

**COLLEGE OF NURSING**

**Guide for Baccalaureate Students**

**THE UNIVERSITY OF TEXAS AT TYLER**

**FALL 2012/SPRING 2013**

## TABLE OF CONTENTS

|       |   |    |
|-------|---|----|
| I.    | Disclaimer .....  | 4  |
| II.   | History .....   | 5  |
| III.  | Conceptual Foundations .....                                | 8  |
|       | Purposes .....  | 8  |
|       | Mission .....   | 8  |
|       | Philosophy .....  | 9  |
|       | Conceptual Framework.....                                   | 11 |
| IV.   | BSN Terminal Objectives .....                               | 15 |
| V.    | Good Professional Character.....                            | 16 |
| VI.   | BSN General Information .....                               | 17 |
|       | 6-Semester Completion Requirement .....                     | 17 |
|       | Declaratory Order Form .....                                | 17 |
|       | RN-BSN/MSN Licensure Requirements .....                     | 17 |
|       | Undergraduate Transient Form .....                          | 17 |
|       | Class Attendance Site .....                                 | 18 |
|       | Cumulative Grade Point Average .....                        | 18 |
|       | Undergraduate Student Employment .....                      | 18 |
|       | Undergraduate Student Achievement Examinations .....        | 1  |
|       | NCLEX-RN Exam .....   | 18 |
|       | Academic Performance and Dismissal .....                    | 19 |
|       | Consideration for Re-Admission .....                        | 20 |
|       | Academic Advisement.....                                    | 21 |
| VII.  | BSN Course and Clinical Information and Policies.....       | 23 |
|       | Pre-requisites for Entry to all Courses .....               | 23 |
|       | Immunization and Documentation Requirements .....           | 23 |
|       | Student Background Check Policy .....                       | 25 |
|       | Test-Taking Rules .....                                     | 26 |
|       | Grading Policy.....   | 26 |
|       | Test Review .....   | 27 |
|       | Medication Administration Policy .....                      | 27 |
|       | Undergraduate Clinical Dress Requirements.....              | 28 |
|       | Undergraduate Clinical Responsibilities .....               | 31 |
|       | Unsafe Clinical Performance .....                           | 31 |
|       | Clinical Information .....                                  | 31 |
|       | Narcotic Acquisition by Students in Clinical .....          | 32 |
| VIII. | BSN General Information .....                               | 33 |
|       | Library Resources .....                                     | 34 |
|       | Louise Herrington Patriot Center .....                      | 34 |
|       | UT Tyler Health Clinic .....                                | 34 |
|       | Student and Faculty Communication .....                     | 34 |
|       | Maintaining Current Student Information .....               | 35 |
|       | Student Paper Re-grading .....                              | 35 |
|       | APA Format .....  | 35 |
|       | Maintaining Student Papers.....                             | 35 |
|       | Students with Special Needs Disability Accommodations ..... | 35 |
|       | Release of Student Information .....                        | 36 |
|       | Nursing Student Organizations .....                         | 36 |

|  |    |
|--|----|
| Nursing Students Association .....                   | 36 |
| Nurses Christian Fellowship .....                    | 36 |
| Sigma Theta Tau International .....                  | 36 |
| Student Participation on CON Committees .....        | 37 |
| Filing for Graduation .....                          | 38 |
| Course and Faculty Evaluations .....                 | 38 |
| Program Evaluation .....                             | 38 |
| Nursing Convocation Ceremony .....                   | 38 |
| Community Service Award and Scholars .....           | 40 |
| Substance Abuse Policy .....                         | 42 |
| Prevention of Healthcare-Associated Infections ..... | 46 |
| Needlestick Policy .....                             | 46 |
| Scholastic Conduct and Discipline .....              | 48 |
| Scholastic Dishonesty .....                          | 48 |
| Cheating .....                                       | 48 |
| Plagiarism .....                                     | 49 |
| Collusion .....                                      | 49 |
| Falsifying Academic Records .....                    | 49 |
| Regulation Awareness.....                            | 49 |
| Academic Probation/Suspension Policy .....           | 49 |
| Excessive Semester Credit Hours.....                 | 49 |
| Grade Replacement.....                               | 49 |
| Grade Appeal Policy .....                            | 50 |
| Academic Grievance Policy.....                       | 51 |
| Clinical Intravenous Policy.....                     | 52 |
| Student Accountability Policy.....                   | 53 |
| Social Networking Policy .....                       | 54 |

## **DISCLAIMER**

This handbook is a general information publication only. It is not intended to nor does it contain all regulations that relate to nursing students. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student or faculty member and The University of Texas at Tyler or The University of Texas System. The University of Texas at Tyler reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

## HISTORY

### Introduction

Welcome to the College of Nursing at the University of Texas at Tyler. This handbook has been prepared to introduce you to the nursing program. The guide offers information specific to the nursing program and should be used in conjunction with the general catalog of The University of Texas at Tyler and the University Student Guide. It is the student's responsibility to know the official University regulations as well as the specific requirements for nursing and to comply with them. This information will assist you in fulfilling your educational goals at The University of Texas at Tyler in the College of Nursing.

### History

The Division of Nursing was established in 1975 on the campus of Texas Eastern University in response to local and regional needs for baccalaureate prepared nurses in East Texas. The original program was designed for admission of Registered Nurses to complete the BSN degree. In 1979, Texas Eastern University became The University of Texas at Tyler, a component of The University of Texas System. In October 1979, The University of Texas Board of Regents approved a proposal to reorganize the Division to provide a basic program leading to a Bachelor of Science in Nursing. The proposal was approved by the Texas Higher Education Coordinating Board, Texas College and University Systems and the Texas Board of Nurse Examiners. The program offered the first classes in the fall of 1982.

In April 1988, the Texas Higher Education Coordinating Board officially approved a program leading to the Master of Science in Nursing (MSN) degree. The first courses were offered in the spring of 1989, and initial accreditation was received in fall, 1992. Since its inception, the Master's program has added Nursing Education, Nursing Administration, and Nurse Practitioner tracks as well as a dual degree of MSN with Master of Business Administration (MBA). The MBA is offered in conjunction with the College of Business at UT Tyler. The Nurse Practitioner program is offered in collaboration with the College of Nursing at Texas Tech Health Science Center in Lubbock. Students in the program complete courses taught by UT Tyler College of Nursing faculty and faculty at Texas Tech. Nurse practitioner specialty options include family, geriatric, pediatric, and acute care. Clinical experiences are accomplished with primary care providers in the East Texas region. A similar partnership with The University of Texas at Arlington facilitates the following specialty tracks for NP students: Acute Care, Pediatrics, Psychiatric, and Gerontology.

The Palestine Distance Education Initiative (DEI) was approved in fall 1995. This site offers generic students and licensed nurses, from the surrounding area, the opportunity to complete the BSN program in their immediate geographic area. Students at the Palestine site complete the entire course of study through interactive video classes and clinical experiences in Palestine health care facilities.

The spring and summer of 1997 marked more milestones for the nursing program. In May 1997 the Division of Nursing received status as a School of Nursing. The change in status made the program an independent component within the structure of The University of Texas at Tyler, and the Director position was elevated to Dean status. In addition, the Mobility in Nursing Education (MINE) track admitted the first RNs and LVNs to another proposed DEI in Longview for the spring 1997 semester. In July 1997 the Texas Board of Nurse Examiners granted permission for the MINE track to be offered in Longview. The addition of the Longview site was restricted to the MINE track and permitted RNs and LVNs to acquire the BSN without having to leave the Longview area. The Corsicana extension campus was approved for fall 1998; this site was designated for RN-BSN students only. The Corsicana site was closed in spring 2001 when Navarro College remodeled the Health Sciences area and discontinued ITV access to the site. In spring 1999 the School of Nursing designation was elevated to that of a College of Nursing (CON). Also at this time the RN-MSN option was added to the graduate program.

The College of Nursing was one of the Charter Members of the American Holistic Nursing Association. Because the curriculum is based on holistic practice, graduates are eligible to be certified in Holistic Nursing. Holism requires recognition of the interrelationships of the bio-psycho-social-spiritual dimensions of the person, and understanding that the individual as a unitary whole is always in mutual process with the environment. Holistic nursing care is person-relationship centered and healing-oriented as opposed to disease-cure oriented.

The summer of 2001 was also a time of growth and change for the CON. In July 2001 the Texas Board of Nurse Examiners approved a proposal to admit generic students to the nursing program at the Longview DEI and to allow currently enrolled students that lived in the Longview area the opportunity to take courses at the site. Reorganization of the structure of the university created a name change for the CON to the College of Nursing and Health Sciences effective August 2001. This meant the addition of faculty and programs related to health and kinesiology and allied health.

The plans for the new College of Nursing building named after the benefactors, David G. and Jacqueline M. Braithwaite, were finalized in summer 2001. Groundbreaking was held in fall 2001 and the building was occupied in fall 2003.

In spring 2005 the College of Nursing was granted authority to develop a doctoral program that admitted the first class in fall 2008. The degree is a PhD and is the first doctoral program at The University of Texas at Tyler. In May 2011 the first four doctoral graduates from the College of Nursing and from The University of Texas at Tyler graduated.

The baccalaureate program was expanded in summer 2010 with the addition of an accelerated track. The 16-month track begins every May with graduation the next summer in August. As a result of having the accelerated track, the CON, in fall 2009, signed a collaborative agreement with LeTourneau University in Longview. Students

from LeTourneau complete all pre-requisite courses and obtain a BA in Health Sciences and transition to the BSN accelerated track. Both degrees are completed in 4 ½ years. This is the only type of collaboration between a state, public university and private Christian university in Texas. The first cohort from LeTourneau was admitted in spring 2012.

## **CONCEPTUAL FOUNDATIONS**

### **PURPOSES**

The purposes of the Bachelor of Science in Nursing program are to provide students with the opportunity to acquire knowledge useful to nurses as generalists at the baccalaureate level, to improve the quality of nursing care in the community, and to provide students with the opportunity to acquire a base for graduate study.

The Masters of Science in Nursing program is designed to prepare individuals for careers in advanced practice. Emphasis is given to developing the leadership/management skills necessary to provide expert nursing care either directly to patients (service) or indirectly through the avenues of administration, research, or education. The program also provides a basis for doctoral education.

The Doctor of Philosophy in Nursing is designed to prepare nurse leaders for careers in education and research with an emphasis in health priorities that have applicability nationally and internationally.

### **MISSION STATEMENT**

The University of Texas at Tyler College of Nursing prepares professional nurses who provide leadership for global health care in a variety of roles. Graduates address the challenges of a dynamic society and health care delivery system by initiating resourceful solutions for health promotion, risk reduction, and disease management.

