



School of Nursing  
UNIVERSITY of ALASKA ANCHORAGE



## **Student Nursing Handbook 2023-2024**

Undergraduate Program

Associate of Applied Science (AAS) in Nursing

UAA College of Health (COH)  
School of Nursing (SON)

*Updated: August 2023*

**DISCLAIMER: The student handbook is updated as needed for policy changes and programmatic requirements. The electronic version of this handbook supersedes all print copies.**

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

## Table of Contents

### Part I: Welcome to the University of Alaska Anchorage School of Nursing

Introduction & Important Information

Accreditation

UAA School of Nursing Organizational Chart

### Section I: Overview

Mission, Vision, and Values

Diversity, Equity, & Inclusion (DEI) at UAA

Nursing Program Philosophy

Nursing Education Programs

Learning

Conceptual Framework

### Section II: General Information & Policies

Essential Behaviors for Admission, Continuation & Graduation for Nursing Students

Student contact and Official Communication requirements

Infants and Children

Service Animals

Electronic Communication Devices

Support for Pregnant or Breastfeeding Parents

Transportation

Selection of Clinical Experiences

Distance Classes

Computer Competencies

Classroom Equipment

Clinical Simulation

Lockers

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

Requesting a Letter of Reference or Recommendation from a Faculty Member

Student Success

Student Advising

### Section III: Conduct Policies

UAA Student Code of Conduct

Social Media Policy

Gifts To and From Students

Behavior In Clinical Agencies

Substance Abuse

#### Section IV: Clinical Policies

Documentation of Health Status

Criminal Background Checks

Health Insurance Requirements & Students Illness or Injury

Professional Liability Insurance

Student ID Badges

Attire Guidelines

Clinical Orientation

Medication Administration

Blood-Borne Pathogens Control Plan

Latex Allergy

Unusual Occurrences/Incident Reporting

#### Section V: Dispute, Complaint, Resolution Policy

#### Section VI: Student Records Policy

Policy Regarding Maintenance of Student Educational Records

#### Section VII: Student Services and Resources

Tuition and Fees

Student Health Services

Academic Resources

UAA Student Government

### Part II: ASSOCIATE OF APPLIED SCIENCE (AAS) IN NURSING PROGRAM

#### Section I: Program Overview

Application to the AAS Program

Program Student Learning Outcomes of AAS Degrees

#### Section II: Program Specific Student Policies

Registration Deadlines

Academic Probation Policy

Dismissal from the AAS Nursing Program

Transfer of Courses to Meet Nursing Degree Requirements

Course Grade Determination / Progression Retention and Academic Policies

Withdrawal and Re Enrollment

Attendance

Testing

Completion of Course Assignments

#### Section III: Student Involvement

Committee Participation

#### Section IV: Graduation Information

Application for Graduation/NGN NCLEX RN

[UAA Commencement Ceremony](#)

[SON Recognition Ceremony](#)

[Section V: Licensure](#)

[References](#)

## **Part I: 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.

The University of Alaska is an affirmative action/equal opportunity employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes” (UAA Catalog, 2023-2024).

Please visit the following link to locate specific information regarding anti-discriminatory practices, and the specific persons designated to handle inquiries regarding the nondiscrimination policies:

[Annual Notifications and Disclosures < CourseLeaf](#)

## Introduction & Important Information

Calendars and Deadlines Link: [Calendars and Deadlines | Office of Academic Affairs | University of Alaska Anchorage](#)

UAA SON Administration, Faculty & Staff Directory Link:

[School of Nursing Faculty & Staff Directory | School of Nursing | University of Alaska Anchorage](#)

## Administration

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Chair, Graduate Programs

[mjbrady@alaska.edu](mailto:mjbrady@alaska.edu)

## Accreditation

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



### Contact Information:

Accreditation Commission for Education in Nursing 3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org) Web: [www.acenursing.org](http://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 655 K Street NW Suite 750 Washington, DC 20001

Phone: (202) 887-6791

Fax: (202) 887-8476

Web: <http://www.aacn.nche.edu/ccne-accreditation>

All University of Alaska Anchorage nursing programs are reviewed and approved by the Alaska



Board of Nursing, contingent on obtaining and maintaining national nursing accreditation.



