



School of Nursing

College of Health



STUDENT HANDBOOK

ASSOCIATE OF APPLIED SCIENCE - NURSING

2020-2021

Revised February 2021

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 and returning 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 SON programs offer both challenges and rewards. We wish you success in pursuing your nursing career.

The School of Nursing Faculty

Note: Updates to the 2021 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 UAA SON 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 UAA SON 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/professionallicensing/boardofnursing.aspx>



PART 1: School of Nursing (SON) Information

Section 1: Introduction

Mission

The purpose of the SON 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 SON 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 School of Nursing 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.

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 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 are 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 UAA 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 associate or baccalaureate level) or advanced (at the master's or doctoral 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 assist 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 developed an organizing conceptual framework to serve as a model or map for building the curricula for each program. A group of faculty from the graduate, baccalaureate and associate programs considered many 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:

- Benner, P., Sutphen, M., Leonard, V., & Day, L. (2010). *Educating nurses: A call for radical transformation*. San Francisco: Jossey-Bass.
- National League for Nursing (NLN) Framework and Integrating Concepts.
- Quality and Safety Education for Nurses (QSEN) Competencies.
- Institute of Medicine (2010). *The future of nursing: Leading change, advancing health*.
- American Association of Colleges of Nursing (AACN) Essentials Series.
- National Organization of Nurse Practitioner Faculties (NONPF). *Core Competencies for Nurse Practitioners*.

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 Program

The AAS program offers a standard four-semester option. Graduates of the AAS program earn both the AAS in Nursing degree and eligibility to sit for National Council Licensure Examination for Registered Nurses (NCLEX-RN).

In 1973, just prior to the graduation of its first class, the AAS 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 2017 with a recommendation for full accreditation, with the next review to take place in 2025.

Baccalaureate Program

The Bachelor of Science in Nursing (BSN) program offers a standard four-semester option following completion of pre-major requirements. The BSN program has two options, the Pre-licensure Option with courses offered for students in Anchorage, Mat-Su, Fairbanks, and Kodiak to earn both the BSN degree and eligibility to sit for the NCLEX-RN. There is also a Registered Nurse (RN) Student Option with courses offered for RNs to earn a BSN degree which is offered 100% online.

In 1978, the BSN 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 1978 and has been continuous ever since. The most recent review by ACEN occurred in 2017 with a recommendation for full accreditation, with the next review to take place in 2025.

Graduate Programs

Master's Degree Programs 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 (PMHNP) 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 sit for the national certification examination for advanced professional practice as a FNP. Graduates of the PMHNP option are eligible to sit for the national certification exam for advanced professional practice as a PMHNP. NLDR-EDUC graduates are eligible to take the National League for Nursing (NLN) Certified Nurse Educator (CNE) Examination. Graduates of the NLDR-ADMIN option, with two years of executive nursing experience, are eligible to take the American Organization of Nurse Executives (AONE) Examination for certification in Executive Nursing Practice.

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, PMHNP, 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 PMHNP 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 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.

Nurse practitioner students for both the FNP and PMHNP clinical specialties are admitted into the Baccalaureate to DNP track. The master's degree for nurse practitioner students is no longer offered.

Current Structure

The SON is a department within the College of Health (COH). The COH 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
- Office of Health Programs Development
- Pharmacy Program
- Physical Therapy Program
- School of Allied Health
- School of Nursing
- School of Social Work
- Washington, Wyoming, Alaska, Montana and Idaho (WWAMI) School of Medical Education

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. Assisting Jeffrey Jessee are Associate Deans Dr. Andre Rosay and Dr. Kendra Sticka. Leading the SON is Dr. Carla Hagen, Director, who reports to the Vice Provost/Dean and Associate Deans. Dr. Hagen is responsible for the day-to-day operations of the SON, as well as for planning with the faculty to meet future nursing education needs throughout Alaska. Assisting the SON Director in administration of the nursing programs are the Graduate Program Chair, Dr. Jill Janke, and the Undergraduate Program Chair, Dr. Jessica Chambers.

Academic Calendar

The SON follows the [UAA Academic Calendar](#).

Section II – General Policies

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

In addition to the UAA 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's or doctoral nursing programs.

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 SON 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. UAA 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
Rasmuson Hall 112
3211 Providence Drive
Anchorage, AK 99508
Phone (907) 786-4530
Fax (907) 786-4531
aydss@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 SON will work with the student and DSS to provide reasonable and appropriate accommodations. It is important to note that the SON 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 faculty 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 sessions and clinical/practicum experiences, and simulation sessions, unless use of the device is permitted explicitly by the instructor and/or clinical/practicum 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 relevant 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 ensure that the condition and contents of the room are not disturbed.

