THE UNIVERSITY OF TEXAS AT ARLINGTON

COLLEGE OF NURSING AND HEALTH INNOVATION

BSN STUDENT HANDBOOK
For students in undergraduate programs

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I. INTRODUCTION

Academic Calendar
http://www.uta.edu/uta/acadcal.php

Administrative Offices Phone
817-272-2776

Administration Names
Anne Bavier, PhD, RN, FAAN
Dean and Professor
bavier@uta.edu

Mary E. Mancini, PhD, RN, NE-BC, FAHA, ANEF, FAAN
Sr. Associate Dean and Chair
Professor
mancini@uta.edu

Ceil Flores, PhD, RN, CNE
Assistant Dean - Student Services, Office of Enrollment and Student Services
cflores@uta.edu

Candice Calhoun-Butts, MEd
Assistant Dean – Advising Services, Office of Enrollment and Student Services
candicec@uta.edu

Patti Plumer, MSN, RN, APRN-BC
Director, BSN Programs
plumer@uta.edu

Jeanean Boyd, DNP, MSN, RN
Director, RN-to-BSN Programs
jboyd@uta.edu

The University of Texas at Arlington - Mission Statement

The University of Texas at Arlington is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to the promotion of lifelong learning through its academic and continuing education programs and to the formation of good citizenship through its community service learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect.

As a university, we affirm our commitment to the following objectives:

- The University is committed to comprehensive programs of academic research. This research effort requires attracting and retaining scholars who promote a culture of intellectual curiosity, rigorous inquiry and high academic standards among their fellow faculty and the students they teach.
- The University prepares students for full, productive lives and informed and active citizenship. To that end, we have developed undergraduate and graduate curricula and classroom practices that engage students actively in the learning process. Outside the classroom a wide range of student organizations and activities contribute to the learning environment. Our
service learning program offers students the opportunity to supplement their academic study with internships in a variety of community settings, testing their skills and aptitudes and challenging their values. State-of-the-art teaching technologies, distance education, and off-site instruction afford access to off-campus as well as traditional students. Non-degree certificate and continuing education programs offer practical, aesthetic, and intellectually stimulating opportunities for community learners, for individual courses or a sustained program of study.

- The mission of a university can be achieved only when its students, faculty, staff, and administrators value and promote free expression in an atmosphere of tolerance, responsibility, and trust. The University regards these attributes as prerequisites for any community of learners and vigilantly strives to maintain them.
- Mindful of its role as a resource to the community, locally, nationally, and internationally, the University continually seeks partnerships with public and private concerns in order to advance the economic, social, and cultural welfare of its constituencies. We serve the needs of the North Texas community by sponsoring public lectures and academic symposia, as well as artistic, musical, and dramatic productions.

Accreditation
The College of Nursing and Health Innovation is fully accredited by the *Commission on Collegiate Nursing Education (CCNE) and is governed by the Board of Nursing (BON) for the State of Texas. (*CCNE, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120 www.aacn.nche.edu)

College of Nursing and Health Innovation History
The University of Texas College of Nursing and Health Innovation, established in 1890 as the John Sealy Hospital Training School of Nurses, is one of the oldest schools of nursing in the Southwest. Originally organized as an independent school under a board of lay managers, a complete curriculum was established in 1940 leading to the degree of Bachelor of Science in Nursing Education.

In 1957 the School of Nursing admitted the last class to the diploma program. Since that time it has offered one basic program leading to a Bachelor of Science in Nursing. In the fall of 1960 Austin became an extension campus of the School of Nursing which was still headquartered in Galveston, and nursing courses were offered on the Austin campus for the first time.

Reorganized in 1967 as The University of Texas Nursing School (System-wide), administrative offices were moved to Austin. As the School developed, the system administration, Tarrant County Hospital District officials, and the Medical Committee of the Fort Worth Chamber of Commerce explored the possibility of a University of Texas Nursing School campus in Fort Worth. The John Peter Smith Hospital School of Nursing was phased out in favor of The University of Texas Nursing School. In the fall of 1972, sixty-seven students were admitted to The University of Texas (undergraduate) Nursing School in Tarrant County. In October 1972, the name of the School was changed to The University of Texas School of Nursing at Fort Worth. At the same time, the (System-wide) Nursing School was renamed The University of Texas System School of Nursing.

In March of 1976, the Board of Regents of The University of Texas made each of the System Schools a part of the nearest University of Texas institution. Thus, the Fort Worth campus became The University of Texas at Arlington School of Nursing (UTASON), and in September 1977, the School of Nursing physically moved from Fort Worth to the UTA campus and into the Business Building. In Fall 1982, the School of Nursing moved into a 12.4 million dollar, 154,000 square foot Nursing Building. In 1995 the building was renamed Pickard Hall to honor the founding dean, Dr. Myrna Pickard. In 2010 the Texas Higher Education Coordinating Board approved the name change to the College of
Nursing. In 2014 the College of Nursing and the Department of Kinesiology merged and became the College of Nursing and Health Innovation.

The Undergraduate program consists of the BSN and the RN to BSN programs. In addition to the Arlington campus, the BSN programs are offered online.

The Graduate Program offers a Master of Science in Nursing. Currently, UT Arlington offers NP Programs in the areas of Acute Care, Acute Care Pediatrics, Adult, Family, Gerontology, Pediatrics and Psychiatric-Mental Health, as well as a Nursing Administration Program. In addition to the NP or administration role, students can elect to have a dual role as an educator. UT Arlington College of Nursing and Health Innovation also offers post-masters certificate programs as an NP, and a Masters of Nursing Education.

The PhD Program in Nursing was begun in 2003 to prepare nurse scientists to meet the health needs of a rapidly changing, culturally diverse society. Doctoral nursing education builds on a foundation of masters nursing education and prepares the student for original research and theory development. The PhD Program includes two areas of study: Academic Role Development and Clinical Research. The Clinical Research area of study prepares the student for original research and theory development. Graduates of the Academic Role Development area of study are prepared to assist students for healthcare careers among culturally diverse and/or vulnerable populations. A BSN to PhD is also offered as an option.

The DNP (Doctor of Nursing Practice) program prepares advanced practice nurses who will demonstrate leadership, clinical expertise and innovation in problem recognition and resolution using evidence based practice.

**Two paths to a common goal – BSN**

The College of Nursing and Health Innovation provides both a pre-licensure BSN and an RN to BSN course of study as well as accelerated online (AO) options for a BSN including one for military veterans, VBSN.

For students seeking to become Registered Nurses, there is a four-year course of study consisting of nursing courses, university core courses and other prerequisite required courses. Upon successful completion, the student is awarded the Bachelor of Science in Nursing degree and is eligible to take the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

For Registered Nurses who have completed an accredited Associate Degree or Diploma nursing program, the RN to BSN course of study allows full-time students to complete required upper division courses in one academic year. Part time options are also available. Upon successful completion of the program, the student is awarded the Bachelor of Science in Nursing degree.

There are some procedural differences between these two approaches to acquiring the BSN; **orange color coding** is used throughout this handbook to indicate those differences.

**Undergraduate Conceptual Framework Definitions**

**Clinical Competency**
Includes assessment, psychomotor skills, evidence based practice, pain management, nursing process-ADPIE (Assessment, Diagnosis, Planning, Implementation, and Evaluation), developmentally appropriate care, and genomics.

Competency is “the application of knowledge and the interpersonal, decision-making, and psychomotor skills expected for the practice role, within the context of public health, safety and welfare” leading to improved patient outcomes, clinical judgment, and accountability of learners. **NCSBN: 2005**

I **Member of the profession**

   I demonstrates responsibility for continued competence in nursing practice, develops insight through reflection, self-analysis, self-care and lifelong learning.

II **Provider of patient centered care**

   II uses clinical reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence based practice outcomes, and research studies as the basis for decision making and comprehensive patient care.

   II provides safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services.

**Holism**

Art of Nursing (definition: the conscious use of nursing knowledge and skills acquired through experience, study, and observation, to provide patient care.) (Adapted from www.merriam-webster.com/dictionary/art.)

Discipline which is described in the AACN Essentials of Baccalaureate Education as “practice built on nursing knowledge, theory, and research,” practice that “derives knowledge from a wide array of other fields,” and “a discrete scientific body of knowledge with unique and distinctive applications.”