Contact Information: Alaska Board of Nursing

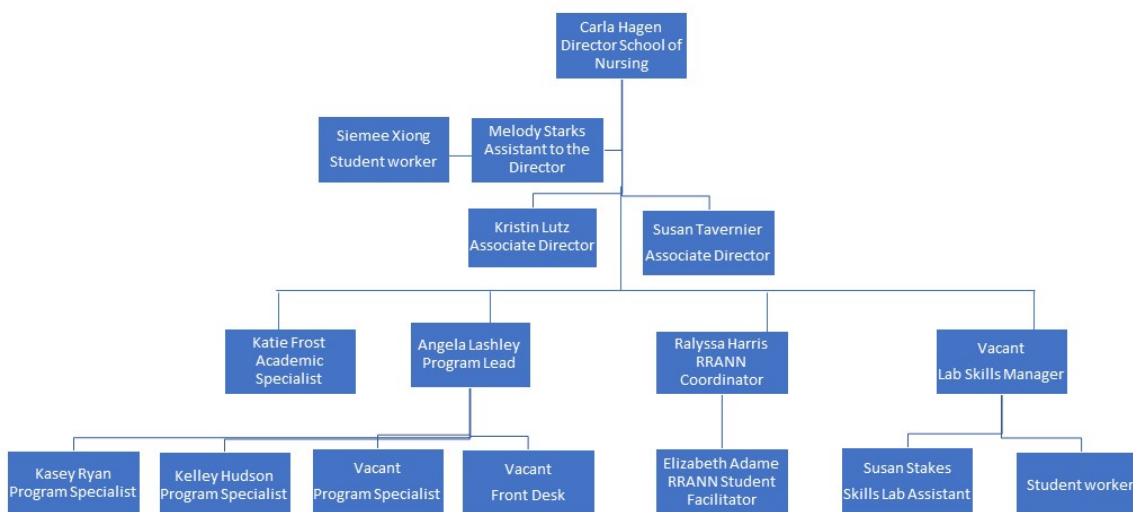
550 West Seventh Avenue, Suite 1500

Anchorage, AK 99501-3567 Phone:907-269-8160 Fax:907-269-8156

Email: [boardofnursing@alaska.gov](mailto:boardofnursing@alaska.gov)

Web: <https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofnursing.aspx>

## UAA School of Nursing Organizational Chart



FRONT DESK	ACADEMIC SPECIALIST	LEAD PROGRAM SPECIALIST
<b>Vacant</b>	<b>Katie Frost</b>	<b>Angela Lashley</b>
SON Telephone Line	Admissions (CAS)	Supervising - Timesheets
SON Shared Email	Compliance (EXXAT)	TAMS
Directories	Student Support (overrides, etc.)	Workloads (HR side)
Listservs	Student Files	Join HR Meetings w/ Carla
Daily Mail	Books	Verifications
Badges	Course Schedules	Institutional Research (IR)
Keys/Room Assignments	Assist w/Clinical Schedules	
25-Live	PR - Tours, outreach, etc.	
Committee Meeting Minutes	Faculty/Chair Support	
Other Duties as Assigned		
PROGRAM SPECIALIST	PROGRAM SPECIALIST	PROGRAM SPECIALIST
<b>Vacant</b>	<b>Kasey Ryan</b>	<b>Kelley Hudson</b>
	SON Advising	Graduate Program
	CAS assignments	G - Preceptor Packets
	EXXAT assignments	G - Recognition to preceptors
	Student Support (overrides, etc.)	G - Meeting Minutes
	Student Files	G - Letter of Good Standing
	PR - Tours, outreach, etc.	Undergraduate Program
	Fairbanks outreach	U - Events Manager
	Books	Pinning/White Coat Ceremonies
		Annual Faculty Retreat
		U - Committee Meeting Minutes

## **Section I: Overview**

### **Mission, Vision, and Values**

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.

### **Diversity, Equity, & Inclusion (DEI) at UAA**

#### **Diversity Statements**

UAA recognizes and values the diversity of our unique location in Southcentral Alaska, the ancestral homelands of the Dena'ina Athabascan, Ahtna Athabascan, Alutiiq/Sugpiak, and Eyak peoples.

The University fosters an inclusive, welcoming and respectful campus community that promotes diversity, civility, inclusion, and an appreciation for each unique member of our academic community. UAA promotes and celebrates diversity through its academic and community support programs, clubs, committees, and councils. Intellectual honesty, mutual respect, and freedom from discrimination, intimidation, discriminatory harassment, and violence are central to our mission.

We honor diverse experiences and perspectives—including differences in ideas, religion, gender, gender identity, sexual orientation, ethnicity, race, culture, nationality, age, disability, veteran and socioeconomic status—and strive to create welcoming and inclusive learning environments where all are treated with respect.