This policy applies to students physically present on the UAA campus. The SON does not have control over clinical/practicum sites and/or other campuses. 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 educational activities or the 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 be reassigned 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(s) to be moved. The last student(s) 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 relevant 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, obtaining the required equipment, software and training that may be required, and 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, Excel, and PowerPoint) prior to beginning any of the full nursing majors 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 full nursing majors. Home computer access is 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.

Using the most current version of Microsoft Office 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 Windows or Mac free of charge.

Mac users can still use Office 365 to install Office for Windows. Contact the Information Technology (IT) 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 UAA assignments, it is recommended that you install and maintain current anti-virus and anti-malware software. **Make sure you update anti-virus and anti-malware software and scan frequently.**

New viruses and malware surface continually. Ensure your external drives are also scanned. At minimum everyone should install Malwarebytes, which is available from UAA. Go to [UAA Software Downloads](#) to access this program.

What if my personal computer needs to be repaired?

UAA 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 Alaska 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 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 Alaska. Technical difficulties should be addressed to the SON or local technical staff.

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. 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 recordings will not be used outside of the course without the express permission of all involved in the simulation.
- **Confidentiality.** Students 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 chart, the medications, or any of your fellow students' behavior and/or actions. This is an exercise to apply your learning in an unexpected patient situation. Keep it unexpected for all.
- **An Evolving Teaching Tool.** The simulation 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 undergraduate 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 insect/rodent infestation.
- Empty the locker and return the lock at the end of the semester.
- 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, National Student Nurses' Association (NSNA) 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 volunteer activity, 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 SON.

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](#), 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 UAA Student 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 UAA 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 UAA and/or course standards for ethical and professional behavior may result in grade penalty, course failure and/or program dismissal, among other sanctions.

Cheating and plagiarism are grounds for dismissal from the 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 UAA Dean of Students 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. The 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 SON expects all faculty and students to follow the [ANA Code of Ethics](#) and to be informed of the ANA 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 UAA Dean of Students 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 ANA and the Alaska State Board of Nursing Statutes governing nursing practice.

Purpose:

The SON supports the use of social media to reach audiences important to UAA such as students, prospective students, faculty, and staff. UAA presence or participation on social media sites is guided by UAA policy. This policy applies to SON 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 UAA and the SON 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 HIPAA and FERPA, but also to any proprietary information from either UAA, its community clinical stakeholders, or other organizational partners.

Policy:

- I. Do not post proprietary information or content about UAA, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a UAA nursing student.
Do not use copyrighted photos or written content without properly citing the source or gaining permission from 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 UAA 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 UAA'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 UAA account or one provided by a community partner, when you create social media accounts.

- IV. Do not use UAA, the SON, or community partner marks, such as logos and graphics, on personal social media sites. Do not use UAA's name, or those of community partners', to promote a product, cause, or political party or candidate.
Use of the SON marks (logos and graphics) for SON 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 the SON administration.
- V. Do not identify your connection to UAA or the SON if you plan to disparage UAA, the SON, or its community partners.
If your online activity or posts will disparage UAA, the SON, or its community partners' reputation, brand, sponsors, leadership, employees or their services, do not refer to or identify your connection with UAA. 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 student at the UAA SON.
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 UAA for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by UAA and/or the 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 may 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 [ANA Code of Ethics](#). 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 will face further disciplinary action, to include course failure and/or program dismissal.

Substance Abuse

On April 21, 1989, the UAA Board of Regents adopted Policy 04.02.040 concerning a drug-free workplace. The following points will further explain the position of the SON 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 [UAA Student 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 UAA Dean of Students and the Director of the SON will determine the need to include confidential health information in a UAA 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 [ANA Code of Ethics](#) 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 UAA. 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 the student resides 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, etc.).

While UAA, the SON, and the Alaska Board 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 taxicab 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 SON Office Manager for a petty cash reimbursement.
- If the above options are not feasible, the instructor/preceptor shall contact the relevant 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 do not have documented evidence of a complete hepatitis B 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 testing 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 – 1 month later
 - Dose #6 – 5 months after dose #5
 - 1-2 months after dose #6, 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 (dose #4) 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. 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-dose vaccine 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 2-dose vaccine 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.

Recurring 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 policies 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 relevant 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 semester courses.
 - November 15 for Spring semester courses
 - March 15 for Summer semester 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 relevant 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).
4. 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.
5. 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 MyClinicalExchange (MCE) system to track clinical requirements. When submitting health requirements online documentation, acceptable documents include:

- The SON 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-provider rescue and automatic external defibrillator (AED). Certification as a BLS instructor is acceptable. HeartSaver 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 semester courses.
 - November 15 for Spring semester courses.
 - March 15 for Summer semester 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 SON programs either have or are seeking a professional license as a registered nurse (RN) or as an advanced-practice registered nurse (APRN). 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 SON prior to beginning any clinical course. Students should note the following 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 SON. 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 relevant program chair. Students with concerns about their eligibility to obtain/maintain licensure as a RN or APRN 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 (ID) Badges