To accomplish this mission, the faculty has identified the following goals:

#### **TEACHING**

- To pursue excellence in teaching
- To effectively role model in clinical practice
- To recruit and retain students and faculty from diverse populations

#### **SCHOLARSHIP AND RESEARCH**

- To value and model life-long learning
- To contribute to professional nursing's knowledge base

#### **UNIVERSITY AND COMMUNITY SERVICE**

- To actively participate in university governance and academic affairs
- To contribute to the community through active involvement in community groups and activities



## PROFESSIONALISM

- To model the standards of the profession, ethical, caring behaviors, and culturally appropriate care.
- To maintain expertise in selected specialty areas and in teaching
- To actively participate in professional groups for professional growth

Approved: 3/6/98

Reviewed: 9/17/99, April 2003, May 2012

## PHILOSOPHY

The philosophy of the College of Nursing reflects the mission and purpose of the University of Texas at Tyler. Human caring is the foundation for the eclectic conceptual framework used by the College of Nursing. Embedded within this scope of human caring are components that are integrated throughout the curriculum: patient, environment, health and nursing. The faculty believe that nursing education is based on integrity, respect for human dignity, critical thinking, and accessibility for representatives of the diverse population of the service area. Learning is a unique, dynamic process that results in affective, cognitive, and psychomotor changes; this process is influenced by attitudes, beliefs, resources and interactions with others. Each individual is responsible for his/her learning. Nursing education, at both undergraduate and graduate levels, is based upon interpersonal caring and critical thinking, as well as the theoretical and research contributions of nursing scholars. Nursing education prepares the nurse to be self-directed, utilizing his/her expert knowledge and skills to facilitate self-care; and to empower the patient toward fulfillment of physical, psychological, social, and spiritual health and well-being. As a community of scholars, faculty members serve as role models for students through participation in academic, professional, and community activities and organizations as well as clinical practice.

Baccalaureate education prepares students to practice as generalists within the health care system. This level of education is based on core knowledge and clinical competency, applied through a unique blend of critical thinking and human caring in multiple settings. Health promotion, risk reduction, and disease management are the focus of the care provided. The curriculum emphasizes the development of values relevant to ethical nursing practice with recognition of the impact nursing judgments have on patients. As generalists, graduates are prepared to deal with personal and professional lives of chaotic change, to be partners in decision-making, to be professionally accountable, to provide comprehensive care in any setting, and to assume personal responsibility for life-long learning.

Master's education is built upon the baccalaureate educational core elements, and enhances strong critical thinking and decision-making skills. The MSN nurse is prepared as a visionary leader and manager to assume advanced roles in a variety of settings.

Graduates are prepared to promote evolving practice patterns based on global perspectives, which requires a deep understanding of moral and ethical responsibility. Masters prepared nurses initiate and use research findings to enhance outcomes in their advanced practice settings. A sophisticated knowledge base of health promotion, health care policy, organization, and financing is blended with the realities of the changing practice environment. Graduates are thus prepared to collaborate, and to create policies in response to trends in nursing and in health care. Graduate education prepares the nurse to evaluate personal and organizational perspectives and values, and utilize ethical decision-making modes to impact patient care. Graduates will be able to evaluate and utilize a variety of theories from nursing and other disciplines in their practice settings. Professional role development, an ongoing component throughout graduate education, enhances graduates' ability to create effective interdisciplinary relationships and to recognize role ambiguity and boundaries, thereby facilitating successful transition into the advanced practice role.

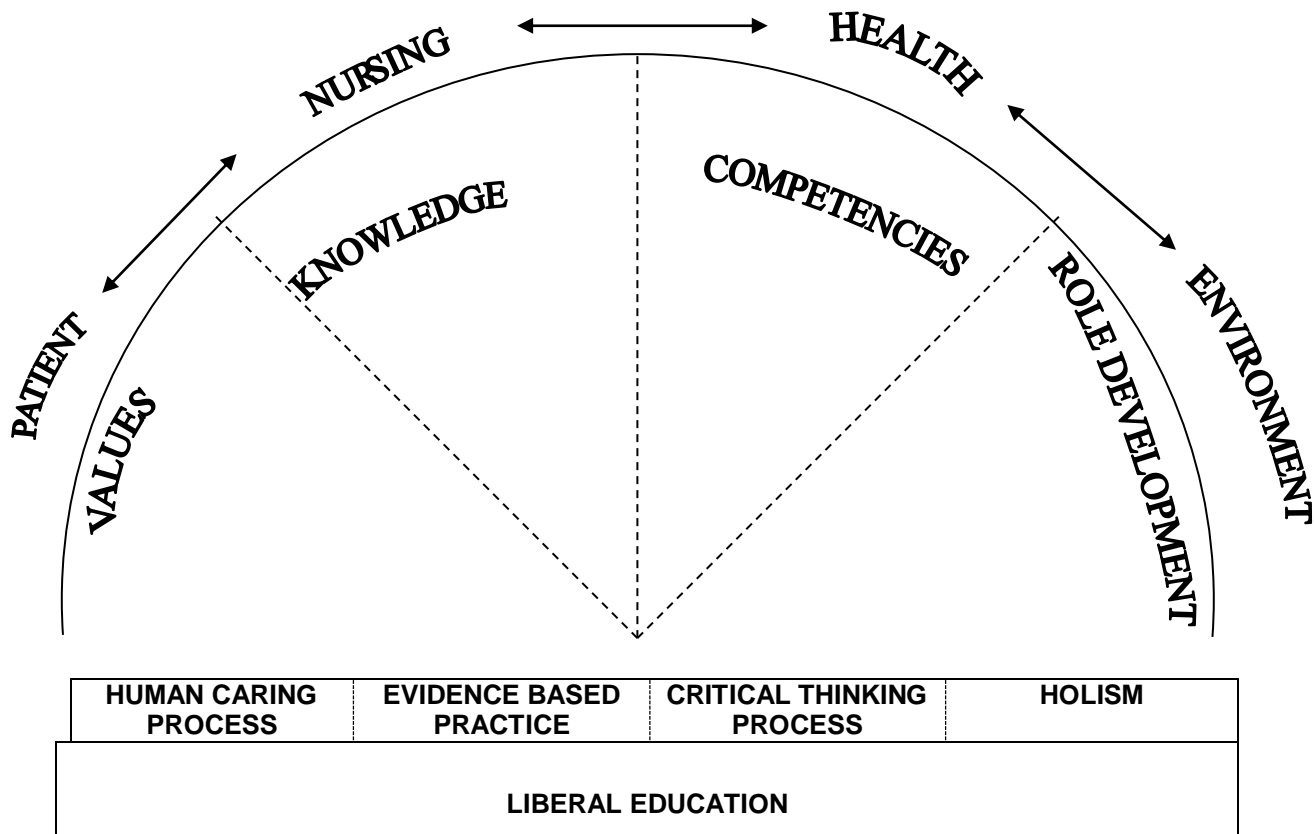
Doctoral education is built on a model of strengths and provides advanced education to prepare nurse educators and researchers for the future. The doctoral program builds on the educational foundation obtained through baccalaureate and master's core elements. It also builds on the current program's strengths in offering educational opportunities in an online format and providing research and teaching experiences that incorporate sensitivity to diverse populations in essential and priority needs of health services.

Approved: 3/6/98

Reviewed: 6/98, 9/99, 9/00, 1/12

Revised: 3/03, 8/07

### CONCEPTUAL FRAMEWORK



The meta paradigm concepts are: **Patient, Nursing, Health, and Environment.** Pervasive concepts are the concepts that must be in all courses in all levels to some degree. Pervasive concepts include the **human caring process, evidence based practice, critical thinking process, and holism.**

Sequential concepts are those that either build upon each other throughout the curriculum, or are emphasized in selected courses. The four sequential concepts in the conceptual framework are **values, knowledge, competencies, and role development.** The broken lines indicate that although content is identified under one of the major concepts, there is some overlap. Each concept is dependent on the other three to be complete; e.g. competencies content is based on basic knowledge, an understanding of how the nurse incorporates this knowledge into his/her role, and an appreciation of professional values associated with the competencies. The content listed under these sequential concepts increases in depth and breadth across the curriculum.

## **CONCEPTUAL FRAMEWORK**

The conceptual framework is a dynamic document that describes a frame of reference or map to guide future curricular decisions. The model of the conceptual framework follows the descriptions of the concepts involved.

### **HUMAN CARING PROCESS:**

Caring is a foundation concept within the profession of nursing. Human caring reflects a client-centered, creative, responsive, honest, and authentic sharing approach that facilitates holistic growth for both the nurse and the client. Caring encompasses both the nurse's empathy for and connection with the client, and the nurse's ability to translate these affective characteristics into compassionate, culturally-sensitive care. Professional values and behaviors are critical to performance as a caring nurse.

### **EVIDENCE BASED PRACTICE:**

Evidence based practice is the process of utilizing best available evidence in the context of individualized needs and values to direct clinical decision-making with the goal of improving outcomes. Best evidence includes research, benchmarking, and clinical expertise. Although research utilization is a component, EBP requires a larger and more complex skill set and knowledge base.

### **CRITICAL THINKING PROCESS:**

Critical thinking is defined as a process and cognitive skill used to identify problems and opportunities for improvement; to generate, examine and evaluate alternatives. Critical thinking is the basis for clinical judgment and ethical decision-making. The professional nurse must employ critical thinking to engage in creative problem solving, and in collaborative decision-making processes.

### **HOLISM:**

Holism refers to the interrelationship of bio-psycho-social-spiritual dimensions of person where the whole is greater than the sum of its parts. Holism involves understanding the individual as a unitary whole in mutual process with the environment. The focus of care is on the whole person, not merely on symptoms. The holistic nurse becomes a therapeutic partner with the individual, family and community while drawing on nursing knowledge, research, expertise, intuition, and creativity.

### **PATIENT:**

Concern and care for the client is the profession's reason for being, and is at the center of the College's philosophy. Clients may function as individuals, families, aggregates, communities and/or society in order to meet their needs. The client is viewed as complex and multidimensional, in constant interaction with others and with the environment. The client possesses inherent dignity, worth and autonomy; s/he is able to make decisions, effect change, and assume responsibility for his/her own decisions. The interrelationship of biophysical, psychosocial, ethno-cultural and spiritual aspects are core planning elements utilized by the nurse to assist clients in their quest for growth and development, for self-actualization, and to meet death with dignity.

**ENVIRONMENT:**

The environment is made up of physical, psychological, spiritual, cultural, social, technological, economic, geographic, and political forces. These forces are the result of the interplay of structure, resources and aesthetics. The continuing interaction between internal and external environments can facilitate as well as inhibit the client's ability to grow and develop. The nurse facilitates the client's interaction with the environment through the application of health promotion, maintenance, restorative and supportive interventions.

**HEALTH:**

Health is a dynamic state influenced by values, attitudes, beliefs, experiences and resources in the context of a global society and culture.. Clients experience many levels of physical, psychosocial, mental, spiritual, and developmental health. Health is influenced by the ability of the client to facilitate and transform ways of thinking and living toward a state of optimal well-being.

**NURSING:**

Nursing is a science and an art. As health professionals, nurses base their practice on nursing models and theories as well as on a firm foundation of liberal arts and sciences. The profession of nursing is directed by a code of ethics and standards of practice, encompassing a variety of roles and settings. Nursing is caring for culturally diverse human beings in response to their health needs, with the goals of promotion of optimal health, prevention of and recovery from illness and assurance of dignity in the process of dying. Nursing achieves these goals through the synthesis of a unique combination of knowledge and skills utilized through the application of critical thinking processes. New knowledge derived from research guides the practice of nursing. Nursing is a vital force that is responsive to ever-changing global health care needs.

**VALUES:**

Education for professional nursing facilitates the development of professional values and value-based behaviors. Guided by these values, the nurse demonstrates ethical decision-making and behaviors in the provision of safe, humanistic health care. The nurse provides empathic, sensitive and compassionate care for the client, is honest and accountable, and is aware of social and ethical issues. The nurse must be aware of his/her own value system as well as that of others.

