UConn School of Nursing
Undergraduate Student Handbook—Traditional BS and CEIN/BS
2022-2023 Academic Year (Traditional BS Program)
2023 Academic Year (CEIN/BS Program)

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UNIVERSITY OF CONNECTICUT

Welcome to UConn

Greetings Bachelor of Science Nursing students,

Welcome to our UConn Community of Scholars! This document was developed to serve as a reference for students in the Bachelor of Science Program at the University of Connecticut (UConn) School of Nursing (SON). It is to be used in conjunction with the undergraduate school catalog. It is the University which ultimately awards the degree.

Our faculty & staff will communicate with you through messages to your UConn email or those distributed on the undergraduate listserv BSNUR-L@LISTSERV.UCONN.EDU or CEIN22-L@LISTSERV.UCONN.EDU.

We encourage you to visit the school's website to learn about the various student organizations and leadership positions that you can be involved in, our education abroad programs, the Urban Service Track/AHEC Scholars experience, and our Clinical Learning Simulation Center. The website also provides updated information on student scholarship opportunities. The Office of Undergraduate Research website includes funding opportunities for research projects, scholarship and innovation.

In addition to our world-class faculty scholars and educators in the SON, UConn provides significant academic support to promote students' success.

- The Dean of Students Office serves as a centralized resource for connecting students with appropriate university and community programs, offices and individuals, to resolve issues that affect the quality of their academic or community life and personal goals.
- The Academic Achievement Center is a walk-in service for students to learn effective ways to study and time management strategies, as well as methods of managing stress.
- Free tutoring is available through the Quantitative Learning Center (Q Center) to students enrolled in quantitative courses while the Writing Center is available to help students refine their writing skills in any course.
- The UConn Connects program is available to students on a semester to semester basis and pairs the student with a staff or peer mentors who assists the student in navigating their educational experience.
- Students with disabilities are provided accommodations through the Center for Students with Disabilities.

- For students whose first language is not English, student support is provided through [International Student and Scholar Services](#). All new international students must complete check-in online through the ISSS website.

Your Advisor, faculty, staff and I are always available to address any questions, concerns or issues.

Best wishes for a successful and rewarding UConn experience!

Best Regards,

Marianne Snyder, PhD, MSN, RN
Director, CEIN/BS Accelerated and Traditional Undergraduate Programs

UConn School of Nursing Bachelor of Science Program

The UConn School of Nursing was the first public institution in the Connecticut to offer a program leading to a Bachelor of Science (BS) degree in nursing. In fall of 1942, the BS program admitted its first class. Since that time, the School of Nursing has continued to be rated among the top 25% of the nation's schools of nursing with many of our graduates becoming leaders in key state and national academic, practice and policy roles.

The UConn School of Nursing (SON) BS program supports students in achieving his/her highest academic and leadership aspirations through learning experiences that reflect current and future health care needs. Thus, we believe students must be exposed to a broad range of experiences to grasp the foundations of nursing science and practice in the real world, and to gain leadership skills to advance health.

Consistent with the broader University, in order to develop an inclusive community for instruction, research and outreach, the School of Nursing embraces diversity and cultivates leadership, integrity, and engaged citizenship among our students, faculty and staff. This collegiate and vibrant environment promotes and nurtures perspectives that are enabled through differences in culture, experience and values. To achieve this goal, the School emphasizes diversity in the recruitment, retention and advancement of students, faculty and staff.

In our culturally and intellectually diverse community, we appreciate differences in one another, as well as similarities, and aspire to be an increasingly inclusive educational institution that attracts, retains, and values talented people from all backgrounds. We believe in diversity in intellectual approach and outlook. We embrace diversity as a commitment to fostering a welcoming environment in which all individuals can achieve their fullest potential and in which open and respectful communication is facilitated.

Your educational journey at UConn provides you with a foundation in the liberal arts, which is aligned with the philosophy of the founder of modern nursing, Florence Nightingale. The curriculum of the School of Nursing is rigorous, providing you with the foundations of nursing practice and leadership with emphasis on problem-solving and critical thinking. <u>All courses in the traditional BS in Nursing program are held on the Storrs campus</u>. <u>Courses in the CEIN/BS in Nursing program are taught virtually except when there are designated on-campus days to meet in person including labs, simulation, and clinicals.</u>

Upon completion of course work and all prescribed experiences, our graduates are prepared to:

a. Synthesize knowledge from the arts, sciences, humanities, and the discipline of nursing into the practice of nursing.

b. Demonstrate professional comportment and related skills needed to practice safely, artfully, responsibly and accountably within caring, legal, ethical and professional parameters

c. Evaluate personal systems in relation to those values espoused by the profession at large.

d. Design, organize and/or deliver and continuously improve safe health care for individuals, families and/or community using health information technology and all ways of knowing.

e. Demonstrate initiative and self-direction generated by a spirit of inquiry with integrity.

f. Compassionately address human, fiscal and physical resource demands for provision of high value health care with teamwork and collaboration

g. Formulate and articulate a philosophy of nursing that incorporates praxis, caring and knowing.

h. Collaborate with appropriate stakeholders to advocate for and to optimize the health of all members of society by responding to emerging health care challenges.

i. Think, reason, and select or partner for the creation of evidenced-based solutions to address variations in health and health care as experienced by individuals and groups.

j. Integrate research methods to support best current evidence, clinical expertise, and patient/family preferences and values in order to deliver optimal patient-centered health care.

Upon successful completion of the curriculum, students receive a Bachelor of Science (BS) degree from the University of Connecticut and are eligible to take the National Council Licensure Examination (NCLEX) licensure examination. Educated to be generalists, new graduates of this program work as beginning level practitioners in the broad spectrum of health care agencies. Each graduate has the necessary background for admission to graduate school. We hope that the step of achieving your BS in Nursing will be the first among a lifelong journey in your career as a nurse.

Our PRAXIS

One of the most important aspects for you to learn early on is the PRAXIS statement that guides our behaviors and actions within the School of Nursing. All members of the School of Nursing are expected to abide by these principles and they are part of your evaluation criteria in many of your courses.

The philosophy of the School of Nursing is directed by six guiding principles:

- **P**rofessionalism in behavior, presentation, and conduct
- **R**espectful of the richness and diversity of others and of self
- **A**ccountability for actions
- e**X**cellence in scholarship, practice, teaching and service
- **I**ntegrity, inquisitiveness, and innovation
- **S**ervice to the profession and the community

The School of Nursing expectations are consistent with behaviors that will be required of you in the clinical setting. As a student of UConn School of Nursing, this extends to interactions that you have on and off campus as well as through social media. Please note that there are other University policies regarding the [Student Code](#) and [Academic Integrity in Undergraduate Education](#) to become acquainted with as you begin your journey at the University of Connecticut.

Your Advisor

The first four semesters of the traditional BS curriculum provide the building blocks of knowledge in the arts, humanities and the sciences, and also provide a foundation for entry into the Junior-Senior curriculum. Upon admission, you are assigned a SON faculty advisor who will assist you in planning your program of study to meet the requirements of the nursing major. Students in the CEIN/BS program will be assigned a faculty advisor from their respective campuses early in the program. You must meet with your advisor in order to register for your courses. If you do not receive communication from your advisor about a date/time to meet, please send them an email to set up an appointment.

As part of your orientation to the School of Nursing, you will be asked to complete the Program Planner within PeopleSoft/Student Admin online. Please be sure to keep this updated with any changes that are made throughout your program.

Registration holds in Student Administration/Peoplesoft may be placed for any requirements that need to be completed. Please identify the type of hold placed and follow instructions on how to lift the hold or notify the appropriate department (Table 1). Registration holds may take 24 hours to be lifted after the completed requirements.

Table 1. Hold and Service Indicators in Student Administration/Peoplesoft

Hold	Department	Information	Phone
Bursar hold	Bursar's office	See your fee bill on student admin; bursar@uconn.edu	860-486-4830
Clinical Compliance	Office of Clinical Placement Coordination	https://ocpc.office.uconn.edu/contact-us/	860-486-8850
Advising hold	SON	faculty advisor	
Academic advising hold	SON - undergraduates only	Lindsay.Darcy@uconn.edu	860-486-0516
SF Responsibility	Bursar's office	complete requirement in Student Admin/Peoplesoft	
Immunizations	Student Health and Wellness	https://studenthealth.uconn.edu	860-486-4700
Welcome to the Pack	Undergrad admissions	https://diversity.uconn.edu/about/welcometothepack/	860-486-2422
AlcoholEdu	Student Health and Wellness	https://alcoholedu.uconn.edu/	860-486-4700

Communication

1. The UConn email system is the official communication system in the School of Nursing. You are encouraged to check it regularly (daily) for important updates from the School of Nursing and faculty.
2. School of Nursing e-mail communications between students, staff and faculty should be **addressed within 2 business days** following receipt of the message. This is to foster prompt communication between advisors and advisees as well as assist with coordination of your educational experience.
3. As a general rule, if a conflict arises between yourself and another individual it is best to attempt to address the concern first with the individual. If the conflict remains unresolved, one or both parties should address the concern with the course instructor, faculty advisor and then the program director, if needed.