All UAA nursing students are required to wear conspicuously a UAA SON student ID badge at all times in any clinical area. One ID 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 ID 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 Front Office Assistant to report a lost badge or to turn in a damaged badge. A fee will be charged to replace a damaged or lost ID 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 pre-licensure students only – clean pressed hunter green scrubs
- For undergraduate pre-licensure 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 ID badge at all times in a visible location whenever a student is engaging in a clinical learning activity at the clinical agency. The ID badge should be visible on either the uniform, lab coat or personal attire, whichever attire is required at the agency.
- Appropriate professional 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 and artificial nails are not allowed.
- Students should not attend clinical using extreme styles of dress, hair styles 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 also 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.
3. Maintain patient and personal safety.
4. Engage in proper clinical communication.
5. Engage in effective clinical activities.
6. Maintain confidentiality and security of patient information.
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 pre-licensure nursing students (BS and AAS) require supervision by a RN 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 pre-licensure students must adhere to the following standards.

- a. All injectable medications will be verified by a RN before the medication is administered.
- b. All high-risk medications (e.g. insulin and anti-coagulants) will be independently double checked by two RNs before the medication is administered.
- c. A RN 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 will not administer controlled substances by any route.

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
- Suturing
- Handling any sharp items

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

Methods of Compliance

- 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.
- 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.
- 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.
- 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.
- If blood or body fluid is spilled on any surface, it will be cleaned as soon as possible with disinfectant soap and water by an individual wearing the appropriate protective garb and equipment.
- Hands are to be washed immediately after removing gloves that have had contact with blood or body fluids.
- 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.
- 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:

- 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.

- Allow a small amount of controlled bleeding, if wounded, being careful to capture fluids in a safe manner.
- 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.
- Thoroughly wash the wound with disinfectant soap and running warm water.
- 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).
- 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 Incident Report Form within two working days.

Information and Training

- The UAA SON 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 UAA SON.

Extended Sites

- UAA students and faculty in extended nursing school sites outside of Anchorage will complete the UAA Needle Stick Incident 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 SON 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.
- Ensure 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 SON 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.).

Records to be Maintained

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

BSN Program Fees

- Nursing lab supplies
- Nursing lab equipment
- Student liability insurance
- Simulation
- Audio/Visual streaming/licensing
- Community capstone project
- ATI assessment testing and NCLEX preparation resources

RN-BS Program Fees

- Student liability insurance
- Audio/Visual streaming/licensing
- Community capstone project

AAS Program Fees

- Nursing lab supplies
- Nursing lab equipment
- Student liability insurance
- Simulation
- Audio/Visual streaming/licensing
- ATI 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 Reference/Recommendation Requests

The purpose of the Family Educational Rights and Privacy Act of 1974 is to protect the privacy of individual students by placing restrictions on the disclosure of information contained in a student's university record(s). To provide referrals / references for any student, the [Student Reference Request, FERPA Release, and Release of Liability Form](#) must be signed, sent to the faculty member, and retained in the SON student file. In this way, students give permission regarding what information can be shared, to whom and under what circumstance.

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) AND NURSING

WORKFORCE DIVERSITY (NWD) PROGRAMS

RRANN and NWDP were designed to 1) recruit Alaska Native/American Indian, other under-represented, economically or educationally disadvantaged students 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. Since its inception in August 1998, a total of 170 Alaska Native or American Indian students (as of May 2009) have graduated from one of the two UAA nursing programs for RN level practice; the majority has completed the baccalaureate degree in nursing. A total of 160 students completed the NWDP program between 2006 and 2012. Currently neither program receives any federal funding. RRANN continues to be funded with a general fund appropriation from the Alaska Legislature. An effort to obtain additional funding for both programs is underway.

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. Peer student tutors must have passed the appropriate course with a B or higher. The current Tutor Coordinator is a baccalaureate-nursing graduate who also provides tutoring services in some of the more complex nursing specific courses. Students who receive tutoring have a 85% pass rate in those courses for which they received tutoring.

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](#).