**COMPETENCIES:**

Education for professional nursing provides the knowledge and skills for critical thinking, communication, assessment, and technical skills. Graduates are prepared to serve as competent, efficient and effective providers of patient-centered evidence-based care, members of the health care team, patient safety advocates, and members of the profession.

**KNOWLEDGE:**

Education for professional nursing requires knowledge of health promotion, risk reduction, and disease prevention, illness and disease management, information and health care technologies, ethics, human diversity, global health care, and health care systems and policy.

**ROLE DEVELOPMENT:**

Education for professional nursing provides a foundation of theory and research-based knowledge and skills that enable the graduate to practice as a provider of patient-centered care, as a member of the health care team, as a patient safety advocate, and as a member of the profession. Graduates are aware that professional nursing practice encompasses lifelong learning, incorporates professionalism into practice, and enforces the values of the profession.

Approved: 5/1/98

Reviewed: 6/98, 8/07, 9/00, 3/03, 7/04, 12/04

Revised FO: 9/99, 5/12

## BSN ACADEMIC INFORMATION AND POLICIES

### Student Learning Outcomes for the BSN Program

Based on the philosophy and mission statements of both the university and the College of Nursing, the following behaviors reflect expected outcomes (terminal objectives) for the program. Graduates of the baccalaureate nursing program will:

1. Integrate knowledge from the biological and behavioral sciences, and humanities to foster a commitment to life-long learning and professional development. (member of profession-D)
2. Utilize basic organizational and systems leadership to coordinate and assume accountability for quality patient care. (member of profession-B)
3. Synthesize nursing research findings with other relevant information from the scientific and humanistic disciplines to evaluate processes to facilitate evidence-based practice. (provider of pt care- F)
4. Integrate the use of technology and information systems to facilitate and improve delivery of comprehensive care. (member of health care team-E)
5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments.
6. Advocates for patient centered care through inter- and intra-professional collaboration to reflect human caring while providing care to diverse populations across the lifespan.
7. Integrates health promotion, maintenance, restoration, and disease prevention at the individual and population level to reduce risks improve health outcomes. (provider of care- G)
8. Demonstrate professional values based on historical, moral, ethical, and legal aspects of nursing practice responding to global health needs.
9. Synthesize skills, knowledge and attitudes required when applying the nursing process to provide safe, holistic, evidence-based patient-centered care to diverse populations across the health care continuum. (Provider of Pt care- C, D; Safety Advocate- B)

## **Good Professional Character Policy**

(Excerpt, Texas Board of Nurse Examiners)

Good professional character is the integrated pattern of personal, academic and occupational behaviors, which, in the judgment of the faculty, indicates that an individual is able to consistently conform his/her conduct to the requirements of the Nurse Practice Act, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability, and integrity. A person who seeks to obtain or retain a license to practice professional nursing shall provide evidence of good professional character which, in the judgment of the Texas Board of Nursing (BON) is sufficient to insure that the individual can consistently act in the best interest of patients/patients and the public in any practice setting. Such evidence shall establish that the person:

1. is able to distinguish right from wrong;
2. is able to think and act rationally;
3. is able to keep promises and honor obligations;
4. is accountable for his/her own behavior;
5. is able to practice nursing in an autonomous role with patients/patients, their families and other significant others and members of the public who are or who may become physically, emotionally, or financially vulnerable;
6. is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and,
7. is able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when such disclosure could enhance the health status of patients/patients or the public or could protect patients/patients or the public from unnecessary risk or harm.

**The faculty members support the above excerpt from the BON Rules & Regulations relating to Professional Nurse Education. Failure to demonstrate competency in the above criteria can result in a rating of “unsafe clinical performance and not meeting professional conduct standards”, as defined in the syllabus of each clinical nursing course.**

### **PROFESSIONAL BEHAVIOR**

Any statement or behavior that is perceived to be a threat to the safety of students, staff, faculty, and patients will be taken seriously, and reported to the appropriate authorities for follow-up.



## **BSN General Information**

### **6-Semester Completion Requirement**

Effective Fall 2008 students will be required to complete the baccalaureate course of study in the College of Nursing in a maximum of 6 regular semesters. Failure to do so will require petition to the Admissions and Progression Committee for continuation.

Approved 9/2007: UG Studies Committee & FO

### **Declaratory Order Form**

All generic and LVN professional nursing students are required to submit a Declaratory Order if they have any history related to criminal activity, alcohol/substance abuse, or mental illness. Go to the Texas Board of Nursing web site to read the guidelines to determine if a form must be submitted ([www.bon.state.tx.us](http://www.bon.state.tx.us)), click on Forms, then scroll down to find the Declaratory Order information.

It is the student's responsibility to read and respond, if needed, to the Order. Failure to file the Order with the BON in a timely manner could prevent the student from being eligible to take the NCLEX-RN<sup>®</sup>. All information provided the BON is confidential.

In addition, Rusk State Hospital, used for NURS 3513, Mental Health, clinical experiences, requires that all students that could answer yes to any of the questions on the Order **must** have filed the Order prior to beginning NURS 3513. Failure to comply could lead to failure of the course and/or academic disciplinary action.

If unsure about whether an Order should be filed contact the Associate Dean for Undergraduate Nursing Programs.

### **RN-BSN/MSN Licensure Requirement**

All Registered Nurses in the MINE track must have a current, active license to practice in the state in which they reside in order to be eligible to enroll in the MINE track.

### **Undergraduate Transient Form**

After a student is admitted to UT Tyler, he or she cannot register for any course(s) at any other institution until approval is granted by the Registrar's Office. Approval by the student's Adviser, Department Chair, Dean and the University Registrar is required to assure that the course taken at another institution will count toward the student's degree. A student should not register at another institution until the request for undergraduate transient admission form has been completed and approved. Forms for this purpose are available in the Office of the Registrar, ADM 221.

**Class Attendance Site**

**Effective Fall 1997**, all nursing students are required to attend all nursing classes on the campus/extension site to which they are admitted. Clinical assignments are made according to availability of experiences and number of students.

Students may petition the College of Nursing Admissions and Progression Committee, **in writing**, for individual extenuating circumstances that may necessitate the student attending class at another site. The student will be notified of the decision by the chair of the Admissions and Progression Committee in a timely manner.

**Cumulative Grade Point Average**

Undergraduate students must maintain an overall Grade Point Average (GPA) of **2.0** and must achieve a minimum grade of **C** in all required nursing courses to graduate from the University. Personnel in the Registrar's Office can verify a student's GPA.

**Undergraduate Student Employment**

Students should discuss scheduling conflicts or developing problems with their instructor. The faculty will assist students in problem solving related to their educational endeavors; however, students must remember that the quality of education is of utmost importance. Students will not be dismissed early or allowed to miss clinical experiences due to personal work schedules.

**Undergraduate Student Achievement Examinations**

In addition to fulfilling the academic requirements of the University and the College of Nursing, undergraduate students are required to complete achievement examination(s) administered throughout the program in order to graduate.

**NCLEX - RN<sup>®</sup> Exam**

During the final semester of study, undergraduate students are informed of each step in the NCLEX application process during NURS 4631 (Professional Synthesis). The process must be completed by specified dates. It is imperative that the student follows the directions in a timely manner. Failure to follow all directions and respond appropriately could prevent the graduate from meeting the requirements to take the NCLEX-RN<sup>®</sup>. Students that should have filed a Declaratory Order prior to this time could have their application process delayed by the Board of Nurse Examiners for as much as six (6) months to a year.

The web site for the Texas Board of Nursing is: [www.bon.state.tx.us](http://www.bon.state.tx.us)

All forms that are required to apply for licensure are obtained from this site.

The National Council of State Boards of Nursing can be accessed through:  
<https://www.ncsbn.org/cps/rde/xchg/ncsbn/hs.xsl/index.htm?rdeStandardPropertyPage=yes>

This site provides information pertaining to the NCLEX-RN.

### **Academic Performance and Dismissal**

Nursing students will conduct themselves in a professional manner, not only in interaction with patients, but also with peers, faculty and staff of The University of Texas at Tyler, and the community in general. In addition to conventional academic tests and measurement criteria for assessment, nursing students will be evaluated on issues relating to their professional conduct/judgment according to the standards of the College of Nursing program and the nursing profession.

In order to pass a clinical course, the student must pass both the theory and the clinical component of that course. Unsafe and unsatisfactory clinical performance is defined in each course syllabus. **A student may be dismissed from the program if clinical performance is deemed incompetent and/or is a threat to patient safety and well-being.** Each course in the nursing program has a required syllabus that contains pertinent information for that particular course.

### **Progression and Retention**

The curriculum is designed so that the student will progress from simple to complex learning through the articulation of the nursing courses that are described in the general university catalog and on the website at <http://www.uttyler.edu/catalog/>

The following criteria have been established by the College of Nursing for progression and retention:

1. A minimum grade of "C" (75 or higher) is required in all upper division nursing courses. Students in theory, laboratory or clinical components of a nursing course will be notified in writing at mid-semester of unsatisfactory progress.
2. When nursing courses are to be graded with a theory and clinical component, the student must pass both components in order to successfully complete the course and progress in the program. If the failed course is a clinical course the student must repeat both theory and clinical components.
3. All courses in one level must be successfully completed before progressing to the next level. Special considerations can be made by written appeal to the Admissions and Progression Committee for the College of Nursing
4. **Withdrawing From a Required Nursing Course**
  - a. Students are allowed one (1) withdrawal in the nursing curriculum. (see WEB site for withdrawal procedure: <http://www.uttyler.edu/registrar/registration/withdrawals.php>)
  - b. Students may be required to also withdraw from co-requisite course/s.
  - c. Students are required to consult with their academic advisor and/or course faculty prior to withdrawing; failure to do so may jeopardize continuation in the program.

5. **Failure of One Required Nursing Course**
  - a. Students failing one (1) required nursing course are required to meet with their assigned nursing advisor and discuss a plan for success.
  - b. Registration for the failed course will only be approved after meeting with the advisor.
  - b. No forms are required to be submitted to the Admission and Progression Committee.
  
6. **Failure of 2 required nursing courses or failure of the same course 2 times:**
  - a. Students not successful in 2 of the required nursing courses, or if the same course is failed two times, including NURS 3205 and NURS 3303, will be denied continuation in the nursing program and notified in writing of this.
  - b. Transfer courses from another nursing program for a UT Tyler failed nursing course will not be accepted.
  
7. An appeal may be considered by the Progression Committee.
  
8. Students in the College of Nursing are subject to additional approved policies related to academic standards and progression, test taking rules, grading policies, required medication administration policy, achievement examination requirements, professional standards of conduct, substance abuse policy, and clinical dress codes as fully detailed in this handbook.

Revised spring 2007; summer 2008; spring 2012

### **CONSIDERATION OF RE-ADMISSION**

This policy outlines the process that will be followed when a student requests re-admission to the College of Nursing after non-continuing status for 1 year or more. ***This is specifically for the student, who although successful, had chosen to withdraw from the nursing program.*** Admission to clinical courses is contingent upon space available.

A student wishing to re-enter the nursing program after being out for more than one year must complete the following steps:

1. The student must contact the University Admissions office and activate the re-enrollment process in the university,
2. Submit a written petition to the Admissions and Progression (A&P) Committee for the College of Nursing seeking permission to be re-admitted,
3. If approval is granted, the A&P Committee will develop an expected plan of action for the student to follow, based on the level of courses completed at the time of withdrawal.
4. The student must demonstrate proficiency in the listed competencies in order to progress and/or be readmitted to particular courses. If unable to do so, the student will complete a Deficiency Plan, as specified by the A&P Committee, to correct areas of weakness prior to re-admission.