4. In instances where the conflict remains unresolved despite talking with your faculty advisor or program director, the Associate Dean can be contacted to facilitate mediation or deliver a final decision on the matter.

General Policies

Please note that all nursing students are required to have a **laptop computer** with a minimum set of specifications including:

- Multi-core processor, with camera/webcam and microphone
- 4GB RAM (minimum); 8 GB RAM is recommended
- 7200RPM SATA or SSD hard drive
- Integrated Gigabit Ethernet
- 802.11 b,g,n wireless
- USB 2.0 or 3.0
- Ability to run:
  o If a PC then Windows 8 (64 bit) or later
  o If a MAC, then IO X 11 (or highest version)
- Ability to run Microsoft Office 2016 Professional
- Anti-virus software
  o There are several comparable free solutions. Please refer to: https://services.its.uconn.edu/services/antivirus-and-malware/
- **Suggested Options:**
  o CD/DVD writer (internal or external USB)
  o USB external hard drive or other means of backing up data files
  o 3-year on-site warranty service
  o Insurance coverage for both damage and theft

All laptops or computers used during online testing are required to have a working webcam and microphone.

All University of Connecticut students also have full access to Microsoft Office, Microsoft Windows and other software. All of these resources are delivered at no charge through the online delivery portal.

Cell Phone & Smart Watch Usage- Cell phones and smart watch usage in the clinical agency settings will be compliant with the agency policy. Clinical, simulation and classroom instructors may impose additional rules.

Copyright- Copyrighted materials within the course are only for the use of students

enrolled in the course for purposes associated with this course and may not be retained or further disseminated.

Netiquette and Communication- At all times, course communication with fellow students and the instructor are to be professional and courteous. It is expected that you proofread all your written communication, including discussion posts, assignment submissions, and mail messages. If you are new to online learning or need a netiquette refresher, please look at this guide titled, The Core Rules of Netiquette: http://www.albion.com/netiquette/corerules.html

Procedure for taking in-person exam- "Testing Policy: For every quiz or test, students are permitted to only have a writing implement and if needed a plain calculator at their desk. If necessary, plain scratch paper would be provided by the instructor. Additional equipment is permitted at the discretion of the instructor. Students may be asked to present a valid photo ID"

Testing procedures may include assigned seating. There are to be <u>no smart watches</u>, <u>no cell phones</u>, no hats, hooded sweatshirts, or items in student pockets. Student must be in room at the start of the exam, no entry into the room after the exam has begun and if student leaves the room for any reason, the test will be collected/submitted as done. All scratch paper must be submitted to the instructor/proctor at the completion of the exam.

Electronic Exams- The School of Nursing has contracted with a company called ExamSoft to administer tests/exams starting spring 2019 in select pre-licensure courses. ExamSoft is a computerized testing process that enables faculty to create exams, administer them, score and then analyze the statistics for each question. There are multiple benefits to computer-based testing including preparation for NCLEX licensing exam, academic integrity related to testing, and mapping of test questions to the course content, curriculum and program outcomes.

We have now phased in this testing software throughout the traditional undergraduate and CEIN/BS program courses. Exam Soft is now the primary method for administering exams. Our faculty have participated in training and exam development sessions during this past year. There is no cost to you, however, it will require advanced preparation by downloading the Examplify software on to your laptop. The instructions for doing this are below.

What do you need to do now?
Your course faculty will let you know if they will be using ExamSoft in their courses. A practice/mock test will be administered to check the system and give you a chance to see what it will be like before the real exam. **Please plan to bring a laptop computer fully charged on each exam day.**

Review the minimum system requirements for your laptop from the link below. You will find guides for students on the Exam Taker Community page. Explore the various guides before the practice test and any course exam administered using Exam Soft/Examplify. You will download an exam before 'taking it' so you will not be working 'online' during a test and there is no risk of being 'booted out' of a test in process. We believe this is a very positive step forward and we look forward to introducing you to ExamSoft/Examplify this semester.

Welcome to Examplify!

1. Once you are registered in a course, your course faculty will arrange for you to receive an 'invitation' from ExamSoft that will lead you to instructions for downloading Examplify, the test-taking portal.

2. Before accepting this invitation, please ensure the following:

- If you are using your own device, confirm that your device meets the minimum system requirements: https://examsoft.com/resources/examplify-minimum-system-requirements

- Ensure that your default browser is the latest version of Chrome or Firefox.

3. Next, click the "here" link. Because your institution utilizes single sign on, you already have an account created for you.
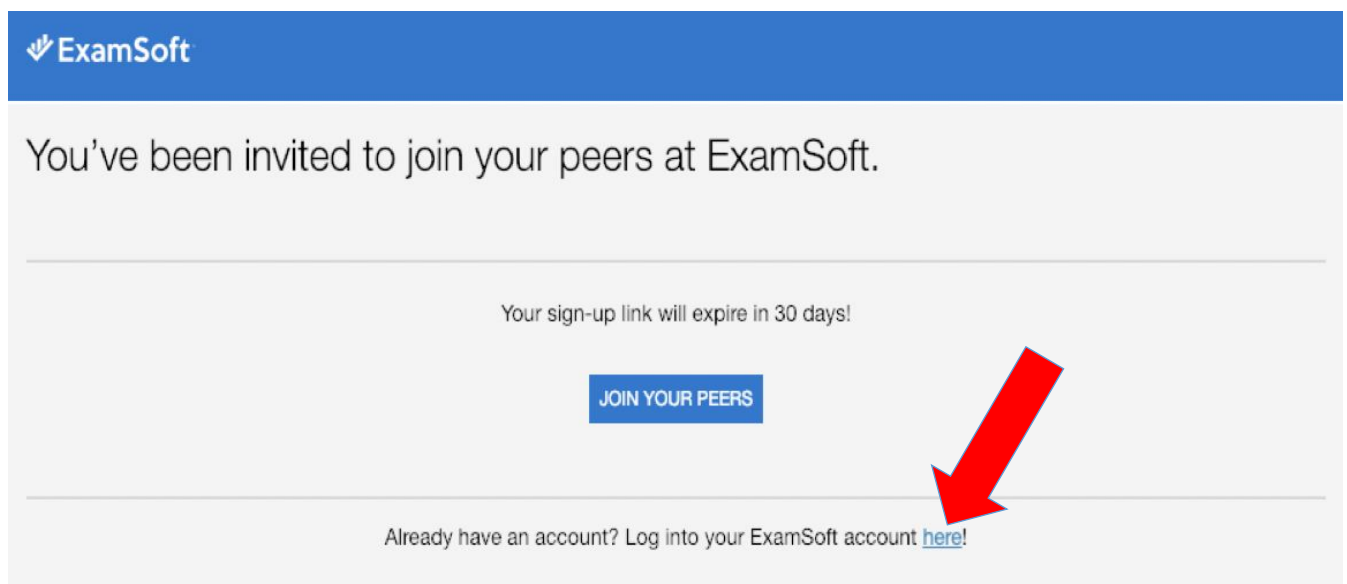
student portal.

5. Within the portal, you can download the application Examplify.
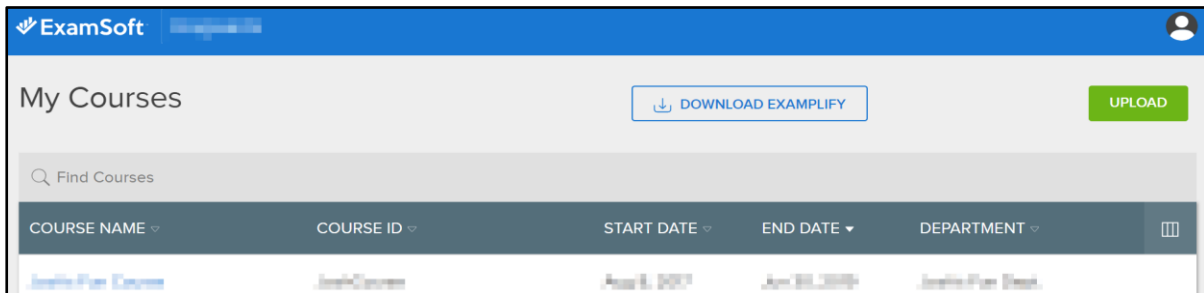
6. Once the download is complete, install Examplify.