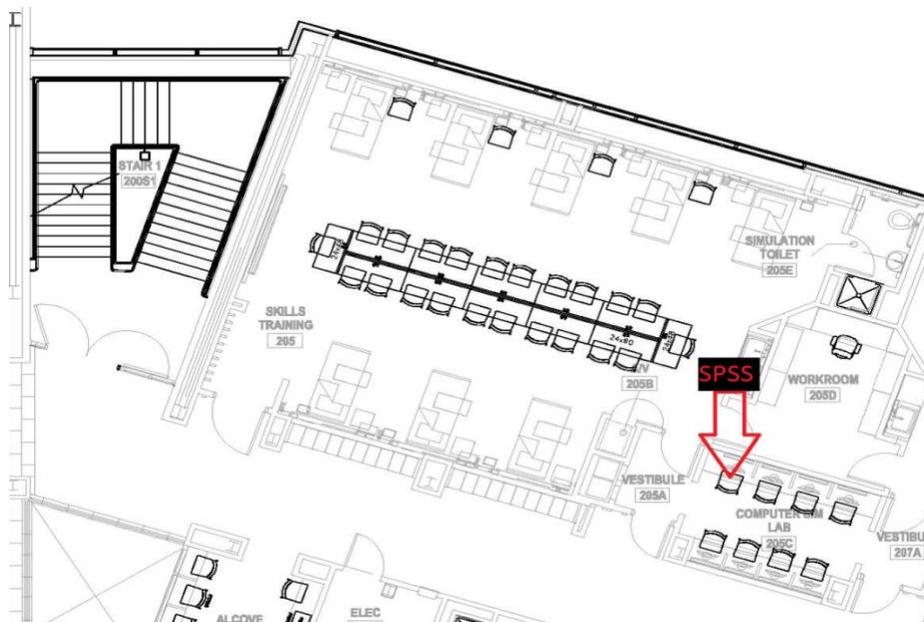
Facilities

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](#).

Section VIII – School of Nursing Contacts

Carla Hagen, PhD, MPH, RN	Director	cmhagen@alaska.edu
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June Ebert	Program Support Specialist – Undergrad	jfebert@alaska.edu
Kim Hayes	Program Support Specialist – Undergrad	klhayes@alaska.edu
Geri Heiner	Program Support Specialist – Undergrad	glheiner@alaska.edu
Jennifer Straub	Compliance Assistant	jstraub@alaska.edu
Deborah Estes	Front Office Assistant	daestes@alaska.edu
Rita Kittoe-Kaiser, MSN, RN	Coordinator, RRANN	rmkittoe@alaska.edu
Wang Choe	Student Success Facilitator, RRANN	wkchoe@alaska.edu
Stephanie Sanderlin	Student Success Facilitator, RRANN	smsanderlin@alaska.edu

PART 2: Associate of Applied Science (AAS) in Nursing Program

Section I – AAS Program Information

Advising

Pre-major advising information regarding the AAS in Nursing program is found on the [UAA SON website](#). Prospective applicants should contact the [Student Affairs office](#) to arrange an appointment with an advisor. Advisors will do the following:

- Explain degree requirements;
- Refer students with special advising needs to appropriate advisor;
- Assist students to make contact with other needed services on campus, including, but not limited to, the Financial Aid Office, Student Housing, and Student Health Center; and
- Assist students in obtaining documentation of enrollment to meet demands imposed by outside agencies for the purposes of receiving financial aid, tuition reimbursement, etc.

Academic advising is required for all students prior to enrollment in nursing courses. Advising can be initiated by contacting [Student Affairs office](#) in Anchorage. The advisors will connect with students at outreach sites using a phone appointment or face-to-face appointment in Anchorage.

Application to the AAS Program

See the [UAA SON website](#) for more information on SON programs and admissions. Completed applications received prior to the deadline are ranked and reviewed by the admissions committee for acceptance into the program. A welcome letter will be sent to all applicants admitted into the program. The AAS program currently accepts online applications. Applicants are asked to provide information regarding their location preference.

Plan of Study

The plan of study for AAS program students is available on the [UAA SON website](#).

Outcome Behaviors of the AAS Nursing Graduate

Upon completion of the AAS in Nursing program at UAA, the graduate will:

1. Utilize critical thinking skills to assess and diagnose nursing needs and to prioritize, plan, implement, and evaluate care for patients and their families in institutional and community-based settings.
2. Effectively communicate verbally, in writing, and electronically with health team members, patients and their families in diverse settings.
3. Plan, implement and evaluate care that is safe, evidence-based, caring, and developmentally and culturally sensitive within ethical, legal, and professional standards.
4. Coordinate care of small groups of patients in collaboration with other members of the health care team.
5. Develop a plan for lifelong learning and continuing professional development.

Section II – Student Policies

Outreach Programs: All AAS students are enrolled in a specific local cohort. Students are expected to test, attend lectures, labs, and clinical rotations with their cohort at their respective sites. Students enrolled in programs based outside of Anchorage (outreach sites) may be required to attend some or all of their clinical experience in Anchorage or other locations. Access to required facilities and classes is provided to outreach students who are required to travel to Anchorage or another site for intensive clinical as part of the AAS in Nursing curriculum. Students travelling for intensive clinical are responsible for obtaining and paying for transportation, housing, and all other related expenses.

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. Students must adhere to the attire/appearance policy while at a clinical site.

Deadlines for Registration for Clinical Courses: All students must be formally registered for clinical nursing courses of their particular major (NURS 120 and NURS 120L for entry AAS students) no later than August 1 for the Fall semester, and no later than December 1 for the Spring semester. You 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 your enrollment in planned course work is maintained. Students who have a financial constraint that precludes their registration by that deadline should consult with the Undergraduate Program Chair, well in advance of whichever deadline applies.