Understanding self, patient centered care, cultural sensitivity, sociological responsibility (definition: Influence on social and public policy to promote social justice” is identified as one of the six essential features of professional nursing.) (ANA, 2003)

Sociological responsibility in the undergraduate nursing curriculum encompasses educational objectives and focused activities that educate students about disparities in health care outcomes locally, nationally, and globally, inspire students to apply developing nursing skills in identified areas of need, and equip students to be active participants in the public policy process and in processes related to the evolution of the health care system.

Adapted from: American Nurses Association (2003) *Nursing’s Social Policy Statement (2nd ed.).* Silver Spring, MD: Author

Global awareness (definition: Knowledge of globalization and its impact on issues of social justice and health care.) Provider of care - Nursing practice that has healing the whole person as it goal and is concerned with the interrelationship of body, mind, and spirit in an ever-changing environment


III **Patient safety advocate**

   III formulates goals and outcomes using an evidence based and theoretical analysis of available data to reduce patient and community risks.
II Provider of patient centered care

II determines the physical and mental health status needs and preferences of culturally, ethnically and socially diverse patients, families, populations and communities based upon interpretation of comprehensive health assessment findings compared with evidence based derived from baccalaureate degree nursing program of study.

II implements the plan of care for patients, families, populations and communities within legal parameters and in consideration of disease prevention, wellness and promotion of healthy lifestyles.

II evaluates and reports patient family population and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence based practice and research findings and plans follow-up nursing care.

Communication

Interdisciplinary teams, client facilitator, client teaching, verbally, scholarly writing (definition: Scholarly writing is defined by four characteristics: use of critical thinking, use of scholarly resources, writing in a scholarly format and style, and is improved through a repetitive process) Thoughts on scholarly writing. Retrieved September 18, 2006, from http://www.drjohnlatham.com

A cognitive, dynamic, and reciprocal process by senders and receivers of conveying and receiving meaning through interactional behaviors, language (spoken and written), media, and art forms in the contexts of culture, situation, and time.

IV Member of the health care team

IV coordinates, collaborates, and communicates with patients, families, populations, communities and the interdisciplinary health care team to plan, deliver and evaluate care.

IV communicates and collaborates in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients, families, populations and communities.

IV assigns and/or delegates nursing care to other members of the health care team based upon an analysis of patient or organizational need.

Professionalism

Ethics, member of profession, scope of practice, delegation, nurse practice act, access to appropriate care, advocacy, accountability, promote nursing as a profession, professional boundaries

Professionalism is defined as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability (Interprofessional Professionalism Measurement Group, 2008). Professionalism also involves accountability for one’s self and nursing practice, including continuous professional engagement and lifelong learning.
II Provider of patient centered care
   II implements the plan of care for patients, families, populations and communities within legal parameters and in consideration of disease prevention, wellness and promotion of healthy lifestyles.

IV Member of the health care team
   IV serves as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations and communities.

IV assigns and/or delegates nursing care to other members of the health care team based upon an analysis of patient or organizational need.

III Patient safety advocate
   III demonstrates knowledge of the Texas Nursing Practice Act and the Texas BON rules that emphasize safety, as well as all federal, state and local government and accreditation organization safety requirements and standards.

   III complies with mandatory reporting requirements of the Texas Nursing Practice Act.

   III accepts and makes assignments and delegates tasks that take into consideration patient safety and organizational policy.

Teaching/Learning

Active learning, intentional learning, self-awareness, and reflection – these could be Critical thinking also
Goal motivated, intentional, and dynamic process of cognition and socialization which results in changed behaviors.

II Provider of patient centered care
   II evaluates and reports patient family population and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence based practice and research findings and plans follow-up nursing care.

Resource Management

Collaboration with interdisciplinary teams, coordinator of care, referral for d/c planning, fiscal responsibility, time management
Resource management is the utilization of “people, the environment, money, time, and other resources to achieve” optimal patient wellbeing. (2006).

II Provider of patient centered care
   II coordinates human information and material management resources in providing care for patients, families, populations and communities.

IV Member of the health care team
IV coordinates, collaborates and communicates with patients, families, populations, communities and the interdisciplinary health care team to plan, deliver and evaluate care.

IV uses multiple referral resources for patients, families, populations and communities considering cost, confidentiality, effectiveness and efficiency of care, continuity and continuum of care, and health promotion, maintenance and restoration.

IV supervises nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership and evaluation.

**Critical Thinking**

Utilization of sciences/theories, clinical judgment, EBP/research application, nursing process as systematic thinking
All or part of the process of questioning, analysis, syntheses, interpretation, inference, inductive and deductive reasoning, intuition, application and creativity CT underlines independent and interdependent decision making.

**II Provider of patient centered care**

II synthesizes comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence based practice and published research in collaboration with the above groups and the interdisciplinary health care team.

II determines the physical and mental health status needs and preferences of culturally, ethnically and socially diverse patients, families, populations and communities based upon interpretation of comprehensive health assessment findings compared with evidence based practice derived from baccalaureate degree nursing program of study.

II provides safe, compassionate, comprehensive nursing care to patients, families, populations and communities through a broad array of health care services.

**Leadership**

Maverick (definition: inquisitive, creative, determined and innovative), [http://www.uta.edu/uta/gateway-features/archives](http://www.uta.edu/uta/gateway-features/archives)
Organizational leadership, health policy, political advocacy, conflict management
Skills that emphasize: ethical and critical decision-making, inspiring others, maintenance of effective working relationships while using mutually respectful communication and collaboration with others, shaping and implementing change, risk-taking, exchange of ideas, delegation and conflict resolution.

**I Member of the profession**

I promotes the practice of professional nursing through leadership activities and advocacy.

**III Patient safety advocate**

III complies with mandatory reporting requirements of the Texas Nursing Practice Act.

**IV Member of the health care team**
IV assigns and/or delegates nursing care to other members of the health care team based upon an analysis of patient or organizational need.

IV coordinates, collaborates and communicates with patients, families, populations, communities and the interdisciplinary health care team to plan, deliver and evaluate care.

IV serves as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations and communities.

IV supervises nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership and evaluation.

Safety/Quality

Quality improvement, standards of practice, safe client care, safe client environment, SBAR, medication administration, math
Use feedback to improve role effectiveness, focus attention on safety in pt-care settings, value own role in preventing errors, appreciate that continuous quality improvement is an essential part of the daily work of all health professionals, and values relationship between national safety campaigns, EBP guidelines and implementation in local practices and practice settings.

II Provider of patient centered care

II provides safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services.

II evaluates and reports patient family population and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence based practice and research findings and plans follow-up nursing care.

II develops and implements and evaluates teaching plans for patients, families, populations, and communities to address health promotion, maintenance, restoration and population risk reduction.

III Patient safety advocate

III demonstrates knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing rules that emphasize safety, as well as all federal, state and local government and accreditation organization safety requirements and standards.

III implements measures to promote quality and safe environment for patients, self and others.

III obtains instruction, supervision or training as needed when implementing nursing procedures or practices.

III accepts and makes assignments and delegates tasks that take into consideration patient safety and organizational policy.

Technology
Communication, information systems, informatics
The knowledge and use of science applied to the conversion of natural resources for the benefit of humans. Any use of information technology to perform nursing functions. It includes nursing science, information science and computer science (i.e. technology applied to nursing includes but is not limited to, nursing informatics, e-mail, list-serves, internet resources, electronic databases, website evaluation, online health information, PDAs, electronic health records, confidentiality, security and privacy of health information and telehealth).

II Provider of patient centered care
II evaluates and reports patient family population and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence based practice and research findings and plans follow-up nursing care.

IV Member of the health care team
IV communicates and manages information using technology to support decision making to improve patient care and delivery systems.

Philosophy/Mission

The College of Nursing and Health Innovation is an integral component of The University of Texas at Arlington and subscribes to the mission of the University. The College of Nursing and Health Innovation prepares quality health care providers through excellence in education, scholarship and service. The academic programs in Nursing, Kinesiology, and related studies prepare individuals for professional roles in health care, health sciences, and health-related professions. In addition, these programs prepare individuals for collaboration with other professionals and consumers in the delivery of holistic health care, health-related research, exercise science and advocacy for the improvement of health outcomes.