7. Once the installation is complete, launch Examplify.

8. You'll be prompted to enter your institution ID.
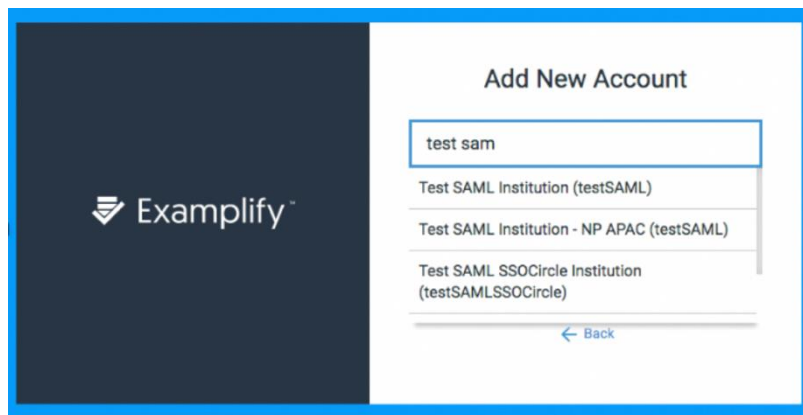
9. Select the next button, and an internet browser will open to your institution's single sign on page. Once logged into your single sign on page, you will be brought to Examplify's dashboard screen which will complete the registration process. Be sure to bookmark this page in Chrome or Firefox.

10. Congratulations, you can now use Examplify for testing!

Trouble-shooting tips:

- Be sure that your default browser is the latest version of Firefox or Chrome.
- Prior to taking an exam in Examplify disable your virus protection program. You can enable it again after uploading your exam.

- Ensure that all background programs on your laptop are closed before entering the exam password. Closing the programs will help to minimize delays in uploading your exam after completion.

- If you receive a White-label error, clear your browser's cache and try logging in again. If you continuously receive this error, update your Chrome or Firefox browser to the most recent version.

- Bookmark your unique URL to access your ExamSoft portal. Do not use the email invitation again to access your portal. ONLY enter your portal from the unique URL after accepting the invitation.

- If you see the error message "We were unable to validate your username and password. Please check your credentials and try again", do NOT select the Forgot User ID/Password? Option. You will not be able to reset your password with ExamSoft. Instead, select the Back option. You will then be prompted to Choose an Account. After selecting Add New Account, enter your institution's code. At this time your institution's log in page will appear in a browser window. After entering in your log in information, you will then be able to open Examplify.

Electronically Proctored Exams on ExamSoft:

In order to safeguard exam integrity for remote assessment, Examplify includes ExamID and ExamMonitor. These tools provide identity verification via facial recognition, and video/audio recordings with artificial intelligence and human review.

Along with Examplify's built-in security measures, these tools will help ensure a fair and equal assessment for every student.

Below are steps to follow to minimize the risk of being flagged during your exam:

• Disconnect external cameras and mics - use built-in resources only, if available
• Remove all textbooks, notes, or other materials from your workspace unless instructed otherwise by your instructor.
 • Turn off your cell phone
 • Remove headphones/earbuds
 • Use the bathroom before your test!

This is what to expect once you enter your exam password:

• Biometric Consent - On your first test, you must consent to ExamSoft capturing your biometric information (i.e., taking your picture). This is a requirement for you to access your exam.

• Webcam / Microphone Access - On your first test, you will be asked to allow access to your webcam and microphone. This is a requirement for you to access your exam.

• Facial Recognition - Smile for the camera! We will take your picture to verify your identity each time you take your test - no photo ID is required.

At the start of an exam, video recording will begin automatically, including both webcam and screen capture throughout your entire assessment.

To avoid being flagged, be sure to follow these best practices:

• Ensure that you have privacy for the entire exam - do not interact with other people or receive any outside assistance
• Remain focused on the exam, without looking at your phone, textbooks, or notes
• Do not read exam questions out loud
• Do not use your mobile phone at any time
• Do not get up from your computer for any reason until your exam is complete

When your exam is complete, Examplify will automatically upload your answer file along with the video recording to be proctored. Keep your computer connected to the internet with Examplify until you verify that the upload is complete. If for some reason your computer is turned off before the upload is complete, it will automatically resume when your computer is turned on and connected to the internet.

If you have any questions, visit our support resource page at www.examsoft.com/support or call (866) 429-8889, ext. 1.

Electronically Proctored ATI (Assessment Technologies Institute) exams:

ATI is partnering with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to remotely proctor students from wherever they might be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

Technical requirements (a full list of ATI's technical requirements can be found at atitesting.com/technical-requirements):

 • Microphone: Any microphone, either internal or external
 • Webcam: 320x240 VGA resolution (minimum) internal or external
 • Desktop or laptop computer (no iPads, tablets or phones are to be used)

• Ensure you are using a fully charged laptop or desktop computer with a webcam and microphone.
• Install Google Chrome on your device. You will not be able to take the proctored assessment with any other browser.
• Have a school or government-issued ID card available.
• A well-lit, quiet space to take the assessment.
• Test security protocol allows for one piece of blank scratch paper to be used during an ATI Assessment. Please destroy the scratch paper upon completion of the assessment.

Further ATI testing details will be provided at time of first exam.

Policy and Procedures for missed exams/coursework
The policy on missed exams states that a student must provide documentation to the course faculty. (see Appendix A) For a significant issue; a doctor's note, prayer card from a funeral, etc. should be submitted along with the Missed Exam Form. Faculty are responsible for providing the makeup exam (which should be given to staff in the AES office) prior to the makeup exam date. If the student still cannot attend that makeup exam date they will have to make other arrangements with the faculty member to take the exam at another time.

***For CEIN/BS Accelerated students at regional campuses, for non-final exams, please provide documentation to your class faculty directly.

Final Exams

In accordance with UConn policy, undergraduate students are required to be available for their final exam and/or complete any assessment during the time scheduled by the University.

Religious Accommodation Policy
The complete Religious Accommodation Policy grants students excused absences from class or other organized academic activities for observance of a sincerely held religious practice or belief as a religious accommodation, unless the accommodation would create an undue hardship. Students whose religious holidays are not recognized by the University's calendar should provide the instructor or academic activity organizer with the dates they will be absent in advance of the absence. Students requesting a religious accommodation should make the request directly to their instructor with as much notice as possible. Students anticipating an absence or missed coursework due to a sincerely held religious practice or belief should use best efforts to inform their instructor in writing no later than the third week of class, or one week before the absence if a conflict occurs during the first three weeks of class. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class(es). Students are responsible for obtaining the

materials and information provided during any class(es) missed. The student can work with the instructor to determine a schedule for making up missed work.

Religious Observance Conflict Policy
Students anticipating such a conflict regarding religious observances should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work.

Plagiarism Module
Traditional BS students will complete the Plagiarism module and post-test on HuskyCT in NURS 1007, NURS 3205, NURS 3715W and NURS 4250E.
***CEIN/BS students will complete the Plagiarism module and post-test on HuskyCT in NURS 4301.

Grading Policy:
Instructors grade undergraduate courses based on a [letter and point system](#). All intermediate calculations of grades throughout a course will be expressed on a 0.00-100.00 scale and will be recorded to two decimal place precision -e.g. 95.00 or 92.67. Final numeric grades for a course will be based on averaging of intermediate grades. Typically, the averaging process will give different weights to different intermediate grades -e.g. exam grades may "count more" than homework grades. In the conversion of a final numeric grade to a course letter grade, decimal parts below 0.50 will be "rounded down to the closest whole number -e.g. 92.49 becomes 92 and decimal parts at or above 0.50 will be "rounded up" to the closest whole number -e.g. 92.50 becomes 93.

Program Requirements and Milestones (Traditional BS Program)

First Four Semesters (Year 1 and 2)

Your first four semesters are important for achieving your general education requirements and completing the required courses in the School of Nursing.

Nursing students must complete the following courses (38 credits). Students should note that some of these courses may also fulfill University General Education requirements: BIOL 1107 (4 credits); CHEM 1122 (4 credits); MATH 1020Q, 1030Q, 1040Q or 1060Q (3 credits); MCB 2400 or 2410 (3 credits); PNB 2264 and 2265 (8 credits); PSYC 1100 (3 credits); STAT1000Q or 1100Q (4 credits); HDFS 1070 (3 credits) plus any other Content Area 2 course (for a total of six credits) and a Content Area 1 course (3 credits) in fulfillment of the general education requirements of the university.