If a student is not registered for nursing courses by the deadline, then SON administration will assume that the student does not intend to take courses that semester. SON administration will take steps to ensure that all clinical sections are filled to capacity. In some instances, students may be shifted to under-filled clinical sections with cancellation of excess sections. Once canceled, additional clinical sections will not be reopened.

Academic Probation Policy

Students who do not continuously satisfy the requirements for maintaining “Good Standing” within the nursing program will be placed on Academic Probation within the program by the SON Director. 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 student’s written permission.

Program Dismissal

PROGRAM DISMISSAL MAY RESULT WHEN THE STUDENT:

1. has previously been placed on Academic Probation within the AAS Nursing Program and is unable to satisfy the requirements for regaining "Good Standing" status within the specified time period (two semesters for nursing courses within the AAS program);
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 Student Handbook.

INITIATION OF PROGRAM DISMISSALS

1. The **SON Director** will **automatically initiate** a Program Dismissal when one or more of the following situations exist:
 - a) a semester GPA of less than 2.0 for a second consecutive semester;
 - b) a grade of less than C in a required AAS Nursing course during a second attempt.
 - c) withdrawal from a required nursing course in which a grade of less than C has been earned during a prior semester with a grade of less than C at the time of the withdrawal;
 - d) earned a grade of less than C in NURS A120 or NP in 120L during the first semester of enrollment in the nursing major;
 - e) delay of progression in the AAS program - more than 8 sequential semesters to complete the 4 semester sequence of courses from NURS120 to NURS225/250/260.
2. A Program Dismissal may be anticipated by faculty and student during or at the end of the semester in extreme situations including, but not limited to, the following:
 - a) violations of the Academic Dishonesty Policy found at <https://www.uaa.alaska.edu/students/dean-ofstudents/student-conduct/code.cshtml>
 - b) 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, it will be communicated to the Undergraduate Program Chair who will work with the faculty member and student to resolve the problem. When it is apparent that resolution is unlikely, the matter will be referred to the Undergraduate Admissions Committee, which will review the matter and forward a recommendation to the SON Director 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."

Transfer Course Credit

Nursing Courses: Basic 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 NLNAC 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. Nursing courses taken as part of LPN programs may not be used to satisfy course requirements in either the AAS or BS Nursing Programs. 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 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 Academic Advisor or the Undergraduate Program Chair;
- course syllabus may be 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, 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 appropriate (AAS or BSN) Curriculum Committee and Undergraduate Program Chair for review and evaluation for a recommendation to approve or disapprove the petition;
- final action (Approval or Disapproval) on the petition comes from the SON 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 to UAA program requirements and fails to earn a satisfactory grade during enrollment in the UAA equivalent will not be allowed to apply the previous course to UAA program requirements but will be required to re-enroll in the UAA equivalent 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 in the classroom in which the course is scheduled to be held.

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 Academic 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 program chair, 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 undergraduate nursing students, this includes Anatomy and Physiology I and II, Microbiology, Life Span Development, and Nutrition.

Lifespan Development 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 lifespan have been covered. Credit may also be acquired by successfully completing the DANTES test Lifespan Development Psychology (SF490) which is available upon request from the UAA Advising and Testing Center (786-4500). There is a charge for this exam.

Academic Policies

Progression and Retention

In order to progress within the AAS Nursing program, 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 "Withdrawal & Re-enrollment".

The clinical nursing major consists of four semesters of course work. Students must complete the four

clinical semester sequence of study within eight sequential semesters.

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 NURS 120 Nursing Fundamentals must also be enrolled in NURS 120L Nursing Fundamentals Laboratory. There are other courses, which require concurrent enrollment when not already completed.

Courses in which concurrent enrollment is **always** required include the following:

NURS 120 and NURS 120L	Nursing Fundamentals and Nursing Fundamentals Laboratory
NURS 125 and NURS 125L	Adult Nursing I and Adult Nursing I Laboratory
NURS 220 and NURS 220L	Perinatal Nursing and Perinatal Nursing Laboratory
NURS 222 and NURS 222L	Pediatric Nursing and Pediatric Nursing Laboratory
NURS 223 and NURS 223L	Concepts of Adult Nursing and Concepts of Adult Nursing Laboratory
NURS 225 and NURS 225L	Adult Nursing II and Adult Nursing II Laboratory
NURS 250 and NURS 250L	Psychiatric Nursing and Psychiatric Nursing Laboratory

In addition, students must successfully complete all specified pre-requisites for each required nursing course before entering subsequent nursing courses. Specific non-nursing prerequisites for nursing courses *completed after admission to the clinical nursing major include the following:*

Complete the courses listed below:	Before enrolling in:
ENGL 111, BIOL 111, & PSY 150	NURS 125/L & NURS 180
BIOL 112 & BIOL 240	NURS 220/L, NURS 222/L & NURS223/L
NURS 221, DN 203 & ENGL 211 or 212 or 213 and a Social Science Elective	NURS 225/L, NURS 250/L & NURS 260

In addition to the required nursing courses, students must successfully complete a number of non-nursing courses either prior to or during enrollment in the nursing courses; these courses are referred to as co-requisite courses. Students must have a C or higher in the co-requisite courses to progress in the nursing course sequence.