The faculty believes that learning is a continuous lifelong process and a personal responsibility. Students must be actively involved in the learning process to acquire clinical, technical and academic proficiency and to be socialized into professional roles. Learning experiences are implemented to achieve sequence, continuity and synthesis of knowledge and expertise as defined by the educational outcomes. Teaching and learning are dynamic processes involving curriculum evaluation and revision based on research evidence, the needs of a multicultural society and the changing health care system. The educational process facilitates the development of each person's potential and promotes cultural competence and assimilation of ethical principles.

The College of Nursing and Health Innovation believes in collaboration and partnerships with stakeholders that include education, community and health care organizations, other research institutions, as well as individuals who are impacted by each of the undergraduate, graduate and certificate programs. Feedback from the community is used to strengthen the programs and ensure that the graduates are regarded as employees of choice. Innovation and positive change are outcomes of strong collaboration between the college and its alumni and other constituents.

Faculty and students foster an educational climate of mutual respect, honesty, intellectual inquiry, creativity and effective communication. We contribute to the development of our professions through the conduct of research and the dissemination and application of evidence based knowledge. Faculty and students provide service to the community through clinical practice, education and leadership.
Undergraduate nursing education builds on a foundation of studies in the sciences, humanities and the arts. The baccalaureate program prepares competent, self-directed generalist nurses (Registered Nurses) who can assume increasing responsibility and leadership in the delivery of evidence-based nursing care.

Master’s nursing education builds on a foundation of undergraduate nursing education and provides specialty practice with an expanded theoretical and empirical knowledge base. The Master of Science in Nursing programs prepare Registered Nurses for advanced functional roles that require increased accountability, expertise and leadership. Graduates are prepared to provide evidence-based health care in collaboration with other health care providers and consumers. Administration graduates are prepared to lead and manage care in a variety of health care settings. Education graduates are prepared to teach in schools of nursing and health care organizations.

Doctoral education develops and advances empirical knowledge to promote evidence-based practice in the discipline of nursing. Research-focused graduates have a background to develop theories and conduct research with vulnerable populations and to assume academic, research and leadership roles. The research doctorate provides a basis for future research programs and other scholarly activities. Practice-focused graduates have a background to develop and lead patient-centered delivery systems, conduct clinical research projects, and assume professional leadership roles. The practice doctorate provides a basis to translate research findings into practice for future population focused quality improvement and other evidence-based activities.

The Department of Kinesiology is committed to providing quality educational programs that emphasize scientific theory, hands-on learning in the laboratory setting and real-world application through clinical internships and other field-based experiences. The faculty's teaching experience and research expertise provide rich learning experiences across all of the department's academic programs.
BSN Program Outcomes
Upon completion of this undergraduate program, students will be able to:

1. Apply the art and science of nursing using current evidence in the delivery of competent, culturally sensitive, developmentally appropriate holistic care. (Cl competency and Holism)
2. Utilize analytical, systematic, and critical reasoning for clinical judgment and nursing decision-making. (Critical thinking)
3. Demonstrate accountability and responsibility for: optimal nursing care, legal and ethical standards, lifelong learning, professional development, promoting the nursing profession, and participating as a citizen in society. (Professionalism)
4. Collaborate and communicate respectfully and effectively with persons/clients and interdisciplinary teams using oral, nonverbal, written, and electronic communication to promote and maintain optimal health outcomes to persons/clients. (Communication)
5. Demonstrate ethical behaviors and conflict management skills that inspire others and create effective working relationships to shape and implement change. (Leadership)
6. Coordinate human and material resources in providing comprehensive, efficient, and cost-effective care to persons/clients. (Resource Management)
7. Articulate the importance of active and intentional lifelong learning that includes self-reflection and awareness. (Teaching/Learning)
8. Utilize standards of practice to provide safe nursing care in all patient care settings with an awareness of one’s role in preventing errors and promoting quality improvement. (Safety/Quality)
9. Access and utilize information and computer sciences to perform nursing functions.  
(Technology)

II. POLICIES & PROCEDURES

2.1 Address - Phone - E-mail
At the time of registration and throughout a student’s enrollment at UT Arlington College of Nursing and Health Innovation, it is the student’s responsibility to file a change of address with UT Arlington Undergraduate Admissions and Records.

1. local address  
2. telephone number  
3. home address  
4. e-mail address  
5. emergency contact information  
6. change of name

This is essential in order that schedules, official correspondence, scholarship notification and emergency messages will not be delayed or lost. Students are held responsible for all communication from the school offices sent to them at the address last given and may not claim indulgence on the plea of having moved their lodgings and, therefore of not having received the communication.

2.2 UT Arlington E-mails will be used by faculty and administration to communicate all information. It is expected that UT Arlington e-mails and Blackboard accounts required by many courses will be accessed by all students at least weekly during the semester. Students will be held responsible for information distributed in this manner. Students MUST check their clutter, spam and junk folders, regularly as many emails end up in these files.

2.3 Student information bulletin boards
General and special notices for students are posted on the bulletin boards located on the 2nd and 6th floors of Pickard Hall, and/or sent via UT Arlington e-mail. Blackboard is also used for distribution of important information for campus-based and AO students.

2.4 Student identification
The UT Arlington Student Picture ID is to be worn above the waist and in clear view when in uniform. Only facility ID, if required, indicating student status are allowed to be worn with the UT Arlington student ID, and the UT Arlington ID must not be worn in settings other than clinical or lab. The College of Nursing and Health Innovation ID must be worn in all clinical, testing sites and lab settings. NURSING must be printed on the UT Arlington student ID.

2.5 Student Code of Ethics
The Nursing Students Code of Ethics adopted by the College of Nursing and Health Innovation is to be reviewed and adhered to. http://www.uta.edu/conhi/students/policy/index.php

Other issues of ethical behavior (such as Academic Dishonesty and Plagiarism) are covered elsewhere in this handbook.

2.6 Academic integrity & plagiarism
Students are required to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/plagiarism/index.html. Also see the University Honor Code elsewhere in this handbook.

2.7 Licensure/ineligibility

An individual planning to enroll in a nursing program must be eligible for licensure as a Registered Nurse following graduation. A previous history of the following may make you ineligible for licensure:

- Criminal conviction (includes DWI)
- Mental illness
- Chemical dependence

If you have reason to believe you may be ineligible to take the licensure exam and need to petition the Texas BON for a Declaratory Order (DO), the process must be complete prior to enrolling in any upper-division nursing course at UT Arlington College of Nursing and Health Innovation. Students with a positive background check will not be admitted to the nursing program without a DO documenting that they can take the NCLEX exam upon completion of the nursing program. If you need to submit a DO while in the program, you are ineligible to participate in clinical until the DO is received. More detailed information on other ineligibility issues is available on the Board of Nursing website: http://www.bon.texas.gov/index.html

A DO Request form is available at the BON web site: http://www.bne.state.tx.us/forms_declaratory_order.asp

2.7a Licensure ineligibility after starting the program

If you have a misdemeanor or felony, OR if you answer yes to any of the four eligibility questions listed on the “Petition for a Declaratory Order” form after BON clearance, you are required to petition for a DO. For more information, review the document: http://www.bne.state.tx.us/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/declaratoryorder_pdfs/DOAPP2014.pdf Students cannot attend clinical until the BON sends documentation indicating the DO petition is approved.

2.8 Advisement

Students are required to meet with an undergraduate nursing advisor during their preparation for admittance to the nursing program. Enrolled campus-based students must meet with an advisor each semester in order to be cleared for enrollment. In some cases, group advisement may take place.

AO BSN students may meet with an advisor, but are not required to do so. Most advising takes place online, however, students may request a campus based advising appointment. Find your advisor online: http://www.uta.edu/conhi/students/advising/nursing-undergrad-pre.php#advisors

There are two options available to meet with your advisor:

1. Scheduled appointment and
2. Walk-In-Wednesday – Every Wednesday from 9:00 a.m. to 3:00 p.m. is a walk-in day where an appointment is not required. Current UT Arlington students (those students with a UT Arlington student ID number), pre-nursing, and nursing students can elect to attend advising on Walk-In-Wednesday without an appointment.
3. Group advising is available to Campus Based RN-BSN students.
2.8a Admissions Policy (New & Transfer Students with Failing Grades)

Students who were accepted into a nursing program, other than UT Arlington, and earned a D or F in any upper division nursing course may not apply as a new applicant or as a transfer student to the College of Nursing and Health Innovation. This policy does not apply to electives and prerequisites. Students who have previously earned a D or F in a Pathophysiology or Pharmacology course that will transfer in to the College of Nursing and Health Innovation may apply to the College of Nursing and Health Innovation as a new applicant or as a transfer student. The student must retake the course and earn a C or above in the course. The D or F they previously earned will count as failing a nursing course. If the student earns a second D or F while enrolled in the CON, they will be dismissed. If they have failed two of these prerequisites, they may not apply or transfer into the program.*

Applicants must provide a letter from the previous school stating she/he is in good standing. If there is a question whether the course was a prerequisite, the student must provide a letter stating that the course was taken as a prerequisite and that the student had not been admitted to the nursing program.

