer to disposal guidelines for biohazards.
O Thoroughly wash the wound with disinfectant soap and running warm water.
O After immediate medical needs are attended, assume that you have incurred a true exposure and seek immediate post-exposure care from a qualified provider. Students are encouraged to go to the Student Health Center, or the local campus health center (if available).
O The cost of health care for injuries or illnesses sustained or contracted during clinical learning
experiences is not covered by either the University or the health facility; such costs are the responsibility of the student. Health insurance at relatively low cost can be purchased through the University. UAA employees should contact Environmental Health and Safety at 786-1335 for further advice and action.

Communication of Hazard

- For students: UAA faculty will clearly inform students in the first semester of the nursing skills lab of the hazards of exposure to blood and body fluids, including the potential for contaminated injury with sharps whether in the lab or the clinical setting.
- UAA nursing faculty involved in an exposure should complete the UAA Needle stick Mandatory Report Form within two working days.

Information and Training

- The UAA School of Nursing has in place a mandatory training for all students and faculty, to be completed annually, which includes prevention of exposure to blood borne pathogens, body fluids and other biohazards and hazardous materials.
- Documentation of completion of this training by each student and faculty person is maintained in the School of Nursing at UAA.

Extended Sites

- UAA students and faculty in extended nursing school sites outside of Anchorage will complete the UAA Needle stick Mandatory Report Form and will be referred to the emergency room or physician of their choice for appropriate follow-up of the exposure.

Latex Allergy

UAA School of Nursing programs require students to participate in activities in skill laboratories and in clinical agencies where latex and other potentially allergenic substances are common components of many medical supplies (gloves, airways, intravenous tubing, syringes, stethoscopes catheters, bandages, etc.). Both the SON learning laboratories and clinical agencies in the community maintain policies and procedures for patients and health care workers who are allergic/sensitive to substances in the environment (e.g., latex, iodine, etc). The SON has an allergy/sensitivity policy that provides guidelines for the prevention, identification and management of allergic reactions to latex among nursing students and faculty. Faculty and students should be familiar with existing policies and immediately report any problems he/she may have in a learning lab or at a clinical training site related to an allergic reaction. It will not be possible for UAA or any clinical setting to remove every allergen from the environment. Signs advising of the potential exposure to latex are posted on the skills lab doors.

Natural latex products are manufactured from fluid derived from the rubber tree, Hevea brasiliensis. Latex proteins and chemicals used in processing of the rubber product have been determined to cause allergic reactions. A wide variety of products contain latex, including medical supplies, protective gloves and many household items (balloons, elastic on clothing, diapers, rubber bands, plastic storage bags, etc). Latex proteins fastened to the powder in powdered gloves can become airborne when the gloves are changed, resulting in inhalation as well as contact exposure to the latex proteins. Most individuals who have contact with latex household products have no health problems related to their use. However, reports of work-related allergic reactions to latex or chemicals used in the manufacture of latex have increased in recent years, especially among health care workers who frequently use latex gloves to prevent exposure to infectious organisms.
Individuals with allergies to certain foods (particularly avocado, potato, banana, tomato, chestnuts, kiwi and papaya) are believed to be at increased risk for developing a latex allergy. Several types of synthetic rubber gloves are available which do not release the proteins that cause true latex allergies.

The SON will attempt to minimize the exposure of students and faculty to latex by purchasing non-latex gloves for use in the nursing lab. Students and faculty, however, may experience exposure in clinical facilities that still utilize latex gloves.

If an allergy is suspected, it is recommended students see their personal health care provider for a complete evaluation. Those determined to be allergic to latex should wear a medical-alert bracelet, carry an “Epinephrine Kit” (Epi Pen), and notify their instructor prior to beginning their lab courses.

**Purpose of this Policy**
- Educate nursing students and faculty about the sources, types and signs and symptoms of reactions to latex.
- Provide recommendations for prevention and management of latex reactions and allergy.
- Provide references for further information about latex allergy.

**Implement Latex Precautions in UAA SON Skills Labs**
- Purchase only low-allergen materials and powder-free gloves to the extent possible.
- Post signs in all SON skills labs warning of the presence of latex.
- Insure information is available in skills labs that describes the types, causes, and management of latex reactions
- Assess anyone with symptoms of latex reaction, follow the management guidelines, and refer for prompt, medical treatment as appropriate.
- Maintain rapid absorbing, over-the-counter anti-histamine (diphenhydramine/Benadryl) and offer to anyone who shows signs of an allergic reaction to latex. Do not allow an individual who has taken the diphenhydramine to drive home or to a medical facility.
- Track and evaluate all latex reactions and update policies with the goal of reducing future incidents.

**Hand Care Protocol**
Utilizing a proper hand care protocol will decrease the risk of skin irritation and the development of contact dermatitis due to contact with latex.

*Hand washing:*
- Wash hands thoroughly with an appropriate hand soap or cleansing agent
- Rinse thoroughly to remove residual soap (if applicable)
- Dry hands appropriately by gently patting (if applicable)

**Lotions**
- Use appropriate hand lotions, preferably those provided in the lab/clinical facility
- Products containing mineral oil, petroleum or lanolin should not be used when wearing latex gloves
Procedures for Students

- Utilize the proper hand care protocol in both lab and clinical settings
- Monitor self for the signs and symptoms of irritant contact dermatitis, allergic contact dermatitis or latex protein allergy
- Inform your clinical instructor should you experience any of these signs or symptoms.
- Follow the management recommendations should you develop the signs and symptoms of chemical or latex reactions
- Read latex allergy policies in your assigned clinical facilities and follow agency guidelines

Selected References for Further Information

American Latex Allergy Association
http://www.latexallergyresources.org/

National Institute for Occupational Safety and Health, (800) 356-4674
"NIOSH Alert: Preventing Allergic Reactions to Natural Rubber Latex in the Workplace". June 1997 (request publication number 97-135).
http://www.cdc.gov/niosh/docs/97-135/

NIOSH Publications and Products
“Latex Allergy a Prevention Guide”
http://www.cdc.gov/niosh/docs/98-113/

American Nurses Association, (800) 637-0323
"Latex Allergy: Protect Yourself and Your Patients" (request item number WP-7).

Unusual Occurrences

Philosophy

Clinical agencies are required to develop Patient Safety Systems, where staff work together to eliminate complacency, promote mindfulness, and to prioritize events, hazards and vulnerabilities in their systems. The goal is to protect patients, improve systems and prevent further harm.

Unusual occurrence reporting provides opportunities for students, faculty and institution/agency staff to identify and prevent potentially dangerous situations in the clinical setting. They also present a learning opportunity to individuals involved in the occurrence.

The role of the faculty member is to promote and facilitate student learning. Additionally, the faculty member bears a responsibility for protecting clients from harm. When a conflict between the two responsibilities exists, the protection of the client/patient takes precedence over the responsibility of teaching the student.

Faculty members create an environment that encourages students involved in unusual occurrences to report those occurrences and participate in analysis and planning to prevent future occurrences of a similar nature. It is the joint responsibility of the student and faculty member to demonstrate professional accountability in reporting unusual occurrences and in implementing the policies and procedures of the clinical institution/agency and the UAA SON regarding unusual occurrences.
Program Chairs have several responsibilities regarding unusual occurrences: to review occurrences, to track occurrences, and to work with program faculty to implement corrective actions.

**Purposes**

The purposes of this policy are to:

- Provide a mechanism for reporting unusual occurrences according to the policies and procedures of the institution/agency in which UAA nursing students gain clinical experiences.
- Document a safety or environmental hazard that may result in injury, damage or loss to a client or an institution/agency.
- Preserve evidence in the event of legal action against the student and/or University.
- Provide a basis for counseling the student involved in the unusual occurrence.
- Allow for tracking of unusual occurrences to recognize patterns of individual behaviors or system/process limitations.
- Facilitate counseling, remediation, and decision-making related to unusual occurrences regarding student progression within the nursing program.
- Facilitate the implementation of corrective actions to foster a safe environment for patients, students, faculty and staff.

**Definition**

An unusual occurrence is:

- Any situation that actually or potentially results in injury to persons or damage to property in the clinical settings.
- Any situation involving a student that is not congruent with operational or safety standards of the clinical agency.

**Examples of Unusual Occurrences (the following list not exhaustive)**

- Medication errors (including errors involving lateness, omission or commission)
- Treatment errors
- Patient falls or injuries
- Student injuries - or potentially injurious events
- Instructor injuries
- Equipment damage
- Administrative errors
- Errors that may be "remedied" within the institution by obtaining a "covering" physician's order

**Applies to the Following People**

- Students engaged in clinical practice within the context of their studies.
- Faculty members performing within the context of their UAA employment

**Procedure for Unusual Occurrences Involving Students**

When an unusual occurrence involving a student of the UAA SON is identified by the student, preceptor, or the faculty member, the following steps should be carried out.

1. The student and faculty member (and/or preceptor, if applicable) shall immediately implement the policy of the institution/agency regarding unusual occurrences.
2. Within 24 hours following the incident, the student and instructor (and preceptor, if applicable) shall jointly complete the UAA SON Unusual Occurrence Form located on Blackboard, Program site, Forms folder.
   a. The original form shall be forwarded through the Course Coordinator, Program Chair to the Director of the SON and retained by the Director of SON indefinitely
3. Prior to the next clinical day the supervising faculty member shall review the form to determine whether a pattern of unusual occurrences is developing.
   a. If it is apparent that such a pattern is developing, the supervising faculty member, the student and the Program Chair shall meet to:
      1) Develop a plan for interrupting the pattern and for preventing future unusual occurrences; plans will be in writing and retained in the student's file.
      2) Discuss the potential consequences of repeated unusual occurrences with the student.
   b. If no developing pattern is apparent, the supervising faculty member and the student (and preceptor, if applicable) shall meet to discuss plans for preventing future unusual occurrences.

When the unusual occurrence involving a student is noted by a staff member while the student and the faculty member are present in the institution/agency, the staff member shall notify the instructor immediately. The faculty member and the student shall implement steps 1 through 3 above.

When the unusual occurrence involving a student is noted by a staff member after the student and faculty member have left the facility:
1. The staff nurse shall:
   a. Implement the policy of the institution/agency regarding unusual occurrences.
   b. Notify the unit Nurse/Clinic Manager (if applicable), who will notify the faculty member of the incident by telephone as soon as possible.
2. The student and faculty member shall implement Steps 1-3 within one working day following notification.

When the unusual occurrence involves a student being precepted by a member of the staff of the institution/agency:
1. The student and preceptor shall:
   a. Implement the policy of the institution/agency regarding unusual occurrences.
   b. Complete the “UAA SON Unusual Occurrence Form.”
   c. Notify the faculty liaison of the occurrence as soon as possible (within 24 hours of its occurrence).
2. The faculty liaison shall carry out Step 3 (review the form to determine developing pattern and appropriate counseling).

**Root Cause Analyses**

With a significant incident, the student may be required to participate in a root cause analysis – a team effort geared to understand what and why the event occurred and how to prevent future events.