At UAA, valuing diversity is integral to excellence. Diversity maximizes our potential for creativity, innovation, educational excellence, and outstanding service to our communities.

## **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 nursing 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 consisting 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 advanced 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 Programs

The UAA School of Nursing offers preparation of nurses for the following levels:

Undergraduate:

- Associate (AAS)
- Baccalaureate (BS)
- RN to BS

Graduate:

- Master of Science (MS)
  - Nurse Leadership (MS) Nursing Education
  - Family Nurse Practitioner (FNP)
  - Psychiatric-Mental Health Nurse Practitioner (PMHNP)
- Post-Masters Certificates
  - Nurse Leadership (MS) Nursing Education

- Graduate certificate in Family Nurse Practitioner (FNP)
- Graduate certificate in Psychiatric-Mental Health Nurse Practitioner (PMHNP)
- Post-Masters Doctor of Nursing Practice (DNP)

The following descriptions will help you to appreciate the distinction of each program:

### **Associate of Applied Science in Nursing (AAS)**

This two-year pre-licensure associate degree prepares the student for nursing practice by engaging in a combination of articulated classroom, clinical education, lab and simulation hands-on skills. The student also develops critical thinking ability, learns about professional nursing care, as a member of the profession, effective communication, management of care, and patient teaching with. Successful completion of the program will allow the student to become eligible to take the Next Generation National Council Licensure Examination for Registered Nurses (NGN NCLEX-RN) which is designed to ensure the nurse generalist has the knowledge, skills and abilities to carry out safe and effective practice for the entry level role.<sup>1</sup>

### **Baccalaureate (BS) in Nursing**

This four-year pre-licensure baccalaureate degree prepares the student to practice across the lifespan caring for individuals, families, communities, and populations in a variety of settings by engaging in a combination of classroom, clinical education, lab and simulation hands-on skills. The goals include preparation of a general practitioner of nursing who is professional in their communication, presentation, and delivery with peers, patients, and families. One who is self-directed, competent, and who assumes additional responsibilities to contribute to the profession and practice of nursing. This program also highlights significance of research in practice to affect change processes, care of community and populations and public health, and acting in leadership roles as a member of the profession<sup>2</sup>.

### **RN to BS**

This program serves as a bridge to provide a Bachelor of Science (BS) in Nursing Science to nurses who have already successfully passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and who have already completed a Associate's degree program and has a current RN license in the State of Alaska. The focus of this program is to enhance nursing practice and refine and further develop skills while expanding their professional roles. Topics in this program include, nursing informatics and technology, health assessment, professional practice, nursing

research, nursing leadership and management and a final health integrative capstone component.

### **Master of Science (MS)**

This program places primary emphasis upon advanced professional nursing practice, theory, research and health care delivery systems. Master's level studies provide the student with a basis for further study at the doctoral level.

### **Doctor of Nursing Practice (DNP)**

This terminal degree/doctoral program is available to nurses who already have a graduate degree in nursing and are certified as advanced practice registered nurses (APRNs). The goals of this doctoral program are to build on the foundations of the master's degree in nursing. At the core of this program is its focus on scholarship in practice with accountability to a larger population and preparing the APRN for more advanced leadership roles with a cynosure on inquiry, innovation and accountability as professional advanced practice nurses.

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 associate, baccalaureate and graduate 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.
- 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 inter professionally 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, comorbidities, 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.

## **Section II: General Information & Policies**

### **Essential Behaviors for Admission, Continuation & Graduation for Nursing Students**

As with all members of the university community, the University requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the Student Code of Conduct (Code), university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University or at activities authorized or sponsored by the University. 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 UAA nursing programs. The Student Code of Conduct may be found online in the [Student Code of Conduct and Association Policies](#)

### **Essential Functions**

All students, including students with disabilities, are expected to perform all the essential functions (please see following webpage) [Essential Functions-SON Undergraduate Program](#) of the program including meeting all program outcomes with reasonable accommodation. The SON will work with the student and Disability Support Services (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.**

All students, including students with disabilities, are expected to perform the essential functions of the program, including meeting all program outcomes with reasonable accommodation. The School of Nursing will work with the student and DSS to provide reasonable and appropriate accommodations. It is important to note that the School of Nursing is not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the Program. Please see the DSS webpage for additional information [UAA DSS](#)

### **Student contact and Official Communication requirements**

UAA uses e-mail to communicate with students on many important matters. The university automatically assigns each student an official University of Alaska (UA) email account at the time of admission to the university for certificate/degree-seeking students and at the time of registration for all other students. All communication related to registration and enrollment activities will occur either through the preferred email that students submit via UAOnline or through the official UA-assigned e-mail. Students should be careful to keep these accounts clear and review the correspondence received there regularly.

Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UA e-mail accounts. To receive university communication at a different email address, students may forward email from their assigned UA accounts to any valid third party e-mail address of their choice that accepts forwarded email. More information may be

found on the [IT Services website](#).

## **Infants and Children**

Infants and children are not permitted in classes, audio/Zoom conferences or classes (in person or online), 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. When this policy creates a special hardship, the student should discuss the problem with his/her faculty advisor or with the relevant program chair.

UAA does not have a childcare center or lab school either on or affiliated with campus. The Municipality of Anchorage's [Community and Family Health Division](#) and [Thread: Commenting Early Care and Education to Alaska](#) offer resources for families seeking childcare in the Anchorage area.

## **Service Animals**

The University of Alaska Anchorage recognizes the importance of allowing people who require the use of service or assistance animals to receive the benefit of the work, tasks or therapeutic support provided by such animals on campus. However, service animals, assistance animals, and pets are not the same.

**Service Animal:** A service animal is a dog (and in certain circumstances, a miniature horse) that has been individually trained to do work or perform tasks for an individual with a disability. As provided in the Americans with Disabilities Act (ADA), individuals with disabilities may bring their service animals with them anywhere the individuals are normally allowed to go.

**Assistance Animal:** An assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal does not have to be professionally trained and is not considered a service animal as defined by the ADA.

**Pet:** A pet is an animal kept for ordinary use, pleasure, and companionship. Pets are not allowed on campus without permission from the University Police Department with regards to the Anchorage campus, or the Community Campus Director with regards to a UAA community campus. An employee wishing to bring a pet into a facility at any time must have the written permission of their

supervisor. UAA residential housing programs may have separate policies regarding pets.

Pets are not allowed on campus without permission from the University Police Department with regards to the Anchorage campus, or the Community Campus Director with regards to a UAA community campus. An employee wishing to bring a pet into a facility at any time must have the written permission of their supervisor.

Locations for individuals to seek permission to bring a pet on campus:

[Permission to Bring a Pet on Campus](#)

[Accommodating Students with Service Animals in Teaching Laboratories](#)

## **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. When this policy creates a special hardship, the student should discuss the problem with his/her instructor or with the relevant program chair. Students may also be required to follow specific guidelines as defined by individual instructors or as outlined in their syllabi.

## **Support for Pregnant or Breastfeeding Parents**

In 2017, the University of Alaska Anchorage received an Alaska Workplace Breastfeeding Support Project grant from the State of Alaska's Division of Public Health's [Section on Women's, Children's, and Family Health](#) to improve resources for and policies around breastfeeding on campus. Through this grant, the [Association of Maternal and Child Health Programs](#) sponsored the [placement of a Mamava Lactation Pod in the Student Union](#) and scholarships to create other lactation spaces on campus.

Please visit the UAA webpage for additional information [Support for Pregnant or Breastfeeding Parents](#)

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. 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.

**Please note: 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**

Clinical assignments for the first through third semesters (in the BS program) and will be made by clinical faculty. Once assigned, requests to change clinical sites will **not** be made. Clinical placement is based upon the number of openings allowed at the clinical site, the number of qualified preceptors available on a specific floor, required compliance related to onboarding at the clinical sites.

## **Distance Classes**

Students may be required 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. The student must have sufficient computer and internet capacity to access online course resources.

**Please note: While many disruptions have occurred to the usual course delivery methods during the pandemic, this academic year (2023), per the direction of the UAA Provost and College of Health Dean recommendation, all students will be returning to the classroom for synchronous didactic/theory courses in those programs which are not usually asynchronous/online.**

### **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 email 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 email and Blackboard will be required for all nursing courses. Access to a personal computer with Internet access is required for all students enrolled in any of the full nursing majors.

**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 repaired?**

The UAA IT Services Technical Support Center can provide telephonic and remote assistance as needed to help resolve your problem at no cost to you. If the computer needs physical repair, it can be dropped off for service at UAA IT Services in the Social Sciences Building, Room 120. Students receive a free 30-minute investigation/consultation at no charge. This may or may not be available at the time of drop-off. Further repair pursued by the student beyond the free consultation would be charged at \$100 p/h. UAA IT Services is an authorized Apple and Dell service provider. The Technical Support Center can be reached by phone at 907-786-4646, or by email at [uaa.techsupport@alaska.edu](mailto:uaa.techsupport@alaska.edu). Visit the Seawolf Tech Portal at [uaa.alaska.edu/seawolftechportal](http://uaa.alaska.edu/seawolftechportal) to browse or search the self-service support articles, or to submit a ticket for service.