Students admitted to the School of Nursing must have a minimum GPA of 2.5 at the end of the semester in which they have completed 26 calculable credits of graded coursework at the University of Connecticut. In order to progress in the 3000-level nursing courses, students must complete all prerequisite courses with a grade of C or better. In order to progress, a cumulative GPA of 2.7 is required prior to enrollment in NURS 3220, 3234. Students lacking a 2.7 total grade point average at this point in the program will be dismissed from the School of Nursing.

To be eligible to enroll in NURS 3234 (first clinical course) in the fall semester of Year 3, students must have completed the coursework described above and the following courses by the end of the preceding spring semester: ENGL 1010 or 1011; NURS 1130, 1131, 3100, 3110, 3120, 3130.

If a grade of C– or less is earned in PNB 2265, MCB 2400 or 2410, NURS 3110, 3120 or 3130, the student may still be considered for NURS 3234 enrollment in the fall if the course is retaken and a grade of C or better earned by July 1.

Students must earn a C (2.0) or better in all nursing courses (those with NURS designation) in order to earn credit toward graduation. No student may take a course in the nursing curriculum without having completed prerequisite courses with a grade of C or higher. Students may be dismissed if there is more than one semester in which they earn a semester grade point average below 2.5 in required nursing courses. A cumulative grade point average of 2.5 or above in all required nursing courses is required for graduation. No courses (non-NURS) required for graduation as a nursing major may be taken more than twice before achieving a passing grade. Students are permitted to repeat only one required nursing (NURS) course one time throughout their nursing education and remain in the School of Nursing when all other standards are met.

CORE ELMS (Year 3 & 4)
The School of Nursing uses clinical education software called CORE ELMS. Students participating in the clinical rotations are required to have an account and to log into CORE ELMS for matters relating to clinical experiences such as hours tracking, schedules, communication, self-evaluations, and clinical requirement documentation.

Pre-Clinical Requirements (All BS Students)

Policy: All students participating in clinical learning experiences at University of Connecticut School of Nursing (SON) must be in compliance with health clearance policies as required by University of Connecticut and clinical agencies in which students perform their clinical hours. The student is responsible for providing UConn SON with evidence of health status, immunity and education by the published deadline as well as maintaining compliance throughout their academic program. Inability to meet deadlines or meet compliance standards will limit the student's ability to be placed in a clinical agency and

complete the program. Students are required to create an account in American Databank's (ADB) Complio system, enter their information and upload the required documents by the published deadlines.

Health Requirements/ Background Checks / Drug Testing

Nursing students are required to complete a series of clinical learning experiences in order to successfully meet the learning outcomes of their program of study. Prior to participating in clinical learning experiences, students are required to complete health and immunization requirements, a criminal background check and a drug test by the published deadlines. Each clinical facility has policies regarding required health documents, possible convictions and potential drug use that may bar students from being accepted at the facility for clinical placement. If a student is not accepted to an assigned placement because of their health or immunization status, the findings of a background check or drug screen, UConn School of Nursing does not guarantee an alternate clinical placement. School of Nursing policy dictates that students who are unable to complete clinical requirements for any reason will be subject to dismissal from the program. The procedure for completing a criminal background check and a drug test is done through the American DataBank Company. Please note that each student is responsible for covering the costs for their health requirements, background check and the drug screen. If you have any questions or concerns related to the background check or drug screen, please contact the student support team at support@americandatabank.com or call 1-800-200-0853. The process of obtaining a nursing license in Connecticut and many other states may involve consideration of an applicant's criminal history or other conduct (see Connecticut license application). Criminal convictions and/or a record of certain other conduct may prevent a nursing student/graduate from being licensed and may preclude the nursing graduate from obtaining gainful employment as a nurse. Applicants to UConn School of Nursing are encouraged to determine, prior to matriculation, the licensure requirements in the state(s) in which they intend to practice.

Purpose of Policy: UConn School of Nursing students have clinical learning experiences and are expected to provide direct care to patients in a variety of clinical settings as part of their training. This contact places students at risk for both exposure to and transmission of communicable diseases and blood-borne pathogens. Therefore, specific procedures are needed to: (1) decrease health risks to students, (2) protect patients and other healthcare professionals with whom the student interacts, and (3) comply with UConn School of Nursing healthcare agency contracts, federal Occupation Safety and Health Administration (OSHA) regulations, and Connecticut State Department of Health policies. Please note that all health clearance requirements are based on the requirements mandated by clinical agencies where students complete their clinical hours.

While in clinical or practicum experience and prior to each subsequent clinical or practicum experience, all nursing students must maintain compliance for the items below based on their annual expiration date or a date designated by the school program in order for their hours to be applied to the program requirements. All other contractually-

determined agency specific requirements must be met. These requirements are subject to change based on renewal and revision of agency affiliation agreements. Lack of immunization history or immunity for any of the below health requirements, or any findings on the criminal background check or drug screen, may limit clinical/residency placements as determined by agency policy and/or contract. In addition, a criminal conviction or positive drug screen while a student at UConn School of Nursing may be in violation of the School of Nursing's PRAXIS code and may be subject to disciplinary action, which could include dismissal from the School of Nursing. The School cannot guarantee that a student will be accepted into any required clinical placement sites if the student cannot meet the compliance requirements. The results of a criminal background check or drug screening may prevent a student from completing a clinical placement as well as eligibility for licensure. If the findings of a required screening prevent you from being placed in a clinical agency for your experience, you will not be able to complete the nursing program. Failure to complete all required clinical activities will prevent a student from graduating from the School of Nursing.

Criminal Background Check
A criminal conviction or positive drug screen while a student at UConn School of Nursing may be in violation of the School of Nursing's PRAXIS code and may be subject to disciplinary action, which could include dismissal from the School of Nursing. The School cannot guarantee that a student will be accepted into any required clinical placement sites if the student cannot meet the compliance requirements. The results of a criminal background check or drug screening may prevent a student from completing a clinical placement as well as eligibility for licensure.

Under the provisions of Sec. 19a-14(a) of the Connecticut General Statutes, as amended by Public Act 86-365, the Department of Public Health and Addiction Services of the State of Connecticut may deny licensure to applicants who have been convicted of a felony or are addicted to drugs or alcohol. Copies of this law are available in the School of Nursing Admission and Enrollment Services Office. Students are responsible for being aware of what the licensure requirements are in the State in which they intend to apply for a license.

Drug Screening
Use of drugs, prescribed or otherwise, may create a risk of being denied a clinical placement. This includes, but is not limited to, prescribed medical marijuana or opiates. If the findings of a required drug screening prevent you from being placed in a clinical agency for your experience, you will not be able to complete the nursing program. If you have any concerns about your current prescriptions in relation to securing a clinical placement, please contact your health care provider. Please be aware that there are certain over-the-counter medication or foods that can result in a positive drug screen, including: Cold remedies, hay fever remedies, nasal decongestants, diet pills, sleep aids,

poppy seeds or hemp food products. In addition, over-hydration immediately prior to drug testing can result in a "dilute" sample that is considered to be a flagged/positive finding. A finding of a dilute sample will be considered a failed drug screen and you will be required to repeat the drug screening and pay for a new order. Students are only allowed to repeat drug screening once for a dilute sample. Drug screen results will be disclosed to clinical agencies in order to ascertain if the student can be placed at the clinical facility. Two attempts will be made to place a student with a flagged/positive finding for clinical placement. If a student cannot be placed, the student has the option of rolling back to the next academic year or withdrawing from the program. If you have questions or concerns about potential results from either a background check or drug screening please contact the University Clinical Case Manager at 860-486-0928 or clinicalcasemanager@uconn.edu who can discuss the University policy and process for flagged screenings with you.

Prior to the initial clinical or practicum experience all nursing students must have the following health documentation on file with ADB's Complio system by the posted deadlines:

- Full compliance for all clinical requirements (except drug and criminal background screening) must be completed in ADB by the specified deadline. Screening bundles for drug and criminal background screenings also must be ordered and completed by the prescribed deadlines along with onboarding paperwork in order to secure clinical placement. (See Timeline below for deadline dates.)

Health Clearance Requirements

A. Required Annually (every 12 months based on the date recorded)

1. Clinical/Field Placement Student Health Record. Students must have a history and physical performed yearly by a licensed healthcare professional. The date of the history and physical must be indicated on the form along with clearance verifying that the student does not have any conditions that prohibit them from participating in their clinical rotation.
2. **Tuberculosis (TB) Test:** Students must submit evidence of a negative TB status documented by one of the following:
   - A two-step (4 visit) non-reactive PPD/TST with 10-14 days between PPDs/TSTs within the past 12 months. The date the PPD test was administered and the date the test was determined negative or positive must be indicated on the Clinical Rotation Health Review Form. **OR**
   - A negative blood assay for M. tuberculosis (BAMT) within the past 12 months. The laboratory report and test results must be submitted. **OR**
   - For those with a previous positive reaction, a negative chest x-ray which must be repeated every 3 years or as dictated by agency policy and

documentation from a licensed healthcare provider stating that the individual is not infectious and any required treatment/prophylaxis. After the chest xray an annual TB Symptoms checklist (form in ADB) must be completed by a licensed healthcare provider and submitted annually.