**Potential Consequences of Repeated Occurrences Involving a Student**

The faculty of the SON and the staff of clinical facilities recognize that unusual occurrences may occur as a result of circumstances that may or may not be within the control of the involved student. In general, the response of faculty and institutional/agency staff will be to study unusual occurrences to develop preventative action. However, when a pattern of unusual occurrences within the control of the student is apparent and when remedial action is not effective in reversing that pattern, protection of clients requires action on the part
of the SON. Depending upon the severity and frequency of unusual occurrences, the potential consequences may include any one or more of the following:

- Remedial study assignments related to the circumstances of the unusual occurrence
- Remedial assignments through an online tutorial or simulation laboratory.
- Remedial course work.
- Dismissal from the course and award of a failing grade with an option for re-enrollment in a future offering of the course, contingent upon satisfactory completion of remedial assignments and on a space-available basis.
- Dismissal from the course and award of a failing grade with the possibility of no option for re-enrollment in a future offering of the course. This consequence includes dismissal from the nursing program. (This penalty may be applied automatically if it is apparent that the student deliberately concealed an error or occurrence or has made dishonest statements about the event.)

Note: Dismissal from a course with or without the option of re-enrollment in a future offering of the course shall occur only in situations in which the student's behavior leads the faculty member to believe that the student is not likely to seek appropriate assistance or follow direct instructions such that patient safety is impacted. Such actions shall be subject to the Grade Appeals Policy outlined in the UAA Catalog.

**Section V – Dispute/Complaint Resolution Policies**

The SON follows the complaint procedures outlined in the [UAA Student Handbook](#).

Challenges to academic decisions or actions should follow the complaint procedures in the UAA Student Handbook. If the informal resolution steps have not been effective, then the student should contact the dean/campus director or designee. Nursing students contact Vice Provost/Dean Jeff Jessee. The contact information for Dean/Vice Provost Jessee are as follows.

Jeffrey Jessee, Vice Provost Health Programs & Dean College of Health
Professional Studies Building, Rm 205D
E-mail: jeff.jessee@alaska.edu
Phone: 907-786-6057

**Section VI – Student Records Policies**

**Policy Regarding maintenance of Student Educational Records**

Student files are kept by the School of Nursing to facilitate pre-major advising, admission to the major and faculty advising within the nursing major. The primary purpose of the files is to contribute to the educational development of students and to comply with various yearly statistical reports required by the School of Nursing, the Alaska State Board of Nursing and the National League for Nursing. Maintenance of these files complies with the UAA Policy on the application of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For additional information on the Federal law, see the [UAA Course Catalog](#) or the [UAA Student Handbook](#).

**Maintenance of Active Student Records**

A file for each student actively pursuing the nursing major is kept in a secure location. The hard copy file is referred to as the advising file. It contains all admission documents: application to UAA, copies of transcripts
from high school and previous postsecondary institutions attended, transcript evaluations and evaluation worksheets, admissions test scores, a current unofficial UAA transcript, School of Nursing application, letters of recommendation and a plan of study. Additionally, the advising file may contain petitions, progress reports, letters or statements of disciplinary action, scholarship award letters, financial aid appeal letters and references prepared by SON faculty and/or staff.

A separate, confidential, online spreadsheet is maintained. It contains name, student identification number, email, and initial cohort. Confidential student information is maintained in a password-protected file only accessible to SON advising personnel. Any additional information can be obtained through the UAA password-protected enrollment and course management systems.

Copies of health information, CPR certification, and background check records are maintained electronically, separately from the student's academic advising file. Students are advised to retain the originals of these documents. While copies of health, CPR certification, and background check records must be maintained throughout the student's enrollment in clinical coursework, they are returned to the student upon request at the completion of the final clinical class.

Retention of Student Files

Student advising records are maintained as active files until graduation, at which time they are transferred to a separate, but equally secure location, and kept for five years. Copies of faculty letters of reference and program verification forms may be added to the files of graduated students. At the end of five years, letters of reference originally generated by SON faculty will be inserted into a reference letter file to assist faculty in completing future requests for letters of reference. All other documents in the individual files will be shredded, including health requirement documents.

The file of a student who does not continue enrollment in the nursing program after being admitted to the clinical major will be kept in an inactive status for not more than seven years. Though the student may be required to reapply to UAA, to demonstrate currency of curricular information or to meet updated School of Nursing requirements, retaining the file will facilitate advising for re-entry and appropriate placement within the nursing program. Student information will remain in the computer database indefinitely, listed under the status of attrition along with reason for leaving if known.

Records of students who transfer out of nursing to a non-nursing major will be forwarded to the academic department responsible for the new major after all nursing specific documents have been removed (i.e. School of Nursing application, letters of reference, correspondence related to the nursing major and clinical evaluations and summaries of advising conferences). Nursing-specific documents will be placed in a separate file with student name and retained in an inactive status for not more than seven years. Student information will also remain in the computer database indefinitely, listed under the status of attrition/career change.

Upon graduation, student information in the computer database will be transferred to a perpetual alumni database. In addition to the transferred information this database will contain graduation date, NCLEX results, employment status and employment site and other graduate follow-up data that may be collected. As with the active student database, this information will be utilized for statistical purposes and for maintaining contact with alumni.

A separate Alumni Directory will be compiled utilizing current name, address, telephone number and personal and professional information of all alumni who give written permission to be included in such a directory. The Alumni Directory will be available for purchase through the SON Alumni Association Chapter.
Exceptions to the Retention Policy
The files of students, who have been dismissed from the nursing program for reasons of academic failure, dishonesty or other disciplinary actions, may be kept indefinitely in a secure location.

Maintenance of Confidentiality
In keeping with the Family Educational Rights and Privacy Act (FERPA), students have the right to expect that information in their SON files will be kept confidential. Files may be accessed only by those SON personnel involved in advising, instructing or assisting students in an official capacity or in filing or maintaining the database. Those who have direct access include the Director of the SON, the Coordinator of Student Affairs, faculty and designated staff.

Random student records may be reviewed for the purpose of assessing the degree to which the School implements its published policies and procedures by individuals officially designated as Program Evaluators by regulatory or accrediting bodies. When such reviews occur, they will be conducted in the presence of an official of the SON (e.g., Director, Program Chair, Coordinator of Student Affairs or other designated staff member). Outside reviewers will be prohibited from making any notations that include identifying information.

Tests or other course work being returned to students are also considered confidential. A student must provide written permission if s/he wishes to have such documents picked up by another person.

Information contained in the computerized database will be available to faculty and designated staff on a “need to know” basis. Specific information to document that students have met the conditions established in the School’s Memorandum of Understanding/Agreement with a facility/agency may be provided to an authorized representative of the facility on demand or upon request. Examples of situations when such documentation may be required by a clinical agency include a review of the facility/agency for continuing accreditation (e.g., JACHO Review). Students’ immunity to certain conditions or their tuberculin status has been requested by agencies and/or the State in the face of outbreaks of these conditions. Whenever possible we contact the students to inform them of outbreaks and who to contact to contain the outbreak and insure they receive the required care and follow-up.

Information contained in the computerized database is also utilized to compile statistical reports (i.e., to State and national accreditors) or to prepare grant applications and submit progress reports to granting institutions. No personal data that could enable the identification of the individual student will be disclosed to a third party without the student’s written permission.

Review of Student Advising File
Students have the right to review the contents of their own SON Student Advising File. If a student wishes to review their student File, they should submit a written request to the Coordinator of Student Affairs. The Coordinator must respond to the request within 45 days. After the request has been processed, the student will review the File in the presence of the Coordinator of Student Affairs or designee. A student may not remove any materials from the File.

SON personnel may not copy or forward to a third party any information that has not originated within the SON. This includes but is not limited to transcripts, application materials, and letters of recommendation contained within the student’s application packet and occurrence reports forwarded directly to the SON from a clinical site or individual preceptor.
No other party may view the contents of a student’s file without the student being present unless the student has provided written permission to the SON. A signed permission form must be placed in the file to document such access has occurred. Such third party review will only be provided in the presence of designated SON personnel and will require valid photo identification.

It is strongly recommended that students keep copies of all letters and reports provided to them by faculty. Copies of documents originated within the SON and placed in the student file may be provided to a student upon written request.

SON personnel may not copy or forward to a third party any information that has not originated within the SON. This includes but is not limited to transcripts, application materials and letters of recommendation contained within the student’s application packet and occurrence reports forwarded directly to the SON from a clinical site or individual preceptor.

**Maintenance of Applicant Records**

Advising files for students interested in pursuing a nursing degree and for those accepted to UAA as a nursing pre-major will be kept in a secure location. The hard copy may contain the same documentation as does that of the active nursing major. This file will be utilized for purposes of advising, individual student program planning and for admission to the nursing major.

From the first point of contact, all student information in a pending/applicant file will be governed by the School of Nursing policies regarding confidentiality.

Upon receipt of the “Certificate of Admission” to the pre-major and accompanying documents from the UAA Enrollment Services Office, the School of Nursing will consider the student to be in a pre-major/applicant status and will enter the student information into the confidential computerized database.

Applicant records will be maintained as long as the student is enrolled in prerequisite or co-requisite course work and continues to utilize the advising services of the School of Nursing. After three years of inactivity, an applicant file may be destroyed. In no case will an inactive file be kept more than five years for the Associate degree or seven years for the Baccalaureate and Graduate degrees. When a file is destroyed, the applicant’s information will be maintained in the database under the status of attrition. Individuals at that point will be required to reapply to UAA if they wish to pursue a degree.

**Maintenance of Course Records**

The School of Nursing will maintain copies of course records. However, it is strongly recommended that students/graduates maintain a copy of the UAA General Catalog, the School of Nursing Student Handbook and all course syllabi and handbooks. It may also be advisable to retain copies of graded work that was completed in specific courses (e.g., papers, sample care plans, final project reports, etc.).

**Maintenance of Academic Records**

*Curricular Designs:* A copy of the approved curricular design will be kept indefinitely. The following will be included: program outline, curriculum action requests (CARs) and course content guides. Whenever a specific course is substantially changed or deleted or a new course is developed, the new information will be stored with the original curricular design.
**Course Syllabi and Handbooks:** Copies of course syllabi and handbooks that are prepared each semester will be maintained in a secure location according to the semester in which they were taught. These will be kept for a period of eight years. When the syllabi and handbooks for a course are not substantially changed from one academic year to the next, it will be acceptable to note this on the course records and maintain only one copy to conserve storage space. When curricular design is changed, copies of the relevant syllabi and handbooks will be archived along with the program curricular design materials.

**Student Handbook:** A yearly copy of the (AAS, BS or Graduate) Student Handbook will be maintained each year for at least eight years. During that period, if there is no substantial change in the contents of the handbook this may be so noted and one copy may be kept to represent several academic years. Handbooks that reflect major policy revision may be kept indefinitely and archived along with the curricular design materials.

**Long Term Storage**

All course records, or representation of such as mentioned above, will be kept for a minimum of eight years in an easily accessible form (e.g., actual paper copy of the item). Materials stored for longer than eight years will be those that reflect major curricular design revision and will be utilized to maintain continuity and historical context for the School of Nursing. These records may be stored by utilizing electronic methods.

**Accessing and Copying Course Records**

During the eight year period in which actual paper records are maintained, students/graduates may request copies of specific syllabi at the cost of ten cents per page plus postage. Requests should include name of course and semester completed. Response time for preparing copies can be expected to be at least one week from receipt of the request. Course syllabi and the Student Handbooks will not be reproduced. After eight years, a student should not expect the School of Nursing to retrieve and copy course materials.