Approved: A&P Committee-Fall 1999

Reviewed: June 2002

## **ACADEMIC ADVISEMENT**

A nursing faculty advisor is assigned to each student upon admission to the nursing program. The advisor serves as the primary academic counselor to the student. Once admitted to the program students are only to consult with their assigned advisor or the Associate Dean for issues related to courses or progression.

The student and advisor will sign a degree plan before the end of the first semester. Students are responsible for contacting their advisor each semester to review their progress. No student will be allowed to register for the next semester unless all transcripts are received, all immunizations are documented, and CPR is current. **The student is ultimately responsible for meeting the requirements for graduation.**

Students are encouraged to meet with faculty during office hours and are requested to make appointments with faculty by phone (voice mail is available 24 hours per day), and/or E-mail.

### **Responsibilities:**

#### **The Faculty Will:**

1. Review the student's permanent file, which includes an approved degree plan (approved during the student's first semester in the program), and maintain dated notes of contacts with students.
2. Be available to students during posted office hours and respond to requests for appointments.
3. Provide academic advisement regarding course selection, requirements for progression and graduation, and resources and referrals as needed.
4. Identify potential scholarships/awards nominees.
5. Complete degree plans and graduation evaluations.

#### **The Student Will:**

1. Review and sign a degree plan during the first semester.
2. Maintain a current name, address and telephone number in their file from time of admission through graduation. Failure to maintain current contact information could delay receipt of important CON messages.
3. Promptly submit transcripts to the Registrar's Office in Tyler for courses completed at other colleges/universities prior to the end of the first semester of admission.
4. Prior to registration each semester make an appointment with the designated faculty advisor. If unable to keep the appointment, faculty must be notified, and the appointment rescheduled. If faculty is unable to keep the appointment, student must be notified, and the appointment rescheduled.
5. **Prior to withdrawing from a course, students are required to consult with the academic advisor. Student's failure to consult with academic advisor prior to withdrawal, will jeopardize the student's continuation in the program.**
6. **If encountering difficulties in academic or clinical matters, seek guidance, resources and/or referrals from the course faculty and the academic advisor.**
7. Notify the appropriate Associate Dean in writing when:
  - a. part time enrollment will delay progress

- b. requesting to return after withdrawing or failing a nursing course.
- c. desiring to resume one's nursing studies after an absence from the University

## BSN Course and Clinical Information and Policies

### **Prerequisites for Entry to all Courses**

All students are required to submit and update when required, copies of the following to the College of Nursing in order to be released for registration:

- American Heart Association, Health Care Provider, CPR
- Immunizations as described below.

Failure to present copies will prevent the student from registering, attending class and clinical experiences until written proof can be obtained.

### **Immunizations and Documentation Requirements**

Any student enrolled in any 2 or 4 year institution of higher education (colleges, universities) listed in the Texas Higher Education Coordinating Board's list are required to have the following immunizations. This is applicable to all students enrolled in health related courses which will involve direct patient contact in medical or dental facilities regardless of: number of courses taken, number of hours taken and classification of student. Students considered to be provisionally enrolled cannot be provisionally enrolled without receipt of at least one dose of MMR vaccine if direct patient contact will occur during the provisional enrollment. These requirements must be completed prior to students beginning their first nursing semester.

Students enrolled in nursing courses are required to certify immunity to or to certify immunization of the following vaccines:

**Influenza:** Each fall all students are required to submit proof of a flu shot. This is a mandatory requirement that became **effective January 2012** for all students who are participating in clinical experiences.

**Hepatitis B Series:** A complete series (3 injections) is required. One vaccine must be complete and date documented in writing and signed by a physician, registered nurse or public health personnel prior to the first day of scheduled classes for the semester.

**Measles:** Students born on or after January 1, 1957, must have 2 doses of measles vaccine on or after their first birthday and 30 days apart prior to any direct patient contact. If a second dose has not been received, this must be completed as quickly as possible, but does not prevent the student from having direct patient contact. Physician validated histories of measles illness or serological confirmation are acceptable in lieu of vaccine.

**Mumps:** Students born on or after January 1, 1957 must have received one dose of mumps vaccine on or after their first birthday. Physician validated histories of mumps illness or serological confirmation are acceptable in lieu of vaccine.

**Rubella:** Students must have one dose of rubella vaccine administered on or after their first birthday or serological confirmation of immunity prior to any direct patient contact.

**Tetanus/Diphtheria (Td):** One dose of Td must have been administered to the student within the past 10 years.

**Polio:** Although the polio vaccine is not required for any student, nursing students are encouraged to ascertain that they are immune to poliomyelitis.

### **Tuberculosis Screening Requirements**

Students enrolled in nursing courses are required to submit written verification of an annual TB skin test with the date and results verified by a physician or public health personnel. Students with known positive skin tests must submit a yearly release from a physician or nurse practitioner. Students who have taken BCG must submit written documentation from their physician and/or Nurse Practitioner regarding current status. Acceptable documentation of required immunization or proof of immunity is as follows:

1. Any validated document of immunization is acceptable, provided it shows the day, month, and year when each immunization was received. The documents must be signed by a physician or public health personnel.
2. Physician validated histories of measles or mumps illnesses that are presented in lieu of vaccines, must be supported by a written statement from a physician licensed to practice medicine in the United States. The physician's statement should contain wording such as: "This is to verify that (name of student) had measles or mumps illnesses on or about (date) and does not need measles or mumps vaccine." If the student is unable to submit a physician validated statement, then the vaccine is required.
3. A physician's statement of rubella disease without serological verification of immunity will not be accepted and the student must receive the rubella vaccine.

Exclusions from immunization compliance are allowable on an individual basis for medical contraindications, religious conflicts, and active duty with the armed forces of the United States. Requirements for polio, measles, rubella, mumps and hepatitis B vaccine are waived during pregnancy.

1. Students with medical contraindications must submit written verification from a physician or Nurse Practitioner that the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household. Unless a lifelong condition is specified, the verification is valid for only one year from the date signed by the physician.
2. Students whose religious beliefs forbid the use of vaccines must present an affidavit signed by the applicant stating that the immunization conflicts with the tenants and practice of a recognized church or religious denomination of which the applicant is an adherent or member.
3. Pregnant female students who submit written documentation of a positive pregnancy test are not required to take any of the above listed vaccines with the exception of Td. If the student has not had a Td within the last 10 years, it is best to delay



administration of Td until the second trimester. There are no contraindications to Td during pregnancy after the first trimester.

Texas Department of Public Health 1999  
Student Affairs Committee- 3/93

**Professional liability insurance** fees will be added to the bill at registration.

### **Licensure Verification for RN and LVN students**

All licensed nurses (RN and LVN) current licensure in the state will be verified before admission is considered. Any licensed nurse with a current license restriction or who receives a subsequent restriction after admission to the CON must contact the associate dean for undergraduate nursing programs. Progression in the program will be contingent upon the nature of the restriction.

### **CRIMINAL BACKGROUND CHECK FOR UNDERGRADUATE STUDENTS**

**Effective Spring 2006** all applicants who are admitted to the College of Nursing, undergraduate level are required to complete a criminal background check. No student will be allowed entry to a nursing course without a clear report or a letter from the Texas Board of Nursing (BON) certifying that any criminal history is not a danger to the public. The following policy spells out the requirements.

1. Students admitted to the Undergraduate Nursing Program are required to obtain the electronic fingerprints required by the Texas Board of Nursing (BON).
2. The background check is performed by the FBI and results are reported to the BON.
3. No confidential information about the results of the check are available to any faculty member or staff of the College of Nursing.
4. The Associate Dean for Undergraduate Nursing Programs receives weekly memos from the BON with the names of the students and only an indication of whether the check is clear or has a hit.
5. The BON is responsible for notifying the student that paperwork is required through a Declaratory Order.
6. Any student with a positive background check is required to submit a copy of the letter from the BON to the Associate Dean for Undergraduate Nursing Programs prior to entry into classes.

Effective Spring 2006; revised spring 2009

### **Test-Taking Rules**

Nursing students are expected to comply with the following rules governing examinations that are taken in the classroom:

1. Students will be notified of the requisite test materials by the course instructor.
2. Exams will start promptly. Once the exam has been distributed, the doors will be closed and no one will be admitted without prior notification. Admission is at the discretion of the course instructor.
3. All books, notes and personal items are to be left at the front of the classroom unless otherwise directed by the instructor. **All hats/caps** will be removed during testing.
4. Students are expected to refrain from talking, gesturing, or communicating in any manner with other students during the examination.
5. Students may not leave the room during testing without permission.
6. Students are asked to cooperate in maintaining the integrity of examinations and encouraged to inform the instructor when cheating occurs in the examination.
7. Test instruments must be returned to the test administrator at the conclusion of the exam period.
8. Make-up exams will be administered only at the discretion of the instructor. Any student taking the exam at another time will receive an alternate form of the test.

### **Grading Policy**

Calculation of course grades involves a two-step process:

1. If the simple (un-weighted) average of exam grades is less than 75%, the student does not pass the course. The grade will be documented according to the result of the simple average of the exams. No further calculations will be done (weighting of exams, project/paper grades, etc.).
2. If the average of the major exam grades is 75% or higher, faculty will proceed with calculating the final grade according to all course requirements and weighting specified in the syllabus. Grades of 74.5 to 74.9 will not be rounded.

**Make-up work or extra credit will not be done in order to allow student to attain a passing grade.**

**Test Review:**

1. Class reviews will be done at the discretion of the faculty group. Group reviews will be conducted at faculty discretion.
  2. Students may review an exam during the 2 weeks from the date of the exam results returned to the student.
  3. Students will make appointments with faculty during office hours for exam review.
- Approved: FO 11/00

**Medication Administration Policy**

**Philosophy:** Nurses are legally and ethically bound to provide safe care to the patients/patients they serve. Schools of nursing strive to develop curricula to prepare student nurses for this professional role. Schools of nursing promote graduates' abilities to achieve success on the NCLEX as well as to model values to be safe clinicians. Concerns of faculty and findings from recent studies and reports highlight the increased need for improved patient safety. The College of Nursing requires that all nursing students assume accountability for the safe administration of medications in their student nurse role and in preparation for their professional role. In conjunction with this expectation, the College of Nursing advocates a supportive and sound teaching-learning environment for all students. Components of this environment include appropriate identification of student learning needs and subsequent enhancement and remediation opportunities to help students meet course standards. The College of Nursing advocates positive approaches to learning.

**Purpose:** The purpose of this policy is to provide a means of ensuring that students are competent in medication administration. Learning and evaluating emphases will be in two major areas. One will be on the development of competent medication administration skills that includes abilities in basic mathematics and conversion measurement systems for the accurate calculation of medication dosages. Second will be the emphasis on students' competencies in critical thinking, assuming responsibility, being accountable for their actions, and understanding the serious consequences of medication errors to patient safety.