### **Classroom Equipment**

SON classrooms throughout Alaska have equipment installed to improve the learning experience for students. The equipment includes computers, smart boards, projectors, document cameras, video conferencing 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.

## **Lockers**

Lockers are available for students in the HSB in Anchorage to provide additional space for issued lab supplies. The lab DOES NOT provide locks for the lockers. Students in the undergraduate programs will be assigned lockers as requested during the early clinical courses when they use the nursing labs frequently. Lockers are assigned as space is available and students must have a lock



before the locker will be assigned.

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

As a general rule, soliciting funds or donations from any entity for UAA SON as a student is unacceptable. There may be occasions when soliciting funds or donations for a specific purpose must occur. If this situation arises, this must be sanctioned, approved, and overseen by the UAA SON administration.

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 approaching members of the community, nor can students use the SON patch, logo, or the name of the SON on a mailing/flier/document or email without express permission from the Director of the SON.

### **Requesting a Letter of Reference or 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 [SON FERPA Release.docx](#). The form must be completed, signed and received by the faculty member before any student information is released.

### **Student Success**

[UAA Office of Student Success](#)

### **Student Advising**

[Academic Advising](#)

## 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: [UAA Student Handbook < CourseLeaf](#)

## **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. The ANA Code of Ethics has been and continues to be revised over time in pace with current Nursing practice, and "Its function is to provide a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession. It provides a nonnegotiable ethical standard and is an expression of nursing's own understanding of its commitment to society" (Haddad & Geiger, 2022, para 2). The SON expects all faculty and students to follow the [ANA Code of Ethics for Nurses](#) 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.

## **Social Media Policy**

SON faculty and students will perform in an ethical and legal manner as set forth by the ANA, the Alaska State Board of Nursing Statutes governing nursing practice, and the NCSBN Social Media Guidelines for Nurses. Please see the following link for additional information [NCSBN Social Media Guidelines for Nurses](#).

## **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.

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 email 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.

## **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. Please see the “Student Conduct Review Procedures” link below for additional information.

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

See the following link for consequences of unprofessional behavior: [Student Conduct Review Procedures](#)

## **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 Students 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 to 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, **all students will be required to undergo drug screening upon admission**, annually, periodic drug screening, and with cause testing. The test may be at the student's expense.

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 least the remainder of the current semester and/or dismissed from the program.

### **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.

### **Policies, Process and Procedures for Violations of Code of Conduct Related to Substance Abuse**

Per the UAA Student Handbook, and Student Code of Conduct:

[UAA Student Code of Conduct](#)

[UAA Alcohol Policy](#)

[UAA Marijuana Policy](#)

[UAA Illegal Substances Policy](#)

[UAA Smoke and Tobacco Free Campus Policy](#)

[UAA Drug Free Schools Notification](#)

### **Procedure/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 the student 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 they are under the influence of a chemical substance, that student 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 judgment 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/SO Administration to discuss the behavior that led to the suspicion and to develop a plan for preventing similar behavior in the future

**Please note: If a student is in violation of the Student Code of Conduct and/or 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 students 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.
- The Student is advised to seek a substance abuse evaluation by a qualified addictions counselor.
- The Student is advised to comply with counseling recommendations resulting from a substance abuse evaluation.
- The Student is advised to meet with the Alcohol, Drug and Wellness Educator in the Dean of Students 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.
  - **Please Note: 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).
- 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.

Immunizations are required for students whose academic program has a clinical (practicum or externship) component. Immunization requirements are a clinical site requirement and failure to complete or maintain all required immunizations may result in loss of clinical placement. If students are unable to complete the required clinical component of their program, they may not be able to satisfy graduation requirements.

### What immunizations do I need?

The School of Nursing has standardized immunization requirements for all academic programs with a clinical (practicum) component. Students are typically required to show proof of immunity either at the time of program selection or show proof of immunization prior to registration. Students are required to show proof of the following immunizations:

- Rubella/Rubeola/Mumps Vaccine or Titer
- Varicella (Chicken Pox) Vaccine or Titer
- Tetanus/Diphtheria/Pertussis Vaccine
- Hepatitis B Vaccination Series **AND** Hepatitis B Immunity Titer
- Proof of freedom from active Tuberculosis
- Annual Influenza Vaccine
- COVID19 Vaccine\*

\*Note: With the ever-changing landscape of COVID-19 and the COVID-19 requirements, the UAA School of Nursing recommends all students receive the CDC-recommended COVID-19 vaccine and booster. The UAA School of Nursing cannot guarantee a clinical placement if your vaccinations are not up to date as many of our clinical partners require proof of the vaccine. Failure to complete your clinical rotation will delay your progression in the program and may result in dismissal.