**Section VII – Student Services and Resources**

**Tuition and fees**

UAA semester expenses are discussed on the UAA [Tuition and Fees](#) website. The amount of the fees reflects the number of courses and the course activities. There are additional [Fees](#) assessed from the university and from the nursing program. Some fees are distributed across the program, while others are charged to the student once. Fees are assessed from the nursing program as listed below.

**Nurse Practitioner Master’s/Certificate Program Fees**
- Student Liability Insurance
- Simulation/Standardized Patient support
- Typhon
- NP Certification Preparation Program
- Advanced Practice Education Associates (APEA) exams
- My QBank learning modules
- Electronic Health Record System tools
- Audio/Visual Streaming licenses
- Clinical Lab equipment and supplies
- SON Distance Education equipment and support

**Nursing Leadership Master’s/Nursing Education Certificate Program Fees**
Student Liability Insurance
Audio/Visual Streaming Licenses
SON Distance Education equipment and support

Doctor of Nursing Practice Program Fees
Student Liability Insurance
Simulation/Standardized Patient Support
Typhon

Baccalaureate Program Fees
Nursing lab supplies
Nursing lab equipment
SimChart
Student liability insurance
Simulation
Audio/Visual streaming/licensing
Community capstone project
Kaplan assessment testing and NCLEX Prep Course

RN-BS Program Fees
Student liability insurance
Audio/Visual streaming/licensing
Community capstone project

Associate of Applied Sciences Program Fees
Nursing lab supplies
Nursing lab equipment
Student liability insurance
Simulation
Audio/Visual streaming/licensing
HESI assessment testing and NCLEX preparation resources

Financial Aid
Financial assistance is available through the UAA Office of Student Financial Assistance in the form of federal and state loans and grants (Alaska and Stafford Student Loans, Pell Grant, etc.) as well as grants through private organizations.

Scholarships
Nursing students have many opportunities to defray the cost of their education. Visit the UAA Scholarships Resource Page for information on general scholarships, College-aligned scholarships, and for more information on the application process.

Tuition Waivers
The School of Nursing receives a small amount of funding for tuition waivers to award each Spring for AAS students and each Summer for BS students. Because there are usually more applications for tuition waivers than there are credits to award, the granting of partial waivers for 1-4 credits is common.

Announcements for the tuition waiver application, including the application deadline, will be posted on the respective program Blackboard site. Application forms are enterable and can be emailed or dropped off in person to the SON Business Manager in the Director’s Suite, HSB 371.
ELIGIBILITY CRITERIA
You may be eligible to be awarded a tuition waiver if you:

1. Are currently registered for six or more credits that will contribute to completion of your nursing degree in the term for which the waiver will be used.
2. Prior completion of at least one nursing major course with a Nursing GPA of 2.0 or higher.
3. Cumulative GPA of 2.8 or higher.
4. Demonstrated financial need.
5. Demonstrated community and/or university service.
6. Completion of six or more credits in previous semester.

Student Health Services

Student Health and Counseling Center
The UAA Student Health and Counseling Center campus health center provides primary health services for physical and mental health conditions as well as education and support to maintain a healthy lifestyle. In many cases the center is a source of low-cost primary health care services with referral for specialized treatment. The center may also bill your personal insurance. The UAA Student Health and Counseling Center is open weekdays during the regular academic year.

Dental Hygiene Clinic
On the UAA Anchorage campus, the Dental Hygiene Clinic provides reduced cost dental care to staff, students, and community members. As part of the Dental Hygiene program, dental hygiene students see patients under the supervision of a dentist from the Anchorage community.

Psychological Services Center
The Psychological Services Center at UAA in Anchorage offers low-cost therapy and counseling to families, couples, and individuals of all ages for a variety of problems. Clinical psychology students in the last phase of study for the master’s or doctoral degree see patients under the supervision of licensed psychologists from the psychology faculty. A fee schedule is based on each individual’s ability to pay. For more information, call 907-786-1795.

Counseling & Support Services
The UAA Student Affairs Counseling & Support Services provides short-term personal counseling for concerns affecting academic success such as stress, situational crises, and life changes. Other services include student advocacy, workshop presentations, and referrals. These counseling services are provided at no charge to UAA students.

Academic Resources

RECRUITMENT AND RETENTION OF ALASKA NATIVES IN NURSING (RRANN)

The Recruitment and Retention of Alaska Natives into Nursing (RRANN) program was designed to 1) recruit Alaska Native/American Indian people to a nursing career and the UAA nursing programs and 2) to facilitate those students’ success in gaining access to the clinical nursing major and successful completion of the program.

Tutoring Services
Initiated with funding through the RRANN program, tutoring services are currently offered to any nursing student for both prerequisite and nursing specific courses. A Tutor Coordinator arranges student requests and tutor services. See the RRANN website for more information.
Wolf Cards
Your Wolf Card is your student identification card, a U-Pass card for the Anchorage/Valley bus system, your library card and a card that provides access to services and resources on campus. The UAA student identification number is shown on the back of the card. The Wolf Card can also be used to pay for items sold on campus, such as meals, snacks at vending machines and merchandise at the campus bookstore. You can use your credit card or debit card to add money to your Wolf Card as needed.

Student Advising & Advocacy
The Office of Student Advising and Advocacy in the College of Health is dedicated to the matters centered upon student success. Our primary goal is to increase the retention, quality, and graduation rates of students within the College of Health.
Functions of the COH Office of Student Advising and Advocacy include:
- Provides focused support for students requiring entry level and PRPE courses.
- Acquaints students with how to locate and effectively utilize resources at UAA.
- Assists students with course selection and registration process.
- Refers students with the appropriate COH faculty advisor.
- Attends and promotes COH majors at college and career fairs.
- Builds collaborative and working relationships with the Anchorage School District’s staff, other educational resources, and the greater Anchorage community to promote and recruit prospective students to the College of Health at UAA.

Testing Services
Testing services provides a professional testing environment that supports student retention and success by offering examinations for students and the community that assist with academic and professional advancement. The testing center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA). All testing appointments must be scheduled online, 24 hours in advance of the test date to ensure all students/testers have a reserved workstation.

Disability Support Services
If a student experiences a disability that may result in a barrier to his/her academic experience and requires reasonable accommodations, then it is that student’s responsibility to disclose their disability to Disability Support Services (DSS) as soon as possible. DSS is located on the University of Alaska Anchorage – Anchorage (UAA) main campus in Rasmussen Hall 105 and can be reached by phone at 786-4530 or by email at aydss@uaa.alaska.edu. Students at outlying campuses can contact the Disability Support Coordinator at their local campus (usually within the student counseling department). It is important to request accommodations early enough for DSS to adequately consider your request before it is needed for your (class(es). Reasonable accommodations will be approved once students have provided appropriate documentation.

Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus.
Writing Center
The **UAA Reading & Writing Center**, located in SMB 118, provides reading and writing assistance to UAA students at all levels and all disciplines. Certified and formally trained tutors offer help for those seeking to improve their reading, writing, and study skills.

Native Student Services
**Native Student Services** (NSS) provides quality support services to Native and rural students. The NSS Center offers academic advising, scholarship information, assistance, and resource support.

Multicultural Center
One of the missions of the **UAA Multicultural Center** is to improve the overall quality of life for all underrepresented minority students (URMs) on the campus by developing and implementing educational, cultural, and social programs that will assist the students in obtaining satisfactory grades, reaching self-determined academic goals, and successfully graduating.

Student Ombudsman
Student Government provides a **Student Ombudsman** to serve as a neutral party to confidentially address student concerns and assist students in resolving their University-related complaints.

University Police
**UAA University Police** provides special services unique to the University setting. Those services include maintaining security of University buildings; providing crime prevention classes to students, staff, and faculty; providing escorts on the University campus; vehicle and room unlocks; and vehicle jumpstarts. The department is open 24 hours a day, 365 days a year. For more information, call 907-786-1120.

Safety from Sexual violence (title ix)
Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all matters of Sexual Harassment, Sexual Assault and Sexual Violence seriously. If you have concerns or need to report an incident, please contact the **Office of Campus Diversity & Compliance**.

Facilities
**School of Nursing Resource Center (NRC)**
The UAA Nursing Resource Center (NRC) is comprised of two skills labs and a small computer lab. The skills labs are located on the second floor of the Health Sciences Building (HSB) with a small computer area in between the labs (HSB 205C). The skills labs include two different rooms equipped with materials necessary for teaching technical and assessment skills. The purpose of the NRC is to provide a supportive, learning environment where nursing students can enhance and challenge their ability to provide holistic patient care through the development of assessment, communication, critical thinking, organizational, and psychomotor skills.

The current NRC coordinator is Elise Harrison. Her office is in HSB 214; her phone number is (907) 786-4565; her email is echarrison@alaska.edu.
Below is a map of where you can find the computers (in 205C). One of the computers has the full version of SPSS on it for student use when doing data analysis.

Campus Computer Labs
There are currently 50 computer labs in the Anchorage campus. While many of the labs are restricted by department-affiliated individuals, there are at least 12 unrestricted labs located across campus for use by any UAA student. Most of these computer labs are currently underutilized. See the Computer Facilities site for more information.

Consortium Library
The Consortium Library is your gateway to all the Library’s resources and services, both print and online (electronic). Use your university username and password as prompted. For help, call the UAA Information Technology Services Help Desk (Local: 907-786-4646; Toll Free: 877-633-3888). Wireless Internet and data ports and electrical outlets are located throughout the library. Click the Location link for more information about visiting the library.

Alaska Medical Library
The Alaska Medical Library is a unit within the Consortium Library in Anchorage and located on the 2nd floor near the health collections. The medical library office is open 8-5 Monday-Friday, although students should make an appointment for in-depth research or help with database searching. One-on-one assistance is provided as needed, whether face-to-face or via distance. They provide a very valuable service, supporting faculty and students in healthcare disciplines to optimize their use of the library and its services.

Distance Students
For students living outside the Anchorage and Mat-Su areas, library staff will checkout and mail books using your library card number. If you have questions about this service, call 907-786-1828.

Library Cards
Your Wolf Card is your Library Card. Click My Library Card for more information.
Printing
Printing across the Anchorage campus is done through Managed Print Stations using your Wolf Card. There are two print stations in the HSB in each of the alcoves, HSB104 and HSB204. For more information go to the Managed Print website.

UAA Student Government
Students have the opportunity to be involved in the Union of Students at UAA (USUAA), the student governance organization on campus. The purposes of USUAA are to:

1) broaden the educational perspective of students by instituting a structure of self-governance;
2) promote the educational needs, general welfare, and right of students;
3) serve as a forum for students to express their ideas for enhancing the quality of their educational experience through expanded and improved communications among students, faculty, and administration and beyond;
4) formulate policy and procedures concerning student life, and
5) serve all students equally, regardless of race, color, religion, national origin, sex, sexual orientation, Vietnam era or disabled veteran status, physical or mental disability, change in marital status, pregnancy, or parenthood.

All full and part-time students at UAA who pay the Student Government fee are automatically members of USUAA. Membership provides students with opportunities for involvement and leadership in a diverse array of campus activities.

Additional information is available on the USUAA web site.

Student Nurses' Association (SNA)
The Student Nurses' Association (SNA) is an organization whose membership is open to all student nurses registered at the University of Alaska. SNA is run entirely by students for the benefit of students. The general objective of SNA includes the following:

- To provide opportunities for student nurses to exercise their leadership and group communication skills through regular meetings and special events.
- To act as a liaison between students and to facilitate communication between various class levels.
- To plan and organize social events which are open to nursing students and the general community.
- To provide enriching extra-curricular educational programs in health-care-related areas.
- To serve as a model for professional organizations in which the student may participate later as a health care professional.