Grading

Theory Courses: Performance in theory courses is graded using an A-F grading scale; a satisfactory grade in a theory course is a grade of C or higher. Since the ability to test successfully is crucial to becoming a RN, students in the AAS Nursing program need to obtain a weighted exam average of 75% in order to pass nursing courses. The AAS program does not offer extra credit to increase test scores in accordance with the AAS testing policy. Other course assignments will be computed into a grade only after the student obtains a 75% weighted average on all the exams within any given AAS course. A grade of C or higher is assigned when the student achieves an overall course average of 75% or higher and a grade of PASS in the clinical course with the same course number (e.g. NURS 120 and NURS 120L). A student who does not earn a clinical course grade of PASS will be assigned a grade of F in the theory course regardless of the average achieved in assignments included in the theory course.

Grade Scale

A	93 – 100%
B	84 – 92.9%
C	75-83.9%
D	66-74.9%
F	65.9% or below

Clinical/Laboratory Courses: Performance in clinical/laboratory courses is graded as Pass/No Pass. A grade of PASS is assigned when the student successfully achieves all required course objectives and achieves a grade of C or higher in the associated theory course. Thus, students must earn a grade of PASS in the clinical course and a grade of C or higher in the associated theory course in order to progress to the next course in the clinical sequence.

Withdrawal and Reenrollment

Students who anticipate a need to withdraw from any required nursing or co-requisite course or from the AAS Nursing program are strongly advised to consult with their AAS Nursing faculty advisor and the Undergraduate Program Chair prior to making a final decision. This is critical if the student anticipates re-enrollment in the program at a future date. The advisor will assist the student to review possible alternatives to withdrawal and will work with the student to minimize potential negative consequences. Under no circumstances should a student simply exit the program without completing required paperwork and submitting a plan for returning. Should a student fail to complete withdrawal procedures, this will result in the student receiving grades of F in all course work - and would have a negative impact on their overall cumulative GPA.

Students who wish to withdraw from the AAS Nursing program are required to submit a letter to the Undergraduate Program Chair stating the reasons for the withdrawal (in general terms). Students who desire to re-enroll in the AAS Nursing program for any semester after the first one, will need to submit a written [Re-Enrollment Request](#) for the specific course(s), as well as stating the desired semester and location for re-enrollment. This request should be submitted to the Undergraduate Program Chair. The re-enrollment request form must be filled out prior to the time a student desires any re-enrollment in nursing courses, except for NURS 120/L. (Note: NURS 120/L admission is only by ranking, regardless of previous enrollment). Possible re-enrollment will only be determined if there is space available in the desired courses at the desired location.

A student who did not pass or withdrew from the first semester clinical nursing course, NURS 120/L Nursing Fundamentals/Laboratory, and wants to re-enter the AAS Nursing program must request, in writing to the Undergraduate Admissions Committee, to have their file re-ranked in the next selection process. Students who are unsuccessful twice in any clinical nursing course will not be allowed to re-enroll for a third time and will be dismissed from the AAS Nursing program (see policy on Dismissal from the Nursing Program). If a student in this situation feels there are unusual circumstances the student may petition the Undergraduate Admission Committee for a waiver of this policy. The eight sequential semester policy will remain in effect.

Conditions for re-enrollment will be determined on an individual basis by the Undergraduate Admissions Committee and is not solely contingent on a space available basis. The Undergraduate Admissions Committee will review relevant information, including past performance in required courses and statements by the student and the faculty who have interacted with the student in previous coursework. Student and faculty input will be obtained utilizing the request of re-enrollment form. Students seeking reenrollment will be required to have met all special conditions as stated on the re-enrollment request

form and on a re-enrollment follow-up letter sent to each applicant. The re-enrollment request form along with any re-enrollment criteria are designed to facilitate/promote student success in the AAS Nursing program. Any special conditions for re-enrollment will be based on the specific learning needs of the individual student and may include, but are not limited to: requirements for successful completion of additional course work, gaining experience in the health care field, and/or evaluation and determination of learning style, and depending upon the outcome of the evaluation any further completion of prescribed follow-up activities. The UAA Admissions Committee will have direct input and provide direction regarding re-enrollment of students.

