



**The University of Alabama in Huntsville  
College of Nursing  
Undergraduate BSN**

**Student Handbook**

**2022-2023**

# Welcome

The UAH College of Nursing Dean, faculty, and staff welcome you to The University of Alabama in Huntsville. This handbook provides information pertaining to policies, procedures, and activities within the College. It is intended to be used in conjunction with the UAH Student Handbook and the UAH Undergraduate Catalog. We are here to assist you in the successful completion of your program of studies leading to a Bachelor of Science in Nursing Degree. We wish you much success in the attainment of your educational and professional goals.

The Baccalaureate Degree Program in Nursing at the University of Alabama in Huntsville (UAH) College of Nursing is accredited by the Commission on Collegiate Nursing Education (<http://ccneaccreditation.org/>) and approved by the Alabama Board of Nursing (ABN).

Commission on Collegiate Nursing Education (CCNE)  
655 K Street, NW, Suite 750  
Washington, DC 20001  
Telephone Number: 202-887-6791

Alabama Board of Nursing (ABN)  
P.O. Box 303900 Montgomery, AL 36130-3900  
Telephone Number: 334-242-4060

The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any educational program or activity.



## Letter from the Dean

Dear Student:

Hello and welcome to the College of Nursing! It is a very exciting time for the College, for the profession of nursing, and for all of health care. I encourage you to be an active participant in your academic life as well as extracurricular programs offered at the University of Alabama in Huntsville (UAH). The nursing curriculum will prepare you to practice as registered nurses in a rapidly changing health care delivery system. You will develop knowledge and skills to practice in both in-patient and community-based settings since more and more health care is being delivered in the ambulatory and community settings. If you are in the RN/BSN program, you are already licensed. You will see how the curriculum for you is designed to build on your previous nursing education.

You will also have an opportunity to learn using high fidelity simulation scenarios, telehealth robots, and varied task trainers housed in the Learning and Technology Resource Center and clinical practice laboratory. Other opportunities include Let's Pretend Hospital, a large health education program for children, disaster- preparedness, and health fairs. Since UAH is known for its high research activity, you will be able to work with nursing faculty engaged in research addressing some of the major health care needs of our nation and globally including early stroke intervention, childhood cancer, infant nutrition, breast cancer, long term care, and development of technology.

Our major purpose is to provide high quality nursing education to prepare nurses to provide patient-centered care using a team-based approach. While the courses in which you are enrolled are fundamental in meeting that purpose, other student services such as tutoring, advisement, and student mentoring are available to aid in your success.

Once you complete your BSN degree, I encourage you to continue to further pursue your education on the graduate level by enrolling in the MSN, BSN to DNP programs offered here. You can choose from the nurse practitioner program which specializes in either family or adult- gerontology acute care or nursing administration. You will be able to work as a nurse and go to graduate school at the same time. At the doctoral level, once you complete your master's degree, you can continue your education by enrolling in the Joint Nursing Science PhD or Doctor of Nursing Practice programs.

I invite you to stop by my office and introduce yourself to me. I want your experience in the College of Nursing to be a positive one.

Take care,

Karen Frith, Ph.D., RN, NEA-BC, CNE, Dean and Professor  
Email: [Karen.frith@uah.edu](mailto:Karen.frith@uah.edu)

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## Mission, Vision, Core Values

Educate and inspire individuals to become nurse leaders who act with integrity, discover through scientific methods, promote wellness, and advocate for the best health care experiences of people and communities in a complex and evolving health care environment. In collaboration with our university colleagues and community partners, we are committed to excellence through our teaching, scholarship, practice, and service.

### Vision

To have a global reputation for promoting wellness, and transforming health care through innovative nursing practice, education, and research.

### Core Values

- Integrity - Resolutely adhering to moral, ethical, and professional standards.
- Inspiration - Encouraging, role modeling, and mentoring others to pursue their professional dreams.
- Caring - Acting with compassion and respecting all persons by embracing cultural humility, diversity, and person-centered care.
- Excellence - Pursuing and achieving goals of the highest caliber.
- Wellness - Maximizing well-being in different states of health.



## History of the College of Nursing

UAH is the only institution offering both undergraduate and graduate nursing programs in north Alabama and is committed to becoming the regional center for research activities in nursing. The School of Nursing was established by act of the Alabama Legislature in 1971. The School was designated a College of Nursing in 1987.

Dr. Kathryn Crossland, the first Dean, was appointed in September, 1971, and the first students were admitted to the professional nursing curriculum for the fall of 1972. Thirty-six students were graduated in 1974. That same year the School of Nursing baccalaureate program was granted initial accreditation by the National League for Nursing. The Master of Science in Nursing degree was approved by the Board of Trustees of the University of Alabama System in 1978. The first students were graduated in 1980 and the program received initial accreditation from the National League for Nursing in 1982. The program initially prepared graduates as specialists in family nursing. A major curriculum revision, begun in 1980, resulted in the development of a two-track option: Adult Acute Care and Family Nurse Practitioner. A third track in Home Health Care Administration was added in 1988. In the fall of 1995, that track was modified to become a broader Nursing Administration track. The track was revised again in 2005 and is now the Leadership in Health Care System, offered online. An Acute Care Nurse Practitioner track, now called the Adult-Gerontology Acute Care Nurse Practitioner Program, was added in 1994 and the Adult Acute Care track was modified and updated in 1998 resulting in what is now called the Adult-Gerontology Clinical Nurse Specialist track. A Post-Master's Family Nurse Practitioner Program was initiated in 1994. A certificate program in Nursing Education was begun in 2003. The leadership track was revised and changed to the Leadership in Health Care Systems. The Doctor of Nursing Practice program was approved and the first class began fall 2008 and was accredited by CCNE in 2010. In the 2014-2015 academic year, faculty, staff, and students participated in a process to revise the mission, vision, and core values of the College of Nursing. The new guiding documents were implemented in fall 2015. The undergraduate faculty engaged in a curriculum revision in the same academic year, resulting in a concept-based curriculum with technology-rich learning support and computer-based testing. In summer 2017, the RN-BSN curriculum revision was implemented with an accelerated format of 5-week courses in the summer semester and 7-week courses in the academic year. The RN-BSN program began accepting students six times per year. In summer 2019, a Joint PhD program with The University of Alabama will be offered at UAH.

The College is housed in a centrally located building that was first occupied in 1976. Since then we have added a new four-story structure for a total of about 90,000 square feet with lecture rooms, research space, the Learning and Technology Resource Center, and study areas for student support. The unique design of the College of Nursing building promotes interaction among faculty and students and it supports the concept of a dynamic open system. The building is in close proximity to the Library, the UAH Student Center -- Charger Union and other academic buildings, providing opportunities for faculty, staff, and students to be an integral part of the University community.

## Professional Nursing Education

The College provides professional nursing education, and uses the direction provided by the American Association of Colleges of Nursing through *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

The College believes that liberal education, systems leadership, scholarship of evidence based practice, management and application of technology, multiple environments, communication and collaboration, clinical prevention, professionalism and professional values are necessary components in educational preparation of baccalaureate generalist nursing practice.

- Liberal Education for Baccalaureate Generalist Nursing Practice
- Provides the foundation for the development of clinical decision making skills
- Promotes critical thinking and ethical decision making
- Provides a strong foundation in the physical and social sciences including philosophy, arts and humanities
- Current trends in health care require learning related to communication, history, global perspectives, economics
- Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Promotes knowledge and skills in leadership, quality improvement, and patient safety to provide high quality health care
- Scholarship for Evidence Based Practice
- Translates current evidence in practice
- Information Management and Application of Patient Care Technology
- Applies knowledge and skills in information management and patient care technology
- Healthcare Policy, Finance, and Regulatory Environments
- Differentiates various environments that directly and indirectly influence the nature and function of the healthcare system
- Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Analyze health promotion and disease prevention strategies at the individual and population level
- Professionalism and Professional Values
- Facilitates the development of professional values and value based behaviors. These values include but are not limited to:
  - \* Altruism



- \* Autonomy
- \* Human dignity
- \* Integrity
- \* Social justice
- Provides the framework for practice
- Guides interactions with clients, colleagues, and the public
- Baccalaureate Generalist Nursing Practice
- Practices with patients to include individuals, families, groups, communities, and populations across the lifespan
- Understands and respects variations of care, the increased complexity, and increased use of healthcare resources in caring for patients

## American Nurses' Association Standards

The American Nurses' Association (ANA) foundational documents describe the responsibilities for which nurses are accountable. These standards reflect the values, ethics, and priorities of the profession; provide direction for professional practice; provide a framework for evaluation; and, define professional accountability to the public. They also serve as measurements used in licensure, certification, accreditation, quality assurance, peer review and public policy.