3. **Influenza Vaccination**: Students must have an influenza vaccination annually in September. The date of vaccination, manufacturer, product name, lot number, expiration, dose, injection site, and name/title/license number of personal administering the vaccination as well as their signature must be recorded and submitted by October 1st.

4. **Criminal Background Check** including, but not limited to: a social security number (SSN) trace, national sex offender search, Office of the Inspector General (OIG)/General Service Administration (GSA) searches, state and/or country criminal search done in all states of residence for the prior seven years; and a Fraud and Abuse Control Information Systems (FACIS) III screening both of which will be repeated annually. If you have lived outside of the United States for more than 90 days consecutively in the past 7 years you will need to have an international criminal background check completed.

5. **Drug Screening** – negative 12-panel urine drug screen test. The program placement coordinator will follow University policy and process for placement issues related to positive findings. Drug screening will need to be repeated if there is a lapse in any of your clinical rotations.

6. Health Insurance Portability and Accountability Act (**HIPAA**) Training and Occupational Safety and Health Administration (**OSHA**) Training for blood borne and airborne pathogens through the **Connecticut Hospital Association's Health & Safety Training Course** which will be repeated annually with 100% correct answers. The module can be found in [American Databank](#) under the mandatory requirements.

7. **American Heart Association (AHA) Healthcare Professional Basic Life Support** – includes infant, child, adult, one- and two-person CPR with use of automated external defibrillator (AED) and in-person skills demonstration. Recertification is required prior to the certification end date.

B. Required One Time Only:

1. **Information Release Waiver** using the University's *Student Clinical Placement or Other Experiential Learning Experience Authorization/Consent for Review and Disclosure* form (in ADB).

2. **Measles, Mumps and Rubella (MMR)**:
- All students must submit quantitative IgG titers (a laboratory blood test for the antibodies) for Measles Mumps and Rubella. All students must submit copies of laboratory reports with MMR titer results.

For Negative, Equivocal, or Indeterminate MMR Titer Results: ACTION REQUIRED

- If a student demonstrates lack of immunity for Measles, Mumps and Rubella, vaccination is required: 2 documented doses with the second dose at least 28 days after the first dose with a final repeat titer.

3. **Varicella:**
- All students must submit a quantitative IgG titer for Varicella. All students must submit copies of laboratory reports with Varicella titer results.

For Negative or Equivocal Varicella Titer: ACTION REQUIRED
- If a student demonstrates lack of immunity for Varicella, vaccination is required: 2 documented doses: second dose at least 28 days after the first dose with a final repeat titer.

4. **Tetanus/Diptheria/Pertussis Vaccine (Tdap):**
- All students must present evidence of the date of vaccination for Tetanus/Diptheria/Pertussis Vaccine (Tdap). If no documentation is presented a single dose of Tdap is required as recommended by the Advisory Committee on Immunization Practice (ACIP). Td booster is required every 10 years.

5. **Hepatitis B (HBsAB and HBsAg titers):**
- In accordance with OSHA regulation 29 CFR 1910.1030 (see also CPL2-2.69) healthcare professionals who perform tasks that may involve exposure to blood or body fluids should receive a 3-dose series of hepatitis B vaccine 0, 1, and 6-month intervals. Healthcare professionals should be tested for hepatitis B surface antibody (anti-HBs) to document immunity 1 to 2 months after receiving the third dose.
- If the HBsAB titer is positive the person is immune. No further serological testing or vaccination is recommended.

For Negative or Equivocal HBsAB Titer:
- If the HBsAB titer negative, the person is considered unprotected against hepatitis B virus (HBV) infection. The recommendation is to revaccinate with a 2 or 3-dose series. Retest HBsAB level 1 to 2 months after the last dose.
- If HBsAB is negative following booster vaccine, the student is a non-responder and a Non-Responder Form must be uploaded in ABD/Complio.

6. **Polio:**
- Students are instructed to submit a copy of their vaccination history for Polio.
- If students do not have their polio immunization history, they must submit a titer for Polio immunization with copies of laboratory reports documenting titer level results. If non-immune, evidence of a booster immunization must be submitted.

7. **Resume** listing current contact information and work history.

8. **Picture in passport format** – head and shoulders only with white background. Religious head coverings are permitted but must be plain in appearance.

9. Documentation of **personal health insurance.**

Additional requirements may be prescribed by certain healthcare agencies/clinical sites that includes documentation and/or training. If required, the program placement coordinator will contact students on an individual basis.

Students who miss a clinical day for any health impairment, hospitalization, physical condition or mental illness that renders the individual contagious and/or incapable of safely performing nursing student clinical responsibilities must submit health clearance authorization from an appropriate healthcare provider prior to returning to the clinical area to complete a rotation. All students in active clinical practicum experiences are covered by the University group policy for Malpractice Liability Insurance.

Students who do not provide written documentation as noted above by the specified deadlines will not be allowed to begin clinical practicum and risk having to defer clinical/residency activity. Removal from a clinical or residency agency is grounds for failure in the course. The School of Nursing Faculty reserve the right to make final decisions regarding clinical placements and to modify placements to facilitate a student's completion of course outcomes. These are current contractual requirements and may be subject to change at any time. The School of Nursing Faculty reserve the right to recommend a student's withdrawal from the program for reasons of health.

Notes on Immunization Records: As a student of the University, you were required to submit an immunization history and should have access to your immunization record through Student Health Services. If this is not possible, check with your healthcare provider or public health clinic. Parents or other caregivers may also have records of your childhood immunizations through baby books, immunization passports or other saved documents from your childhood. If you played any sports as a child your parents or caregivers may have a copy of the required physical examination, which includes immunizations. Check with your high school, board of education, and/or college health services for dates of any immunizations. You can also check with previous employers, including the military that may have required immunizations. Some states have registries or immunization information systems that include adult vaccines. CT residents born 1/1/1998 or later are automatically enrolled in the Connecticut Immunization Registry and Tracking Systems (CIRTS).

Clinical Compliance Timeline

We highly encourage all student admitted to the CEIN/BS program to begin the clinical health requirements upon acceptance, however, the initial deadline is September 1st preceding the January start date. Please refer to the chart below:

CEIN/BS

October 1	Deadline for full compliance with all clinical requirements in American DataBank (ADB)/Complio (except background check/drug screen)
November 15	Deadline for background check and drug screening
December 1	Deadline for completion of onboarding paperwork returned to Susan Virkler at Susan.Virkler@uconn.edu
December	Clinical placement attestation letters are sent to assigned clinical agencies to verify that students meet requirements. The clinical placement schedule will be communicated to you via email by the first day of classes.

Undergraduate Traditional – starting the year prior to the first clinical course
Traditional BS students starting their Sophomore year will be required to begin pre-clinical requirements by registering an account with Complio/American DataBank (ADB). Meeting compliance requirements can take time, thus the following required schedule is organized to help you meet each of the compliance requirements for your first clinical placement in your Junior year.

December 1	Deadline to enroll with American DataBank (ADB) for compliance tracking
January 15	Deadline for influenza vaccination
July 15	Deadline for background check and drug screening

August 1   Deadline for full ADB compliance and completion of onboarding paperwork returned to Amanda Moreau at Amanda.Moreau@uconn.edu

August   Clinical placement attestation letters are sent to assigned clinical agencies to verify that students meet requirements. The clinical placement schedule will be communicated to you via email by the first day of classes.

Junior and Senior Nursing Students - Screening performed July 1-15th:
Students must order and complete the background check and drug screening between July 1st-15th. Arrangements with ADB/Complio can be made if out of state or country – please contact ADB/Complio to make arrangements with a registered laboratory.

July 15   Deadline for background check and drug screen

January 15   Deadline for influenza vaccination

*Subject to changes or additions based on clinical program requirement changes
**Registration bars will be dropped for students who miss this deadline
***Students who miss this deadline will be pulled from clinical

In addition to the pre-clinical requirements, there are other aspects that you need to prepare for as part of your clinical placements. These include the following requirements and policies:

Policies below applicable to ALL BS Students

Declaration of Schedule: Request for Clinical Schedule Accommodation
Nursing students requiring accommodation in clinical assignments for scheduling or other needs must complete a Declaration of Schedule Form via an on-line link and include supporting documentation. The Undergraduate Clinical Coordinator will email students the link to this form each semester. Students are to submit a Declaration, if applicable, every semester for the subsequent semester in which they request an accommodation.