**Definition:** A medication error is a dosage of medication that differs from that ordered by physicians or other providers holding prescriptive authority or from that of facility policy and procedure. Categories of medication errors are: wrong patient, omission of medication, unauthorized drug, wrong dose, wrong route, wrong rate, incorrect administration technique, wrong time, wrong preparation of a dose, improper transcription, improper documentation, disregard for allergy history, and failure to recognize and heed specific nursing implications for drugs.

### **Medication Administration Exam**

1. All clinical courses will require a medication administration exam to be administered prior to attending actual clinical experiences.
2. If the student does not achieve a grade of 90% or higher after **2 attempts**, she/he has failed the clinical component of the course and must withdraw from the course for the semester
3. An grade of "W" is recorded on the student's transcript, however, the grade is documented in the student's file, in the College of Nursing, as a course failure.

**Clinical medication errors will be documented in College of Nursing student files.**

Approved FO: 5/00

Revised: UG Studies 1/12

### **Undergraduate Clinical Dress Requirements:**

**General:** It is the philosophy of the College of Nursing that the student has a responsibility to be neatly groomed and modestly dressed. Appearances should promote good health, safety and general well-being of the student. Clothing should avoid brevity and/or design that are offensive to the dignity and rights of others. School officials have the right and responsibility to counsel with the student or take any other corrective action. Types of clothing (other than those specified in this document) may be worn at the direction of the nursing instructor for special events.

**Classroom:** Casual or everyday business wear is recommended. This includes but is not limited to the following: slacks or skirt; sweater, blouse, and shirt. Jeans as well as conservative shorts (mid-thigh or longer) may be worn, but avoid overly frayed or soiled items. Shoes must be worn. See items to be avoided below.

**Professional Presentations, Ceremonies/Graduation:** Business or dressy day social: suit, dress, dressy separates, jacket, tie, nice fabrics, dress shoes. Avoid denim, jeans, t-shirt or other casual clothes. For workshops/seminars attended by students, professional/business attire will be worn.

**Skills Laboratory:** The school clinical laboratory setting is designed to simulate the hospital or health care clinical area. Students will wear the adopted uniform with name badge and UT Tyler College of Nursing patch on the front left pocket area. Students should have a clean white lab coat with school patch placed as above, available when necessary, but the lab coat is not required for the school laboratory experience. In order to meet the variety of needs for warmth the following options for undershirts are permissible:

1. No undershirt for females if uniform top neckline is such that complete modesty is maintained, no cleavage.
2. Sleeveless white round neck tank top.

3. A short sleeve, round neck, royal blue or white top available through designated vendor.
4. A 3/4 length sleeve, white top available through designated vendor.
5. Men will wear a round neck white undershirt without visible logos or advertising. Short sleeves should not be visible hanging from under sleeve of uniform top.
6. Long sleeve or turtleneck tops are not acceptable options.

Some individual situations may require collaborative effort by faculty to reach an appropriate solution to best deal with tattoo's, skin disorders etc.

**Pre or Post-clinical Experiences in the Health Care Setting:** Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students will wear lab coat with name badge and UT Tyler school patch. Professional dress will be worn under the lab coat. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, ball-caps, etc.

**Clinical Experience:** When attending any clinical experience students are required to wear the adopted student uniform and/or white lab coat with name badge and school patch. Professional dress will be worn in appropriate clinical settings as directed by the clinical faculty with white lab coat, name badge and school patch (see items to avoid in clinical areas). Students are to remember that whenever they are visiting a clinical agency or any clinical site, they are a representative of UT Tyler and the College of Nursing and are expected to be professional in appearance and behavior at all times. Students will refrain from wearing student uniforms to non UT Tyler related activities (restaurants, shopping, etc)

When student uniforms are required for clinical experiences, as specified by the course, the following guidelines must be adhered to:

- a) School patch on the front left pocket area of lab coat and uniform top.
- b) The UT Tyler name badge with photo will be worn in all clinical settings. Name tag must be worn above the waist, so name and title are clearly visible.
- c) Casual outerwear such as jackets, sweaters, etc. may not be worn over the student uniform.
- d) White or neutral nylon hose are worn with dress/skirt; nylon hose, knee highs or white socks with pants. Socks must cover ankles.
- e) Clean, white clinical shoes or white leather athletic shoes should be worn, no canvas, mesh, or clogs (shoes may be mostly white and if stripes or logos are on shoes, these must be minimal and light colored). Shoes must be secured at heel with fixed back.
- f) Jewelry: wedding or engagement rings only; single stud earrings and only 1 in each lobe (no dangling or hoops); no rings or studs in the nose,

tongue, lip or any other facial or body piercing (other body piercing must be covered or removed); no necklaces or bracelets (only Medic Alert). Students must have a watch with a second hand.

- g) Make-up, hair, and grooming should be conservative. Hair shoulder length or longer must be pulled neatly back in a pony tail or bun. Hair clips, bands, etc. shall be functional, not decorative (no bows). Mustaches and beards will be neatly groomed, clean and trimmed.
- h) Tattoos must be covered and not visible.
- i) Nails are to be clean and neatly trimmed to no more than fingertip length; no polish or artificial nails.
- j) No perfume, after-shave or other strong scents since this causes nausea and /or difficulty in breathing for many patients.
- k) Gum chewing is not allowed.
- l) Any question concerning adherence to the dress code should be directed toward the clinical instructor.

Failure to comply with the above requirements may result in an unexcused clinical absence and/or negative clinical evaluation.

**Items to be avoided in all School-related Functions (including but not limited to):**

overly frayed, worn or soiled garments; costume look, transparent blouses, bare mid-driff shirts, tank tops, spaghetti straps, muscle shirts, overtly sexual styles, gang colors or logos, facial or body piercing, obscene slogans or pictures, bedroom wear, short-shorts, short skirts, or clothing that may be offensive to others.

If the dress code rules are broken and a change of clothes is not available, the student may be removed from the school-related function for the remainder of the day.

**Appropriate disciplinary action will be taken for repeated violations of this code.**

Revised: Spring 2011

## **Undergraduate Student Clinical Responsibilities**

Each student has the responsibility to be present and punctual for all agency and patient appointments. **Students will not be excused early from clinical to go to work.** If the student is unable to go to the agency or visit a family, as assigned, due to **illness** or **emergency**, it is the student's responsibility to work with faculty/preceptor to achieve objectives of the missed clinical experience.

### **Unsafe Clinical Performance**

Any act, omission or commission that may result in harm to the patient is considered unsafe clinical practice. An unsafe clinical practice includes, but is not limited to, the following:

1. Harm or threats to harm the physical, psychological, microbiological, chemical, or thermal safety of a patient;
2. Disregard of previously mastered principles, learning, or objectives in carrying out nursing skills and/or delegated medical functions;
3. Inappropriate independence in action or decisions;
4. Lack of adherence to current CDC guidelines for infection control.
5. Failure to recognize ones own limitations, incompetence and/or legal responsibilities;
6. Failure to accept moral and legal responsibility for ones own actions, thereby violating professional integrity as expressed in the Code of Nurses, Good Professional Character policy.
7. Arrival at clinical setting in an impaired condition as determined by clinical instructor.

**NOTE:** An evaluation denoting unsafe clinical performance results in immediate dismissal from the practicum experience with a failing grade. A failure in the clinical portion of the course results in failure of the course regardless of theory grades.

### **Clinical Information**

**Clinical facilities:** The nursing program utilizes numerous clinical facilities in the East Texas area and surrounding geographic area. Students can expect to be placed in a variety of facilities during their enrollment in the program. Students are to speak with their clinical faculty member to request clinical sites not already approved by the College of Nursing. Students are not to be the initiator of any clinical contracts. Only faculty can initiate this process.

**Transportation:** Students are responsible for their own transportation to clinical sites. Undergraduate students are not to transport patients in their own vehicles. This protects both the student and the patient. When a patient is in need of transportation for health purposes, there are volunteers and agencies that provide this service. The faculty may be contacted for further information.

**Narcotic Acquisition By Students In Clinical**

Students may only access narcotics for patient use with a licensed nurse. At no times shall a student have possession of the narcotic keys or narcotic cabinet unsupervised by a licensed nurse. When signing for narcotics, student signatures must always be co-signed with a licensed nurse.

Approved: 2/95



***BSN***

***GENERAL INFORMATION***

## GENERAL INFORMATION

### **Library Resources**

The Robert R. Muntz Library has holdings in nursing and related fields. The nursing and medical indices are extensive. The nursing periodicals which support the program of study are available in-house and on-line. In addition to the main library, the Longview and Palestine DEIs have libraries with comparable holdings.

The media collection (models, slides, films, film strips, audiocassettes, and video tape cassettes, and CD/DVDs) has the same strengths as the library collection. Because of media production facilities and technical assistance, some nursing materials will be produced to meet specific course needs. Students must present their university student identification card when using the library and media facilities.

Library facilities at other sites are available to students currently enrolled in the College of Nursing. Students have been permitted to use the collection at the following facilities: East Texas Medical Center, Tyler; and The University of Texas Health Center at Tyler; Longview Public Library; Trinity Valley Community College Library in Palestine and the Palestine Public Library.

**The Louise Herrington Patriot Center** is one of the university's premiere buildings. At 127,312 square feet, this academic/recreational facility is the largest on campus. Features of the facility include classrooms, laboratories, faculty offices, a gymnasium/convocation area with basketball and volleyball courts and seating for over 2,000, indoor walking/jogging track, aerobics and free weights areas.

WEB address: [www.uttyler.edu/hpc](http://www.uttyler.edu/hpc) or email: [hpc@uttyler.edu](mailto:hpc@uttyler.edu)

### **The University of Texas at Tyler Health Clinic**

A partnership between UT Health Center at Tyler and UT Tyler, The University of Texas Health Clinic is dedicated to the highest quality treatment and care of the students, faculty, and staff of UT Tyler. Immunizations required by the CON can be obtained at the Clinic. For information about services provided and hours of operation, go to <http://www.uttyler.edu/clinic>

### **Student and Faculty Communication**

The College of Nursing ascribes to an "open door" policy of communication whenever possible. Faculty office hours are posted outside each door. Communication boards are maintained at each site by the College of Nursing for posting events. Blackboard WEB sites for both undergraduate and graduate students as well as bulletin boards on all campuses serve as an avenue for communication between faculty and students.

**Effective fall 2006 all UT Tyler students must use the student emails as a means of communication with faculty and other entities on campus.** Information

concerning the College of Nursing can also be accessed through the nursing home page at [www.utt Tyler.edu/nursing](http://www.utt Tyler.edu/nursing).

It is the student's responsibility to keep informed of general and special notices on the Blackboard WEB sites and campus bulletin boards. Students are expected to review these regularly. Student's wishing to post messages on campus bulletin boards must be approved first through the College office or student association officers to assure that all postings comply with the Regents' Rules.

### **Maintaining Current Student Information**

The current name, address and telephone number of each student is essential information kept in each of the three offices of the College of Nursing from the time of admission, through graduation. Students will inform the appropriate nursing office and the Registrar's Office of any change in name, address or telephone number while enrolled in the nursing program. See WEB site: [www.utt Tyler.edu/registrar/namechange.htm](http://www.utt Tyler.edu/registrar/namechange.htm)

### **Student Paper Re-grading**

Student papers will not be re-graded for a better grade. At the instructor's discretion, a draft may be written for review.

### **APA: Required Format for Papers**

The American Psychological Association (APA) Publication Manual, current edition, is the official writing guide for use in **all** nursing courses. The manual can be purchased in the bookstore.