The College of Nursing subscribes to the three foundational documents for all students.

### Nursing: Scope and Standards of Practice

#### *STANDARDS OF PRACTICE*

Standard 1. Assessment: The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.

Standard 2. Diagnosis: The registered nurse analyzes the assessment data to determine the diagnoses or the issues.

Standard 3. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation: The registered nurse implements the identified plan.

- a. Standard 5A. Coordination of Care: The registered nurse coordinates care delivery.
- b. Standard 5B. Health Teaching and Health Promotion: The registered nurse employs strategies to promote health and a safe environment.
- c. Standard 5C. Consultation: The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.
- d. Standard 5D. Prescriptive: Authority and Treatment: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

Standard 6. Evaluation: The registered nurse evaluates progress toward attainment of outcomes.

Standard 7. Ethics: The registered nurse practices ethically.

- Standard 8. Education: The registered nurse attains knowledge and competence that reflects current nursing practice.
- Standard 9. Evidence-Based Practice and Research: The registered nurse integrates evidence and research findings into practice.
- Standard 10. Quality of Practice: The registered nurse contributes to quality nursing practice.
- Standard 11. Communication: The registered nurse communicates effectively in a variety of formats in all areas of practice.
- Standard 12. Leadership: The registered nurse demonstrates leadership in the professional practice setting and the profession.
- Standard 13. Collaboration: The registered nurse collaborates with the healthcare consumer, family, and others in the conduct of nursing practice.
- Standard 14. Professional Practice Evaluation: The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
- Standard 15. Resource Utilization: The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
- Standard 16. Environmental Health: The registered nurse practices in an environmentally safe and healthy manner.

## Code of Ethics for Nurses with Interpretive Statements

- PROVISION 1 Respect for Others
- PROVISION 2 Commitment to the Patient
- PROVISION 3 Advocacy for the Patient
- PROVISION 4 Accountability and Responsibility for Practice.
- PROVISION 5 Duty to Self and Duty to Others
- PROVISION 6 Contribution to Healthcare Environments
- PROVISION 7 Advancement of the Nursing Profession
- PROVISION 8 Promotion of Community and World Health
- PROVISION 9 Promotion of the Nursing Profession

## Nursing's Social Policy Statement: Essential Features of Professional Nursing

- Provision of a caring relationship that facilitates health and healing.
- Attention to the range of human experiences and responses to health and illness within the physical and social environments.
- Integration of assessment data with knowledge gained from an appreciation of the patient or the group.
- Application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking.
- Advancement of professional nursing knowledge through scholarly inquiry.
- Influence on social and public policy to promote social justice.
- Assurance of safe, quality, and evidence-based practice.

American Nurses Association (ANA), (2010). *Nursing's social policy statement: the essence of the profession*. Silver Spring, Md: American Nurses Association.

DATE APPROVED: 03/15  
SEMESTER AND YEAR EFFECTIVE: Spring 2015  
DATE REVIEWED/REVISED: Nov. 20204  
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Fall 2027

## Section I – General Information

A comprehensive list and descriptions of UAH student services is provided in the UAH Student Handbook (<http://www.uah.edu/student-support/student-conduct/handbook>).

### College of Nursing Building Information

Nursing Building and Hours: 6:00am-6:30pm

#### Frequently Called Numbers

- Office of Undergraduate Programs, 256-824-6742
- Office of Graduate Programs, 256-824-6669
- Office of the Dean, 256-824-6345
- Simulation Learning and Innovation Center 256-824-2430
- Student Health Center, 256-824-6775
- Student Success Center, 256-824-2478
- Counseling Center, 256-824-6203
- Records/Registrar Office, 256-824-7777
- Library, 256-824-6530
- Financial Aid, 256-824-6650
- Housing, 256-824-6108
- IT Help Desk, 256-824-3333
- Charger Card Office, 256-824-2720
- Public Safety, 256-824-6596

#### Wi-Fi

UAH provides free Wi-Fi access for all currently enrolled students. Instructions for connecting to the wireless network can be found at <http://www.uah.edu/oit/services/networks>. There is excellent wireless coverage throughout the Nursing Building. Rooms 103 A & B have wired connections to the UAH network for student use.

#### Commons Area

The Commons Area, on the second floor mezzanine, has been set aside for student use in addition to various gathering areas throughout the building. Microwave ovens, vending machines, and refrigerator are also available for student use. Tables have been provided for both studying and eating.

#### Communicating with Faculty

Faculty may be reached by email or calling their office. Faculty telephone numbers are listed in course syllabi and the College of Nursing website. All faculty have voice mail so students may leave a message if the faculty member is not available. Office hours for the faculty secretary are 8:00 a.m. to 4:30 p.m., Monday through Friday. The faculty secretary may be reached at 256- 824-6512.

The official electronic communication method for the University and College is UAH email. Faculty email addresses are published in the Student/Faculty Telephone Directory, made available in the fall semester. All students are issued a university email account by Information Services.

### Emergency Messages

All students are encouraged to sign up for the UAlert System, which is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home and office phones, text messages to cell phones, and email messages. To register, go to [www.uah.edu/ualert](http://www.uah.edu/ualert) and select your contact preferences.

## University Services

### Student Success Center ([www.uah.edu/ssc/](http://www.uah.edu/ssc/))

The Student Success Center provides programs and services to support UAH students in exploring their intellectual as well as their social potential to achieve academic success.

Academic Coaching: This program supports students in being successful in academia by sharing with them key areas of success such as test taking strategies, time management, and organizational tips.

Career Development: We offer comprehensive career services to all UAH students and we help develop effective job search skills and search for work opportunities.

PASS (Peer Assisted Study Sessions): Peer Assisted Study Sessions (PASS) provide assistance to students enrolled in specific courses that are considered historically difficult. PASS Leaders are undergraduate students who have received a high grade in the course for which they offer support. Their job is to attend class along with students and then hold review and discussion sessions designed to reinforce course materials. Located in the Salmon Library, 1<sup>st</sup> Floor ([PASS@uah.edu](mailto:PASS@uah.edu) )

Tutoring and Writing: The Tutoring & Writing Center offers assistance to currently enrolled UAH students. Tutoring is available in a variety of subjects and assistance is provided for students to improve their writing skills.

### Health & Wellness ([www.uah.edu/health-and-wellness](http://www.uah.edu/health-and-wellness))

Counseling Services: Students sometimes encounter personal difficulties during the course of their collegiate experience. The Counseling Center supports the educational process by assisting students in their academic, personal, and social development. The Counseling Center operates on a time limited model, which means that students are eligible for up to 12 individual sessions per academic year. Counseling can be an opportunity to talk about concerns with an objective person who can help you develop skills and view situations in ways that may enable you to be more effective in managing life's challenges down the road. Students must be currently enrolled in three or more credit hours to be eligible to receive counseling services. Services at the Counseling Center are all free of charge. Consultation services are provided to parents, faculty, and staff. Appointments may be scheduled through the Counseling Center in Wilson Hall, Room 329, or by calling 256-824-6203.