* Students must take and pass Learning Professional Nursing and Life Skills (NURS 2232 or NURS-SS 2232) during their Junior 1 semester.

2.9 Americans with Disabilities Act (ADA)

UT Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

Faculty members are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at http://www.uta.edu/disability/. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Requesting an accommodation:

Once accepted into the nursing program, any student who believes he or she requires an accommodation as the result of a disability is encouraged to contact the above office and identify his or her needs. Do this as soon as possible before the start date of the course to allow the University time to review and, if possible, to provide a reasonable accommodation. Delays in applying can prevent a student from receiving the needed services in a timely manner.

It is the student’s responsibility to present the letter from the Office for Student Disabilities to the lead faculty member to inform them of needed accommodations prior to the start of the semester.

A student or prospective student is not obligated to disclose a disability unless he or she requests an accommodation.

2.10 Transfer students

Lower division and upper division elective courses may be transferred from outside institutions. Please contact an Academic Advisor to verify equivalency of coursework before applying. Equivalency charts are available on the website http://www.uta.edu/conhi/students/bsn-equivalency.php

2.11 Attendance
Coursework demands classroom/online attendance and active participation by students for program success. Attendance may be taken during class.

The nursing faculty shall inform students, in writing, of any special attendance requirements at the beginning of the semester. See University Undergraduate Catalog title: Class Attendance, Tardiness & Make-Up Work http://catalog.uta.edu/academicregulations/studentresponsibility/#attendancetext and the course syllabus for specific details/regulations for each course.

Students should not attend clinical experiences if they are febrile or carrying any possibly communicable disease. Students must consult their clinical faculty or lead teacher if they have any questions about whether or not they should attend clinical.

Completion of orientation for students accepted to the BSN programs is mandatory. There are two components to the orientation – online through Blackboard and on campus orientation – both components must be completed in order to start the program.

2.12 Inclement weather/school closing
In case of inclement weather, students may call University's Emergency Information Hotline at 1-866-258-4913 for closing inquiries. Information will also be posted on the UT Arlington website, the UT Arlington Facebook page, and distributed to your UT Arlington e-mail account.

AO BSN students at distance sites must contact their clinical instructors for closures. (Check your course syllabus --- specific information may be included in the course syllabus regarding clinical sites.)

2.13 Bomb threat
If anyone is tempted to call in a bomb threat, be aware that UT Arlington will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

2.14 APA format
APA style manual will be used by the UT Arlington College of Nursing and Health Innovation with some specific requirements for the undergraduate courses. There is an additional document that will be helpful for BSN students using the 6th Edition prepared by the UT Arlington librarian and available at this link. http://libguides.uta.edu/nursing
There is also a tutorial available online at http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

2.15 Dress code
The College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the Dress Code Policy. http://www.uta.edu/conhi/students/policy/dress.php

Undergraduate, pre-licensure student nurses should wear their UT Arlington College of Nursing and Health Innovation uniform and UT Arlington College of Nursing and Health Innovation insignia patch ONLY when in simulation, clinical, lab, or other learning experiences authorized by UT Arlington College of Nursing and Health Innovation faculty. (See authorized patient care policy under clinicals in this handbook.) When in uniform students should adhere to all dress code standards.

2.16 Withdrawal from nursing courses
Students within the pre-licensure BSN program, enrolled in an upper division NURS course are permitted to drop the course one time. Students cannot drop the course again for academic reasons. Upon attempting the course for the second time, the earned grade is retained. Students who retake a course after earning a grade of W and who are unable to meet the course requirements will receive a non-passing grade. Students may drop no more than three upper division NURS courses during their undergraduate career. Students are required to meet with the assistant dean for enrollment and student services before dropping/withdrawing.

Exceptions to this policy may be entertained because of extraordinary non-academic circumstances.

Students wishing to drop a course or withdraw from UTA must meet with the Assistant Dean-Student Services.

Elective and pre-nursing courses and RN-to-BSN courses are exempt from this policy.

2.17a AO BSN students dropping or failing a course

Students who either withdraw from or fail a Jr I AO BSN course can repeat that AO course the next time the course is offered for the same partner or at another partner hospital if space is available. If a student requests to move to the campus based program, they will be placed in the pool of students applying for the next campus based BSN program start date. AO students will be ranked along with the other applicants who are in the pool and will not be given preference because they had previously been accepted into the AO BSN program.

AO BSN students who withdraw or fail a course in Jr II, Sr I or Sr II can repeat the AO course with the same partner hospital the next available time the course is offered, or at another partner hospital if space is available. If the student requests to move to the campus based program, they may do so if space is available in the classroom and clinical. Refer to Policy 2.17c for details related to the priority given students when placing them out of sequence.

Fall 2011; updated Sp17

2.17b AO Students Dropping or Failing a Course – Procedure

Students in the AO BSN program who withdraw or fail a course will be subject to the following process:

Order of preference for clinical placement:

- Students who seek readmission after withdrawing for any reason will be placed at the same partner site at the next admission date.
- If the partner is not providing a site when the student requests to return, the student who has withdrawn will be placed at another site dependent upon available space. (The site has filled all of their partnered seats and has un-partnered seats open.)*
- Students who seek readmission after failing a course will be placed at the same partner site the next admission date.
- If the partner is not providing a site when the student requests to return, the student who has failed a course will be placed at another site dependent upon available space. (The site has filled all of their partnered seats and has un-partnered seats open.)*
- If no sites are available, the student will have to wait until a seat is available at a future admission date.
- Students who have completed Jr. I, or above, and are wishing to move to the campus-based program will follow the guidelines in the “Priority Course/Clinical Placement” policy below.
*If there are more students than seats available, the students will be placed in the order in which they request the move (first come, first placed).
Effective Spring 2013

2.17c Priority Course/Clinical placement with limited available space
(Continuing, Returning, Transfer Students)

Definition of space available – Each clinical course maintains a ratio of 1:10 in the clinical area according to the Rules and Regulations of the Board of Nursing (BON) for the State of Texas (BNE), 1996.

Priorities: (order of preference for clinical placement)

1. A full-time, continuing student who is eligible to progress to the requested course.
2. A part-time, continuing student who is eligible to progress to the requested course.
3. A full-time student who seeks readmission after withdrawing for any reason.*
4. A part-time student who seeks readmission after withdrawing for any reason.*
5. A full-time, continuing student who has failed the requested course but is eligible to repeat the course based on the UT Arlington College of Nursing and Health Innovation progression policy (i.e., a student who has failed the course the previous semester).
6. A part-time, continuing student who is eligible to repeat the course based on the UT Arlington College of Nursing and Health Innovation progression policy (i.e., a student who has failed the course the previous semester).
7. A student transferring from the AO program.
8. An eligible student transferring from another University.

*Priority based on date of request for readmission.
Effective 2009; Updated 9/2016

2.17d Two Attempt Course Policy

Policy applies to the prerequisite lower-division courses with an asterisk (*) on the College of Nursing and Health Innovation admissions brochures.

1. Under this policy, each course taken at UT Arlington and/or at any other approved institution may be attempted a maximum of two times to earn a passing grade. By the second attempt, a grade of “C” or better must be earned.
   • Withdrawals (W) are exempt from this policy
   • Any non-passing grade is valid for a five (5) year time period. At the conclusion of five years, a non-passing grade is no longer considered an attempt.
   • The College of Nursing and Health Innovation does not recognize an approved UT Arlington Grade Exclusion; any non-passing grade is considered an attempt (refer to UT Arlington Grade Exclusion policy and the “Grade Exclusion” policy in this document).
   • A course equivalent (i.e. Math Modeling, College Algebra; CHEM 1451, 1441) is considered an attempt for the same prerequisite requirement.
   • This policy does not apply to the two pre-nursing courses (Pathophysiology and Pharmacology). Refer to the “Failure of Pre-Nursing Courses” policy in this document.