To meet these objectives SNA is involved in various activities through the year. Monthly meetings provide updates on SNA activities and opportunities for information. The Association is involved in a number of community and outreach activities, (e.g., health fairs). More recently, the SNA had developed a Student Mentorship Program for enrolled students and a Breakthrough to Nursing Project to encourage the enrollment of underrepresented minority students.
SNA welcomes input from all facets of the student nurse community. Do not hesitate to step forward and become involved in your organization.

**Theta Omicron Chapter of Sigma Theta Tau International**
Sigma Theta Tau is the International Honor Society of Nursing. Chartered in 1986, Theta Omicron is the UAA Chapter of Sigma Theta Tau International.

Membership in Theta Omicron is open to students enrolled in the baccalaureate nursing program and to graduate nursing students who have completed at least one-third of their required courses and is by invitation. Eligibility criteria include being in the upper third of their graduating class as measured by cumulative GPA and being approved for membership by a vote of the membership. Induction to Theta Omicron occurs in the Spring semester, usually in April.

Theta Omicron carries out a number of activities that support the ongoing education of nursing professionals and that facilitate nursing scholarship. In addition, the Chapter recognizes leadership through the Tina DeLapp/Theta Omicron Professional Excellence Award.

**School of Nursing Contacts**

<table>
<thead>
<tr>
<th>Name</th>
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</table>
PART 2: Bachelor of Science in Nursing Program

Section I – Program Overview

For questions about the Bachelor of Science (BS) program contact one of the program CoChairs.

Program CoChair: Ammie Tremblay, MS, CNS, RN, 786-4579, altremblay@alaska.edu
Program CoChair: Ron Lombard, DNP, RN-C, CNE, CEN 786-4592, rlombard2@alaska.edu

Advising

Students who meet specified prerequisites for admission, applied for admission, been ranked, and notified of being accepted for admission into the Bachelor of Science (BS) Clinical Nursing Major, will have a seat in the nursing courses in the specified semester. At the time of admission to the clinical nursing major, the student is assigned a faculty advisor. Students are encouraged to meet with their faculty advisor at least once each semester and whenever needed. Students can contact the Chair of the BS Nursing Program for information regarding assigned BS nursing faculty advisors.

Program Options

There are two options for completing the BS program:

- The Prelicensure Option is for students who complete the program to be eligible to sit for the nursing licensure examination, the National Council Licensure Examination -Registered Nurse (NCLEX-RN)
- The Registered Nurse Option is for students who are licensed registered nurses who have completed a diploma program or an associate degree program in nursing, who wish to earn a BS degree in nursing.

Each program option will be discussed separately.

Program Student Learning Outcomes of Baccalaureate Graduates

1. Demonstrate critical thinking by making evidence-based nursing judgments through the use of intellectual, interpersonal, and technical competencies to promote safe and effective client-centered care.
2. Implement caring behaviors in the practice of professional nursing using established standards, evidence based practice, and innovation to prevent illness and promote and restore health in order to meet the changing needs of diverse individuals, families, groups, and communities.
3. Utilize principles of management and leadership to collaborate as a member of the interprofessional care team by using a spirit of inquiry to direct clinical nursing practice.
4. Compare and contrast roles of the professional nurse in promoting optimal health care and policies locally, nationally, and globally.
5. Develop an individual plan for ongoing professional development and professional identity.

The faculty approved the program outcomes on 4/24/17.

Program of Study and Admissions

Prelicensure Option. The program of study and admission requirements follow.
## University of Alaska Anchorage
### BACHELOR OF SCIENCE, NURSING SCIENCE
#### BS – Pre-Licensure

This is a suggested Plan of Study for full-time enrollment. This plan does not reflect possible pre-requisite courses for WRTG A111, CHEM A103, and STAT A200. New students may be required to take the ACCUPLACER for Writing and ALEKS for Math placement.

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Pre-Major Nursing Science</th>
<th>Pre-Major Nursing Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG A111 Writing Across Contexts (3)</td>
<td>WRTG A213 Writing and the Sciences (3)</td>
</tr>
<tr>
<td>COMM A111, A235, A237, or A241 (3)</td>
<td>BIOL A112, A112L Anatomy &amp; Physiology II (4)</td>
</tr>
<tr>
<td>BIOL A111, A111L Anatomy &amp; Physiology I (4)</td>
<td>CHEM A104, A104L Organic &amp; Biochemistry (4)</td>
</tr>
<tr>
<td>CHEM A103, A103L Survey of Chemistry (4)</td>
<td>PHIL A101, A201, or ENGL A120-Reasoning Skills (3)</td>
</tr>
<tr>
<td>SOCIAL SCIENCE GER – Except PST (3)</td>
<td></td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Pre-major Nursing Science</th>
<th>TRIMESTER I Nursing Science Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL A240, A240L Microbiology (4)</td>
<td>NS A204 Technology &amp; Nursing Informatics (3)</td>
</tr>
<tr>
<td>PSY A150 Life Span Development (3)</td>
<td>NS A216 Pathophysiology (4)</td>
</tr>
<tr>
<td>FINE ARTS GER (3)</td>
<td>NS A300 Foundations: Roles, Processes, Trends (3)</td>
</tr>
<tr>
<td>HUMANITIES GER (3)</td>
<td>STAT A200 Elementary Statistics (3)</td>
</tr>
<tr>
<td></td>
<td>DN A203 Nutrition for Health Sciences (3)</td>
</tr>
</tbody>
</table>

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>TRIMESTER II Nursing Science Major</th>
<th>TRIMESTER III Nursing Science Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A303, A303L Foundations: Therapeutics (7.5)</td>
<td>NS A313, A313L Health Disruptions I (6)</td>
</tr>
<tr>
<td>NS A307, A307L Foundations: Health Assessment (3)</td>
<td>NS A315, A315L Health I: Nursing Therapeutics (6)</td>
</tr>
<tr>
<td>NS A309 Pharmacology in Nursing (3)</td>
<td>HUMANITIES GER (3)</td>
</tr>
<tr>
<td>PHIL A302 Biomedical Ethics (3)</td>
<td></td>
</tr>
</tbody>
</table>

### SENIOR YEAR

<table>
<thead>
<tr>
<th>TRIMESTER IV Nursing Science Major</th>
<th>TRIMESTER V Nursing Science Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A400 Nursing Research (3)</td>
<td>NS A411, A411L Health Integrative Capstone (5.5)</td>
</tr>
<tr>
<td>NS A401, A401L Health Disruptions II (5.5)</td>
<td>NS A415 Nursing Management and Legal (4)</td>
</tr>
<tr>
<td>NS A406, A406L Complex Health Disruptions (5)</td>
<td>NS A416, A416L Concentration in Clinical Nursing (4)</td>
</tr>
<tr>
<td>*ALASKA NATIVE-THEMED GER (3)</td>
<td>NS A4@ Nursing Elective (3)</td>
</tr>
</tbody>
</table>

Minimum total credit hours for degree: 120

See other side of form for more information.

All courses required for the BS Nursing degree may not be unsuccessfully repeated more than once.

*The Alaska Native-Themed General Education Requirement is new for the 2018-2019 catalog year. Some courses can be counted towards both this requirement and one of the other General Education Requirement courses. Please see your advisor.

**Graduates of this program must perform successfully on the National Council Licensure Examination (NCLEX-RN) to receive RN licensure. Program is approved by the Alaska Board of Nursing and the Accrediting Commission for Education in Nursing.

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UAA SCHOOL OF NURSING
ADMISSION TO BACCALAUREATE NURSING MAJOR PROCESS AND CRITERIA

UAA School of Nursing (907) 786-4550 or (800) 577-1770  FAX: (907) 786-4559  EMAIL: nursing@alaska.edu

Students who apply and qualify for admission to the baccalaureate nursing program are admitted to the University as pre-nursing majors by Enrollment Services. University admission as a pre-nursing major does not guarantee admission to the nursing major. Only the students who complete the following BS admission requirements by the Ranking Deadline will be ranked for possible admission to NS A204, A216, & A300 in the trimester indicated by their ranking site. SEE ITEMS #11 and #12 below for deadlines.

1. Accepted by UAA for the BS in Nursing Science pre-major with transcript evaluations (if any) from Enrollment Services. To apply to UAA online go to http://www.uaa.alaska.edu/admissions/index.cfm. Submit official transcripts from non-UA system colleges and universities to Enrollment Services. Do not submit transcripts from UAA, UAF or UAS.

2. Proof of eligibility for enrollment in STAT A200 by completing one of the following: Grade of ‘C’ or better in Math A105 (or higher) or ALEKS test score of 55 (or higher).

3. If possible: Attend a group Information Session at the School of Nursing. Call 786-4550 for recorded meeting time/location.

4. Attend an individual advising session with a School of Nursing Academic Advisor. Call 786-4550 to schedule an appointment.

5. School of Nursing Application on file in the School.

6. An extracted minimum grade point average (GPA) of 3.0 for courses required for the Bachelor of Science, Nursing Science. The GPA will be calculated using grades from all courses required for the nursing major that have been completed prior to the deadline for submission of an Application to the Major.

7. A minimum of 31 credit hours of specified prerequisite courses with a minimum grade of C, which are:

   WRG A111 and A213 6
   COMM A211, A235, A237, or A241 3
   BIOL A111/L and BIOL A112/L 8
   CHEM A103/L and CHEM A104/L 8
   PHIL A101, A201, or ENGL A120 (or PSY A150) * See Semester I Freshman Year 3
   General Education Requirement (Humanities or Fine Arts or Social Science) 3

   For transfer students, grades from equivalent courses will be used.

8. Enrollment in, or credit for, the following courses at the time of application to the major:

   BIOL A240/L 4
   PSY A150 or (PHIL A101, A201, or ENGL A120) * See Semester I Sophomore Year 3
   General Education Requirement (Humanities or Fine Arts or Social Science) 6

   *Either the Reasoning Skills requirement or PSY A150 must be completed at the time of application to the major. Students must be enrolled in whichever of these requirements has not yet been completed.

Achieving a ‘C’ or better in Nursing Program prerequisite and co-requisite courses is required. Applicants must maintain a minimum 3.0 extracted GPA until beginning nursing courses.

9. Application to the Baccalaureate Nursing Major: After completion of the second semester (31 credits) as outlined above in #7 and enrollment in courses outlined in #8, the student meets again with a Nursing Academic Advisor to verify course completion and GPA. Call 786-4550 to set up an appointment.

10. All applicants meeting the requirements described above will be ranked according to the following three criteria:

   a. Extracted grade point average
   b. Extracted science GPA (CHEM A103/L, CHEM A104/L, BIOL A111/L and BIOL A112/L)
   c. KAPLAN Preadmission test scores (can be taken every 6 months, the most recent score will be used)

DEADLINES:

11. The School of Nursing recommends that transfer students submit the UAA application three months prior to the School of Nursing deadlines to be sure that the application and transcript evaluations are completely processed.

12. After completion of all the above steps, the student’s Nursing Major Application is forwarded to the Admissions Committee for acceptance into the major. There is one deadline each year per site for consideration by the BS Admissions Committee: OCTOBER 1st for Anchorage and MARCH 1st for Fairbanks and Kodiak.