### **Maintaining Student Papers**

All submitted written material (papers, assignments, examinations, etc.) are the property of the College of Nursing. They will be maintained in an archived file in the College of Nursing.

### **Students With Special Needs Disability Accommodations**

The procedure for accommodating a student who may have medical, psychological, learning or physical special needs is as follows:

1. It is the student's responsibility to communicate with the faculty concerning their disability/special needs.
2. The faculty refers the student to the Coordinator of the Counseling and Testing Center located in the University Center. Can contact at 903-566-7079 or [www.utt Tyler.edu/disabilityservices/](http://www.utt Tyler.edu/disabilityservices/)
3. The Coordinator of the Counseling and Testing Center will forward to the faculty an accommodation report once it has been determined the student has special needs. This should be taken care of 30 days prior to the start of classes each semester to prevent delay in initiation of accommodations.

If you have received testing accommodations while in the nursing program go to this link and see what you need to do when you get ready to take NCLEX.

[www.bon.state.tx.us](http://www.bon.state.tx.us)

### **Release of Student Information**

Students must sign an authorization to release information from their file for recommendations or references when requested. No student information is released regarding student's status or performance without this signed authorization.

Approved: Fall 1995

### **Nursing Student Organizations**

**The University of Texas at Tyler Nursing Students Association (UTTNSA)** was established in the fall of 1981. Each BSN nursing student is encouraged to actively participate in his or her professional organization for personal growth and professional identity as well as strengthening the local chapter. Opportunities are provided for UTTNSA members to attend and to participate on the state and national level. Publications on all three levels are included in membership dues in addition to information about scholarships, discounts on equipment, and employment opportunities. Members of UTTNSA function on the local level as the nucleus of the organization of the students in the College of Nursing. They select a health-related community program to support, participate in social functions within the College of Nursing, sponsor the selection of The Student Nurse of the Year, participate in fund-raising projects which benefit nursing students, and provide programs for professional growth and social interchange. Members have an opportunity for exchange with other nursing students through state and national conventions and projects.

UTTNSA participates with other campus organizations in University-wide projects. Such opportunities provide interdisciplinary student association. The UTTNSA utilizes a mailbox in the office of the College of Nursing.

Graduates are encouraged to maintain current addresses with the University so that communication about the Alumni Association may take place.

The **Nurses Christian Fellowship (NCF)** chapter was organized in spring 1996. The NCF is a professional organization concerned about the nurse as a whole person and advocates quality nursing care. All student nurses are eligible for participation and membership.

**Honor Society of Nursing, Sigma Theta Tau International:** The University of Texas at Tyler College of Nursing is affiliated with the Iota Nu Chapter of Sigma Theta Tau, which was chartered March 13, 1988. The only international honor society for nursing, the purposes are to recognize the achievement of superior scholarship and the

development of leadership qualities, foster high professional standards, encourage creative work and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

Students who rank within the upper 35% of their class and who exemplify scholarship and leadership may be invited to become members of the Honor Society.

Those invited to membership are selected from:

1. students enrolled in the baccalaureate program who have a GPA of at least 3.0, have completed one-half of required upper division nursing courses and are in the upper one-third of the inductee group.
2. students enrolled in programs of graduate study in nursing who have completed one-fourth of the program of study and have a GPA of 3.5.
3. registered nurses within the community with a baccalaureate or higher degree who have demonstrated marked achievement in nursing.

Chapter meetings are held each semester. There is an induction ceremony for new members each spring,

### **Student Members of Faculty Organization Committees**

One of the functions of the Graduate and Undergraduate Student Affairs Committees, as outlined in the Bylaws of the Faculty Handbook at The University of Texas at Tyler College of Nursing and Health Sciences, is to “identify students who are willing to serve on Faculty Organization committees and submit a list of student volunteers to the Chairperson of the Faculty Organization.”

The Chairs of the Graduate and Undergraduate Student Affairs Committees, or a delegate appointed by the Chair, will identify potential graduate and undergraduate student volunteers. The students will be informed of the charges of each Faculty Organization committee in order to make an informed decision to serve on the committee of their choice. Students who volunteer to serve on committees must understand that they represent the student body and that the FO committees welcome student input.

After notification by the Chairs of the Graduate and Undergraduate Student Affairs Committees of interested students' names, the Chair of each Faculty Organization committee will send an agenda via e-mail to all the committee members as well as the respective student(s) prior to each committee meeting. In the event that the student cannot attend the meeting, the student is expected to notify the Chair prior to the meeting and provide input via e-mail, telephone, or other means of communication to the Chair on agenda topics/issues for student representation. The minutes of the meeting will then be sent to the student via e-mail.

Revised: Spring 2011

### **Filing for Graduation**

University graduation requirements are outlined in The University of Texas at Tyler Catalog. Students are entitled to graduate under the catalog in effect at the time of successful completion of their first course. The degree will not be granted unless all requirements have been fulfilled within two weeks after the end of the semester. **The student is ultimately responsible for meeting the requirements for graduation. Students begin the process during telephone/regular registration. The Registrar's Office will notify those students on the list providing steps for graduation.** See the WEB site: [www.uttyler.edu/registrar/graduation.htm](http://www.uttyler.edu/registrar/graduation.htm) and the UT Tyler Catalog, current edition.

### **Course and Faculty Evaluations**

Course, Faculty, Preceptor, and Facility Evaluation: It is the student's right and responsibility to evaluate the course, the course faculty, clinical facility and clinical faculty/preceptor at the end of each semester.

### **Program Evaluation**

To ensure a quality program, evaluation must take place both during the instruction phase and following graduation. Follow-up evaluations of graduates are included in the College of Nursing program outcomes. Students are strongly encouraged to maintain a current address in the College of Nursing in order to participate in the evaluation process and receive alumni benefits.

### **NURSING CONVOCATION CEREMONY**

The Convocation Ceremony calls all undergraduate nursing graduates, faculty, family, and friends to celebrate the completion of undergraduate the nursing program. The ceremony is typically held prior to the commencement ceremony of The University of Texas at Tyler.

Graduates are encouraged to participate in both ceremonies. Convocation is uniquely nursing, and is conducted by the Student Affairs Committee of the Faculty Organization of the College of Nursing with student representation from the graduating class.

Information and instructions pertaining to the convocation ceremony can be obtained at: <http://www.uttyler.edu/nursing/college/undergraduate/convocation.php>

"Pinning" is a traditional event conducted by most nursing programs in the past and is the remaining tie to nursing's historical roots. Undergraduates walk across the stage during Convocation and are "pinned" with The University of Texas official nursing pin by a Registered Nurse, who has been chosen by the student to perform the honor.

Historically, the John Sealy Training School first used The University of Texas nursing pin in 1892 for Nurses. The pin consisted of a silver five-pointed star inside a circle that hung from a bar. A few years later when the Nurses Training School became a part of The University of Texas Medical Branch in Galveston, the current design was adopted. The embossed five-pointed star was placed on top of a gold nugget. As other University of Texas System components developed nursing programs, all of them use the official

pin with a small satellite star on a chain guard. The graduate may choose either a silver or a gold pin. Nursing programs around the world have their own distinct pin. Today, the pin represents the alma mater for many nursing programs.

The Candle of Knowledge was given to The College of Nursing in 2001 during the celebration of its Silver Jubilee. The candle symbolizes the global network of caring and sharing by nurses in education, practice, and scholarship, and it has traveled around the world five times. After receiving their nursing pins, each undergraduate lights their personal candle from The Candle of Knowledge. When the final candle is lit, the class recites an amended version of the Florence Nightingale Pledge to acknowledge a commitment to all values that both nurses and the public respect and expect.

**Awards:** Two awards are made to selected undergraduates representing all three campuses. Each campus displays plaques which commemorates the recipient's name and the graduation year. In addition to having their name engraved on the plaque, the recipient for Most Caring and Most Professional will receive a copy of *Notes on Nursing* by Florence Nightingale which has been autographed by the faculty. The awards and the criteria for selection will be discussed.

Most Caring—Undergraduate students who are eligible to graduate on each campus nominate a classmate to receive the “Most Caring” award. Nominations are entered on the Convocation web page. A tie will be resolved by ballot. Students nominated exemplify characteristics of the “human service of caring and healing for self and others, and even for the planet Earth itself.” (Watson, 2001) Nominees have a regard for life in the critical intersection between personal and professional behavior where they bring art, science, and spirituality together.

Most Professional—A member of the graduating class from each campus who meets the criteria will be selected for “Most Professional.” Selection criteria include (1) active member of the Nursing Students' Association (NSA), (2) GPA of 3.0, (3) likely to reside in a county within the specific territory of the Texas Nurses Association District 19 (Anderson, Cherokee, Henderson, Rains, Smith, and Van Zandt). Longview graduates will continue to be recognized by District 25: (Gregg, Harrison, Panola, and Rusk) outside of Convocation.

Dr. Marian Rowe Award— This award recognizes all undergraduate students who are involved in community service during their time in the nursing program. Community service includes participation in (1) not-for-profit health related agency events for which no academic credit is awarded, (2) College of Nursing events, and (3) The University of Texas at Tyler events. A community service form can be copied from the student handbook, completed with an agency staff signature, and submitted to an NSA advisor or officer two weeks after the event. Community service hours (CSH) are posted throughout a student's tenure in nursing school and are summed three weeks before graduation in order to identify winners. All students who accumulate a minimum of 50 CSH are acknowledged. The student who accrues the largest number of CSH at the time of graduation will receive the Dr. Marian Rowe award and their name will be placed on the plaque.

Patient Advocacy Award- Documentation of patient advocacy that is above and beyond professional expectations of the College of Nursing as described in the terminal program objectives.

## **COMMUNITY SERVICE AWARD AND SCHOLARS**

### **Nursing Students' Association**

The Community Service Program is be funded and administered by the Nursing Students' Association (NSA) at the University of Texas at Tyler. All students who are enrolled in the College of Nursing at the University of Texas at Tyler are eligible for the awards. Criteria for the awards were gleaned from the Texas Student Nurses' Association Programs and Projects Guidelines and recommendations from the College of Nursing faculty and students. Community service will be cumulative; recognition will be made during the student's graduating semester.

#### **I. COMMUNITY SERVICE SCHOLARS**

1. Students will provide a minimum of 50 hours of community service during their tenure of enrollment in the College of Nursing at UT Tyler.
2. Community service will be provided in the volunteer role. Requirements for course or clinical work will not be considered for the Community Service award. Services involving financial remuneration are also not appropriate.
3. The services must be in conjunction with a health related public agency, volunteer organization or not for profit community ministry, and other approved activities of the Nursing Student Association. (An agency could be considered health related if they seek the services of a registered nurse or other health professional on their Board of Directors).
4. The participating student is responsible for documenting the community service on the approved form (see attached) and for ensuring that the service is acceptable for inclusion. The documentation of hours must be submitted to the NSA during the semester, which it was completed or at the beginning of the semester following the school break, during which the service was performed.
5. The NSA officers and faculty advisors will be responsible for calculating the hours (at least one student and one advisor will be involved in the calculation of hours).
6. Hours will be calculated each semester. During the graduation semester, students need to submit all completed hours and hours in progress by April 1<sup>st</sup> for spring graduates and November 15<sup>th</sup> for fall graduates.
7. All graduating students who have performed 50 or more hours of acceptable community service will be recognized with a certificate as a Community Service Scholar.