EXAMPLE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spring 2020</th>
<th>Summer 2020</th>
<th>Fall 2020</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2457</td>
<td>D</td>
<td>W</td>
<td>B</td>
<td>Not in violation</td>
</tr>
<tr>
<td>BIOL 2460</td>
<td>W</td>
<td>F</td>
<td>D</td>
<td>In violation</td>
</tr>
</tbody>
</table>

21 Undergraduate Student Handbook - Updated May 2017
Until the five years has passed, students may not be
- Classified as a pre-nursing student. Campus-based students may take BSN prerequisite lower-division courses at UT Arlington; however, a different major will need to be chosen. AO students may not take BSN prerequisite lower-division courses at UT Arlington.
- Students may not apply to the upper-division nursing program during this period.

2.18 Dropping course(s) resignation from the University
See University Catalog, http://catalog.uta.edu/academicregulations/grades/ and information in this handbook. If you are withdrawing from a nursing course, please see the information at this link: http://www.uta.edu/records/courses/policies/add-drop-withdrawal.php

AO BSN Students http://www.uta.edu/records/services/accelerated-online-programs.php#AcceleratedOnline

2.19 Gift policy
In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the College of Nursing and Health Innovation has a “no gift” policy. A donation to the UTA College of Nursing and Health Innovation Scholarship Fund would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean’s office or go to http://www.uta.edu/conhi/about/support.php

2.20 Exposure to bloodborne pathogens
In the event of injury, needle stick, and/or exposure of the nursing student to blood or body fluids, the nursing student should immediately notify the nursing clinical faculty. The faculty will follow the Exposure to Bloodborne Pathogens Procedure in place at the facility. Any expense or treatment required is the responsibility of the student.

2.21 Graduation
All requirements for graduation eligibility must be met in order to walk the stage for graduation.

Students, who have been unsuccessful in completing all UT Arlington College of Nursing and Health Innovation courses and/or other graduation requirements, will not be permitted to walk at the graduation ceremony. This includes courses in which an incomplete has been assigned.

Students who complete Capstone prior to graduation but are concurrently enrolled in a general course that does not complete or post final grades prior to graduation, may participate in commencement and pinning if they provide documentation on College of Nursing and Health Innovation letterhead from the professor in the course stating that they have passed the course.

Eligibility for graduating with Latin Honors is outlined in the UT Arlington catalog and detailed on the UT Arlington graduation website. http://catalog.uta.edu/academicregulations/graduation/
http://www.uta.edu/commencement/graduates/bachelors.php#graduating-with-honors

Information about the commencement ceremony and links to other information about graduation are available on the nursing website as available. http://www.uta.edu/conhi/students/graduation/index.php

2.22 Pinning ceremony
Students who have successfully completed all UT Arlington College of Nursing and Health Innovation courses and/or other graduation requirements will be permitted to participate in the pinning ceremony.
Students who have not yet achieved a passing score on the standardized end of program exam will be permitted to participate in the pinning ceremony, but not the Commencement ceremony. Pinning is scheduled the week of graduation each fall and spring – AO BSN, Campus Based BSN and RN to BSN students have separate events. See additional information above regarding participation in Graduation and Pinning.

2.23 Honor Code

The University has implemented an Honor Code – Nursing students are expected to also conduct themselves according to this Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or that I contribute to group collaborations, and I will appropriately reference any work from other sources.

I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

2.24 Criteria for Readmission of Upper Division Students

Students who withdraw in good standing from the UT Arlington College of Nursing and Health Innovation Program for more than one semester who wish to return to complete the program must submit a written request for readmission to Enrollment and Student Services (ESS) by the following deadlines:

a. Returning spring – September 1\textsuperscript{st}

b. Returning fall – March 1\textsuperscript{st}

- Readmission is dependent upon space availability. See 2.17C above
- A student is eligible for readmission to the program only once.
- If a clinical course is to be repeated, the student must repeat both the theory and clinical components of the course.
- Student must repeat the drug screening process.

Criteria for Readmission:

A. One semester:
   - All of requirements listed above plus:
   - Completion of a clinical skills assessment. This assessment will be completed no later than three weeks prior to the start of the semester in which the student is planning to return. The assessment will focus on the skills associated with the last clinical course completed. Input related to skills to be assessed may be sought from faculty in the previous course(s) completed. Should clinical deficiencies be identified faculty will remediate clinical skill areas that are questionable or inadequate and provide the results to the lead teacher of the course the student is scheduled to enter. Failing to demonstrate adequate clinical skills after three attempts will result in the student being required to retake the last clinical course to re-establish clinical competency.
   - Students in the AO BSN program will be required to come to the UT Arlington campus to complete the special skills assessment.

B. Two-Semesters:
   - All of requirements listed above plus:
   - Satisfactory scores on previous standardized exams. If students score less than the benchmark score on any course standardized exam, they must take NURS 2232 or NURS-SS 2232. See 5.9 below.
   - As the school adopts standardized tests, satisfactory scores covering previous nursing courses must be achieved (i.e. mid-curricular tests).
• Repeat criminal background check and random urine drug screen.

C. More than two long semesters:
• Not eligible for readmission. Student must apply for admission as a beginning student.

NOTE: The two semester rule (see C above) also applies to students requesting to transfer to UT Arlington from another school of nursing.

III. Classroom Expectations

3.1 Importance of classroom socialization
Faculty have a commitment to the nursing profession and the next generation of nurses and expect professional demeanor and accountability in student development. Thus, we believe that classroom behavior is as important as clinical behavior and we have expectations that students will demonstrate professional behavior in interactions with faculty, staff, peers and agencies.

3.2 Attendance
See section 2.12

Missing an Exam Students are expected to take examinations at the time scheduled. A student who is absent from an examination because of illness or other emergency should contact the lead teacher or faculty prior to the examination for permission to postpone the examination. Documentation should be provided.

Late for an exam Students are expected to arrive on time for each exam or quiz. Students who arrive late for an exam/quiz will NOT be given extra time to complete the exam/quiz.

Missing Clinical It is expected that students will attend all assigned clinical activities. In the case of illness, remember to take appropriate health precautions. Students are expected to notify clinical faculty immediately if they anticipate they will not be able to attend an assigned clinical assignment. Absence of any part of a clinical day will require make-up in the simulation lab or another alternative at the clinical faculty’s discretion. Medical illnesses/emergencies or other dire circumstance may be an acceptable reason to miss an assigned clinical. If a clinical experience is missed due to illness, a medical release will be required prior to returning to the classroom/clinical setting. In the case of other dire circumstance, you will be required to show acceptable proof of the extenuating circumstances that kept you from clinical. Elective medical procedures, work, child care or travel issues are not an excused absence from clinical and will be considered an unexcused absence. Unexcused absences will result in clinical failure. More than one excused absence from clinical may result in failure to meet clinical requirements and failure in the course.

Students should refer to the individual course syllabus for specific details/regulations for each course.

Missing a Clinical - Students should refer to the individual course syllabus for specific details/regulations for each course.

3.3 Attire – Appropriate
Classroom Attire Students are representatives of the College of Nursing and Health Innovation and the nursing profession. Classroom dress is expected to project an image of professionalism.

3.4 Responsibility for course content
Students are responsible for all content presented in lecture, lab and required readings whether in attendance or not. It is expected that students will utilize textbooks and other reference materials to fulfill course objectives.

3.5 Inappropriate behaviors during course-related activities which could result in course or clinical failure, including but not limited to:

- Administering medications without a licensed nurse present
- Falling asleep in clinical
- Drinking alcoholic beverage(s) while in clinical/lab
- Cell phones/Electronic devices ringing/vibrating in class or during exams
- Bringing infants or children to class
- Sleeping in class
- Arriving late and/or leaving early
- Coming unprepared for class, lab, or clinical
- Recording or taking photos in course related activities without permission
- Conducting side conversations
- Using a computer in class unrelated to course
- Dominating conversations
- Cheating, plagiarism, academic dishonesty
- Taunting and belittling other students or professor
- Using profanity in course related activities
- Inappropriate e-mails to professor, staff or other students
- Bullying behavior

3.6 Taping lectures
Taping is not allowed unless permission has been obtained from the instructor. Students who need taping as an accommodation for a disability must go through the UT Arlington Office for Students with Disabilities and have the permission of the course faculty.