Books, Uniforms and Professional Equipment
All undergraduate students are expected to purchase books, uniforms, and the professional equipment required before beginning the clinical experiences.

Transportation
The location and shift times (day/evening/weekend) required by clinical experience providers vary greatly, and the SON cannot guarantee the availability of a particular location or shift. Some students may be required to travel distances of more than 75

miles, and in some instances, ride-sharing services may be prohibited by the clinical experience provider. Students are responsible for arranging transportation to and from all clinical experiences and any travel costs, e.g., fuel and parking fees. Students with questions or concerns about transportation should contact the program director before the beginning of each semester.

Requirements for clinical practice in five areas of motor, sensory, communication, behavior and critical thinking skills

The clinical setting presents unique challenges and responsibilities for nursing students caring for patients in a variety of health care environments. In addition to academic qualifications, UConn nursing students must possess the ability to consistently demonstrate a proficiency in five core areas for nursing students. Specifically: motor, sensory, communication, behavior and critical thinking skills. These areas reflect the reasonable expectations of a nursing student performing the common functions of a registered nurse and/or an advanced practice nurse. In adopting these standards we are mindful of the patient's right to safe and quality health care.

The ability to consistently demonstrate these personal and professional competencies are essential from admittance to graduation. Students must be capable of performing the skills of a nursing student.

Therefore, each nursing student must have the ability to learn and perform the following competencies and skills:

Motor: The student must possess sufficient motor capabilities to execute the movements and skills required to provide safe and effective nursing interventions. These include, but are not limited to:

1. Coordination, speed and agility to assist and safely guard (protect), with safe and proper body mechanics, patients who are ambulating, transferring, or performing other activities.
2. Ability to adjust and position equipment and patients, which involves bending or stooping freely to floor level and reaching above the head.
3. Ability to move throughout the classroom/clinical site, sit and stand for long periods of time to carry out patient care activities.
4. Ability to perform patient care duties for up to 12 hours at a time, day or night;
5. Ability to move or position patients and equipment, which involves lifting, carrying, pulling, up to and including 30 pounds.
6. Ability to guide, resist, and assist patients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, or walking.
7. Ability and dexterity to manipulate the devices used in giving nursing care.
8. Ability to administer CPR without assistance.

Sensory: The student must possess the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation and other measures, including but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on various equipment, to discriminate color changes, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure, breath sounds, etc.
3. Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body contour, muscle tone, and joint movement.
4. Sufficient position, movement and balance sensations to assist and safely guard (protect) patients who are ambulating, transferring or performing other activities.

Communication: The student must be able to utilize effective communication with peers, faculty, patients and their families, and other health care providers. This includes, but is not limited to:

1. Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (examples; handwritten chart data, printed policy and procedure manuals).
2. Ability to effectively interpret and process information.
3. Ability to effectively communicate (verbally and in writing) with patients/ families, health care professionals, and others within the community.
4. Ability to access information and to communicate and document effectively via computer.
5. Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

Behavior: The student must be capable of exercising good judgment, developing empathic and therapeutic relationships with patients and others, and tolerating close and direct physical contact with a diverse population. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. This also includes, but is not limited to:
1. Ability to work with multiple patients/families and colleagues at the same time.
2. Ability to work with classmates, instructors, health care providers, patients, families and others under stressful conditions, including but not limited to providing care to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR, or other emergency interventions.

3. Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other health care providers, patients and their families.

Critical Thinking: The student must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes, but is not limited to:

1. Ability to collect, interpret and analyze written, verbal and observed data about patients.
2. Ability to prioritize multiple tasks, integrate information and make decisions.
3. Ability to apply knowledge of the principles, indications, and contraindications for nursing interventions.
4. Ability to act safely and ethically in the college clinical lab and in clinical placements within the community.

Procedures on Center for Students with Disabilities (CSD) Accommodation Letter and Clinical Courses:

Faculty of Record of a didactic-clinical course who receive an accommodation letter from CSD will contact CSD at csd@uconn.edu to request that the **Clinical Placement Coordinator**, **Clinical Section Faculty/Preceptor** and **Simulation Laboratory Director, as necessary,** be sent the accommodation letter.

Faculty of Record will arrange a meeting with the **CSD Counselor, Clinical Section Faculty**, **Simulation Laboratory Director** for a pre-meeting discussion and then to meet together with the student to discuss the implications of the accommodation in the clinical setting, needs and communication.

Notes from the meeting will be retained in NEXUS under the student's profile.

Questions that arise during the meeting should be sent to csd@uconn.edu

Accommodations that will be required by the clinical agency will be communicated with the **Clinical Placement Coordinator**.

Students must re-submit accommodation requests with CSD each semester. These accommodations do not carry over from previous semesters.

Mandatory Reorientation/Skill Refresher for Pre-Licensure Students

Students in the Pre-Licensure program who are absent for a semester or longer during the clinical component of the program are required to complete a mandatory reorientation/skill refresher in the clinical resource lab (simulation lab).

The reorientation/skill refresher program will be scheduled three times during the year

For Fall semester – the first week of the Fall semester

For Spring semester - ~ the second week in December (prior to final exam week)

For Summer Session - ~ the third week in April (this is for CEIN-BS program students returning for the summer course sequence)

Proposed topics – Skill refresher – topics can vary depending on the individual needs of the student – incorporates the Nursing Process and Nursing Care Planning

Basic ADL care	Oxygen therapy/Nebulizers/Suctioning
PPE/universal precautions	IV Therapy
Sterile technique	Tube Feedings
Dressing changes/drains	Catheter insertion
Math calculation/med administration	Head to toe Physical Exam

Proposed Topics for High Fidelity Simulation- topics can vary depending on the needs of the student

#1 - Medication Administration	#3 – Fundamentals Sim
#2 - Home care sim	#4 – Med-Surg Sim

Social Media Policy

The SON has adopted the American Nurses Association 2011 Six Principles for Social Networking as outlined on the ANA website:

1. Nurses must not transmit or place online individually identifiable patient information. Nurses must know their legal and ethical responsibilities, as well as their own organization's policies, regarding their responsibility to protect patient privacy, whether online or offline. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity. Under federal law (HIPAA), protected "individually identifiable information" includes health information that identifies the individual or *can reasonably be used* to identify the individual, in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.

2. Nurses who interact with patients on social media must observe ethically prescribed patient-nurse professional boundaries. The precepts guiding nurses in these matters are no different online that in person.

3. Nurses should evaluate all their postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings. Online content and behavior has the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.

4. Nurses should take advantage of privacy settings available on many social networking sites in their personal online activities and seek to separate their online personal and professional sites and information. Use of privacy settings and separation of personal and professional information online does not guarantee, however, that information will not be repeated in less protected forums.

5. As the patient's advocate, nurses have an ethical obligation to take appropriate action regarding instances of questionable healthcare delivery at an individual or systems level that reflect incompetent, unethical, illegal, or impaired practice. Nurses who view social media content posted by a colleague that violates ethical or legal standards should first bring the questionable content to the attention of the colleague so that the individual can take appropriate action.

   If the posting could threaten a patient's health, welfare, or right to privacy regarding health information, the nurse has the obligation to report the matter to a supervisor or designated person within the institution or entity for follow-up. If the questionable practice is not addressed in the employment setting and seriously jeopardizes the patient's safety and well-being, the nurse may need to report the problem to external authorities. Accurate reporting and factual documentation—not merely opinion—should always support such responsible actions.

6. Nurses are encouraged to participate in the development of policies and procedures in their institutions and organizations for handling reports of online conduct that may raise legal concerns or be professionally unethical. Such official channels can protect the rights of those participating and can offer remedial action for the patient, while offering fairness, support, and non-punitive correction and training for a nurse's inadvertent mistakes.