Drop or Withdrawal from Co-Requisite Courses: Any student who plans to drop or withdraw from a required co-requisite (non-nursing) course must confer with their academic advisor to determine the potential impact of the withdrawal on their ability to progress into subsequent nursing courses. Because many of the non-nursing co-requisite courses are specified as pre-requisites for nursing courses, withdrawal from those co-requisite courses may impede the student's ability to progress into subsequent nursing courses; hence consultation with an academic advisor is critical.

Attendance

Attendance is expected at all classes, video conferences, clinical and laboratory experiences. We realize there may be times when the student must be absent for legitimate reasons. However, being absent jeopardizes the student's ultimate goal of being a safe practitioner and may result in course failure

Attendance for the clinical, simulation and laboratory experience is mandatory. Students will be required to make up any missed time. Tardiness and leaving before the end of the day will be considered missed time. Missed time will be made up through either additional clinical days or through written assignments at the faculty's discretion. Students should be aware that excessive absence from clinical may make it impossible to meet course objectives leading to failure in the course. Students should be aware that it may not be possible to make up absences in excess of 10% of course time in clinical or laboratory courses.

Testing

Testing in the AAS Nursing program will occur in accordance with the following policy:

- All exams will be proctored.
- All student possessions (backpacks, cell phones, water bottles, hats, etc.) must be left at a designated area. All cell phones will be turned off prior to the start of the exam.
- Students will only use UAA supplied computers.
- Faculty will provide blank scratch paper, pencils, and calculators. The individual scratch paper identified with student name will be collected at the end of the exam.
- For ATI exams the ATI program calculator will be used.
- If a student is "inadvertently forced out" of Blackboard during testing attempt the student will raise their hand and faculty/proctor will reset or contact designated personnel to reset the student for another attempt. If Blackboard testing fails and attempts to remediate the problem does not work, the affected student(s) will use a paper copy of the exam.
- Test item queries use is at the discretion of the faculty. If a student has a test item query, the local faculty will review the paper with questions(s) and note the student's query. Then the

student will submit the test item query to the course coordinator according to instructions contained in the course syllabus.

- Students must request permission from the proctor to leave the testing area.
- If students must remain in the testing area until all exams are complete, they must quietly sit and read non-course related material. No computer or cell phone access is permitted.
- Students must take exams at the scheduled times unless special arrangements have been made prior to the exam with the involved faculty for extenuating circumstances. Exams cannot be taken earlier than the scheduled date.
- If the student is late after the start of the exam and/or absent for taking an exam without prior approval by the class instructor the exam grade will be reduced by ten percent for each day late beginning with the start time of the exam. Failure to take an exam without notifying faculty may result in a score of "0" (zero) for that exam.
- After completing the exam, students will receive feedback that includes correct answers and rationale for each item. There will be no discussion with students regarding individual items until the item-analysis has taken place.
- Exam results will be given no later than one week from the date that all students have completed the exam. After the item-analysis has been completed, students may schedule a meeting with faculty to review their individual exam.

Completion of Course Assignments

Students are required to complete **all** assignments in each AAS Nursing course. Failure to do so will result in a failing grade for the course regardless of the average achieved on other assignments, unless otherwise specified in the course syllabus. This policy includes assignments for all AAS Nursing courses including clinical laboratory courses. Incomplete grades are only given in exceptional situations determined by the course coordinator.

All assignments must be typed. If a grade sheet or rubric is provided it should be submitted with the assignment.

Format for Papers

The AAS Nursing Program at UAA uses the current edition of the Publication Manual of the American Psychological Association, as the primary guideline for formatting student papers. This style manual is also referred to as "APA format" or "APA style." Faculty may specify additional or alternative formatting requirements for specific projects as needed to achieve course objectives. The APA style guide should be consulted for details on formatting papers and assignments.

GENERAL INFORMATION REGARDING AAS PAPERS

- B. Nursing Care Plans must follow APA grammar requirements. All other AAS Nursing course papers must follow APA format.
- C. Papers must be typed using proper grammar, correct spelling and to be neat and legible. If these requirements are not met, a minimum of five (5) points will be subtracted from the paper grade.
- D. Submit all written assignments on or before the assigned due date. **Late papers will automatically have five (5) points deducted for every day they are late**, beginning with due date, unless permission is granted by the faculty prior to the due date.

Section III – Student Information

Committee Participation

Students are the reason the SON 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 SON 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 SON Director and faculty, and in the committee work of the SON.

Committees function to facilitate, coordinate and develop the purposes of the SON 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 BSN programs)
- Undergraduate Admissions Committee
- AAS Curriculum Committee

Participation on the above 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 an AAS faculty member, the Undergraduate Program Chair, or an officer of the SNA. Initial solicitation for members on SON Committees is to the SNA.