3.7 Programmable devices
Programmable devices (e.g. calculators and smart watches) are not allowed in classes during testing, except when provided by the instructor.

IV. CLINICAL REQUIREMENTS

4.1 Pre-clinical preparation for pre-licensure BSN students
In some clinical courses, students are required to prepare in advance of the actual clinical practicum by reviewing clients’ records the day prior to clinical, reading related literature and/or preparing preliminary nursing care plans.

Students will receive specific instruction from clinical faculty for each course. Time for clinical preparation should be considered when planning work and personal schedules.

4.2 Clinical Eligibility/Clearance
BSN Students are required to obtain clinical clearance prior to direct patient care contact and scheduled clinical hours.

Clinical clearance requires written documentation provided by the student to the Program Coordinator for the campus based or AO programs by
Early December for Spring Semester  
Mid-May for Fall Semester  
AO BSN Program requirement -- 30 days before the next term begins.

Students will not be cleared for registration if they are lacking clinical clearance for the ENTIRE semester. Students will be ineligible to participate in clinical if they have not met this requirement. Therefore, students who are not clear by the due date may be required to sit out for a semester.

Clinical clearance includes:

- Hepatitis A Series: 2 immunizations 6 months apart or immune titer
- Hepatitis B Series: 3 immunizations completed within 6 months and immune titer; OR immune titer only
- TB Test: tuberculin skin test:
  - Initial/baseline TB two-step is required - two negative skin test readings or one blood test such as QuantiFERON or T-Spot
  - Must be current within 1 year AND renewed ANNUALLY.
  - If positive skin reading, (measured in mm) you must have a chest x-ray. X-ray must have been administered within the past year to verify no active TB.
- Measles, Mumps, and Rubella: 2 immunizations 1 month apart or immune titer
- Tdap: Tetanus, Diphtheria, acellular Pertussis: current within 10 years
- Seasonal Flu vaccine
- Chickenpox/Varicella: 2 immunizations 1 month apart or immune titer
- CPR: American Heart Association: BLS Provider (required)
- Negative Drug Screen (See policy at: http://www.uta.edu/conhi/students/policy/index.php)
- BON Background Check (See Section 2.7)
- GroupOne Background Check
- Proof of current health insurance coverage every semester
- Copy of Driver’s License
- DFW Hospital Council Standard Student Clinical Orientation and Post-test (annually)

Students are expected to provide a signed release of clinical requirement documentation to requesting clinical facilities.

Exemptions/waivers of vaccines are not widely accepted at clinical facilities. You will not be able to complete Pediatric Nursing without receiving a flu vaccine. If you have objections or allergies to vaccines you should speak to your doctor before starting the program. For concerns regarding a medical exemption contact the Undergraduate Clinical Coordinator.

References:

4.3 Annual clinical orientation
Dallas Fort Worth Hospital Council (DFWHC) Standard Student Clinical Orientation requirements are valid for 12 months. All students, including part-time students, transfer students, and out-of-sequence students, are required to complete Clinical Orientation ANNUALLY while enrolled in JR I – SR II clinical courses.
Specific Requirements include:

1. Complete DFWHC Orientation online
2. View required videos: HIPAA (Health Insurance Portability and Accountability Act) and Patient Confidentiality and Recommended videos: Standard Precautions, Exposure to Bloodborne Pathogens, Preparing for Terrorism
3. Obtain 100% on DFWHC Orientation Post-test
4. Submit Patient Confidentiality (HIPAA) form

Clinical Orientation for JR Level students is completed during JR I College of Nursing and Health Innovation Orientation on Blackboard.

Contact the designated staff member for your program or the Undergraduate Clinical Coordinator for questions/clarification. Access to the orientation will be provided by the program coordinator. Documentation of completion must be submitted by the Clinical Requirement due date.

Students are responsible to meet clinical agency specific student clinical requirements in addition to obtaining Clinical Clearance from the UT Arlington College of Nursing and Health Innovation. Examples: Signed Confidentiality Agreement, Evidence of Medical Insurance Coverage, Facility Provided Health History, etc.

Students scheduled for clinical are required to attend the facility specific site orientation.

Students are required to have obtained Hep B Series Injection 1 prior to the first day of the scheduled semester (JR I/transfer students), followed by Injection 2 in one month, and Injection 3 within six months of Injection 1, in order to maintain clinical clearance.

Failure to obtain the complete series (3 injections), according to the CDC established timeframe, may result in students not meeting clinical requirements and the need to repeat the HepB Vaccine Series.

**Failure to meet clinical requirements may result in clinical ineligibility and course failure.**
(Refer to Texas Education Code, Sections 2.09 and 2.09A)

### 4.4 Immunization Providers

Students may obtain the required immunizations and/or immunity titers from:

- UT Arlington Student Health Center,
- County health departments, or
- Private health care providers and/or employers

Students are expected to provide payment at the time of service at the UT Arlington Student Health Center. (NOTE: The Health Center does not provide Varicella or MMR immunizations. You must go to a private physician or public health department for those immunizations.)

**Important Note:** Students must adhere to the academic calendar for UT Arlington College of Nursing and Health Innovation clinical clearance for the entire semester, rather than employment calendar for CPR, TB, Tetanus Booster (must be a Tdap), etc. renewals. **Students will be ineligible to participate in clinical if they have not met this requirement.**

### 4.5 Medical insurance
All UT Arlington Nursing Students are required to provide Verification of Medical Insurance coverage that includes Emergency Department coverage and follow-up treatment for needle sticks and bloodborne diseases starting with Junior I admission. This mandatory requirement has been approved by the UT System Board of Regents and must be updated if policy changes.

### 4.6 Criminal background checks

Upon acceptance into the nursing program, applicants must submit and pass the BON criminal background checks. The College of Nursing and Health Innovation will provide potential students with the information related to obtaining the criminal check: All students accepted and wait-listed must complete the BON background check. If you need to submit a Declaratory Order (DO) while in the program, you are ineligible to participate in clinical until the DO is received. This may delay program progression.

### 4.7 Drug screening

A negative urine drug screen is required 30 days prior to start of the Junior 1 term and if there is a break in attendance for a semester or more. Drug screens are conducted by the UT Arlington Student Health Center or a Preferred site for AO BSN students. Those with a positive drug screen will be denied admission to the UT Arlington College of Nursing and Health Innovation. Random drug screening may be requested by faculty, dean(s), and/or clinical facilities for cause while students are enrolled in the College of Nursing and Health Innovation. Policies [http://www.uta.edu/conhi/students/policy/index.php](http://www.uta.edu/conhi/students/policy/index.php)

### 4.10 Notification requirements for clinical absence and/or clinical tardiness

As part of student accountability and socialization into the professional role of the nurse, students are required to:

1. attend and actively participate in ALL scheduled clinical hours,
2. demonstrate punctuality & organizational skills,
3. assume accountability to notify clinical instructor and clinical agency of absence and/or tardiness for scheduled clinical hours.

Students are expected to notify the clinical faculty and preceptor/facility for clinical absence or late arrival to clinical site.

Students are expected to allow for adequate travel time, securing parking in designated areas at clinical site, and/or traffic delays. If you will be late because of traffic or an accident, notify your clinical instructor and/or preceptor immediately. Notification will not necessarily prevent a behavioral contract for improvement from being generated and placed in the student file.

Acceptable methods of notification i.e. phone, etc. will be specified by each clinical instructor. E-mail is not acceptable. Review course syllabus for specific instructions regarding tardiness and clinical attendance.

The first tardy will result in a verbal warning. Students with two (2) tardies will be placed on a PIP which will be kept in the student’s permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation.

After 3 (three) tardies, the student may receive a clinical failure. Specific information is contained in your course syllabus.

Students are expected to attend ALL scheduled clinical hours. All missed clinical time will be made up each semester in a fashion designated by the instructor.
4.11 Lack of clinical preparation
Students deemed unprepared for the clinical experience for the day, by the clinical instructor/preceptor, may be requested to leave the clinical site and will receive an unexcused absence. An alternate experience must be completed as established by the clinical faculty.

4.12 Inappropriate behavior in classroom/clinical setting and in e-mails or Blackboard
See Classroom Expectations and Blackboard information in this handbook. Refer to the course syllabus for specific information that may be contained therein.