Disability Support Services: Disability Support Services (DSS) is responsible for assuring that students with disabilities have equal, effective, and meaningful access to all aspects of university life, while remaining as independent as possible. The DSS office is committed to working with students, faculty, and staff in developing and implementing reasonable accommodations and appropriate strategies for a successful learning experience while maintaining the academic standards and integrity of the University. For guidelines, forms,

process, and more information, please contact the DSS office at 256- 824-1997 (Wilson Hall).

Student Health Center: The Student Health Center, located at Wilson Hall, 3<sup>rd</sup> Floor, Room 325 and provides on-campus health care to students currently enrolled in at least three credit hours of classes. The Student Health Center is designed to meet students' basic health care needs. Services include acute care, physicals, immunizations, TB screens, and vaccinations. Hours of operation are 8:15 a.m.-12 p.m. and 1:30 p.m. – 5:00 pm. Though “walk-ins” may be available, please call 256-824-6775 for appointments and for a more inclusive list of services.

Fitness Center: Full time students are automatically members of the University Fitness Center, located on John Wright Drive. This state-of-the-art complex provides group classes, a pool, weights, exercise equipment and many other exercise options. Questions regarding the University Fitness Center should be directed to 256-824-5500.

Library Services ([www.uah.edu/library](http://www.uah.edu/library))

The many pathways for research at the Library include our book, periodical, and microform collections, online databases and specialized reference tools, and an extensive library of U.S. government publications. As a part of the Alabama Virtual Library, UAH continues to offer more and more electronic products.

- Hours of Operation:
- Fall and Spring  
Semester: Sunday:  
1:00pm-10:00pm  
Mon-Thu: 7:30am-  
Midnight Friday:  
7:30am-8:00pm  
Saturday: 9:00am-  
6:00pm
- Exceptions: Summer, some holidays and some breaks

Salmon Library Study Rooms: Study rooms are available with conference style seating and are equipped with large wall-mounted monitors that may be connected to a student-owned laptop for group study sessions. A keyboard, mouse, cables, and whiteboard markers may be checked out for use in the study room. For more information go to <http://www.uah.edu/library/services/study-rooms>.

Offices of Diversity, Equity and Inclusion (<http://www.uah.edu/diversity>)

The Office of Multi-Cultural Affairs assists the University in providing an atmosphere that is welcoming, supportive, and rewarding as students prepare to become responsible adults. The Office endeavors to foster an understanding and a respect for cultural diversity throughout the UAH Community. Students may contact the office by calling 256-824-4600.



UAH Undergraduate Catalog (<http://catalog.uah.edu/>)

The UAH Undergraduate Catalog is available online. The catalog contains admission, enrollment, and progression requirements as well as course descriptions.

Student ID Charger Card ([www.uah.edu/chargercard/](http://www.uah.edu/chargercard/))

Every newly admitted undergraduate student will be charged a one-time fee of \$10.00 for an official UAH photo identification card (Charger Card). Students may obtain a Charger Card in the Charger Union, room 131, from 8:30 am until 5:00 pm, Monday through Friday, excluding holidays. Verification of class schedule and photo ID required. The Charger Card gives students access to campus facilities and services and will allow for purchases at participating locations.

Charger Accounts are necessary for programs such as Meal Plans and Flex Accounts.

Police, Public Safety, & Parking ([www.uah.edu/police](http://www.uah.edu/police))

This department is located in the Intermodal Facility and is staffed by professional law enforcement personnel 24 hours a day, seven days a week to help protect and assist the UAH campus community, especially the student body. In the event of an emergency on UAH property, the Department of Public Safety should be notified at 256-824-6911. For non-emergent calls, dial 256-824-6956. Parking is available in designated areas with a valid decal which should be purchased online at <https://parking.uah.edu/>. An online purchase is required. You may pick up your parking permit at Parking Services located at the Conference Training Center (CTC) during regular business hours 8:30am – 4:00pm.

## Financial Aid and Scholarship Information

### Financial Aid (<http://www.uah.edu/admissions/undergraduate/financial-aid/office>)

The University Financial Aid Office, located in the Conference Training Center (former University Center), provides financial aid information and assists students in meeting individual financial needs. A nursing program is expensive, and students are encouraged to make appropriate financial arrangements so they do not have to work full-time while in the nursing program. Nursing students will incur additional costs other than tuition and fees such as purchasing scrubs, lab coat, stethoscope, nursing shoes, picture ID badge, and other equipment needed to practice in the clinical area.

### Scholarships (<http://www.uah.edu/admissions/undergraduate/financial-aid/scholarships>)

General college scholarship information may be obtained through the Financial Aid Office. Applications for scholarships must be completed by December 1 for the following academic year. All students who wish to be considered for any scholarship must complete a scholarship application available in the University Financial Aid Office.

## Section II - Policies and Procedures

All UAH academic policies are fully explained in the UAH Undergraduate Catalog and The UAH Student Handbook. This section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Promotion to Upper Division Pre-licensure BSN Program**

#### **I. Purpose:**

The purpose of the policy regarding promotion to upper division is to ensure consistent criteria for promotion are used when evaluating prospective students.

#### **II. Policy:**

- A. Students admitted into Early Promotion into Nursing Program (EPNP) as freshmen are exempt from the policy unless they do not maintain their eligibility for EPNP.
- B. Students must be accepted to the university before applying to the college of nursing.
- C. Enrollment into the University of Alabama in Huntsville (UAH) (pre-professional/lower division component) as a nursing major does not assure the student admission to the Professional (upper division) Component.
  - 1. UAH Students: Complete lower division courses as advised by the Office of Undergraduate Programs, following the pattern of courses required by the university and the College of Nursing.
  - 2. Transfer Students: UAH participates in the Alabama Articulation Agreement with Alabama junior and community colleges. Students participating in the Articulation Agreement should follow the program guide and contact the UAH Office of Student Affairs for guidance on specific courses.

To strengthen diversity in the College of Nursing, the undergraduate programs are committed to improving social and cultural awareness, encouraging self-understanding, and promoting engagement with others. Our educational experiences promote cross-cultural perspectives and people of diverse races, ethnicities, cultures, ages, religions, languages, abilities, genders, and sexual orientations.

Information about resources to support diversity may be found on the site for the Office of Diversity, Equity, and Inclusion. <https://www.uah.edu/diversity>

- D. Students are admitted every fall and spring semester.

E. Applications are available in the Office of Undergraduate Programs in the College of Nursing and online by clicking on the *Apply Today* tab on the lower portion of the program webpage. RN-BSN applications are accessible through the RN – BSN online page, *Apply Now*. Applications are reviewed carefully to determine that students have satisfied all pre-nursing requirements

F. Students are selected based upon the following factors:

- Admission to the University prior to the application deadline.
- Submission of a completed nursing application by posted deadline.
- A minimum cumulative GPA of 3.0 on all nursing prerequisite courses.
- A minimum cumulative GPA of 2.75 in all required science courses.  
A minimum grade of a C in all nursing prerequisite courses.
- A minimum cumulative score of 75% on the Elsevier HESI Admission Exam (A2)

Students can register to take the A2 on the UAH campus  
<https://www.uah.edu/cps/testing-certification-services/hesi>

\*An 80% or higher is required on the HESI / A2 for EPNP students.

G. After students have been selected for promotion to the upper division, their grades are checked just prior to the start of the semester for which they were accepted. Promotion to the upper division will be forfeited if any prerequisite is found lacking or less than a “C” is earned.

The UAH College of Nursing (CON) reserves the right to select the applicants best qualified for and most likely to succeed in the study of nursing. Failure to comply with legal, moral, and legislative standards for licensure to practice as a registered nurse in the State of Alabama merits immediate dismissal from the nursing program. In keeping with the dynamic changes in the nursing and health field, the baccalaureate curriculum may undergo change. Changes in curricula and/or admission requirements will be published as far in advance as possible.

All interested students are strongly encouraged to meet with or contact a UAH CON advisor when applying to the program.