Dress Code Policy

The approved designated UConn SON *clinical uniform for pre-licensure program students* consists of:

1. Pants: navy pants, straight legged, waist high (no low-rise), elastic or drawstring, (per order form),
2. Shirt: Navy Blue scrub top with the UCONN School of Nursing logo (per order form), clothing must be loose enough to allow performance of activities,
3. Lab jacket: (required) navy rib cuffs and snap front, two pockets with the UConn SON logo (per order form),
4. Shoes: solid black nursing shoes, solid black sneakers, solid black clogs with a back or strap, no open toed, no heels, no holes in body of shoe (i.e. CROCS),
5. Socks/hose: white, to prevent exposure of skin on legs to body fluids,
6. Name pins: UCONN SON name pin to be worn at all times, in all settings. It will be worn at all times unless an agency policy requires otherwise.
7. Clinical Resource Laboratory will allow a specific UCONN tee shirt/UConn jacket to be worn instead of uniform top for lab only.
8. Summer camp uniform will consist of khaki long shorts to knee, and specific dri fit UCONN nursing tee shirt, closed toe shoes and socks.
9. Medical Equipment: students must purchase a stethoscope, blood pressure cuff, bandage scissors, Kelly clamp, and penlight. Two vendors who designate special accounts for UConn nursing students to place equipment orders are MDF Instruments and Redding Medical.
10. Safety Glasses such as these sold by www.grainger.com: SecureFit™ Anti-Fog Safety Glasses , Clear Lens Color

- Item # 46F393
- Mfr. Model # SF201AF
- Catalog Page # 1658
- UNSPSC # 46181802
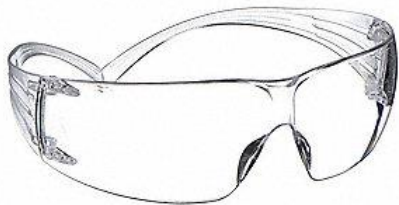
***Beginning with the CEIN/BS Class of 2021 and the Traditional BS Class of 2023, students will be required to wear BLACK non-porous shoes (rather than white)

In addition the following policies must be adhered to for both traditional and accelerated pre-licensure nursing students:

11. Undergarments: should not be visible through the uniform
12. Hair must be neat and well groomed. Long hair and long bangs must be tied or pinned back off the face and up off the neck so as to be tightly pulled back and off shoulders, only natural hair dyed colors are acceptable,
13. Facial hair must be clean shaven or if a beard or mustache must be neat and well groomed,
14. Only natural nails are acceptable. Nails must not extend beyond the tips of the fingers; nail polish is not acceptable.
15. Visible tattoos are not encouraged and are subject to individual agency policy,
16. A maximum of one stud earring may be worn in each ear, all other visible piercings are not acceptable,
17. One plain band ring, no stones, may be worn, necklaces must be kept under the shirt, no bracelets, and a watch with the ability to measure seconds is required,
18. Perfume, cologne, aftershaves, lotions, or cosmetic agents that transmit a noticeable odor are not acceptable due to allergies. Makeup should be worn in a professional manner.
19. The use of any personal electronics in clinical settings and on campus labs such as cellphones and smart watches will be governed by the clinical agency and clinical faculty.

Please be advised particular agency policies may necessitate more specific or additional requirements.

Students in the traditional undergraduate program will order their uniforms, and other medical equipment during the fall of their sophomore year plan of study for the spring nursing Health Assessment class.

Students in the CEIN/BS program will order their uniforms immediately following the initial Orientation in the fall preceding the January start date.

The UConn School of Nursing clinical uniform is restricted for use to clinical practicum and simulation lab learning activities and approved School of Nursing functions. Other uses of the uniform are strictly prohibited unless there is prior written approval from the Dean of the School of Nursing.

Medication Math Competency Exam Policy beginning with the CEIN/BS Class of 2020 and the Traditional BS Class of 2021:

Students must pass with a minimum of a 90% on the Math Test for Medication Administration (MTMA) before scheduling their first medication administration skills assessments in the Simulation Learning Center for the fundamentals course, NURS 4304 and NURS 3234 in each program.

The MTMA will be administered utilizing Exam Soft. Students must remediate after each attempt below 90% on the MTMA. The course faculty determine the appropriate remediation for their course. The structured remediation may include modules, practice problems, and/or activities in the UConn Q lab, as available. All students must complete some remediation prior to completing another MTMA. The remediation is an essential component of being successful on the next attempt at the MTMA.

School of Nursing Zero Tolerance Policy

The University of Connecticut School of Nursing is committed to maintaining and strengthening an environment founded on respect. Disrespect of others based on personal characteristics, including race, color, religion, gender identity or expression, sexual orientation, disability, national origin or citizenship status, is antithetical to the standards and ideals of our school community and of the profession of nursing. It is a violation of the second guiding principle of the School's philosophy, PRAXIS, and of the first provision of the American Nurses Association Code of Ethics.

Any student believed to have disrespected others based on personal characteristics, including race, color, religion, gender identity or expression, disability, national origin or citizenship status, shall be provided a written description of the alleged violation(s), with a copy to the Dean. Then the University's Procedures on Student Discipline, Dismissal and Appeal Process from Professional/Clinical Programs ("Procedures") will be followed but the alleged violation will go directly to a hearing body. The hearing body will consist of three members. Any student found by the hearing body to have violated the second guiding principle of the School's philosophy, PRAXIS, and the first provision of the American Nurses Association Code of Ethics by disrespecting others based on personal characteristics, including race, color, religion, gender identity or

expression, disability, national origin or citizenship status, will be dismissed from the program.

Complaint Resolution

The process for reconciling complaints and issues begin at the lowest level possible and is detailed in the student and faculty/staff handbooks. Formal complaints are those issued by students, members of the University community, or external constituents that concern any unfair application of policies, a hostile environment, unfair decisions, interference/intimidation that impedes or delays a person's completion of a task or degrade the person's performance, or any violation of professional conduct as defined in the SON's PRAXIS and zero-tolerance policies. A formal complaint can be filed through written communication to Program Directors, Associate Deans or the Dean. Formal complaints and the procedures for filing a complaint are communicated to relevant constituencies in the student and faculty/staff handbooks and SON website. Formal complaints are immediately documented and reviewed, and a plan for reconciliation is developed as it occurs. The course of action is dependent upon the nature of the complaint.

The University of Connecticut has a formal complaint process for final grades, discrimination, student conduct or any form of complaint that can be filed at any time through various venues as described https://heoa.uconn.edu/wp-content/uploads/sites/495/2019/04/Student_Complaint_Process-Word-2019-03-04.pdf or through The Office of Institutional Equity https://equity.uconn.edu/reporting-form/ .

Clinical Student Discipline Dismissal and Appeal Procedures (All BS Students)

ALLEGED VIOLATIONS OF PROFESSIONAL STANDARDS OF CONDUCT

Any student believed to have violated one or more of a program's professional standards of conduct shall be provided a written description of the alleged violation(s), with a copy to the Dean and program director, or designees. The written notice need only have sufficient detail to inform the student of the alleged violation(s), the provisions of the professional standards believed to have been violated and the potential consequences to the student.1 Such notice will be made by email to the student's official University email address and shall be deemed received by the student on the day it was sent.

Any student who has been suspended or removed from a clinical placement as a result of the alleged violation(s) risks being unable to complete the clinical component of their current course within the required timeframe and receiving a failing grade. Such students

are strongly encouraged to respond as quickly as possible to ensure a timely resolution, increase the student's chances for securing an alternative clinical placement and, in turn, complete the clinical component within the required timeframe. The student shall have five business days to respond in writing to the notice of violation(s) and request a conference to review the alleged violations.

The Program Director or individual in an equivalent position shall conference with the student as soon as is practicable, but not more than ten business days of receipt of the student's response. A student may, at their own risk, request additional time to schedule a conference.

Failure to Respond or Conference: If the student fails to respond or participate in conference within 15 business days of the notice being received, the Program Director or individual in an equivalent position shall determine and impose disciplinary action without need for a hearing. In such cases, the student has no right to appeal. The 15 business day time limit shall be extended if a request for additional time is granted.
Conference: Program Director will review the professional standards alleged to have been violated with the student and the disciplinary action deemed appropriate to impose in response to the violation(s). The student may consult with a present support person, but that person may not actively participate in the conference. A student should choose a support person whose schedule allows for their participation in the conference because delays will not be allowed due to the scheduling conflicts of a support person. At the conclusion of the conference, the student shall:

1. Sign an acknowledgment stating that the student committed the alleged violation(s) and agrees with the imposed disciplinary action. In such cases the discipline shall be imposed without need for a hearing and the student has no right to appeal.

or

2. Contest the alleged violations and/or associated discipline. In such cases, the Program Director will schedule a hearing as soon as is practicable but not more than ten business days of conferring with the student. The Program Director may extend the time in which to hold a hearing based on extenuating circumstances. The student will be notified of the date, time and location of the hearing via university email.

HEARING
A hearing body shall be assembled by the School, College, Department, or Program, as appropriate. The hearing body shall consist of one or more University employees that were not directly involved in the incident(s) from which the alleged violation(s) arose. In the event that the hearing body consists of more than one employee, a chairperson for the hearing body shall be appointed.

The purpose of the hearing is to allow for a fair and impartial review of the information to determine whether the student has violated one or more of the program's professional standards of conduct and, if so, the appropriate discipline that should be imposed. Hearings should be conducted in private. The hearing is not a court proceeding and the hearing body is not bound by rules of evidence.