### 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.

### 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**

- The deadline for submission of health requirements documentation will be determined by the compliance officer.
- Forms are available on the SON website
- 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.
- Students who do not meet the specified deadline 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.
- 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**

Students should be advised that the SON utilizes EXXAT 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 (BLS)**

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 Cross 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 for BLS are determined by the compliance officer

## **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 requirements 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. 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.

## **Health Insurance Requirements & Students Illness or Injury**

It is ***strongly recommended*** that students maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their practicum experiences; students who are injured while completing practicum assignments are responsible for all associated medical costs. Please see UAA Policy on the following link: [UAA SON Requirements](#). Students can visit the [HealthCare Exchange Website](#) 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 ID Badges**

All UAA nursing students are required to wear a UAA SON student ID badge **visibly displayed in a conspicuous place 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. Appropriate footwear includes non-porous, non-penetrable, closed-toed shoes (this is to avoid potential BBP exposure from spills and accidental sticks/penetrations). Any open-toed, mesh, porous, or penetrable shoes 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 (including gel nail coverings) are not allowed.
- Students should not attend the 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 settings. (**Note that some clinical agencies**

**require 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.
- Perfumes and colognes should ***not be worn*** in any clinical areas 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 composed 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.

- Demonstrate professionalism.
- Follow agency-specific policies.
- Maintain patient and personal safety.
- Engage in proper clinical communication.

- Engage in effective clinical activities.
- Maintain confidentiality and security of patient information.
- 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 a requirement upon acceptance to the program.**

### **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 *at ALL times*. 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.**

- All injectable medications will be verified by a RN before the medication is administered.
- All high-risk medications (e.g. insulin and anti-coagulants) will be independently double checked by two RNs before the medication is administered.
- 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.
- Student nurses are *NEVER* permitted to administer or document the administration of high-risk medications (such as): IV antineoplastic agents, IV insulin infusions, controlled

substances (Medications Schedule II-V), epidural medications, IV anticoagulants, thrombolytics, and magnesium sulfate continuous infusions.

- Students will need to communicate with their clinical instructor to ensure a sign off occurs on any medications given in the clinical setting during that clinical day.
- **Students will not administer any medications when working with pediatric patients in the Elementary through High School settings (Pre-K- Grade 12).**
- **Students will not administer controlled substances by any route.**

## Blood-Borne Pathogens Control Plan

### Exposure Determination

Persons with potential for exposure to Blood Borne Pathogens include:

- Nursing students
- Nursing faculty
- Persons emptying waste containers or handling contaminated 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 BS students early in the first semester of the 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 a 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.

### **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 persons 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 biohazard 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” (EpiPen), 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.
- 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/>  
[CDC NIOSH Information](#)

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/Incident Reporting**

### **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.
    - Notify the unit Nurse/Clinic Manager (if applicable), who will notify the faculty member of the incident by telephone as soon as possible.
  - b. 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 coursework.
- 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 Policy**

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 Dean Debbie Craig. The contact information for Dean Craig is as follows.

Debbie Craig, Dean College of Health  
Professional Studies Building, Rm 205D  
E-mail: [dicraig@alaska.edu](mailto:dicraig@alaska.edu) Phone: 907-786-6057

## **Section VI: Student Records Policy**

### **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, in EXXAT separately from the student's academic advising file. Students are advised to retain the originals of these documents.

### **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.

### **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 Associate Director, 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., The Joint Commission, ACEN, CCNE). 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 ensure 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. [Office of Student Affairs Webpage](#) 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 corequisite 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, RN to 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 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.

## **Section VII: Student Services and Resources**

### **Tuition and Fees**

Tuition rates are set and modified by the University of Alaska Board of Regents. Campus and program fees are determined locally each year and posted on [UAA Tuition and Fees](#). 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. Financial Aid's [Cost of Attendance](#) provides an estimated cost of completing a full year as a full-time student. For estimated costs



associated with the nursing undergraduate programs, please visit our [financial support](#) page.