Prerequisite /Lower Division coursework: 60 Semester Hours

DATE APPROVED: Fall 2014, 2017  
EFFECTIVE DATE: Fall 2015, Fall 2018  
DATE REVIEWED/ REVISED: Fall 2009, Fall 2015, Fall 2018  
DATE OF NEXT MANDATORY REVIEW: Spring 2025  
By: Undergraduate Curriculum Committee

### **III. Procedure:**

- A. Students apply to the UAH CON during the open window as designated on the CON website. The application is submitted to the Office of Undergraduate Programs.
- B. The staff assistant enters data into a shared database and makes an admission folder for each student.
- C. The Director of Admissions and Advisement reviews all applications and develops a spreadsheet listing all applicants and their qualifications. The spreadsheet is reviewed with the Associate Dean of Undergraduate Programs before promotion to the upper division is granted.
- D. The Office of Undergraduate Programs sends acceptance or denial letters to students no more than five weeks after the deadline for applications passes.

DATE APPROVED: Fall 2014, 2017  
EFFECTIVE DATE: Fall 2015, Fall 2018  
DATE REVIEWED/ REVISED: Fall 2009, Fall 2015, Fall 2017  
DATE OF NEXT MANDATORY REVIEW: Spring 2025  
By: Undergraduate Curriculum Committee

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Early Promotion into Nursing Program**

#### **I. Purpose:**

The purpose of the Early Promotion into the Nursing Program (EPNP) is to accept highly qualified high school students directly into the traditional nursing program as long as they maintain the EPNP standards.

#### **II. Policy:**

Highly qualified students who enter UAH as freshmen, declare Nursing as their major, take ALL lower division Nursing coursework as listed in the BSN lower division program of study on the UAH campus, and meet the requirements listed below will be enrolled in the EPNP and guaranteed a slot in the upper division Nursing courses. Since students will also be eligible to enroll in the UAH Honors College, it is an expectation that students enrolling in the EPNP will also apply and enroll in the UAH Honors College.

The following requirements and conditions are to be met by UAH EPNP students in order to maintain good standing status for promotion into the upper division of Nursing:

A high school GPA of 3.5.\*

Maintain a minimum cumulative GPA of 3.25 on all lower division Nursing and Charger Foundations required courses given in the BSN lower division program of study.

Successful completion of the required BSN lower division program of study for promotion into upper division nursing courses at UAH.

An overall cumulative score of at least 80% on the HESI Admissions Assessment (A2) exam. Students who do not meet these criteria and are still interested in applying for the EPNP, may have an individual assessment of their application performed.

\* Requirements and conditions are subject to change.

#### **III. Procedure:**

High school students who have a GPA of 3.5 or higher who declare nursing as their major are placed accepted into EPNP by the Office of Admissions.

The Office of the Associate Dean for Undergraduate Programs writes a letter of congratulations to students admitted into EPNP.

The Director of Admissions and Advisement tracks students in EPNP in the Undergraduate Database. Students are placed in an admission cohort when they satisfy the pre-requisite courses and HESI score. Students who fail to meet the EPNP criteria, but who remain in the nursing major are advised about their courses and when to make their application to the nursing program.

DATE APPROVED: Spring 2014

DATE EFFECTIVE: Fall 2015

DATE REVIEWED/REVISED: Spring 2019

NEXT MANDATORY REVIEW: Spring 2024 BY: Associate Dean of Undergraduate Programs

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

**Progression in the Pre-licensure BSN Program**

**I. Purpose:**

The purpose of the progression policy in the BSN program is to outline the conditions under which a student may be eligible or ineligible to continue in the program.

**II. Policy:**

Only eligible students are allowed to progress in the nursing program according to the program of study (POS) under which they were admitted. The consequences of failing courses or withdrawing are described in sections B-E.

**A. Progression according to Program of Study (POS):**

1. A grade of "C" or above must be earned in all required nursing courses.

Students must meet standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses, the Alabama Board of Nursing Practice Act, and standards of student behavior as described in the UAH Undergraduate Student Handbook.

2. Throughout the program, students must meet health and other requirements as identified in the Health and Clinical Prerequisites document in the Undergraduate BSN Student Handbook, as well as requirements specified by clinical agencies.

**B. Failure of One Course:** A student who receives a grade below "C" in a required nursing course may repeat the course only once.

**C. Dismissal from Nursing Program:**

1. A student who receives two or more grades below "C" in required nursing courses, in either the same course or in separate courses, at any time during the program will be dismissed from the College of Nursing (except NUR 311 and NUR 408). Students may apply for readmission to the College of Nursing by following the policy and completing the form found in the College of Nursing Undergraduate Student Handbook and submitting it to the Director of Undergraduate Admissions and Advisement in the College of Nursing. Readmission into the upper division nursing program is not guaranteed and is based on the availability of space in a cohort and on the information submitted in the application. Students who are readmitted and subsequently earn another grade below "C" in any nursing course will be permanently dismissed from the program.



C. Withdrawal from courses:

A student may not withdraw from the same NUR course more than two times.

Students who are repeating the same NUR course for the third time may not withdraw. Students who fail the clinical component of a course may not withdraw from the course. Electing a withdrawal or a failure in this situation will result in a dismissal from the program.

NUR 311: Clinical Calculations in Nursing and NUR 408: Professional Practice in Nursing Seminar are exempt from this policy

2. Academic dismissal from the College of Nursing precludes progression in the nursing curriculum. Retroactive withdrawal or other related progression decisions from courses after academic dismissal from the nursing program does not result in a reversal of the dismissal.

D. Withdrawal from Nursing Program:

Any student who withdraws from or does not successfully complete a course for academic or nonacademic reasons as prescribed on the POS must meet with the Associate Dean of Undergraduate Programs to develop a revised program of study based on space-availability and progression constraints. Before considering placement of a student who has not succeeded in a course or withdrawn from a course, preference for spaces will be given to applicants who meet all progression criteria. Any alteration of the initial program of study will lengthen the student's program.

E. Graduation from the Nursing Program:

1. An overall "C" (2.0) grade point average (GPA) on all courses taken at UAH is required for graduation.

III. Procedure:

A. Students who make Cs or higher in their required upper division nursing courses in the BSN program progress according to the program of study under which they were admitted.

B. Students who fail one course are required to meet with the Associate Dean for Undergraduate Programs and sign a revised POS.

C. Students who fail two or more courses, will be dismissed.

D. Students who are dismissed or fail to meet graduation criteria must meet with the BSN Program Coordinator or Associate Dean of Undergraduate Programs. If students desire readmission, they must follow the policy for readmission as outlined in the College of Nursing Undergraduate BSN Student Handbook.

E. Any requests for exceptions to progression, POS, and graduation requirements must be addressed in writing to the Associate Dean of Undergraduate Programs.

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Academic Dismissal

#### I. Purpose:

- a. To describe procedure for students who are unsuccessful in two upper division pre licensure undergraduate nursing courses.

#### II. Policy:

A student who has failed two nursing courses will be academically dismissed from the nursing program and found to be "not in good standing" with the College of Nursing (CON). The student may petition for readmission into the CON after waiting for a minimum of one semester, not to include summer semester. During this time, the student may take courses in other disciplines on the UAH campus. If readmitted, any additional failure will result in permanent dismissal. Students who have been dismissed for more than one year are not eligible to apply for readmission.

#### III. Procedure:

- A. The Associate Dean of Undergraduate Programs (ADUP) notifies students in writing about academic dismissal from the Nursing Program.
  1. The ADUP recommends for students to meet with the Director of Undergraduate Admission and Advisement to discuss other majors or exploratory advisement in the Student Success Center.
  2. . The ADUP informs the students of rights described in the *Undergraduate Nursing Student Handbook* and the *UAH Undergraduate Catalog*.