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Rev. 7/10/18 dd

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Registered Nurse Option. The program of study and admission requirements follow.

**University of Alaska Anchorage**

*BACHELOR OF SCIENCE, NURSING SCIENCE*  
**RN to BS Registered Nurse OPTION**

This is a suggested Plan of Study for full-time enrollment. This plan does not reflect possible pre-requisite courses for WRTG A111, CHEM A103/L, and STAT A200. New students may be required to take the ACCUPLACER for Writing and ALEKS for Math placement.

**PRE-MAJOR NURSING SCIENCE**

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG A111 Writing Across Contexts (3)</td>
<td>WRTG A213 Writing and the Sciences (3)</td>
</tr>
<tr>
<td>COMM A111, A235, A237, or A241 (3)</td>
<td>BIOL A112, A112L Anatomy &amp; Physiology I (4)</td>
</tr>
<tr>
<td>BIOL A111, A111L Anatomy &amp; Physiology I (4)</td>
<td>CHEM A104, A104L Organic &amp; Biochemistry (4)</td>
</tr>
<tr>
<td>CHEM A103, A103L Survey of Chemistry (4)</td>
<td>PHIL A101, A201, or ENGL A120-Reasoning Skills (3)</td>
</tr>
<tr>
<td>ALASKA NATIVE-THEMED GER</td>
<td>SOCIAL SCIENCE GER (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL A240, A240L Microbiology (4)</td>
<td>STAT A200 Elementary Statistics (3)</td>
</tr>
<tr>
<td>PSY A150 Life Span Development (3)</td>
<td>DN A203 Nutrition for Health Sciences (3)</td>
</tr>
<tr>
<td>FINE ARTS GER (3)</td>
<td>PHIL A302 Biomedical Ethics (3)</td>
</tr>
<tr>
<td>HUMANITIES GER (3)</td>
<td>HUMANITIES GER (3)</td>
</tr>
</tbody>
</table>

**LICENSURE CREDIT:** An accepted, degree seeking UAA nursing student who has successfully passed the National Council Licensing Exam (NCLEX-RN) and has current RN Licensure in the State of Alaska may be granted the following 31 course credits upon admission to the Nursing Science major.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A216</td>
<td>Pathophysiology</td>
<td>4 cr</td>
</tr>
<tr>
<td>NS A309</td>
<td>Pharmacology</td>
<td>3 cr</td>
</tr>
<tr>
<td>NS A303, A303L</td>
<td>Foundations of Nursing II</td>
<td>8 cr</td>
</tr>
<tr>
<td>NS A313, A313L</td>
<td>Health Disruptions I</td>
<td>6 cr</td>
</tr>
<tr>
<td>NS A401, A401L</td>
<td>Health Disruptions II</td>
<td>5.5 cr</td>
</tr>
<tr>
<td>NS A406, A406L</td>
<td>Complex Health Disruptions</td>
<td>4.5 cr</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td><strong>31 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

To receive credits, student must complete the appropriate form and pay an administrative fee of $25 per credit.

The university reserves the right to change fees at any time.

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**NURSING SCIENCE MAJOR**

Nursing course work listed below is delivered online

Clinical hours are completed in the student's home community with a local preceptor

<table>
<thead>
<tr>
<th>TRIMESTER I</th>
<th>TRIMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A205 Nursing Informatics (3)</td>
<td>NS A305, A305L Health Assessment (3)</td>
</tr>
<tr>
<td>NS A____ Nursing Elective (3)*</td>
<td>NS A308 Dimensions of Professional Practice (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRIMESTER III</th>
<th>TRIMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A314, A314L Health I for RNs (4)</td>
<td>NS A411, A411L Health Integrative Capstone (5.5)</td>
</tr>
<tr>
<td>NS A400 Nursing Research (3)</td>
<td></td>
</tr>
<tr>
<td>NS A417 Management in Nursing (3)</td>
<td></td>
</tr>
</tbody>
</table>

Minimum total credit hours for degree: 120

See other side of form for more information.

*One Nursing Elective may be fulfilled with a course from a non-nursing prefix with documentation that the course supports nursing practice (i.e. Abnormal Psych). Three credits of nursing electives may be met with current national certification in a nursing specialty.

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[www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination)  
2018-2019  
Rev. 7/10/18 dd
UAA SCHOOL OF NURSING
ADMISSION TO BACCALAUREATE NURSING MAJOR PROCESS AND CRITERIA
Registered Nurse Option (RN to BS)

UAA School of Nursing (907) 786-4550 or (800) 577-1770 FAX: (907) 786-4559 EMAIL: nursing@alaska.edu

Students who apply and qualify for admission to the baccalaureate nursing program are admitted to the University as pre-nursing majors by Enrollment Services. University admission as a pre-nursing major does not guarantee admission to the nursing major. Admission to the full nursing science major is based on the following items. There is a rolling application period available State-Wide.

1. Accepted by UAA for the BS in Nursing Science pre-major with transcript evaluations (if any) from Enrollment Services. To apply to UAA online go to: http://www.uaa.alaska.edu/admissions/index.cfm Submit official transcripts from non-UA system colleges and universities to Enrollment Services, Do not submit transcripts from UAA, UAF or UAS.

2. Attend an individual advising session with a School of Nursing Academic Advisor. Call (907) 786-4550 to schedule an appointment. For toll-free within Alaska, call 1-800-577-1770.

3. Current Licensure as a Registered Professional Nurse in the State of Alaska. A copy of an unencumbered Alaska Registered Nurse license must be on file with the School of Nursing.

4. School of Nursing Application and Confidential report form on file in the School.


6. Completion of specified prerequisite courses, including:

   WRTG A111 and A213  6
   COMM A111, A235, A237, or A241  3
   BIOL A111/L and BIOL A112/L  8
   CHEM A103/L and CHEM A104/L  8
   BIOL A240/L  4
   PHIL A101, A201, or ENGL A120  3
   PSY A150  3
   General Education Requirements {Humanities, Fine Arts, and Social Science}  12
   DN A203  3
   PHIL A302  3
   STAT A200  3

7. Achieving a ‘C’ or better in Nursing Program prerequisite and co-requisite courses is required. Applicants must maintain a minimum 2.0.

8. A minimum UAA cumulative grade point average of 2.0.

APPLICATION DEADLINES:

9. The School of Nursing strongly recommends that students submit the UAA application three months prior to the School of Nursing deadlines to be sure that the application and transcript evaluations are completely processed.

10. After completion of all the above steps, the student’s Nursing Major Application is forwarded to the Admissions Committee for acceptance into the full major. There is a rolling application period available State-Wide.

NURSING SCIENCE MAJOR:

11. Submit Certified Experience Credit: Student Form and nonrefundable administrative fee for RN Licensure Credit, currently $775.00 for all 31 credits. The university reserves the right to change fees at any time.

12. Must complete all nursing major lecture courses with a grade of ‘C’ or higher and clinical courses with a ‘Pass’.

13. Submit application for graduation to Enrollment Services prior to posted deadlines

A total of 120 credits is required for the degree, 42 credits of which must be upper division.
(Students must complete at least 30 credits through UAA.)

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2018- 2019
Rev. 7/10/18 dd
Level Objectives in the Baccalaureate Nursing Program

As reflected in the philosophy and conceptual framework, the acquisition of knowledge and skills necessary to effectively practice as a professional nurse are acquired gradually over time. The curriculum has been carefully designed to ensure this and serves as a foundation on which more complex knowledge and skills are built.

The faculty believes that the sequential accomplishment of the Level Objectives described below and on the following pages will result in graduates who demonstrate the Outcome Behaviors of Baccalaureate Graduates, which are described later in this document.

Level I

Upon completion of the pre-requisite courses and the first trimester nursing curriculum, the student will be able to:

1. Describe fundamental principles for safe and effective client centered nursing care.
2. Describe caring behaviors in the practice of nursing.
3. Describe the biological, body system dysfunction, psychological, and sociocultural characteristics of clients receiving professional nursing care.
4. Describe nursing roles in various levels of practice and settings.

Courses:

<table>
<thead>
<tr>
<th>Trimester I</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A204 Technology &amp; Nursing Informatics (3)</td>
</tr>
<tr>
<td>NS A216 Pathophysiology (4)</td>
</tr>
<tr>
<td>NS A300 Foundations of Nursing I (3)</td>
</tr>
</tbody>
</table>

Level II

Upon completion of the third trimester of the baccalaureate nursing curriculum, the student will be able to:

1. Use critical thinking skills to enhance the nursing process as applied to classroom theory and clinical settings and to achieve optimal outcomes for health and wellness.
2. Develop and implement caring behaviors in the provision of professional nursing care of individuals and families.
3. Apply the nursing process to the care of individuals and families in a variety of settings.
4. Perform beginning professional nursing roles in a variety of settings.

Courses:

<table>
<thead>
<tr>
<th>Trimester II</th>
<th>Trimester III</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A303 Foundations of Nursing II (3)</td>
<td>NS A313 Health Disruptions I (3)</td>
</tr>
<tr>
<td>NS A303L Foundations of Nursing ** Lab (4.5)</td>
<td>NS A313L Health Disruptions I Lab (3)</td>
</tr>
<tr>
<td>NS A307 Health Assessment (1)</td>
<td>NS 315 Health I Nursing Therapeutics (3)</td>
</tr>
<tr>
<td>NS A307 Health Assessment Lab (2)</td>
<td></td>
</tr>
<tr>
<td>NS A309 Pharmacology in Nursing (3)</td>
<td>Humanities General Education. Requirement (3)</td>
</tr>
<tr>
<td>PHIL A302 Biomedical Ethics (3)</td>
<td></td>
</tr>
</tbody>
</table>
Level III
Upon completion of the fifth trimester of the baccalaureate nursing curriculum the student will be able to:

1. Use critical thinking skills to analyze the nursing process as it applies to clients, families, groups and communities with complex health needs.
2. Integrate caring behaviors in the provision of professional nursing care of the individual, families, groups and communities.
3. Integrate the nursing process into the care of clients as individuals, and as members of families, groups and communities.
4. Synthesize professional nursing roles at an increasingly independent level for individuals, families, groups and populations in diverse settings.

Courses:

<table>
<thead>
<tr>
<th>Trimester IV</th>
<th>Trimester V</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A400 Nursing Research (3)</td>
<td>NS A411 Health II: Nursing Therapeutics (2.5)</td>
</tr>
<tr>
<td>NS A401 Health Disruptions II (3)</td>
<td>NS A411L Health II: Nursing Therapeutics (3)</td>
</tr>
<tr>
<td>NS A401L Health Disruptions II Lab (2.5)</td>
<td>NS A415 Nursing Management (4)</td>
</tr>
<tr>
<td>NS A406 Complex Care (3)</td>
<td>NSA416 Concentration in Clinical Nursing (.5)</td>
</tr>
<tr>
<td>NS A406L Complex Care Lab (2.5)</td>
<td>NSA416L Conc. in Clinical Nursing Lab (3.5)</td>
</tr>
</tbody>
</table>

Section II – Program-Specific Student Policies

Registration Deadlines for Clinical Courses:
All students must be formally registered for clinical nursing courses no later than August 1 for the Fall semester, no later than December 1 for the Spring, and no later than April 1 for the Summer. Students are required to either pay for enrollment in those courses or make appropriate arrangements with the Office of Financial Aid to defer payment so that enrollment in planned course work is maintained. Students who have a financial constraint that precludes their registration by that deadline should consult with the Program Chair, Christine Michel, PhD, RN, well in advance of whichever deadline applies.