## **Financial Support**

The School of Nursing and the University of Alaska Anchorage offer a wide range of other scholarship and funding options to students. To learn more about financial aid and general scholarships available through the School and University, please visit the following links:

[Financial Aid Office | University of Alaska Anchorage](#)

[Scholarships | Financial Aid Office | University of Alaska Anchorage](#) (for general and major specific)

[University of Alaska Foundation](#)

Please note, the main application deadline for all UAA scholarships is February 15th prior to the academic year for which you are seeking funding.

Additional information about funding can be found at [Financial Support | School of Nursing | University of Alaska Anchorage](#)

## **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 [Mental Health | Students | University of Alaska Anchorage](#) Student Health and Counseling Centers' mental health staff includes Licensed Professional Counselors and Advanced Psychiatric Nurse Practitioners to assist students with mental health needs. Our mental health providers provide crisis prevention, brief therapy, and offer workshops to help students succeed in their academics. Visit

the link above for more information.

## **Psychological Services**

### [Psychological Services Center](#)

The Psychological Services Center (PSC) offers both online and in-person sessions. All sessions are by appointment only.

Individual and group psychological services are provided in an atmosphere sensitive to culture and ethnicity. People are seen for many reasons from a curiosity about one's own potential to concerns such as anxiety, depression, stress, loss, and relationship difficulties.

UAA students are welcomed at the PSC but clients do not need to be affiliated with UAA to receive services. Because this is a training clinic that is closed on weekends, holidays, and school breaks, the PSC is generally not a good match for people who have severe crises. To review fees, payment options, and more, please look through our [Fees and Financial Information](#).

## **Academic Resources**

### **Recruitment And Retention Of Alaska Natives In Nursing (RRANN)**

The RRANN program was created to recruit and mentor Alaska Native/American Indian students to pursue nursing degrees. RRANN provides tutoring services, peer group meetings, and student success facilitators for all AAS and BS students in the Nursing program.

### **Tutoring Services**

Initiated with funding through the RRANN program, tutoring services are currently offered to any nursing student for both prerequisite and nursing specific courses.

Nursing Tutoring will resume September 5th. Please visit the webpage for more information [Nursing Tutoring | Learning Commons | University of Alaska Anchorage](#)

### **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.

## **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 the 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](mailto: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 SMH 115, 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 (Position currently vacant 08/21/2023)**

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.

[Student Complaints and Disputes | Dean of Students Office | University of Alaska Anchorage](#)

### **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](#).

### **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).

The SON also has a dedicated Medical Librarian who is available to support [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 website [Printing | Information Technology Services | University of Alaska Anchorage](#)

### **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:

- Broaden the educational perspective of students by instituting a structure of self-governance;
- Promote the educational needs, general welfare, and right of students;
- 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;

- Formulate policy and procedures concerning student life, and
- 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 [Union of Students \(USUAA\) | Students | University of Alaska Anchorage](#).

## **Part II: ASSOCIATE OF APPLIED SCIENCE (AAS) IN NURSING PROGRAM**

### **Section I: Program Overview**

#### **Advising**

Pre-major advising information regarding the AAS in Nursing program is found on the [UAA SON Website](#). Prospective applicants should contact the [UAA Student Affairs](#) 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 the Student [Academic Advising](#) 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 Undergraduate Admissions Committee for acceptance into the program. A welcome letter will be sent to all applicants admitted into the program. Applicants are asked to provide information regarding their location preference.

**Currently, the AAS program is offered in outreach areas only including: Bethel, Dillingham, Homer, Juneau, Kenai, Ketchikan, Kotzebue, Nome, Petersburg, Sitka, and Valdez.**

**Admission Process:** [AAS Admissions Process](#)

**Plan of Study:** The plan of study for AAS program students is available on the website [UAA SON AAS Degrees](#)

## **Program Student Learning Outcomes of AAS Degrees**

1. Upon completion of the AAS in Nursing program at UAA, the graduate will:
2. 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.
3. Effectively communicate verbally, in writing, and electronically with health team members, patients and their families in diverse settings.
4. Plan, implement and evaluate care that is safe, evidence-based, caring, and developmentally and culturally sensitive within ethical, legal, and professional standards.
5. Coordinate care of small groups of patients in collaboration with other members of the healthcare team.
6. Develop a plan for lifelong learning and continuing professional development.

## **Section II: Program Specific Student Policies**

### **Registration Deadlines**

[Dates and Deadlines | Students | University of Alaska Anchorage](#)

### **Outreach Programs**

All AAS students are enrolled in a specific local cohort. Students are expected to attend 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 traveling for intensive clinicals 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:

- Earned a grade of less than C in a required nursing course.
- Withdrawal from a required nursing course(s) while earning a grade of less than C at the time of withdrawal.
- 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.