4.13 Technical skill performance
Only technical skills learned and validated by clinical faculty in the lab setting and prior to clinical experience (or as approved by the clinical faculty) may be performed in the clinical setting. Students should verify with their faculty their readiness to perform a skill.

4.14 Authorized patient care clinical experiences
Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UT Arlington College of Nursing and Health Innovation instructor and when their clinical instructor and/or preceptor are present on site.

4.15 Administering medications and patient safety
Students may not give medications until they have been checked off by their faculty. After checkoff student may only give medications if supervised by their clinical instructor, GTA (Graduate Teaching Assistant), preceptor, or unit registered nurse. Failure to adhere to this policy may result in clinical failure.

Students are expected to know and utilize the facility designated two (2) positive patient identifiers prior to medication administration, procedures, and/or specimen collection.

4.16 Emergency contact numbers - Your contact numbers
Students must provide clinical instructors with name and phone number of a contact person(s) in case of an emergency.

4.17 Numbers for family to make contact with you in case of emergency
Provide your family with class and clinical schedules, UT Arlington College of Nursing and Health Innovation and clinical phone numbers, so that emergency messages can be relayed in a timely manner.

4.18 Additional information/guidelines
Specific information for each course and clinical requirements for the course are provided in the course syllabus. Please contact Lead Teacher/Clinical Faculty for specific questions/need for clarification.

4.19 Clinical performance requirements & evidence of clinical competence
Clinical courses are classified as PASS/FAIL courses. In order to progress in the College of Nursing and Health Innovation, students must receive a passing grade in the lecture component as well as satisfactorily meet the clinical course requirements.

Criteria for satisfactory completion of the clinical requirements include:
- Clinical performance consistently represents safe nursing practice.
- Consistently demonstrates sound judgment, decision-making skills, and professional ethics.
• Consistently demonstrates insight and understanding of behaviors and actions.
• Consistently meets the clinical objectives of the course.
• Demonstrates responsibility and accountability to address areas of improvement identified by the clinical faculty.
• Meets the clinical attendance requirements, submits satisfactory written assignments, and demonstrates openness to learning.

4.20 Other reasons for course failure

**Acting without knowledge/thought is reason for course failure.** Nursing acts are based on knowledge and application of principles of bio-physical and social sciences (Nurse Practice Act). A nursing action committed or omitted that is either an actual or potential endangerment to patients may be considered sufficient rationale for course failure.

4.21 Physical requirements for attending clinical

Because providing direct patient care is physically demanding, students need to meet the physical requirements of a staff nurse in the same setting in which they are completing a clinical rotation. Physical conditions that may result in the inability to complete a clinical rotation include acute illness, injury, or complications due to pregnancy. Changes in physical status that require activity limitation or bed rest will require documentation from the student’s health care provider and may result in the need to withdraw from or take an incomplete in a course. (also refer to [www.uta.edu/nursing/files/PhysicalRequirements.pdf](http://www.uta.edu/nursing/files/PhysicalRequirements.pdf))

4.22 Award for Excellence in Clinical Nursing

Each semester, students in clinical courses are eligible for consideration. Nominations are made by the clinical faculty in each course with a clinical component. Students are honored at an end-of-the-semester awards ceremony.

**Guidelines:**

• The award is a faculty selection; it is not a student or group selection.
• The course team (Lead Teacher and all Clinical Faculty) will consider nominations from clinical faculty with a maximum of 5% of students in the course or one (1) group award(s) per course, per semester. Each member of a nominated group must meet the criteria.

**Criteria for Selection:**

• Consistently exceeds clinical performance standards in the application of theoretical concepts, evidence based practice, and communication (written and verbal).
• Demonstrates exemplary performance in the use of critical thinking and problem solving skills.
• Demonstrates exemplary performance in the application of leadership principles and professionalism.

4.23 Essential Performance Standards for Admission & Progression

The Baccalaureate of Science in Nursing (BSN) program is designed to prepare a competent, self-directed, general practitioner of nursing who can assume increasing responsibility and leadership in the delivery of nursing care. In consideration of the preparation of a general practitioner, all individuals who apply for admission and are enrolled in the undergraduate program must be able to perform the essential functions required of a registered nurse.

Qualified applicants are admitted without discrimination with regard to race, color, national origin or ancestry, gender, age, religion, sexual orientation, veteran status or disability (reasonable accommodations will be made within the Americans with Disabilities Act guidelines).
Providing direct patient care is physically demanding, as a result, students need to meet the physical requirements of a registered nurse in the same setting in which they are completing a clinical rotation. Based on a review of job requirements of the clinical placement sites used in the program, the College of Nursing and Health Innovation has identified areas of required essential functioning: communication, sensory/observation, motor, cognitive, and behavior/emotional. The student enrolled in the program must demonstrate mastery of components comprising each of the areas listed above.

**Communication**
- Communicate clearly in English, both verbally and in writing, in person or by phone, in order to process and communicate with patients, family and team members in an effective, accurate and timely manner;
- Accurately explain interventions, provide patient teaching, and document nursing actions and patient responses; and
- Process and communicate patient information with accuracy in a timely manner to other members of the healthcare team.

**Sensory/Observation**
- Understand and acquire information presented through simulation, demonstrations and clinical experiences;
- Assess the status of patients, calibrate and use equipment, and recognize alarms and other emergency signals; and
- Observe physical changes in patients through visualization of the patient’s body, palpable changes in organs and tissues and auditory sounds (heart and lung sounds, verbal input from patient, etc.).

**Motor**
- Draw up medications in a syringe and administer medications;
- Calibrate and use equipment;
- Perform cardiopulmonary resuscitation;
- Use a computer keyboard;
- Perform a physical assessment (percussion, palpation, and auscultation);
- Deliver care and perform the various procedures required for the care of patients of all ages and in all stages of diseases;
- Move around a patient’s room easily and in small work spaces; and
- Ambulate, lift, transfer and transport patients.

**Cognitive**
- Think critically;
- Reason, analyze and synthesize information; and
- Read and understand vast amounts of written material.

**Behavioral/Emotional**
- Be mentally and emotionally healthy in order to make appropriate decisions related to the care of clients and their families;
- Maintain professional relationships under stressful situations with patients, students, faculty and other professionals;
- Possess the emotional stability to function effectively under stress; and
- Demonstrate compassion, empathy and caring for others.

**Reasonable Accommodations**
The College of Nursing and Health Innovation is committed to ensuring that qualified students with disabilities are given equal access to its programs through reasonable accommodations. The College of Nursing and Health Innovation works closely with the UT Arlington Office for Students with Disabilities (OSD) to provide necessary reasonable accommodations. A student with a disability is responsible for requesting accommodations through the Office for Students with Disabilities (OSD).
The College of Nursing and Health Innovation is not required to provide requested accommodations that would alter patient and/or student safety in the clinical setting. Students who desire more information or wish to request reasonable accommodations may contact the UT Arlington OSD at http://www.uta.edu/disability.

Unexpected Health Care Changes Occurring During Program
Conditions that may result in the inability to complete a clinical rotation include acute illness, injury, mental health issue or complications due to pregnancy. Changes in a student’s physical or mental condition that require activity limitation or bed rest will require documentation from the student’s health care provider and may result in the need to withdraw from or take an incomplete in a course. Reviewed and Updated/Summer 2014

V. Grading and Progression

5.1 Incomplete grades
Refer to the latest University catalog www.uta.edu/catalog

5.2 70% Rule
Exams/Individual written assignments for progression and rounding policy
On all tests, the grades are rounded to two decimal places (i.e., 85.679=85.68)

- For the final course grade there will be no rounding (i.e., 89.67=B, 69.99=D)
- A final course grade of C or better is required in all nursing courses to pass

5.3 C average in major field for graduation
See Undergraduate catalog (www.uta.edu/catalog)

5.4 Dropping courses
See University catalog (www.uta.edu/catalog) and information elsewhere in this handbook
AO BSN students should consult their academic advisor for information relevant to this program.

5.5 Progression in the nursing program
Students in the BSN program will not be permitted to continue in the nursing program nor to enroll for additional nursing courses if they:

- receive a grade of D or F in more than one required nursing or pre-nursing course, or
- receive any combination of grades of D or F on two attempts of the same course

RN-BSN students

- receive a grade of D or F in more than one required nursing course, student is on probation
- receive a grade of D or F in a third nursing course, student is dropped from the program

The University grade replacement/exclusion policy does not apply to nursing courses. The College of Nursing and Health Innovation policy takes precedence over the UT Arlington policy.