## II. COMMUNITY SERVICE AWARD

The graduating senior who has performed the most community service beyond 50 hours will be recognized during the nursing convocation as the recipient of the Dr. Marian Rowe Community Service Award. A plaque donated by the NSA will be maintained by the College of Nursing and the name and graduation date of each recipient will be added each semester.

## III. DEDICATION

The award will be dedicated during the convocation ceremony each semester. Students may begin accumulating hours after that date. The awards will begin during the first semester following the dedication that students have 50 or more hours of acceptable community service documented.

## IV. EXAMPLES OF COMMUNITY SERVICE ACTIVITIES (this list is not intended to be exhaustive)

1. Blood pressure, scoliosis, glaucoma, dental screening, vision and hearing related health screenings
2. First Aid, such as those efforts coordinated by the American Red Cross
3. Co-sponsoring blood drives
4. Fund raising events in connection with not for profit health related agencies
5. University volunteer work for public health clinic, Senior Citizen's Centers,
6. Immunization clinics
7. Women's centers, crisis center
8. Health education projects such as drug awareness, domestic violence awareness, cancer awareness, etc.

## Substance Abuse Policy

The UT Tyler College of Nursing is committed to maintaining a drug-free academic and work environment consistent with and in furtherance of UT Tyler's Alcohol and Drug Abuse Policy for UT Tyler Students. The attached policy is effective **Fall 2011** for all students enrolled in the CON and for all students admitted thereafter.

The UT Tyler College of Nursing is committed to maintaining a drug-free academic and work environment consistent with and in furtherance of UT Tyler's Alcohol and Drug Abuse Policy for UT Tyler Students. Nursing students are also expected to comply with regulations of the health care facilities in which they receive supervised clinical training from the faculty of the College of Nursing, including reporting to the clinical settings in a drug-free, unimpaired state. If a student's behavior suggests unsafe practice, as defined in the Guide for Baccalaureate Students, Preceptor Handbook, and course syllabi or violates the disciplinary rules of the assigned clinical facility, the student will be removed immediately from the clinical site by the faculty member.

In addition, students demonstrating behaviors that suggest an impaired state while in the classroom or on any UT Tyler campus will be subject to disciplinary action. Assessment of the student's cognitive state will be done and actions taken according to UT Tyler Drug Abuse Policy and College of Nursing Substance Abuse Policy.

### A. Purposes

1. To promote the safety and well-being of patients, students, faculty and staff in the clinical and academic environments and to meet the requirements of the entities which provide clinical experiences;
2. To encourage a student who abuses or becomes dependent upon chemicals to contact the Office of Counseling for evaluation, advice, and referral to a qualified counseling or rehabilitation service, if appropriate.
3. To provide an environment that supports and encourages a student who has successfully completed a recommended counseling or rehabilitation program to return to the College of Nursing and complete academic work.
4. To uphold the University policies regarding substance abuse and promote healthy lifestyles in caregivers.

### B. Policy

- 1, Drug testing will be conducted as a condition of enrollment for admitted College of Nursing Students prior to enrollment in clinical courses. Enrollment in clinical courses and placement in clinical facilities are contingent upon successful completion of the drug testing and the absence of positive results.
2. Drug testing may be conducted on student's participating in clinical courses or experiences at any time pursuant to a random drug testing program, and every semester as required by clinical facilities.

3. Drug testing may be conducted if there is a reasonable suspicion that the student is impaired.
4. Drug testing may be conducted if allowed to return to clinical courses after a violation of drug and alcohol rules.
5. Drug testing may be conducted if allowed to return to clinical courses after being identified by a substance abuse professional as needing assistance in resolving problems with drug or alcohol abuse.

### C. Procedures

1. Designated Drug Testing Companies and Costs. UT Tyler will designate a company(ies) approved to do the drug screening. Results from a source other than those designated will not be accepted. All costs for drug screening and requirements of this policy, including required reports and any retesting, are the responsibility of the student.
2. Consents and Failure to Comply. A student who is required to take a drug test under this policy will sign the required consents and releases authorizing the drug testing and release of results to the designated officials at UT Tyler College of Nursing and, if required by the clinical facility in which the student will be participating in a clinical experience, to the designated official(s) at that facility. A student who refuses to comply with the requirements will not be placed in the clinical course or experience and will be subject to academic dismissal and may be subject to disciplinary action. Refusal to comply includes failure to comply with the laboratory's methods and procedures for collecting samples, failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement, and engaging in conduct that obstructs the testing process.
3. Drugs Screened. The drug test will include screening for the following controlled substances or any other controlled substances that are suspected of being abused or used by the student: Amphetamines; Barbiturates; Benzodiazepines; Cocaine Metabolite; Opiates; Phencyclidine (PCP); Marijuana (THC) Metabolite; Methadone; Methaqualone; Propoxyphene; Meperidine.
4. Positive Drug Screen.
  - a. Removal from clinical courses and or clinical experiences. If the university is notified of a positive drug screen, a student will be academically withdrawn from any clinical courses and/or clinical experiences.
  - b. Recommendation of College Committee on Chemical Abuse and Dependency. The College Committee on Chemical Abuse will review the matter and this committee will refer the matter to the Dean of Students with the recommended action(s). The recommendations may include a variety and level of assistance and/or sanctions, up to and including dismissal from UT Tyler.

- D. Records. The test results will remain confidential and disclosed only to those individuals within UT Tyler or third parties in accordance with the Family Educational Right to Privacy Act and other law.

### E. Reporting Requirements

Pursuant to the Texas Board of Nursing, Nurse Practice Act, any licensed nurse associated with The University of Texas at Tyler, either as an employee, preceptor, or a student in the College of Nursing, who has reasonable cause to suspect that the ability of any professional nursing student to perform the services of the nursing profession may be expected to be impaired by chemical abuse or dependency must take one of the following actions:

- (1) Submit a signed, written report to the Texas Board of Nursing identifying the student and provide any additional information required by the Board; or
- (2) Report the student to the professional nursing educational program in which the student is enrolled.

### F. College Committee on Chemical Abuse and Dependency

1. The Admissions and Progression Committee of the College of Nursing shall serve as the committee on chemical abuse and dependency. This committee consists of three faculty members appointed by the Chairperson of the Faculty Organization (in consultation with the Dean) of the College of Nursing for terms of one academic year. The Director of the University Employee Assistance Program will also serve as a member of this committee.
2. The Committee will be responsible for developing and implementing a program for the College of Nursing that will accomplish the purpose of this policy.
3. In the development and implementation of the program, the Committee will utilize the existing services, facilities, and personnel of the University and will not duplicate such services or facilities, in whole or in part within the College of Nursing.

### G. Voluntary Self-Disclosure.

1. A student who voluntarily self-discloses a substance or alcohol abuse problem to the Committee on Chemical Abuse and Dependency prior to a positive drug/alcohol test result and who is willing to enter into and complete an appropriate program of treatment will not be referred to the Dean of Students for disciplinary action. Such a student, must consult with his/her health care provider, enter into the appropriate counseling or rehabilitation program for chemical abuse or dependency, and authorize the professional responsible for the student's counseling or rehabilitation program to provide the Dean of Students with the following information:
  - a. the nature, severity, and prognosis of the student's problem(including a recommendation regarding a medical withdrawal from the program and whether the student may safely perform clinic requirements).
  - b. periodic reports concerning the student's progress, and
  - c. a final report indicating whether the program was successfully completed and assessing the student's ability to avoid future abuse of chemicals.

2. A student who voluntarily reports and is withdrawn from the nursing program pending successful completion of a counseling or rehabilitation program must apply for readmission. The Admissions and Progression Committee will review the final report from the professional who was responsible for the student's program and recommend to the Dean whether the student should be readmitted.
3. If the Committee recommends that a student should continue in the nursing curriculum while participating in a counseling or rehabilitation program or that a student who has withdrawn should be readmitted after successful completion of such program, the Committee will include in the recommendation any restrictions or conditions that will apply to the student's future participation in the nursing curriculum. The student's participation in the nursing curriculum will be conditioned upon the written agreement of the student to comply with such restrictions or conditions. The restrictions or conditions may not be the type that are authorized as student disciplinary penalties.
4. The Committee will be responsible for determining whether a student complies with the restrictions or conditions established for participation in the nursing curriculum. The Committee will inform a student of any allegations that he or she has failed to comply with such terms and conditions and will meet with the student and hear his or her response. If the Committee determines that the allegations are true, the Committee may impose additional restrictions or conditions or recommend to the Dean that the student be withdrawn.
5. The decision of the Dean regarding all recommendations of the Committee is final.
6. Participation in a counseling or rehabilitation program for chemical abuse or dependency will not be considered as a mitigating factor in determining whether a student meets the performance standards for the nursing curriculum.

## **Prevention of Healthcare-Associated Infections**

Students, as members of the health care team, are required to follow the established Center for Disease Control (CDC) guidelines to healthcare-associated infections. Following these procedures will facilitate prevention of exposure to potential infections.

Current guidelines and recommendations for environmental infection control, hand hygiene, immunizations, infectious diseases, isolation precautions, and nosocomial infections, etc are found in the following WEB site for the CDC:

[www.cdc.gov/ncidod/hip/Guide/guide.htm](http://www.cdc.gov/ncidod/hip/Guide/guide.htm).

**All students are required to be familiar with information found in this site.**

## **Needlestick Policy**

### **Guidelines Following a Contaminated Needle Stick or Hazardous Exposure to Blood, Blood Products, or Body Fluids while in Clinical Learning Experiences**

The faculty of The University of Texas at Tyler College of Nursing endorses the following “Guidelines Following a Contaminated Needle Stick or Hazardous Exposure to Blood, Blood Products, or Body Fluids while in Clinical Learning Experiences.” Clinical learning sites include such settings as hospitals, clinics, physicians’ offices, patients’ homes, schools, skills lab, and other settings where students may learn and apply nursing care/skills.

All students are responsible for obtaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment, and follow-up that are not covered by the student’s health insurance. Students should be aware of the coverage on their health insurance policy, as most may not cover the full cost of required medical treatment and services in the case of a needle stick or hazardous exposure to blood or blood products.

Students who have been exposed to needle sticks or to potentially infectious blood or blood products or body fluids should be evaluated and have treatment initiated within 2 hours according to established criteria that conform to federal and state law and Center for Disease Control (CDC) standards. The treatment/management guidelines are as follows:

### **Treatment/Management Guidelines:**

Immediately upon receiving a contaminated needle stick or exposure to blood, blood products, or body fluids, **the student will:**

1. Report the incident to the clinical faculty member/preceptor and the appropriate person in the clinical agency.
2. Complete the appropriate institutional incident report.

3. **Follow institutional protocols regarding wound care and reporting procedures. Clinical faculty should be notified as soon as reasonably possible.**
4. Seek treatment intervention from the Campus Health Center, or a private health care provider **within 2 hours of the exposure incident.**

Based on information provided to the health care provider, baseline lab values and chemoprophylaxis may be ordered.

In responding to an incident in which a student experiences a contaminated needle stick or exposure to blood, blood products, or body fluids, **the clinical faculty will:**

1. Verify appropriate wound care has been initiated.
2. Counsel the student to seek follow-up care at the Campus Health Center or his/her private health care provider.
3. Advise the student to consult the Campus Health Center's Treatment Protocol (available in the Campus Health Center) or the CDC for follow-up on contaminated needle sticks or exposures to blood, blood products, or body fluids should he/she choose to seek a private health care provider.
4. Assist the student in completing any administrative paperwork that may be required.