If a student is not formally registered for nursing courses on August 1 (for Fall), December 1 (for Spring) or April 1 (for Summer), it will be assumed that they are not intending to return to school in the Fall, Spring or Summer (whichever may apply) and the School of Nursing will take whatever steps are necessary to ensure that all clinical sections are filled to capacity. In some instances, those steps may include the shifting of enrolled students to under-filled clinical sections and the cancellation of excess sections. Once canceled, additional clinical sections will not be added for that semester.

Academic Probation
Students who do not continuously satisfy the requirements for maintaining “Good Standing” within the nursing program will be placed on Academic Probation by the Director of Nursing. Specific situations that will result in the student being placed on Academic Probation will include the following:

1. Earned a grade of less than C in a required nursing course.
2. Withdrawal from a required nursing course(s) while earning a grade of less than C at the time of withdrawal.
3. A semester or cumulative GPA of less than 2.0 at any time.

Academic Probation within the nursing program will affect the student’s status only within the nursing program; it will not be communicated to other University Departments nor reflected on the student’s transcript.

During the time that the student is on academic probation within the nursing program, his or her status of being on probation will be communicated accurately to institutions/agencies to which the department is required to provide information regarding students’ status within the program (e.g., scholarship providers, other nursing programs requiring letters of reference, etc.). Such information will only be released with the students’ written permission; should a student decline to provide written permission, responses to such requests will simply state that such information cannot be provided without written permission by the student.

The action of placing a student on Academic Probation within the program is subject to the Academic Appeals Policy outlined in the UAA Catalog.

Dismissal from the BS Nursing Program
Program Dismissal may result when the student:
1. Has previously been placed on Academic Probation within the Nursing Program and is unable to satisfy the requirements for regaining “Good Standing” status within the specified time period.
2. Fails to consistently demonstrate adherence to standards of professional behavior;
3. Violates the UAA Student Code of Conduct or the Academic Dishonesty Policy as outlined in the UAA Catalog.

Initiation of Program Dismissals
1. The Director of the School of Nursing will automatically initiate a Program Dismissal when one or more of the following situations exist:
   a. earned a trimester GPA of less than 2.0 for a second consecutive trimester
   b. fails two (2) required nursing courses in the program.
   c. earned a grade of less than C in a required BS Program nursing course during a second attempt.
   d. withdraws from a required nursing course in which a grade of less than C has been earned during a prior trimester with a grade of less than C at the time of the withdrawal.
2. A Program Dismissal may be anticipated by faculty and student during or at the end of the trimester in extreme situations including, but not limited to, the following:
   a. earned a grade of less than C in two (2) required nursing courses in the BS program. This may be either the same course taken on two (2) separate attempts or 2 separate theory and/or clinical courses;
   b. violations of the Academic Dishonesty Policy outlined in the UAA Catalog;
   c. performance in the clinical setting that requires such intense supervision by the clinical instructor that it is impossible for that instructor to effectively instruct and/or supervise other students enrolled in the clinical section.

When a faculty member anticipates a program dismissal, convey this to the Program Chair who will attempt to resolve the problem. When it is apparent that resolution is unlikely, the matter will be referred to the BS
Admissions Committee, which will review the matter and forward a recommendation to the Director of Nursing for final action.

Program dismissals will be forwarded to the Registrar’s Office, with a request that the student’s major be changed to “Undeclared”.

A student who is dismissed from the program has the right to dispute the academic decision. The policy on complaints and disputes is found on the UAA Dean of Student’s website.

Transfer of Courses to Meet Nursing Degree Requirements

Nursing Courses:

Pre-licensure nursing students (i.e., those students who have not previously completed a nursing program that qualified them to sit for the national licensure examination) who have been enrolled in nursing programs at other schools, colleges, or universities may request that previously completed nursing course work be applied to nursing program requirements at UAA. Only nursing courses completed at institutions accredited by the ACEN or CCNE will be considered for transfer credit. Nursing courses taken in associate degree programs may only be considered for application to AAS Program requirements at UAA; nursing courses taken in baccalaureate nursing programs may only be considered for application to BS Program requirements at UAA. Only courses in which the student earned grades of C or higher or PASS may be used to satisfy UAA nursing course requirements. Nursing courses taken as part of LPN programs may not be used to satisfy course requirements in the BS Nursing Program.

Nursing courses taken at other nursing programs are evaluated by the faculty for comparability to UAA nursing courses via the process outlined below:

- Student provides the full syllabus of the previously completed course to the Coordinator of Student Affairs or the Chair of the program to which application of the course is sought;
- Course syllabus is referred to the faculty member responsible for teaching the probable UAA equivalent for in-depth comparative evaluation of the completed course to the UAA equivalent;
- Course syllabus forwarded with the faculty member’s comparative evaluation is referred to the student’s academic advisor (in the case of pre-nursing majors, to the Coordinator of Student Affairs), who will convey the results of the evaluation to the student and assist the student to submit any academic petitions that may be necessary;
- The academic petition is forwarded to the BS Curriculum Committee for review and evaluation for a recommendation to approve or disapprove the petition;
- Final action (Approval or Disapproval) on the petition comes from the Program Director, who forwards approved petitions to the Registrar’s Office and disapproved petitions back to the student.

Transfer students must complete all academic petitions relating to the transfer of nursing courses from other schools, colleges, and universities prior to beginning UAA nursing courses; this ensures that the student has every opportunity to apply previously earned nursing course credit to their program of study at UAA. A student who fails to petition transfer of previously completed course work prior to enrolling in a UAA equivalent may not then substitute that course work for more advanced course work. Further, a student who fails to petition for application of transfer credit and fails to earn a satisfactory grade during enrollment in the
UAA equivalent course will not be permitted to apply the previous course to UAA program requirements. The student will be required to re-enroll in the UAA equivalent course and to earn a satisfactory grade prior to progressing into more advanced course work.

Transfer students who successfully petition to apply previously earned course work to UAA program requirements may, with special arrangements, audit theory courses for the purpose of review if space is available.

**Non-Nursing Courses:**

Students attempting to transfer non-nursing courses into UAA to meet specific requirements within the nursing programs will sometimes require special assistance to ensure correct application of those courses.

The Enrollment Services Office automatically evaluates all transcripts of previous course work taken by transfer students to determine UAA course equivalents; on occasion, potentially applicable course work is accepted as elective credit rather than as being comparable to a specific UAA course. When this occurs, the student may need to formally petition the application of the course to meet a specific UAA requirement.

The student initiates academic petitions with the assistance of the Coordinator of Student Affairs and/or the faculty advisor. Generally, the basis for approving petitions is that it is 1) comparable to the specific UAA equivalent and 2) student performance in the course has been at the level of C or higher (or Pass). For this reason, a copy of the Catalog course description must accompany all petitions; in some instances, it may be necessary to attach a copy of the course syllabus to the petition. Students may obtain a copy of the catalog course description by using the college catalog microfiche files located in the UAA Library; the Reference Librarian can provide assistance in locating those files. It may be necessary to contact the college that offered the course to obtain catalog course descriptions of older courses; syllabi must generally be obtained directly from the college or school that offered the course unless the student has retained the syllabus s/he used when enrolled in the course.

The student’s faculty advisor must sign completed petitions. In some instances, the petition may be forwarded for review and recommendation by the UAA department in which the UAA equivalent course is normally offered, after which it is reviewed by the relevant program Curriculum Committee. Final approval of academic petitions rests with the Director of the School of Nursing or designee, who forwards all such petitions to the Registrar's Office, which communicates decisions to the student.

Students who have completed a baccalaureate degree in another field are exempt from meeting the General Education Requirements specified in the University Catalog. However, those students must complete all specified requirements for the program. For all nursing students, this includes Anatomy and Physiology I and II, Microbiology, Life Span Development and Nutrition; for baccalaureate students, it also includes Chemistry, Organic and Biochemistry, a Reasoning Skills course (e.g., PHIL A101 Introduction to Logic, PHIL A201 Introduction to Philosophy or ENGL A120 Critical/Creative Thinking), one course in Sociology or Psychology (PSY A150), one course in Statistics.

**Life Span Development Course Requirement**

Acceptable courses to satisfy the Life Span Development requirement within the UAA Nursing Programs are those that cover the entire life span. Courses that include consideration of only one age group (e.g., child
development, adolescent development or aging) are not acceptable. However, a student who has completed several age specific development courses that have, together, covered the entire life span, may petition to have the UAA requirement waived using the combination of development courses as justification. Petitions for such waiver must be accompanied by Catalog course descriptions of all courses being used to satisfy the UAA requirements and are processed as described above; waiver will not be granted unless there is evidence that all phases of the human life span have been covered. Credit may also be acquired by successfully completing the DANTES test Life Span Development Psychology (SF 490) which is available upon request from the UAA Advising and Testing Center (786-4500). There is a charge for this exam.

Progression and Retention Policies
In order to progress within the BS Program in Nursing Science, students must earn a satisfactory grade in all nursing courses; a satisfactory grade is either a C or a Pass, depending on the grading system being used in the particular course. Students who are unable to earn a satisfactory grade in a required nursing course are required to repeat that course before progressing to the next required course in the sequence; specific information regarding such situations is included in the section entitled “Space Request Procedure.”

Clinical nursing students enrolled in a course must always be concurrently enrolled in all courses with the common number. For example, a student enrolled in NS A313 Health Disruptions I must also be enrolled in NS A313L Health Disruptions I Laboratory.

Courses to which the above policy specifically applies are listed below:

NS A303/A303L Foundations of Nursing II/Laboratory
NS A313/L Health Disruptions I/Laboratory
NS A315/L Health I: Nursing Therapeutics/Laboratory
NS A401/L Health Disruptions II/Laboratory
NS A406/L Complex Care/Laboratory
NS A411/L Health II: Nursing Therapeutics/Laboratory
NS A416/L Concentration in Clinical Nursing/Laboratory

In addition, students must successfully complete all specified prerequisites for each required nursing course before enrolling in subsequent nursing courses. Specific prerequisites for nursing courses completed after admission to the clinical nursing major include the following:

DN A203 prior to enrollment in NS A303 and A303L
NS A204 prior to enrollment in NS A309, NS A307/L, and NS A303/L
NS A216 prior to enrollment in NS A309, NS A307/L, and NS A303/L
NS A300 prior to enrollment in NS A309, NS A307/L, and NS A303/L
NS A309, NS A307/L, and A303/L prior to enrollment in NS A313/L
NS A313/L and A315/L prior to enrollment in NS A401/L
NS A401/L prior to enrollment in NS A406/L
STAT A252 and PHIL A302 prior to enrollment in NS A400
NS A400 and PHIL A302 prior to enrollment in NS A411/L and A416/L
NS A401/L and A406/L prior to enrollment in NS A411/L and A416/L
NS A415 and A411/L prior to enrollment in NS A416 and A416L
On occasion, a student may wish to vary the sequencing of required clinical nursing courses or to be allowed
to take a prerequisite concurrently with a subsequent nursing course; both situations occur most commonly
for students who have transferred from another nursing program. Prior approval of sequencing variations by
the Baccalaureate/Graduate Admissions, Recruitment, Progression and Retention Committee is required.