Students are responsible for confirming whether they are eligible to continue in the College of Nursing and Health Innovation. An ineligible student who nevertheless registers in the College shall be dropped, and the student shall not receive special considerations on a plea of lack of knowledge of scholastic status.
5.6 Graduation
All requirements for graduation eligibility must be met in order to walk the stage for graduation. Please see additional information in this document at this link.

5.7 Grade exclusion
See University catalog (www.uta.edu/catalog)
The University grade exclusion policy does not apply to nursing courses. The College of Nursing and Health Innovation policy takes precedence over the University policy.

5.8 Clinical courses Pass/Fail
Refer to information about clinical courses in that section of this handbook. Pass/fail

5.9 Student Success
The Student Success program uses peer mentors, tutoring services and specialized faculty support to enhance the students’ learning experiences. A course, Learning Professional Nursing and Life Skills (NURS 2232), is offered to assist students who experience challenges with testing, time management, clinical practice, and/or professional behavior. More information is available on the website: http://www.uta.edu/conhi/students/success/index.php

Learning Professional Nursing and Life Skills
NURS 2232 (campus based)  NURS-SS 2232 (AO BSN)

Course required for the following students:
- Any student, who has a nursing course failure, including pre-nursing courses, pathophysiology or pharmacology
- Any student who scored below the minimum required score on one or more end of course standardized exam

Requirements of the course:
- Students must take the course during their next semester.
- Students who are required to take the course, but do not earn a passing grade, will be required to complete the course again and earn a passing grade.

Course recommended for the following students:
- Any student who wishes to improve test taking strategies, time management skills, and clinical skills.
- Students who scored 75% or less in any nursing course are strongly encouraged to enroll in this course.
- Any student who has dropped a nursing course because of potential failure.

If you score less than the required score on any end-of-course standardized exam after taking NURS 2232 /NURS-SS 2232, you are not required to repeat NURS 2232 /NURS-SS 2232.
Policy effective summer 2012
Updated: May 2015

VI. Honors College

6.1 Admission requirements
Entering Freshmen:
• A combined Critical Reading and Math SAT score of 1200
• An ACT score of 27
• The upper 10% of high school graduating class
• Completed application for admission to Honors College

Currently enrolled or transfer students:

• A 3.35 G.P.A.

Completed application for admission to Honors College
Obtain application - Honors College website http://www.uta.edu/honors/

6.2 Honors Degree requirements
At least 24 hours of Honors coursework, including at least 12 hours in nursing at UT Arlington.

The 12 nursing hours include a 3 hour Honors Senior Project.

The remainder of Honors hours can be earned in any of the prerequisite or nursing courses in which a student contracts to do an Honors project. Students may “transfer in" up to 12 hours of honors hours from another university or junior college. (Please contact the Honors College for eligibility of these courses www.uta.edu/honors )

AO BSN students are not eligible for Honors College.

6.3 Honors College questions
Contact Dr. Behan, the Honors Coordinator Room 534 Pickard Hall or dgreen@uta.edu.

Link to Honors College website
http://www.uta.edu/honors
http://www.uta.edu/nursing/bsn/honors-college

VII. Dispute and Grievance Procedures

7.1 Initial action
Students in all programs should make every attempt to resolve any disputes regarding academic matters with the faculty involved. Students should follow this order of contact when disputes are not resolved at the level of the individual teacher:

• AO students should contact their academic coach. If not resolved:
  • make an appointment with the lead teacher. If not resolved:
  • make an appointment with the program director. If not resolved:
  • make an appointment with the associate dean/chair of the program.

7.2 Reasons for filing a grievance
In grievances relating to grades it is important to remember that the instructor has the responsibility for assignment of grades. Appeal of grades, therefore, will not be considered at levels above the course instructor unless the student offers evidence of:

• differential treatment
• procedural irregularities
The student has one calendar year from the date the grade is assigned to initiate an appeal.

A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal. Appeals must be made through appropriate channels as described in the procedure section of this handbook.

7.3 Grievance procedure for appeals

1. Before appealing a grade to the Dean of the College of Nursing and Health Innovation, students must have attempted to resolve the issue/complaint with the:
   - Instructor who issued the grade,
   - Director, BSN Program or Director RN to BSN Program
   - Associate Dean/Chair of the Undergraduate Program.

2. Students may set up an appointment with the College of Nursing and Health Innovation Associate Dean/Chair of the Undergraduate Program to review the grievance procedures. This is not an interview to review the details of your grievance.

3. In the event a student desires to pursue a grievance for appealing a grade, the required forms are available in the College of Nursing and Health Innovation dean’s office (PKH 669).

4. Complete both the front and back of the Student Academic Grievance Form using additional sheets of paper if necessary. Return the completed form to the Office of the Dean of the College of Nursing and Health Innovation. The grievance will be reviewed on the basis of the paper work submitted (i.e. this form and any supporting materials).

5. The College of Nursing and Health Innovation Dean will appoint a committee of the school’s faculty to review the appeal. After reviewing, the committee will make recommendations to the Associate Dean/Chair.

6. Following review, the Associate Dean/Chair will inform the student of the decision in writing. The decision will be mailed to the address entered on the Student Academic Grievance Form. (The Dean will inform the Provost of the decision.) Students may elect to pursue an appeal of the decision.

7. If denied, you have the right to request a review by the Dean. The decision of the Dean is final.

VIII. Blackboard

8.1 Extension of the classroom
Blackboard is considered an extension of the classroom, thus respect of peers and faculty is expected.

8.2 Profanity
No use of profanity is allowed on Blackboard, and may result in loss of online course communication.

8.3 Political messaging
No political messages of any kind may be posted on Blackboard.

8.4 Checking Blackboard messages
Depending on the course, Blackboard should be checked a minimum of once daily. Refer to individual syllabi for further information.

8.5 Inappropriate messaging
Messages of a sexually suggestive or harassing nature may not be posted on Blackboard or any e-mail in the University system.

IX. Working Students

9.1 Recommendation for maximum hours worked
It is recommended that a BSN student's combined employment and semester-hour load not exceed 16-20 hours per week in either regular or summer semesters.

9.2 Agency documentation of student clinical skills for employment
Some agencies require documentation from the College of Nursing and Health Innovation for nurse technician positions. This documentation may be obtained through College of Nursing and Health Innovation Office of Enrollment and Student Services.

9.3 Students working in a health care setting while a nursing student
Students should be aware that the College of Nursing and Health Innovation assumes no responsibility for their activities as an employee of an agency. Students are personally responsible and liable for any activity in which they participate while employed. Individuals who practice illegally (i.e. outside the scope of their job) may jeopardize their future since persons who are convicted of a violation of the Nurse Practice Act may not be eligible to write the NCLEX examination and subsequently receive licensure.

9.4 Limits of professional liability insurance
Professional liability insurance purchased by students through the College of Nursing and Health Innovation is only valid in their student role, not their employment role. Information on insurance requirements is available elsewhere in this handbook.

9.5 Student responsibility to refuse to participate in activities beyond their job descriptions in the work environment while students
Students may be employed as nursing technicians, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy either in writing or precedent, defining the scope of these functions. Any individual not licensed in the State of Texas to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted accordingly.

Supervision by a professional licensed nurse does not provide protection to the student or make the student's actions legal.

Students employed in an agency have responsibility, personally and professionally, to engage in only those activities which fall within their job description as non-professional workers (i.e. nursing technician). They have a responsibility to refuse to participate in activities which they have not been legally licensed to perform (i.e. giving medication, assuming total responsibility for a division, etc.).

X. Pinning

10.1 Nightingale Pledge as adopted by UT Arlington College of Nursing and Health Innovation
This version is approved for use at pinning
Undergraduate Nursing Students:
With full knowledge of the responsibilities I am undertaking, I pledge to care for my patients with all of the knowledge, skills, and understanding that I possess, without regard to race, color, creed, politics, or social status. I will spare no effort to conserve meaningful life, to alleviate suffering, and to promote health. I will refrain from any action which might be harmful to the quality of life or health of those I care for. I will respect, at all times, the dignity and religious beliefs of the patients under my care, and hold in professional confidence all personal information entrusted to me. I will endeavor to keep my professional knowledge and skills at the highest level and give my support and cooperation to all members of the health team. With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.