**First Aid for Percutaneous and Mucocutaneous Exposures:**

1. **Needle sticks or puncture wounds: express blood from wound, scrub area vigorously with soap and water for 5 minutes.**
2. **Oral mucous membranes: rinse area several times with oxygenating agent such as 50% strength Hydrogen Peroxide. Do not swallow.**
3. **Ocular: irrigate immediately with water or NS solution.**
4. **Human bite: cleanse with povidone-iodine and sterile water.**

Reference for first aid:

Smith & Duell (1996). *Clinical Nursing Skills* 4th ed., Stanford: Appleton & Lange, pg 3

Approved 11/19/99: Faculty Organization  
Reviewed: Spring 2004

## **SCHOLASTIC CONDUCT AND DISCIPLINE**

**General Statement:** Students at the University neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey and conduct themselves in accordance with penal and civil statutes of the local, state, and federal government, Rules and regulations of the Board of Regents, University regulations and administrative rules.

**Scholastic Dishonesty:** Since the value of an academic degree depends on the absolute integrity of the work done by the student for the degree, it is imperative that the student maintains a high standard of individual honor in his or her scholastic work. **Any student who commits an act of scholastic dishonesty is subject to discipline.** Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act. (see WEB for student conduct and discipline: [www.uttyler.edu](http://www.uttyler.edu), click on current students, then Vice-President for Student Affairs, then Student Guide for Conduct and Discipline at UT Tyler)

**“Cheating”** includes, but is not limited to:

1. copying from a test paper or **assignment** of another student;
2. possession during a test of materials or objects which are not authorized by the person giving the test, such as class notes or “crib notes.” The presence of textbooks and notes constitutes a violation if they have been specifically prohibited by the person administering the test;
3. using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
4. collaborating with or seeking aid from another student during a test or other **assignment** without authority;
5. discussing the contents of an examination with another student who will take the examination;
6. substituting for another person, or permitting another person to substitute for one’s self, to take a test;
7. paying or offering money or any other valuable to obtain, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an un-administered test, test key, homework solution, or computer program;



8. falsifying research data, laboratory reports, and/or other academic work offered for credit;
9. taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

**“Plagiarism”** includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

**“Collusion”** includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

**“Falsifying academic records”** includes, but is not limited to, the altering of grades or other falsification of academic records such as applications for admission, the award of a degree, grade reports, test papers, registration materials, and reporting forms.

**Regulation Awareness:** It is the responsibility of the student to become familiar with the regulations of the University and to satisfy them in the proper way. Disciplinary policies and procedures are also described in the University of Texas System Board of Regents Rules and Regulations, Part One, Chapter VI, Section 3 and are printed in The UTT Student Guide.

### **Excessive semester credit hours**

The policy is found in this link

[http://www.uttyler.edu/registrar/policies/excessive\\_hours.php](http://www.uttyler.edu/registrar/policies/excessive_hours.php)

### **Grade Replacement**

The policy and forms are obtained through this link:

[http://www.uttyler.edu/registrar/policies/repeatingcourses\\_gradeforgiveness.php](http://www.uttyler.edu/registrar/policies/repeatingcourses_gradeforgiveness.php)

### **Academic Probation/Suspension Progression Policy**

For policies related to academic probation and suspension go to this link

[http://www.uttyler.edu/registrar/policies/probation\\_suspension.php](http://www.uttyler.edu/registrar/policies/probation_suspension.php)

If the student is dropped from the nursing program, the student may re-apply after she/he demonstrates the potential to be successful as evidenced by:

- 1) good academic standing at UT Tyler,
- 2) G.P.A. at UTT of 2.0 or better,
- 3) a clear plan of how to remain successful if readmitted to the nursing program (developed with and signed by the Associate Dean for Nursing Undergraduate Programs).

Students reapplying to the nursing program will be considered on the same basis as new students applying to the program.

Students who are enrolled in nursing courses and are placed on academic probation will be notified by the Registrar's Office of their status. The student must meet with her/his faculty advisor to develop a plan to remove the academic probation and successfully complete the nursing program. **Students will not be allowed to enroll and attend nursing classes until they have met with their advisor and have a signed plan in their file.** Students will be allowed to re-enroll in nursing courses on a space available basis and must follow the established progression policies of the College of Nursing.

In order to re-enter nursing courses, the student must apply to the Admissions and Progression Committee of the College of Nursing. The same deadline applies as for other applicants, March 1 to re-enter nursing courses in the fall and October 1 to re-enter nursing courses in the spring. Students reapplying to the nursing program will be considered on the basis of likelihood of success in the nursing program as well as space available.

Any student readmitted after suspension is admitted on academic probation status. See the University of Texas at Tyler catalog, current edition.

Policy Approved: Feb. 1996  
Reviewed: 6/02  
Revised: Summer 2004

### **Grade Appeal Policy**

Individual course instructors retain primary responsibility for documenting the course grade earned by the student and the instructor's judgment is final unless compelling evidence shows discrimination, differential treatment to a select few students, or procedural irregularities. It shall be presumed that the instructor documented the proper grade until proven otherwise. The burden of proof rests with the student.

If a student wishes to appeal a grade, the sequence for the appeal is (in the following order) the course faculty, the appropriate Associate Dean, the Dean, and the Vice President for Academic Affairs. Grade Appeals Forms are attained in the Office of the Registrar.

**Academic Grievance Policy**

See web site: <http://www.uttyler.edu/registrar/policies/academicgrievance.php> and in the UT Tyler General catalog, current edition for guidelines.

The grade documented by the instructor shall remain in effect until the appeal process is concluded. Any associated effects (loss of eligibility or privilege) shall be invoked even though an appeal is pending. All grade report records and related materials shall be maintained for a period of six months or until the case is resolved.

**COLLEGE OF NURSING  
THE UNIVERSITY OF TEXAS AT TYLER**

**CLINICAL INTRAVENOUS POLICY**

I \_\_\_\_\_ understand that at no time in any clinical experience in the nursing program will I be allowed to prepare or perform any peripheral or central line intravenous (IV) procedures without direct visual supervision of either a clinical preceptor or UT Tyler clinical instructor. These procedures include, but are not limited to:

- ✓ Initiating an IV
- ✓ IV push medications
- ✓ IV piggyback solutions
- ✓ Hanging an IV solution
- ✓ Flushing an IV line
- ✓ Changing IV tubing
- ✓ Site dressing changes

I understand that if I violate this policy at any time I will receive a clinical failure, thus failing the clinical course. The severity of the violation will determine if I am allowed to continue in the nursing program.

\_\_\_\_\_  
NURS

Semester:  Fall  Spring  Summer

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

Approved: Student Affairs- 4/11; Undergraduate Studies- 5/11  
(Place in student's file)

## College of Nursing Undergraduate Student Accountability

Students may NOT:

- Take verbal or telephone orders from physicians, midwives, nurse practitioners, or physician assistants
- Transcribe or note physician, midwife, nurse practitioner, or physician assistant orders
- Witness operative or procedural permits
- Perform any skill that violates the Nurse Practice Act, even if under a physician's supervision (i.e. intubation of a patient)
- Perform any delegated **medical** act (i.e. removal of chest tube, arterial line, pacer wires)
- Discontinue central IV lines, including PICC lines
- Access central venous access devices (i.e. portacath, mediport)
- Administer chemotherapy
- Initiate or adjust IV Pitocin drips during the labor process
- Initiate IV therapy in the nursery
- Take possession of the narcotic keys
- Sign out narcotics, witness stocking of narcotics, or remove narcotics from a storage unit
- Initiate infusion of blood products

Students **MUST** be supervised by the preceptor/instructor when:

- Performing any peripheral or central IV related procedure (including IV initiation, hanging solutions, changing tubing, flushes, IVPB, IVP, site dressing change)
- Performing an unfamiliar skill; students should only be performing skills listed on the CON clinical lab check-off lists
- Administering medications by any route

If present during a code, a student may:

- Perform CPR except on a newborn
- Document code procedures
- NOT administer drugs or perform skills other than basic CPR

## Social Networking Policy

Online social networking mediums, such as Facebook® and MySpace®, etc. may be effective modalities for students to connect in positive ways. However, students must be aware of, and, sensitive to, the information and pictures they post (of themselves and others).

The **purpose** of this policy is to outline the privacy and confidentiality issues related to students' postings to ensure safeguarding of The University of Texas at Tyler (U.T. Tyler), College of Nursing's identity, integrity and overall reputation, in an effort to prevent violations of confidentiality and privacy.

**Social Networking** (definition) – Any activity that involves interaction with other individuals/users in an online environment, *i.e.*, Facebook®, Twitter®, MySpace®, Flickr®, Friendstar®, Classmates.com®, LinkedIn®, Xanga®, Bebo®, etc. ([http://en.wikipedia.org/wiki/List\\_of\\_social\\_networking\\_websites](http://en.wikipedia.org/wiki/List_of_social_networking_websites)). In addition, the use of other electronic devices to record pictures, images, and other information or data that may be stored, reviewed, or shared with others either immediately or at a future date are considered social networking.

For purposes of this policy, this interaction includes, but is not limited to, browsing other users' profiles/personalized web pages, browsing other users' photos, reading messages sent through social networking forums, and engaging in online messaging services, such as instant messaging or email that is in any way related to U.T. Tyler or the College of Nursing or activities conducted while in attendance at the University. The following provides guidance as to what type of behavior is inappropriate relative to online social networking. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making.

Students are encouraged to refer to the following which was prepared by the National Council of State Boards of Nursing (NCSBN): *Professional Boundaries: A Nurse's Guide to the Importance of Professional Boundaries*, located at:

[https://www.ncsbn.org/Professional\\_Boundaries\\_2007\\_Web.pdf](https://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf)

## Confidentiality and Privacy

### Violations of confidentiality include but are not limited to:

1. Photocopying patient documents, removing patient documents from the clinical site, and postings of patient information on Internet social networking sites (Facebook®, MySpace®, Twitter®, YouTube®, etc.) as well as online blogs and journals.
2. Contacting patients/patients' family members through a social networking system.
3. Photographing in any clinical setting. Taking and/or posting any picture taken within a clinical facility without written permission of the facility or patient (even if the patient's identity is not disclosed) is a breach of the **Health Insurance Portability and Accountability Act (HIPPA)**.
4. Discussing/posting any patient information related to the clinical facility one is assigned on Internet social networking sites or in a public place.
5. Social networking, texting, email, and other recreational computer use is prohibited during class or clinical time.
6. Using U.T. Tyler, College of Nursing's name, logo, or other information in one's personal social networking profile. Pictures of oneself should not be posted wearing U.T. Tyler nursing attire. Social networking mediums, blogs, Twitter® and Internet/electronic mail, all are considered public domain.

Failure to comply with the above guidelines will result in disciplinary action which can include dismissal from the program. Any student found in violation of the above mentioned policies and/or any policies related to conduct unbecoming a University of Texas at Tyler student, is subject to procedural disciplinary action as outlined in the U.T. Tyler Manual of Policies and Procedures for Student Affairs: Specifically Sec 8-801 and 8-804:

<http://www2.uttyler.edu/mopp/documents/MOPPChapter8StudentConductandDiscipline-updated011411.pdf>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
NURS  
Course Number