The clinical major consists of one trimester of non-clinical nursing courses (NS A204, NS A216 and NS A300)
and four trimesters of clinical coursework. Students must complete the four clinical trimester sequence of
study within eight sequential trimesters; thus, a student who enrolls in NS A303 in Fall 2018 must complete
all the clinical sequence by Spring 2021.

Students must maintain an overall cumulative grade point average (GPA) of 2.0 or higher to remain enrolled
in the BS, Nursing Science Program; Students whose cumulative GPA drops below 2.0 will be required to
raise their GPA by repeating courses before enrolling in subsequent clinical courses.

**Course Grade Determination**

**Rounding.** All course assignment grades (tests, papers, projects) in the Baccalaureate Program will be
calculated to two (2) decimal places for entry into the grade book. No rounding will take place in the
calculation of grades (i.e. 83.5673 will be 83.56).

**Grade Queries.** Students have one week after the return of an assignment, test, quiz or paper to discuss a
change of grade for the assignment with the instructor based on verifiable rationale. After one week, the
grade becomes permanent and will be used in calculating the final course grade.

**Relative Weights.** Final grades will be calculated using the relative weights shown in the course syllabus.

**Grade Scale.** Grading scale for the Bachelor of Science, Nursing Science Program is as follows:

- A = 93 – 100%
- B = 84 – 92.99%
- C = 75 – 83.99%
- D = 66 – 74.99%
- F = 65.99% and below

**Nonprogression.** Grades of D or F signify non-progression within the program (see Baccalaureate
Progression and Retention Policies).

**Minimum Exam Average.** A 75% average (mean score) on course exams is required to pass each course.
Students earning below 75% average (mean score) on course exams will receive a D for the course grade or
their course average, whichever is lower.

**Exam Average and Course Grade Determination.** In most cases faculty enter the student’s final course
grade that is the same as what is shown as the weighted average in the Blackboard gradebook. However,
the exam average must meet a minimum standard for a student to pass the course.

The average of course exams must be 75% or higher to progress in the program, even if the overall course
grade in Blackboard shows a passing grade. If the exam average is below 75%, then the exam average will be used to determine the final course grade.

- Exam average 66.00 to 74.99% - Student earns “D” in the course.
- Exam average 65.99% or lower – Student earns “F” in the course.

Required Assignments and Course Grade Determination.

Course assignments are critical learning activities and as such instructors may indicate that all or some assignments are required and must be completed for the student to progress in the program. If a student does not complete a required course assignment, then the student will not earn a passing grade in the course. If the course average shown in Blackboard is 66 or higher, then the student will earn a “D” for the course. If the student’s course average in Blackboard is below 66%, then the student will earn an “F” for the course.

<table>
<thead>
<tr>
<th>Overall Grade shown in Blackboard</th>
<th>Final Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00% to 66.00%</td>
<td>D</td>
</tr>
<tr>
<td>65.99% or Lower</td>
<td>F</td>
</tr>
</tbody>
</table>

In the case of Pass/No Pass courses, when a mandatory assignment is not completed, the final grade will be a “No Pass.”

Penalty for Lateness

Students are expected to complete all assigned coursework per the schedule in the course syllabus and/or announcements on Blackboard. Assigned coursework may be, but is not limited to, exams, quizzes, papers, care plans, journals, presentations, check-offs, and any other assignments.

- There will be a minimum penalty of 3% deduction per day (including weekends and holidays) for assigned coursework that is submitted late.
- The grade for assigned coursework that is turned in late may be a zero, depending on the circumstances and the type of assigned coursework. The course syllabus will serve as the definitive policy for late or missed assigned coursework. Missed assignments may result in a failure in some courses.

Absences

Anticipated absences. Students must notify the course instructor as soon as possible regarding anticipated absences that will result in missing a deadline for any assigned coursework. Proper notification varies with instructors. The proper media (examples are phone, face-to-face, email, voice mail, message with the receptionist) for notification and the plan for completion of the assigned coursework (usually within one week or less of the absence) will be determined by the course instructor. Instructors may require students to complete the assigned coursework prior to the anticipated absence.

Unanticipated Absences. Grades for assigned coursework that is late due to a student’s unanticipated absence will result in the late assigned coursework receiving the usual 3% deduction per day; and exams
receiving a 5% deduction in the earned grade.

Students who have unanticipated absences due to extenuating circumstances must notify the instructor as soon as possible. The conditions for completing the assigned coursework will be determined by the instructor.

Extenuating circumstances are circumstances that prevent students from attending or submitting assigned coursework by the scheduled date. Extenuating circumstances are circumstances which usually occur very rarely. They include circumstances which are verifiable, such as death of a close relative, traffic accident, or serious personal illness. (Ongoing medical conditions may be covered by disability procedures). Such circumstances are rare and would:

- Be unpreventable
- Be unforeseeable
- Have a serious impact on performance

Students could have done nothing reasonably in their power to avoid the extenuating circumstance. Minor illness, minor injuries, and a poor night’s sleep are not expected to have a serious impact on performance, so are not considered extenuating circumstances. Students are expected to make reasonable plans to prevent unforeseeable circumstances such as with transportation, child care, and computer problems, so these are not usually considered extenuating circumstances. It is impossible to provide a complete list of extenuating circumstances.

**Delay of Entry into Initial Clinical Courses**

Following admission to the clinical nursing major, a student may usually defer entry into NS A216, NS A204 or NS A300 (all three) only one trimester. Deferral of enrollment requires that the student submit a letter stating their intent to defer enrollment, specifying the following trimester to begin required nursing courses. Under no circumstances will deferral be allowed for more than one sequential trimester. Students who do not meet this requirement will be required to reapply to the baccalaureate clinical nursing major.

**Delay of Progression Between Clinical Nursing Courses**

A student may elect to slow progression through the nursing program by taking a trimester off between clinical courses (e.g., take NS A303 in Fall 2015 and delay entry into NS A313 and A315 until Summer 2016) or by spreading coursework during trimesters normally requiring completion of more than one clinical course over two trimesters (e.g., enroll in NS A313 in Spring 2016 and delay enrollment in NS A315 until Summer 2016). However, enrollment in subsequent clinical courses is allowed on a space available basis; students who elect this option are required to submit a letter outlining their plan and requesting enrollment in the desired clinical course during a specific trimester to the Baccalaureate/Graduate Admissions Committee. In most cases, the Admissions Committee will be unable to act on such requests until trimester grades from the trimester just prior to the trimester in which re-enrollment is desired are published. Under no circumstances will a student who has elected to delay progression in clinical course work be allowed to displace a student who has not delayed progression to the next clinical course.

No more than one trimester may elapse between enrollment in clinical coursework. Thus a student who completes NS A303 during the Fall 2015 trimester must complete NS A313 during the Summer 2016 trimester. Students who must for some reason extend their delay in progression beyond a single trimester will be required to submit additional work documenting currency of their knowledge and skills in prerequisite
course work before being allowed to re-enroll in nursing courses.

**Student Requested Delay of Progression (DOP)**

A DOP is not encouraged but sometimes it is necessary. However, a DOP may or may not be approved depending on the circumstances.

A. To take a DOP, a student must be in *good* academic standing.

B. Requests must be submitted on the DOP Form posted on blackboard.

C. The student must make an appointment to see their faculty advisor after completing the first portion of this form *in detail*.

D. The advisor will meet with the student and fill out the second portion of the form.

E. The request must then be approved by the BS Program Chair and then the Admissions, Retention and Progression Committee.

F. The entire approval process for a DOP must be completed no later than 30 days prior to the beginning of the trimester for which the student is applying for the DOP.

G. The student will be notified by letter from the Admissions, Retention and Progression Chair of the outcome of the process.

H. If approved, the student will be placed on the waiting list(s) for the course(s) they will take upon resuming their studies. There is absolutely no guarantee that a place will be available for the student when the DOP is completed. This will be determined on a *space available* basis.

I. The date that the form is signed by the advisor will be the date in determining the student’s place in line on the waiting list for each individual course. In short, *first come; first served*. To summarize:

1. All students in good standing that are normally progressing into a course will be given priority over students returning to coursework after a DOP.

2. If a student is approved for a DOP and placed on a waiting list for a specific course(s) in a specific trimester and, for any reason, is unable to resume coursework at that time, this form will immediately become invalid and a new request must be initiated by the student.

3. If a DOP in multiple absent trimesters, then policies regarding clinical remediation or mandatory time for clinical course sequence completion will apply and time out of clinical will be used. *(See other paragraphs in this section.)*

Delays in progression through the clinical nursing course sequence, whether necessitated by a need to repeat courses or by the personal circumstances or preferences of the student, cannot be extended beyond the eight trimester maximum. Students who anticipate needing to delay their progression through the clinical sequence are advised to plan carefully, especially given the potential that space may not be available to accommodate a student whose progression has been delayed.

**Repeating Nursing Courses**

A student who earns a grade of D, F, WD, or AU in NSA204, NSA216 or NSA300 may request permission to re-enroll in the course in which the unsatisfactory grade was earned; generally, such requests are granted on a *space-available* basis. Students in this position must generally wait until final grades are submitted to learn whether space availability will allow them to progress into the NS A303 courses that would normally follow successful completion of NS A204, NS A216 and NS A300. A student who earns two or more grades of D, F, WD, or AU during their first trimester of enrollment in the clinical nursing major in NS A204, NS A216 and NS A300 will be dismissed from the program and required to reapply to the clinical nursing major.
A student who earns an unsatisfactory (D, F or NP - No Pass) grade in a subsequent required nursing course or who withdraws from that course with an unsatisfactory grade at the time of the withdrawal may request permission to re-enroll in the course one additional time. Typically, re-enrollment in courses that do not have a clinical component is readily allowed; re-enrollment in courses that have a clinical component is on a space available basis.

If the student earns an unsatisfactory grade or withdraws from the course with an unsatisfactory grade at the time of withdrawal in a second required nursing course (theory or clinical), the student will be dismissed from the nursing program for one year and will be required to reapply for admission.

In all cases of requested re-enrollment, the Admissions, Retention and Progression Committee may require that the student meet special conditions prior to being allowed to re-enroll. Such conditions may include, but are not limited to, successful completion of additional course work to facilitate success in required nursing courses, documentation of learning ability evaluation and follow through in meeting recommendations arising from that evaluation, or undergoing special counseling activities to improve study skills or time management skills.

**Reenrollment Request**

Students who have completed NS A204, NS A216 and NS A300 and whose progression through the remainder of the clinical sequence has been delayed by either a need to take a semester off or by a need to repeat a required course should submit a completed “Re-Enrollment Request Form” to the Chair of the BS Admissions, Retention and Progression Committee requesting a seat in a specific clinical course during a specified academic term. The electronic form is available on the UAA School of Nursing Blackboard site under the *Forms* tab within the left margin. Go to Section X for the Re-Enrollment Request form.

There are three sections on the Re-Enrollment Request Form. The first section is to be completed by the student and should outline the reasons for the delay in progression and the strategies that the student has used or will employ to facilitate their successful completion of the course to which admission is requested.

The second section is to be completed by the student’s faculty advisor, who will comment on the student’s potential for success in the course and provide a recommendation for approval or disapproval of request. The third section is to be completed by the Coordinator or Instructor of the course to which admission is sought and will consist of relevant comments and a recommendation for approval or disapproval of request.