The student shall have the right to:

• **Propose witnesses**. At least two business days in advance of the hearing, the student should provide the hearing body's designee with a list of names and a brief summary of the information expected to be presented by each witness. It is the responsibility of the student to notify the witnesses of the date, time and location of the hearing. The hearing body chair has the discretion to limit the number of witnesses who may appear before the hearing body (for example, due to relevancy, redundancy, etc.), but in exercising that discretion must allow for a fair and impartial review of the allegations.

• **Submit written or other information for the hearing body's consideration.** At least two business days in advance of the hearing, the student should submit to the hearing body's designee any documentary or other evidence that the student wishes the hearing board to consider. Absent exceptional circumstances, the hearing body will not consider information submitted beyond this deadline.

• **Be notified within two business days of the hearing of the identity of any witnesses who have been called by the hearing body to present information during the hearing.**

• **Be provided copies within two business days of the hearing of any written or other information the hearing body intends to consider at the hearing, when such information is known to the hearing body prior to the commencement of the hearing, including any prior conduct history of the student that may be considered for the purpose of determining the appropriate discipline.**

• **Be accompanied by a support person.** The student may consult the support person, but that person may not actively participate in the hearing. A student should choose a support person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not be allowed due to the scheduling conflicts of a support person.

After hearing from the witnesses and considering all other information presented to the hearing body, the hearing body shall deliberate. A decision by the hearing body that a student has violated one or more professional standards must be based on a preponderance of the evidence (i.e. it is more likely than not that the student violated the standard(s)).

The hearing body shall notify the student in writing of its decision within five business days of the hearing. The notice shall contain sufficient detail to explain the basis of the hearing body's decision. In deciding upon discipline, the hearing body may consider prior conduct history of the student. Such notice will be made by email to the student's official University email address and deemed received by the student on the day it was sent.

Grade Appeal Procedure

If a student believes that an assigned course grade is in error, the student has ten (10) working days from the posting of the grade or the last day grades are to be posted, whichever is later, to ask the instructor to review the grade. Allowable reasons for a grade change request are defined in current By-Laws (E.7) and comprise ...computational errors, clerical errors, and the discovery of overlooked components in a student's body of work.

If the Instructor does not respond to the student within five (5) working days (or sooner if extenuating circumstances merit a more expedited review), the student should contact the department head in which the course is offered.

If the instructor agrees that a grade change is justified, the instructor will initiate the grade change using procedures described by the Registrar.

If the instructor notifies the student that the original grade is correct, the student has ten (10) working days to appeal the decision to the head of the department in which the course is offered. The department head will seek input from the instructor and the student to determine the merits of the grade appeal and provide a decision within ten (10) working days from date of the appeal.

If after this review, the instructor and the department head agree that a grade change is justified, the instructor will initiate the grade change according to the procedures described by the registrar.

If the instructor and the department agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has ten (10) working days to request, through the dean of the school or college in which the course is taught, a review by the Faculty Grade Change Review Committee Panel (see below).

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, within ten (10) working days, through the dean of the school or college in which the course is taught, a review by the Faculty Grade Change Review Committee.

Body Fluids Exposure

In the event a UCONN Nursing student or faculty is exposed to blood or body fluids during a clinical practicum the following protocol is to be implemented.

1. Administer first aid
   a. Irrigate the exposed area as soon as possible.
   b. STUDENT: Notify your clinical instructor immediately.

2. Gather information
   a. Identify the source patient and mechanism of exposure/injury
   b. Identify source patient's HIV and Hepatitis status

3. Present to the nearest Emergency Department immediately (this will be at student/faculty expense)
   a. Post-exposure treatment for HIV must begin 1 – 2 hours post-exposure

4. Follow-up Care
   a. STUDENTS
      i. Present to Student Health Services Infection Control nurse after you have been treated in an Emergency Department
      ii. Participate in 3- and 6-month follow-up at Student Health Services

   b. FACULTY
      i. Present to your own personal health care provider

REMEMBER

This exposure needs to be documented in an "Incident Report" at the agency where the exposure took place using agency guidelines. The clinical instructor is also responsible for completing the incident report with the School of Nursing through CORE Elms and notifying the respective clinical coordinator. The student's health insurance will be billed for any health services provided related to incidents that occur during clinical.

Final Four Semesters (Year 3 and 4 Traditional BS Program only)

During the final four semesters of the program, you will be engaged in learning the fundamentals of nursing practice, core content of the profession, leadership, interprofessional practice, safety, quality and evidence-based practice within clinical practice settings.

Transitions Ceremony
The Transitions ceremony marks the point in the curriculum that students begin clinical rotations. Faculty, staff and students come together to celebrate the event with a "blessing of the hands" and recitation of the SON Praxis statement.

For the CEIN/BS program, each campus celebrates its own Transitions Ceremony early in the year prior to the start of clinical experiences.

Capstone Clinical Practicum
The capstone practicum experience occurs in the final semester of the traditional BS program and runs the length of the semester. During this clinical experience, students will concentrate their clinical learning in one area of nursing while working closely with agency preceptors and an assigned school of nursing clinical faculty. Students may request their top choices for potential placement from among a wide variety of clinical placements; however, placement in one of these choices is not guaranteed. Final placements decisions are made by the undergraduate clinical coordinator in consultation with the Director of the Undergraduate program.

Resources

1. Curriculum: Traditional BS Program

https://draft.nursing.uconn.edu/wp-content/uploads/sites/3147/2021/10/BSN-Curriculum-revised-11.2021.pdf

2. Curriculum: CEIN/BS Program

https://cein.nursing.uconn.edu/courses/

3. Net Id and listserv

https://netid.uconn.edu/

https://services.its.uconn.edu/?available=students&category=applications

4. CNS&I

https://cnsi.uconn.edu

5. Writing resources

https://writingcenter.uconn.edu/overview-of-grad-support/

6. Insurance

https://studenthealth.uconn.edu/fees-insurance/#insurance

7. Academic calendar for Traditional BS Program

   (CEIN/BS academic calendar for the year is distributed separately)

https://registrar.uconn.edu/academic-calendar/

8. Forms

https://registrar.uconn.edu/forms/

9. University of Connecticut Policies

https://policy.uconn.edu

10. Financial Support

Financial resources for undergraduate students are listed on our webpage at
https://nursing.uconn.edu/financial-assistance/

11. Microsoft Products

https://software.uconn.edu/microsoft-products-students/

Student submits the following form to their course faculty for missed exams:

Appendix A

THE UNIVERSITY OF CONNECTICUT
SCHOOL OF NURSING
EXAMINATION ABSENCE FORM

Student's Name:_____ Date of Missed Exam:_____

Date of Request:_____   Instructor: _____

Course #: _____

Reason for Request:_____

Verification of Request: _____

Attach documentation to support the reason for your absence (i.e. note from NP/MD/PA; obituary or funeral card)___

APPROVAL SECTION (Please do not write below this line)

_____

Appendix B

Applicable to CEIN/BS Students Only

Academic Progress

A grade of **C or better** is required in every course NURS 4300, NURS 4301; NURS 4304; NURS 4305, NURS 4414; NURS 4424; NURS 4434; NURS 4544; NURS 4554; to progress through the CEIN/BS Post Baccalaureate Sequence in Basic Nursing.

- Failure to complete the required clinical hours may result in a student being ineligible to progress to the next course in the 45-credit sequence;

- If a grade of **C- or less** is earned in any course, the student may request to repeat the course the next time it is offered. **No course may be repeated more than once**;

- Students must pass the clinical and lab portions of clinical courses in order to pass the class and progress;

- A total program GPA of 2.5 is required to complete the program and graduate.

Refunds: Students who withdraw from a class prior to the first day of classes will receive a 100% refund. Beginning on the first day of classes, refunds will be prorated on a weekly basis. (See university catalog for prorated rates under the heading Fees and Expenses). The refund schedule and information is available at http://bursar.uconn.edu/refund-request/. This does not include the non-refundable program deposit of $1,000.

Deferment Policy

- All admitted students must pay the non-refundable $1,000 deposit at the time of admission; if a student declines to pay the deposit within the required timeframe, they are administratively removed from the specific class and will need to reapply if interested in CEIN/BS at a future date.
- When a student requests a deferment, it must be approved by the Associate Dean or Dean.
- Deferments will not be advertised but will be available if approved. Only one deferment is possible.
- If they are given the opportunity for a seat in the following class and decline, they will need to withdraw from the program and reapply if interested in CEIN/BS at a future date.
- Students who do not meet the requirements set forth for provisional acceptance to the program may not request to defer.