If a student desires to be readmitted to the Pre-licensure Nursing Program, the student will submit the application per the advised timeline.
- B. The Director of Undergraduate Admission and Advisement schedules a meeting of the Readmission Committee to review application for readmission.
- C. The Readmission Committee reviews applications and votes "yes" or "no" for readmission. The majority vote is honored. The Readmission Committee can make stipulations about the conditions under which students are readmitted.
- D. The Director of Undergraduate Admission and Advisement notifies the student in writing of the Readmission Committee 's decision.

DATE APPROVED: Spring 2015  
EFFECTIVE DATE: Fall 2015  
DATE REVIEWED/ REVISED: Fall 2020  
DATE OF NEXT MANDATORY  
REVIEW : Spring 2025

## Health and Clinical Prerequisites

Clinical agencies require students to meet various health related requirements. Students must complete and maintain currency of all health documentation requirements prior to enrollment in upper division level courses and throughout the program for progression. Students are responsible for maintaining original health records. These records will be managed by the Office of Undergraduate Programs (health insurance, CPR, drug testing, and criminal background check, vaccination). The UAH Student Health Center can assist students in obtaining vaccinations and/or physical examination. The following are required as part of admission and progression in the upper division nursing major and entry into each course:

- Physical examination: Student must obtain a physical examination from a health care provider. The physical examination must be obtained no more than 3 months prior to admission to the Nursing Program. Students must complete the Essential Functions form available in the electronic record keeping-system (Sentry MD). Students who are not able to meet the Essential Functions as described in this Student Handbook must meet with the Associate Dean for the Office of Undergraduate Programs.
- Hepatitis B: for initial enrollment, verification that the series of injections has begun or results of a recent titer must be received.
- Evidence of Tdap immunization within the past 10 years.
- Evidence of immunity to measles, mumps, rubella, and varicella.
- Evidence of negative tuberculosis screening. Each student is required to have a 2-step tuberculin (TB) skin test or a T-spot less than three months prior to the first day of class of upper division nursing courses. If a student has a current TB skin test, then a two-step is not needed. Instead of skin testing, students may provide evidence of a blood test indicating negative for tuberculosis. If the skin test or the blood test is positive, a chest x-ray is required and possible other medical evaluation may be requested. An annual one-step TB renewal test is required.
- Annual Influenza vaccination: Students are required to provide evidence of influenza vaccination by October of each year while enrolled in the Nursing Program.
- Current health insurance: Students are required to provide evidence of current health insurance each year while enrolled in the Nursing Program. See university options: <https://www.uah.edu/health-and-wellness/student-insurance-plan>
- CPR: Basic Life Support for the Healthcare Provider through the

American Heart Association certification or recertification is every two years.

- Drug testing and criminal background check: Students are required to submit to drug testing and criminal background checks upon admission and annually, for reasonable suspicion of drug/alcohol use, and as required by affiliating clinical agencies while enrolled in any Nursing Program. The College of Nursing Undergraduate Student Handbook provides detailed policies on the following pages. Violations of the policies are serious and will result in dismissal of students from the College of nursing.
- Other health requirements may be implemented based on community or clinical agency requirements.

DATE APPROVED: Summer 2017  
EFFECTIVE DATE: Fall 2017  
DATE REVIEWED/ REVISED: Fall 2022  
DATE OF NEXT MANDATORY REVIEW: Spring 2027  
BY: Associate Dean for Undergraduate Programs

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Annual BSN Student Background Checks and Drug Screening Policy and Procedure**

#### **1. Purpose**

The purpose of this policy and procedure is to provide a mechanism for obtaining annual student background checks and routine drug screening.

#### **2. Policies**

Students accepted to the undergraduate traditional upper division and RN- BSN upper division are required to have an annual background screen and drug screen.

The College of Nursing must certify to clinical agencies where students practice that each student has had an acceptable background screen and negative drug screen.

The background screen and drug testing screen will be conducted by a qualified agency using established methods and procedures. Confidentiality of the student's results will be protected. All costs associated with screenings are the responsibility of the student.

Promotion to upper division nursing courses will be withdrawn for students who have a positive drug screen.

A student who has a positive drug screen while taking upper division nursing courses will follow the CON Substance Abuse Policy/Drug/Alcohol Testing Policy. Any readmission consideration will be based on the CON Substance Abuse Policy/Drug/Alcohol Testing Policy.

Promotion to upper division nursing courses will be withdrawn for students who have been convicted of or have pending a charge that would not be acceptable for clinical practice.

A student whose promotion to upper division nursing courses is withdrawn or is dismissed from the College of Nursing due to findings from a background screen in their senior year will be considered for readmission on a case-by-case basis depending upon the situation.

### **3. Procedure**

#### **A. BSN Traditional Program**

##### **1. Background Screen**

All BSN traditional nursing students will be required to undergo a background screening upon initial promotion to upper division of nursing (prior to the first day of semester I classes) and an additional background screen at the beginning every fall semester.

Students promoted to the upper division of nursing will be notified of the procedure to follow for background screening in their letter of promotion (Appendix A). The background screen will include:

Residency History

Social Security Trace

Nationwide Criminal Records Database and Nationwide Sex Offender Registry

Unlimited County Criminal Records

Nationwide Healthcare Fraud and Abuse (FACIS III)

Promotion to upper division will be withdrawn for students who have been convicted of or have pending a charge that would not be acceptable for clinical practice.

Refusal by the student to submit to the background screen upon initial promotion will result in the student's withdrawal from the upper division of the nursing program.

Refusal by the student to submit to the background screen at the beginning of the senior year will result in the student's dismissal from the upper division of the nursing program.

##### **2. Drug Screen**

All BSN traditional nursing students will be required to undergo a drug test consisting of a 10-panel urine drug screen upon initial promotion to the upper division of nursing (prior to the first day of semester I classes) and will be required to be repeated prior to the first day of every fall semester.

Students promoted to the upper division of nursing will be notified of the procedure to follow for the drug screen in their letter of promotion (Appendix A). Students will be required to follow the procedures of the College of Nursing and should not obtain a drug screen prior to being notified. Drug screening via any other vendor or laboratory will not be accepted.

Refusal by the student to submit to drug screening upon initial promotion as described in the policy and procedure will result in the student's withdrawal from the upper division of the nursing program.

Refusal by the student to submit to a random drug screen during the senior year will result in the student's dismissal from the upper division of the nursing program.

## **B. RN-BSN Track**

### **1. Background Screen**

- a. All RN-BSN nursing students will be required to undergo a background screening upon initial promotion to upper division of nursing (prior to the first day of classes).
- b. Students promoted to the upper division of nursing will be notified of the procedure to follow for background screening in their letter of promotion (Appendix A). The background screen will include:
  - c. Residency History
  - d. Social Security Trace
  - e. Nationwide Criminal Records Database and Nationwide Sex Offender Registry
  - f. Unlimited County Criminal Records
  - g. Nationwide Healthcare Fraud and Abuse (FACIS III)
- h. Promotion to upper division will be withdrawn for students who have been convicted of or have pending a charge that would not be acceptable for clinical practice.
- i. Refusal by the student to submit to the background screen upon initial promotion will result in the student's withdrawal from the upper division of the nursing program.

### **3. Drug Screen**

- a. All RN-BSN nursing students will be required to undergo a drug test consisting of a 10-panel urine off-site drug screen upon initial promotion to the upper division of nursing.
- b. Students accepted to the upper division of nursing will be notified of the procedure to follow for the drug screen in their letter of promotion (Appendix A). Students will be required to follow the procedures of the

- c. College of Nursing and should not obtain a drug screen prior to being notified. Drug screening via any other vendor or laboratory will not be accepted.
- d. Refusal by the student to submit to drug screening upon initial promotion as described in the policy and procedure will result in the student's withdrawal from the upper division of the nursing program.