The Re-Enrollment Request Forms will be accepted no earlier than:

1. The start of business on the fifth business day after the last day of the mid-trimester course (for a course ending mid-trimester)
2. The start of business on the fifth business day after the last day of the trimester (for full trimester or 2nd half courses)

Names are placed on the waiting list on a “first-come, first-serve” basis once the completed forms have been submitted to the School of Nursing reception office (see Figure 1, Delay of Progression Decision Tree).

Space request decisions will be made following the submission of grades for the prior semester. Decisions will be communicated to the student by the Chairperson of the BS Admissions, Retention and Progression Committee through the Coordinator of Student Affairs or designee.
Course Progression for Students at an Outreach Site

All course progression policies will be enforced consistently, without regard for the location of the student. If a Prelicensure BS Program student taking courses at an outreach site does not pass a required nursing course, they will be required to retake the course before they progress in the program.

- An outreach student will need to wait for the course to be distance-delivered to the outreach site for the course to be repeated.
- If a clinical course must be repeated, then the student will be eligible to take the next clinical course.
at their home site on a space-available basis.

- The student could apply for a transfer to a different site according to the Students Transferring Between Sites policy (see Figure 1, Delay of Progression Decision Tree).

**Students Transferring Between Sites**

If a BS or AAS student wants to transfer to a different site/campus, the student must formally apply for an open position at the new site/campus. All transfers will be considered on a space-available basis. A student requesting a transfer must prepare a letter requesting the transfer and send it to the Program Chair and the Coordinator of Student Affairs, with copies sent to the coordinators of the courses that will be taken the first semester at the new site/campus and to the faculty member at any remote site(s) involved in the transfer. The transfer application will be considered and the student will be notified when/if it is approved.

**Probation/Dismissal Policy**

A student will be dismissed from the program if they earn two unsatisfactory grades in two required nursing courses or if they do not maintain an overall cumulative grade point average of 2.0 or higher.

**Reapplication to the Baccalaureate Nursing Program After Program Dismissal**

After dismissal or complete withdrawal from the program, students may reapply to the Baccalaureate Nursing Program.

- Students who are dismissed or withdraw from the first clinical semester (NS204, NS216 and NS300), must reapply to the clinical major and be readmitted to the program.
- Students who are dismissed or withdraw from the second clinical semester (NS303 & NS309) or beyond must reapply to the program through the BS Admissions, Progression and Retention Committee (BS Admissions Committee). This application cannot be submitted until 1 year after the trimester that the student attended and received the failing grade (Ex: Failure occurred in Fall 2015 – Application cannot be submitted prior to Fall 2016).

Reapplying students must submit a new School of Nursing application and a letter from the applicant stating reasons his or her application should be considered for readmission. If reinstatement is required because of dismissal for unsatisfactory academic performance, the student may also be required to submit additional documentation of having met conditions for re-instatement communicated in the original dismissal letter. The BS Admissions Committee evaluates all requests for readmission. Acceptance into the Baccalaureate Program is not guaranteed, it is based on approval of the Baccalaureate faculty (generally the Baccalaureate Admissions, Recruitment and Retention Committee) and space-availability. Students re-applying will use the Chair of the Baccalaureate Program as their advisor for readmission, not their previously assigned advisor.

Once the Admissions, Retention and Progression committee has acted on the request and the student is granted permission to re-enroll in the program, the student will receive notification of the action including the semester in which the student can re-enroll and conditions that must be met for re-enrollment. Prior to enrolling in courses, the student must meet with the Program Chair to review the conditions for re-enrollment and to make sure that all conditions have been met for re-enrollment. The Program Chair will document this meeting in the student file.
Reinstatement in Clinical Course after Dismissal or Prolonged Absence

Students who apply to take a SON clinical course after any absence of three trimesters or more must demonstrate competence. Patient and personal safety are the primary concerns. Competency testing for a clinical course includes an exam for the theory portion of the course and a practical demonstration exam for the clinical portion of the course. The competency test will consist content from of the last successfully completed clinical course. If the competency test is passed, the student must enroll in the next available trimester. Failure to enroll in the next available trimester results in the need for the student to reapply to the program. Competency testing is available to students who have been enrolled in and passed prerequisite courses. See the table below for the required competency testing for each of the clinical courses.

<table>
<thead>
<tr>
<th>Application Course</th>
<th>Required Competency Testing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A303/L</td>
<td>NS A300</td>
</tr>
<tr>
<td>NS A313/L and/or NS A315/L</td>
<td>NS A303/L</td>
</tr>
<tr>
<td>NS A401/L</td>
<td>NS A313/L and NS A315/L</td>
</tr>
<tr>
<td>NS A406/L</td>
<td>NS 401/L</td>
</tr>
<tr>
<td>NS A411/L</td>
<td>NS A406/L</td>
</tr>
<tr>
<td>NS A416/L</td>
<td>NS A411/L</td>
</tr>
</tbody>
</table>

*Subject to approval and space-availability

Students will be requested competency testing for courses indicated above. The request for competency testing must be submitted to the Chairperson of the BS Admissions, Retention and Progression Committee, who coordinates with the appropriate course coordinator. Requests must be received by week 6 of the trimester. Competency testing takes place between weeks 8 and 10 of the trimester.

Competency testing is based on the current course content, standards and grading criteria. If the theory section or the lab/clinical section of the course is not successfully completed via testing, then all sections of the course must be completed by re-enrolling in the course. Students may not be informed of the availability of a seat in the requested course until the week before classes begin when the course roster is finalized and space availability is determined. Re-entry into clinical courses is not guaranteed. Students will be enrolled pending faculty approval and space-availability.

Format for Required Nursing Papers

The format approved by the American Psychological Association (APA) has been adopted as the required format for all assignments and formal papers in the baccalaureate nursing program. Due to changes and updates in formatting, students are urged to consult and/or purchase a personal copy of the latest APA Manual edition, available at the UAA Bookstore or other locations to provide assistance. For additional help, all students are encouraged to access http://owl.english.purdue.edu/owl/resource/560/01/ for current APA style guidelines and examples or visit the UAA Writing Center located in Sally Monserud Hall 115.

Participation on Committees

Students are the reason the School of Nursing exists. Every effort is made to encourage and facilitate student participation and input into all phases of the educational process. Students are included in the membership of the University of Alaska Board of Regents as well as on a variety of UAA committees. The School
encourages student participation in all aspects of campus life, in the Student Nurses’ Association (SNA) – of which all pre-major and clinical nursing students are members, in the National Student Nurses’ Association (NSNA), in formal and informal contacts with the School of Nursing Director and faculty, and in the committee work of the School of Nursing.

Committees function to facilitate, coordinate and develop the purposes of the School in an orderly fashion. Each faculty member serves on at least one standing committee. Broad student representation on selected standing committees is solicited each year by faculty. A School goal is to include at least one student representing each curriculum level on each of the following committees:

- Student Affairs Committee (combined committee of AAS and BS programs)
- BS Program Curriculum Committee

Participation on these committees is an avenue by which students can provide input to the faculty about curriculum and student concerns. Any student interested in serving on one of these committees may submit their name to a faculty member, Program Chair or officer of the Student Nurses’ Association. Initial solicitation for members on School of Nursing Committees is to the Student Nurses’ Association.

**Section III – Clinical Policies**

**Equipment for Clinical.**
The following required items can be purchased at a medical supply business, the UAA Bookstore, on-line and at some large pharmacies:

- watch with secondhand, expandable wristband preferred.
- small notebook
- pen with black ink
- one pair of 4 1/2-inch blade bandage scissors
- small pen light flashlight
- stethoscope with a bell and a diaphragm. The UAA Bookstore carries faculty suggested stethoscopes.

Students must have protective eyewear when in clinical settings where exposure to body fluids is possible.

**Clinical Site Visits**
Students may not visit clinical sites in their capacity as a nursing student without the prior knowledge and approval of nursing faculty.

**Technical Skills and Medication Administration at the Clinical Agency**
Students may participate in all nursing interventions once they have received instruction and/or are signed off in the skills laboratory. Courses without a skills laboratory component may teach specific skills in the clinical itself. Students attempting a new skill for the first time in clinical must be observed by the instructor unless the instructor agrees to staff oversight. Students will work with regularly assigned staff to meet the needs of the client.
Students may not do the following:
- Care for patients with active TB unless Fit Tested
- Blood administration – observe and monitor only.
- Draw ABGs
- Change or program PCA pumps - observe and monitor patient use only
- Change or program epidural pumps - observe and monitor patient use only

Activities in which students always need RN supervision:
- IV push medications - preferably with instructor except for saline flushes to peripheral locked sites
- IM injections
- Insulin verification- facility policy may require staff and instructor to verify
- Drug calculations- must be verified with instructor. Certain policies that require dosage or calculation checking by 2 RNs must be the staff and the instructor
- Adjusting dosage of a continuous IV medication - may be either staff or instructor
- Co-signing narcotic wastage – preferably with staff
- Admitting, transferring or discharging a patient - preferably staff

Activities in which students may participate only in NS416L with staff:
- Receiving verbal or telephone orders
- Transcribing new orders

Medication Administration Policy for Inpatient Clinical Settings
1. Students will practice the 6 Rights of Medication Administration
   - Right medication
   - Right patient
   - Right dose
   - Right time
   - Right route
   - Right documentation
2. Identification of Patient
   - Medication Administration Records will be taken to the patient bedside for final check of meds. ID bands will be checked at each administration occurrence.
   - Two (2) forms of ID will be used to check the patient against the MAR.
3. Dose
   - All calculations will be checked by instructor before medication is drawn up or given.
   - Insulin dosage will be checked by 2 RNs.
   - All changes in IV rates or dosages will be checked by the instructor.
   - Students may not change syringes or settings of a PCA.
4. Route
   - Oral
     - All oral meds in unit dose packs will be opened only at the patient bedside except when meds need to be crushed, split or poured. These forms will be labeled before taken to the bedside.
     - Medications per feeding or PEG tube will be crushed individually, diluted in water
individually and given individually with water before and after each medication.

- Liquid medications will be poured into a cup and then measured via syringe if the pharmacy has not provided an oral syringe.

- **Injectable**
  - All injectable medications will be labeled before taken to the bedside.
  - Dorsal gluteal sites will not be used for IM injections.
  - Appropriate injection site will be demonstrated to instructor prior to injection.
  - NO IV push medications can be given prior to NS A313 Skills lab – Week #1.
  - IV push medications must be directly supervised by a clinical faculty/or preceptor at the bedside except for NS via peripheral saline lock throughout the program.

5. **Documentation**
   - Will occur only after the medication has been administered

6. **Intravenous lines**
   - **Central & PICC lines**
     - Accessed by students after completing the skills lab in NS A313L.
     - In NS A303L, the faculty may access the line in order for the student to infuse an IVPB.
     - Access must be directly supervised by a clinical instructor.
     - Students must have an instructor at the bedside to discontinue central or PICC lines.
     - Access to central lines may be restricted by the facility.
   - **Peripheral IV lines**
     - Students may start peripheral IVs only after NS A303L Skills lab
     - Students may discontinue peripheral IVs or change to a lock with instructor permission after NS A303L Skills lab.

7. **Errors**
   - All medication errors including lateness, wrong dose, wrong patient, wrong route and wrong time will be documented using an Unusual Occurrence Report for the SON and the clinical facility.
   - See blackboard for form

These guidelines are supported by best practices via JC, CDC and ANA.