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

### **Dismissal from the AAS Nursing Program**

#### **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 Catalog and AAS 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) Earned a 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 Student Code of Conduct or Academic Dishonesty Policy outlined in the UAA Catalog;
  - 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 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."**

A student who is dismissed from the program has the right to dispute the academic decision. The policy on complaints and disputes is found in the [Student Complaints and Disputes](#) section of the UAA Dean of Students website.

**Transfer of Courses to Meet Nursing Degree Requirements**

**Nursing Courses:** Pre-licensure nursing students (i.e., those students who have not previously

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

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

- Student provides the full syllabus of the previously completed course to the Undergraduate Program Chair;
- Course syllabus is referred to the faculty member responsible for teaching the probable UAA equivalent for in-depth comparative evaluation of the completed course to the UAA equivalent;
- Course syllabus forwarded with the faculty member's comparative evaluation is referred to the student's academic advisor (in the case of pre-nursing majors, to the Coordinator of Student Affairs), who will convey the results of the evaluation to the student and assist the student to submit any academic petitions that may be necessary;
- The academic petition is forwarded to the Associate Director for final review and evaluation for a recommendation to approve or disapprove the petition;
- Final action (Approval or Disapproval) on the petition comes from the COH Associate Dean of Clinical Health Sciences, 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 coursework prior to enrolling in a UAA equivalent may not then substitute that course work for more advanced course work. Further, a student who fails to petition for application of transfer credit and fails to earn a satisfactory grade during enrollment in the UAA equivalent course will not be permitted to apply the previous course to UAA program requirements. The student will be required to re-enroll in the UAA equivalent course and to earn a satisfactory grade prior to progressing into more advanced course work.

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

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

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

The student's faculty advisor and the Associate Director 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 faculty or Chair. Final approval of academic petitions rests with the SON Director or designee, who forwards all such petitions to the Registrar's Office, which communicates decisions to the student.

Students who have completed a baccalaureate degree in another field are exempt from meeting the General Education Requirements specified in the UAA Catalog. However, those students must complete all specified requirements for the program. For all nursing students, this includes Anatomy and Physiology I and II, Microbiology, Life Span Development and Nutrition. See catalog for the most up to date information at [UAA SON AAS Catalog](#) and [General Education for AAS Degrees](#).

### **Lifespan Development Requirement**

Acceptable courses to satisfy the Life Span Development requirement within the UAA Nursing programs are those that cover the entire lifespan. 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.

### **Course Grade Determination / Progression Retention and 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.

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

<b>Course Number:</b>	<b>Course Title:</b>
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, NURS 222L, NURS 223, NURS 223L	Pediatric Nursing and Pediatric Nursing Laboratory 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

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.

In addition, students must successfully complete all specified prerequisites 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**

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

**Clinical (Practicum)/Laboratory (Skills) 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 Re Enrollment**

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 SON Director, 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 SON Director and is not solely contingent on a space available basis. The SON Director 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 re-enrollment 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 healthcare 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.

**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 prerequisites 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.
- Faculty will provide blank scratch paper, pencils, and calculators. The individual scratch paper identified with the student name will be collected at the end of the exam.
- If a student is "inadvertently forced out" of Blackboard during testing attempt, the student will raise their hand and the 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**

- Nursing Care Plans must follow APA grammar requirements. All other AAS Nursing course papers must follow APA format.
- 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.
- • 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 the due date, unless permission is granted by the faculty prior to the due date.

## **Section III: Student Involvement**

### **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 SON Student Affairs committee.

## **Section IV: Graduation Information**

### **Application for Graduation/NGN 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 [Degree Progress 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 Next-Gen National Council Licensure Examination for Registered Nurses (NGN NCLEX- RN) and will be able to proceed with the NGN 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 NGN 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 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.

## **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 and in May for the AAS, BSN, and graduate students completing their program at the end of Spring 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.

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 Chairs and Associate Director coordinate with the SON Student Affairs Committee Chair, and BS Nursing class representatives in the planning. 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 or a UAA nursing faculty member 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.

## References

[Policy & Regulation | Board of Regents](#)

[\(n.d.\). NCLEX \(National Council Licensure Examination\) Information. Alaska State Board of Nursing.](#)

[AONL \(n.d.\). AONL Nurse Leader Core Competencies. American Organization for Nursing Leadership](#)

[Essential Qualifications for Undergraduate Students](#)

[Essential Qualifications for Graduate Students](#)