Date Approved: Fall 2016 Effective Date: Fall  
2016 Date reviewed/ revised: Fall 2022  
Date of next mandatory review: Fall 2027  
By: Associate Dean



# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING**

## **Substance Abuse and Drug/Alcohol Testing Policy**

### **I. Drug and Alcohol Policies of the University of Alabama in Huntsville (UAH or University)**

- A. UAH Policies. All UAH College of Nursing students must become familiar with and comply with the UAH policies regarding drugs and alcoholic beverages. These policies are stated in the Student Handbook, the Code of Student Conduct, the UAH Alcoholic Beverage Usage at University Events Policy, and the Drug Free Workplace Statement Policy. These policies incorporate by reference federal, state, and local drug and alcohol laws. Under the Drug-Free Schools and Communities Act, UAH students are informed each year about out these and related matters. The Code of Student Conduct standards of behavior apply both to conduct on campus and off campus.
- B. Nursing Drug/Alcohol Policy. This Substance Abuse and Drug/Alcohol Policy (the “Policy”), applying specifically to Nursing students, is intended to complement the UAH policies described above.

### **II. Purpose of Policy**

- A. Safe Academic and Clinical Environment. The College of Nursing recognizes its responsibility to promote a safe, efficient academic environment for Nursing students and to cooperate with affiliated clinical agencies in providing for the safe and effective care of their patients during Nursing students’ clinical experiences in the agencies’ facilities.
- B. Drugs and Alcohol. Nurses must conduct health care and educational activities only while in full control of their manual dexterity, mental faculties, judgment, and other skills. A Nursing student’s use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Nursing students poses an unacceptable risk for patients, colleagues, the University, and affiliated clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the Upper Division of the College of Nursing’s BSN program and its Graduate program, where Nursing students spend a considerable amount of time learning patient care in a variety of clinical settings. Accordingly, this Policy has been adopted with the following objectives and purposes:
- To proscribe substance abuse and/or activities or behaviors (a) that are prohibited by the University’s policies regarding drugs and alcoholic beverages; (b) that may subject the involved Nursing student, other individuals, and the University to legal penalties or consequences; or (c)

that may negatively impact the care of patients and the Nursing educational programs.

- To identify Nursing students in the upper division of the BSN program or in the Graduate program who may have a non-expunged drug or alcohol-related impairment or arrest, charge, and/or conviction related to a drug or alcohol-related offense that may impact their ability to learn safe care practices or that may create unacceptable risks for the University or the affiliated clinical agencies in which students have clinical experiences.
- To cooperate with affiliated clinical agencies by requiring Nursing students assigned to clinical activities in such agencies to consent voluntarily (a) to allow those agencies to drug test the Nursing student in accordance with their policies, and (b) to disclose any drug testing results to appropriate College of Nursing officials.
- To require all Nursing students enrolled in the College of Nursing to submit to mandatory drug testing under the circumstances set forth herein.

### III. Definition of Terms

The following terms, when used in this Policy shall have the definitions indicated below.

- “Illegal drug” means any drug/chemical substance that is not legally obtainable; any drug/chemical substance that is legally obtainable but has not been legally obtained; any prescribed drug/chemical substance that has not been legally obtained; any prescribed drug/chemical substance that is not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug that is being used at a dosage level other than that recommended by the manufacturer or a health care provider or is being used for a purpose other than the purpose intended by the manufacturer; and any drug/chemical substance that is being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs/chemical substances include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances (such as marijuana and hashish), cocaine, heroin, methamphetamines, phencyclidine (PCP), and so-called designer drugs and look-alike drugs such as ecstasy or ketamine.
- “Impaired” means a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity

and skills, conceptual or factual recall, integrative or synthetic thought processes, judgement, attentiveness, demeanor, and attitudes as manifested in speech or actions. Impairment includes addiction to and/or physical dependence upon drugs/chemical substances and/or alcohol.

- “Nursing student” means any individual formally enrolled in the College of Nursing in pursuit of a BSN or Graduate degree, including registered nurses (RN), students taking courses via distance education, special students, or individuals in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.
- “Reasonable suspicion” means a conclusion, reasonably based on credible evidence, that it is more likely than not that a person has engaged in substance abuse.
- “Substance abuse” means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any Nursing student while enrolled in Upper division courses in the BSN program or in Graduate courses at UAH, regardless of where the illegal drug activity occurs; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any Nursing student while on University or affiliated clinical site premises, or while participating in any University or affiliated clinical site-sponsored or related activity, including any Nursing course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or “over-the-counter” drug, or alcohol in such a way that the Nursing student’s performance in any Nursing course, including activities at any clinical site, is impaired.

#### IV. Policy Requirements

##### A. General Compliance Duty

1. All Nursing students are expected to comply with the provisions of the multiple UAH policies regarding drugs and alcohol referenced above. Nursing students are further expected to comply with all the duties and requirements established by this Policy.
2. A Nursing student must not under any circumstance participate in Nursing-related courses or clinical activities while impaired.
3. A Nursing student is expected, in all oral or written communications with the College of Nursing, to be truthful and provide accurate information.

##### B. Required Disclosures

1. Nursing students in the Upper Division of the BSN program or in the Graduate program will be required to provide (in addition to other information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein. Such students are further required to disclose any non-expunged past criminal drug or alcohol convictions and the penalties imposed for such conviction(s). These disclosures shall be made on a form provided by the College of Nursing. See Attachment A. This form, when completed, shall be provided to the Associate Dean.
2. A Nursing student is also required to notify and disclose to the Associate Dean any “current” arrest, charge, or conviction relating to a violation of drug or alcohol laws. This notice and disclosure must be made within five (5) days of the arrest, charge, or conviction.

C. Student “Self-Disclosure”

1. A Nursing student may voluntarily disclose or “self-identify” use of an illegal drug or an impaired condition and request help to deal with the problem by contacting a member of the College of Nursing faculty or administration.
2. The Associate Dean or designee will institute the drug testing procedure as described in this Policy with respect to such self-identifying student.

D. Drug/Alcohol Testing – Affiliated Agency

1. Upon admission to the Upper Division BSN or the Graduate program, and annually thereafter, the Nursing student shall sign an agreement (a) to abide by the drug/alcohol policies and drug/alcohol testing policies of each affiliated clinical agency to which a Nursing student is assigned; (b) to submit to any drug/alcohol testing required by the affiliated clinical agency; and (c) to release a copy of any and all drug/alcohol test results and related information to the College of Nursing Associate Dean and/or other appropriate College of Nursing officials. See Attachment B. Failure to sign the consent shall be grounds for non-placement at or removal from an affiliated clinical agency and will be considered a violation of this Policy.

2. A Nursing student may be tested for drug/alcohol use in accordance with the policies of the affiliated clinical agency and pursuant to the Nursing student's consent, as required in section D.1 above.
3. The cost(s) of all drug/alcohol testing required by affiliated clinical agencies shall be borne by the Nursing student or the affiliated clinical agency, as determined by the affiliated clinical agency. Neither the University nor the College of Nursing shall bear drug/alcohol testing costs arising out of any Nursing student's placement at an affiliated clinical agency.

E. Drug/Alcohol Testing – College of Nursing

1. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the affiliated clinical agency. "Reasonable suspicion of a Nursing student's substance abuse or impairment may be based on a variety of factors, including but not limited to the following:
  - direct observation of a Nursing student's substance abuse or impairment
  - direct observation of physical symptoms or manifestations of a Nursing student's being under the influence of a drug or alcohol, such as, for example, the odor of drugs or alcohol, erratic behavior, slurred speech, staggered gait, decreased motor coordination, difficulty in maintaining balance, flushed face, dilated or pinpoint pupils, wide mood swings, marked changes in personality, deterioration of work or academic performance, or other evidence of impaired behavior.
  - the receipt of evidence or information from a credible source indicative of or consistent with a Nursing student's present or past substance abuse or impairment will be investigated by the Associate Dean in consultation with the Dean.
  - the receipt of reliable information indicating a Nursing student has caused or contributed to one or more unexplained accident(s), particularly an accident resulting in personal injury.
  - a previous positive drug/alcohol test result
  - a Nursing student's non-expunged arrest or conviction for violation of a drug or alcohol law.
2. A drug/alcohol test based on reasonable suspicion may be requested by a faculty member, using the form appended hereto as Attachment C. The final decision regarding testing will be made by the Associate Dean.