Section IV – Graduation Information

Application for Graduation/NCLEX-RN

To be eligible for graduation at the end of a given semester, a student must submit an application for graduation through UAOnline and pay the required fee. See the [Graduation and Degree Services website](#) for more information. Students are encouraged to go to DegreeWorks to request a degree audit to confirm that they have met the degree requirements of UAA and the requirements of the nursing major. The semester before graduation, the SON will request a degree audit through the enrollment system. Students should pay attention to any discrepancies noted in either DegreeWorks or as a result of the degree audit through enrollment services. Contact the Undergraduate Program Chair promptly if there are any discrepancies. It is important to address discrepancies promptly to avoid delaying graduation.

At the end of the final semester, NURS 225/250/260, the student should have completed all of the degree requirements for sitting for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and will be able to proceed with the NCLEX-RN application process. One of the requirements is to request an official transcript with the degree posted. The student can order an official transcript in UAOnline or from the UAA Records Office to be submitted to Alaska State Board of Nursing. The student should submit the verification form from the RN application to the SON for completion. The student will also need to meet any other deadlines and submit all other requirements and fees that the NCLEX-RN application requires.

UAA Commencement Ceremony

UAA Commencement ceremonies are held in December and May. All students are encouraged to participate in the graduation ceremonies. As UAA graduates, students in distance sites are eligible to participate in the large graduation ceremony held in Anchorage. Students in AAS sites outside of Anchorage may also be invited to participate in the graduation ceremonies in their local communities.

Students who will be graduating with honors will be need to contact Enrollment Services to find out procedures for picking up honor cords the day of the commencement. Commencement is usually held on the first Sunday in May at the Alaska Airlines Center; students who officially graduate in Summer or Fall terms are encouraged to return to campus to participate in commencement festivities.

Commencement may be delivered virtually due to the COVID-19 pandemic.

SON Recognition Ceremony

The recognition ceremony for nursing graduates is a function separate from the formal UAA commencement ceremony. It is held in December for AAS, BSN, and graduate students completing their program at the end of Fall semester, in May for the AAS, BSN, and graduate students completing their program at the end of Spring semester, and in August for BSN and graduate students completing their program at the end of Summer semester. Students at distance/outreach sites are welcome to participate in the large ceremony held in Anchorage, but will typically plan and participate in separate ceremonies in their home communities.

The recognition ceremony provides graduates with an opportunity to celebrate their achievements with friends and family in a personal way. Participation in the recognition and commencement ceremonies is optional. Planning the Recognition Ceremony is the responsibility of the SON Student Affairs Committee, which is composed of faculty and student representatives. Graduating students fund costs associated with the recognition ceremony, generally by soliciting donations and by selling tickets to friend and family members.

At the recognition ceremony, SON pins and special awards are presented to graduating students. Student input is important in the planning of the ceremony so that the event is a personally meaningful celebration. The Undergraduate Program Chair coordinates with the SON Student Affairs Committee Chair, and AAS Nursing class representatives in the planning and ordering of pins for graduating students. Students must be eligible for graduation, having completed all required courses, before they may receive the nursing pin.

Section V – Licensure

A representative of the Alaska State Board of Nursing will orient students graduating from their respective nursing program, in the semester they graduate, concerning application for licensure. There will be several fees involved: application fee, license fee, transcript fee, fingerprint processing fee, and perhaps a notary fee. There is also a fee for an optional temporary permit.

For advance or additional information, students may contact the Alaska State Board of Nursing Anchorage office located at 550 W. 7th Ave, #1500, Anchorage, Alaska 99501. Their telephone number is (907) 269-8160. The [Alaska Board of Nursing website](#) includes additional information.

Section VI – Student Organizations

Student Nurses' Association (SNA)

The Student Nurses' Association (SNA) is an organization whose membership is open to all student nurses registered at the UAA. SNA is an organization managed by and for nursing students. The objectives of SNA include 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 SNA 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.

Alpha Delta Nu Chapter of the National Organization for Associate Degree Nurses

Alpha Delta Nu Nursing Honor Society is affiliated with The National Organization for Associate Degree Nursing (N-OADN). Chartered in 2013, the Beta Iota Chapter is the UAA Chapter of Alpha Delta Nu.

Invited membership into Beta Iota is occurs in the third semester of the AAS Nursing program. Membership is offered to students after the first two semesters who have maintained a cumulative GPA of 3.0 or higher and have earned a grade of B or better in each nursing class of the AAS Nursing program with no previous failures in any nursing course. Students will be invited to provisional membership at the beginning of the third semester of core curriculum. Full membership would be granted if the student maintains the cumulative 3.0 GPA and earns a grade of B or better in all AAS Nursing courses in the third semester of study during the second year of the core nursing curriculum. The induction ceremony will take place during the fourth semester of the core curriculum. Students shall have demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.

The objective of the Honor Society is to recognize the academic excellence of students in the study of the Associate Degree Nursing and to promote scholarship. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long responsibility