F. Drug/Alcohol Testing Procedure

1. Drug tests will be arranged by the Office of the Associate Dean in the College of Nursing through the current vendor for drug/alcohol reporting unless the following conditions are present:
  - Testing of student requires university police intervention.
  - Testing needs to be done in collaboration with an affiliated agency.
2. The cost of a test initiated by the College of Nursing will be borne by the student.
3. The Nursing student receives a code from the vendor for drug/alcohol reporting to use at a qualified laboratory (see attachment XX)
4. University police will escort Nursing students to the laboratory for testing.
5. A qualified laboratory will conduct the test, in accordance with established methods and procedures.
6. It is expected that confidentiality of the Nursing student as well as the integrity of the sample will be protected by the testing facility.
7. The procedure for collection will be determined by the testing facility and will typically involve a witness of the same gender identity as the Nursing student witnessing the voiding of the urine sample, securable urine containers, chain of custody procedures ensuring that the samples identified to a Nursing student actually contain materials from the Nursing student, measures to protect a sample from tampering, and an analysis of the sample performed in accordance with reasonable and accepted medical standards.
8. The test shall screen for the use of drugs whose use is illegal, or that are prone to abuse, or that are reasonably suspected of being abused or used by the Nursing student, all as determined in the exercise of discretion by the Medical Review Officer of the testing facility.
9. Urine samples with a dilute negative result require re-testing at the Nursing student's expense.
10. Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results will be documented in the Nursing student's records in the College of Nursing.

11. An alcohol test may be conducted using a breath, blood, or urine analysis method, conducted in accordance with established, recognized procedures and protocols. Such tests may be performed by any facility that is qualified to do so pursuant to applicable legal requirements, or if none, by any facility that is deemed to be qualified by the Associate Dean.
12. The Associate Dean will be notified of the results of all drug/alcohol tests, whether the test was initiated or requested by the clinical agency or by the College of Nursing.
13. All drug/alcohol testing results will be treated by the College of Nursing as information received in confidence. The results will not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate University officials to perform their job functions, disclosure is needed due to compelling, overriding public health and safety concerns, or the Nursing student has consented in writing to the release of the information. The College of Nursing and the University shall have the right to use and disclose the results of drug/alcohol testing required by this Policy in connection with internal academic or disciplinary purposes and/or in connection with the defense of any Nursing student grievance or any claim filed by a Nursing student, or by his/her personal representative, in a court of law or with any state or federal administrative agency.

G. College of Nursing Administrative/Academic Actions

1. Violation of any general University policy or of this College of Nursing Policy relating to drugs or alcohol, or an established violation of any federal, state, or local drug and/or alcohol law will subject the Nursing student to sanctions up to and including dismissal from the College of Nursing. Violations of this Policy include, but are not limited to, a Nursing student's failure to make a disclosure required herein, failure to complete and sign any document required herein, failure to submit to a drug/alcohol test required herein, any attempt to interfere with a drug/alcohol test procedure or the integrity of a blood or urine sample taken in the performance of such test, the providing of false or misleading information to the College of Nursing, etc.
2. If a Nursing student's drug test is positive, the Associate Dean will notify the Nursing student and provide the name and address of the reporting entity. The Nursing student will be given an opportunity to dispute the accuracy and completeness of any information contained in the test report and may contact the testing agency. If the positive test is for a prescribed drug, the Nursing student will be given the opportunity to obtain a written statement from a qualified physician indicating that the drug level is within prescribed limits and that the level does not indicate substance abuse. The physician must also state in writing that use of the prescribed drug by the Nursing student will not

interfere with the Nursing student's ability to perform clinical activities in a safe manner.

3. If a subsequent drug test is negative, or if the Associate Dean decides, based upon all the circumstances, including information provided by the Nursing student, that the Nursing student's drug test results do not violate this policy the Nursing student's admission, continued enrollment, or progression in the program will proceed. The Associate Dean will inform the Nursing student of this result. The Nursing student will also be informed of the possibility that a clinical agency may not accept the Nursing student for participation in a clinical experience at its facility and/or that registration or obtaining a permit or licensure for nursing practice in a state may be affected.
4. The results of an alcohol test will be handled in a manner similar to the procedures described above regarding drug test results.
5. The decision as to the level of sanction to be imposed on a Nursing student for a violation of this Policy shall be made by the Associate Dean, who may, in making the decision, seek recommendations from any involved faculty member. The Nursing student shall also be given an opportunity to meet with the Associate Dean and provide any information deemed relevant. A positive drug/alcohol test, a refusal to submit to, or consent to the release of, a drug/alcohol test when required under this Policy, and/or a recent criminal drug or alcohol conviction will ordinarily result in dismissal from the Nursing program, though in an appropriate case a suspension for one year may be imposed.
6. An adverse decision under this Policy may be appealed by the Nursing student in writing to the Dean of the College of Nursing. The Dean's decision shall be final.
7. A licensed Nursing student who refuses to submit to drug/alcohol testing based upon reasonable suspicion or whose drug/alcohol test is positive will be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the education program.

#### H. Procedure for Readmission after Dismissal or Suspension

1. A Nursing student who is suspended or dismissed from the College of Nursing due to a positive drug/alcohol test may request to be considered for readmission upon satisfaction of the following conditions:
  - Submission of a verifiable letter from a recognized drug/alcohol treatment agency stating that the Nursing student has successfully completed a substance abuse program.



- Submission to a drug test prior to readmission. This drug test will be at the Nursing student's expense. A positive drug test will result in the Nursing student being ineligible for readmission.
  - Submission to random drug/alcohol tests as requested by the College of Nursing or clinical agencies after readmission.
2. After the above criteria are met, then the request for readmission follows the readmission policy outlined in the Undergraduate or Graduate Student Handbook.
  3. A Nursing student who is re-admitted to the Nursing program pursuant to the procedures set forth above, and who thereafter tests positive in any drug/alcohol test or who is otherwise determined to have engaged in substance abuse, will be dismissed from the program and will be ineligible to return. Furthermore, the Nursing student will not be eligible to receive a letter of good standing from the College of Nursing.

DATE APPROVED: Spring 2015  
EFFECTIVE DATE: Fall 2015  
DATE REVISED: Fall 2016, Fall 2020  
DATE OF NEXT MANDATORY REVIEW: Fall 2025  
BY: Associate Dean of Undergraduate and Graduate Programs

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**  
Clinical Placements

I. Purpose

To ensure students are qualified for clinical placements in accordance with contracts between UAH and affiliated clinical agencies.

II. Policy:

Students are required to follow the Code of Student Code as described in the UAH Undergraduate Student Handbook. The University will impose sanctions for violations of law, order, or University regulations.

Students are also required to submit to criminal background checks upon admission and as required by the College of Nursing or affiliating clinical agencies while enrolled in any Nursing Program. Students with felonies will not be admitted to the College of Nursing; those who commit felonies during enrollment in the College of Nursing will be dismissed from the program.

1. Arrests, charges, convictions, pleas of guilty, pleas of nolo contendere (no contest) to any criminal charges or having any pending criminal charges may be grounds for rescinding admission or denying enrollment in the College of Nursing courses and programs.
2. Any crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, robbery at any time, and a pattern of driving under the influence prohibit a student from admission or progression in the Nursing Program.
3. If a student's admission, progression, or enrollment is denied based on the information obtained from a criminal background check, the background check vendor will advise the student of the report, the student will be referred to this policy, and will be given an opportunity to respond to the background check. The vendor will provide to the student the name and address of the reporting agency that furnished the report and will inform the student of the right to dispute the accuracy and completeness of any information contained in the report by contacting the reporting agency directly.

III. Procedure:

- a. Student is admitted to the nursing program and receives admission packet that contains required documents
- b. Student registers online at background check vendor's website and pays for services
- c. The Office of the Associate Dean (AD) checks the website for results prior to

deadline

- d. The Office of the AD clears students who have their documents complete and who have passed background check/drug screen
- e. The Office of AD sends notices if documents are not complete
- f. The AD administratively withdraws student for non-compliance when he/she has not completed the documentation.
- g. Background check vendor notifies student directly with adverse report, which contains information about contacting the agency with the positive drug screen or with a positive background check.
- h. The Office of the AD notes the flagged record (adverse report) and informs the Associate Dean.
- i. The Associate Dean sends student a copy of the CON policy and a deadline to resolve the adverse report.
- j. Students who receive an adverse report, follow the instructions provided by Pre-Check and the Office of the Associate Dean.
- k. Students who respond to the adverse event have an opportunity to meet with the Associate Dean. The Office of the Associate Dean will review documentation collected by the background check vendor. If the College of Nursing decides, based upon the individual's written description, explanation, and documentation about information obtained in background check, that the student's background check is satisfactory, the Associate Dean will inform the student of the College of Nursing's decision to allow admission, continued enrollment, or progression in the program. However, there is no guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit, or licensure
- l. Depending on the findings in the background check (misdemeanor or felony) and the documentation provide by the student, continued enrollment may be possible. Students with misdemeanors typically can remain in the program unless there is a pattern of misdemeanor offenses. Student with felonies are dismissed from the program.
- m. The Associate Dean administratively withdraws student for non-compliance to resolve the adverse report.

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Other Policies**

University and Board of Nursing regulations require signed contracts with all agencies in which students have clinical experiences. Establishing and maintaining these contracts is the responsibility of faculty and administrators in the College of Nursing. Students may not initiate the process. All arrangements for clinical experiences, including review of current contracts, must be initiated by the faculty member responsible for the course in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency.

#### Clinical Preceptors

Clinical preceptors may be utilized in specific courses. The course manager is responsible for procurement and selection of preceptors. Students will not procure or select preceptors. Course faculty is responsible for assigning students to specific agencies and preceptors.

#### Course and Clinical Schedules

From time to time, course and clinical sections have to be closed or times and agencies may change. Faculty and Administration reserve the right to make changes to students' class and clinical schedules as deemed necessary by Faculty and Administration.

#### Costs Incurred for Accidents or Injury

Students are responsible for costs incurred as a result of accidents or injuries in clinical or college laboratories. This may include follow-up testing and/or treatment. Students are not eligible for Workman's Compensation Benefits from clinical agencies nor from the University.

#### Professional Liability Insurance

The College of Nursing provides professional liability insurance during a student's enrollment in the pre-licensure undergraduate program.

#### Ethical Conduct

Students are expected to maintain ethical and exemplary professional behavior in all aspects of the teaching learning process. Refer to the UAH Student Handbook for additional information.

#### Standards of Conduct and Accountability

The nursing student shall comply with legal, moral, and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of a license to practice as a registered nurse. These standards are in accordance with Alabama law regulating practice of registered nursing as provided below:

The Alabama Board of Nursing may deny a license and/or temporary permit by examination or endorsement based on Alabama rule 610-X-8-.02 and rule 610-x-8-.03. Examples of grounds for denial and discipline of a license may include: (1) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any

examination required for licensure; (2) Failure to produce evidence of good moral character such as having a criminal history or pattern of illegal conduct or disregard for the law; (3) Any other reasons authorized by law.

**Failure to comply with any of the Alabama Board of Nursing rules while in the nursing program constitutes grounds for dismissal from the program.** Completion of the nursing program does not guarantee licensure based on the Alabama Board of Nursing's regulations governing review of candidates for eligibility for initial and continuing licensure.

#### Plagiarism

Plagiarism is defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements (UAH Student Handbook). Plagiarism and/or falsification of records is considered justification for failure in the course. This includes materials purchased or secured from "on-line" services.

#### Evaluation of Courses and Faculty by Students

Students have the opportunity to evaluate courses and faculty at the end of each semester. This information is used in faculty evaluations and in revision of the courses and/or teaching methods. Students are also requested to complete exit and alumni surveys.

#### Inclement Weather

Any official cancellation of university classes is made through the President's Office and is announced on the UAH website, the UAlert system, local radio, and television stations. Because some clinical experiences begin earlier than the announcement is normally made, faculty may occasionally need to make alternate clinical arrangements. If so, the faculty member will make every effort to contact students.

Students reside in various locations with differing weather patterns and road conditions. It is the responsibility of each student to determine if it is possible to travel safely and to notify the appropriate faculty member if it is necessary to be late or absent from a scheduled class or clinical experience due in impassable roads.

#### Professional References

Students who need references from faculty for employment or other purposes should receive permission of faculty members prior to submitting their name. During the last semester of the senior year, students are requested to complete a "Consent to Release Information Form." This signed form is placed in the file and allows information to be submitted in response to reference requests received after the student has graduated. This form can be accessed at <https://www.uah.edu/registrar/ferpa>

#### Representation as Nursing Student

Students shall not represent themselves as nursing students or engage in patient/client care except as part of an assigned, planned learning activity in a practice setting integral to the curriculum and as part of a course in the College of Nursing or a faculty sponsored research project.

### Smoking

The University of Alabama in Huntsville is a smoke-free campus. This includes smokeless tobacco products and systems such as electronic cigarettes. Students who fail to adhere to this policy are subject to imposition of appropriate disciplinary action and university sanctions. Additionally, smoking or tobacco use of any kind is not allowed in the lab or clinical settings nor anywhere on the grounds of clinical agencies.

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Academic Policies**

#### **BSN Attendance and Punctuality Policy**

Attendance and punctuality are considered essential components of professional nursing behavior.

##### **Attendance for Learning Experiences**

Students are expected to attend all scheduled classes, orientations, clinical experiences, laboratory sessions, and simulations. Faculty will monitor attendance in all scheduled learning experiences. In the classroom, students may select their seats, but once the seating chart has been developed, students must sit in the same seats for every class meeting. The seating chart will be used for attendance. Faculty will take attendance at least one time per class, but may take it more often. Students who are not present any time that attendance is taken are marked absent for that class period.

Absences are considered excused for unavoidable and serious illness or injury of the student or the student's nuclear family; jury duty; military duty; UAH athletics for NCAA events; or bereavement. Care of children or other family members can be arranged in advance to avoid conflicts with scheduled learning experiences; therefore, these absences are not excused. If a student is unable to attend a scheduled learning experience, the student is required to: (1) notify the Course Manager prior to the class, clinical, and simulations and (2) provide documentation (health care provider excuse, police report, military orders, court summons, or obituary) of the unavoidable nature of the absence within one week of the absence. Excused absences do not relieve students of their responsibilities to meet class, clinical, and simulation outcomes. Note: athletes must submit their schedules to Course Managers at the beginning of the semester.

Failure to follow the two requirements stated above will result in the absence being unexcused. The Course Manager will deduct 1 point from the final course grade for each unexcused absence. Unexcused absence from clinical experiences (including orientations, laboratory sessions, and simulations) will result in an unsatisfactory rating on the Clinical Evaluation Tool, which could result in a course failure.

##### **Punctuality for Clinical**

Students must be on time for all clinical experiences. The faculty will follow the following guidelines for clinical tardiness:

- Expectations for punctuality will be outlined in clinical orientation.
- The student will be placed under contract for the first unexcused clinical tardy. This warning will be noted on the student's clinical evaluation.
- The second unexcused clinical tardy will result in a clinical and course failure.

### Make up Policies

- Clinical experiences (clinical, orientation, laboratory, and simulation): In the event of an excused absence (described in the section on attendance for learning experiences), students must make up the missed clinical time on a date and time scheduled the Course Manager. In most cases, make- up clinical experiences will be in the same agency as the missed clinical. However, students should be prepared to complete required clinical orientation if another clinical agency must be used. Students should also be prepared to make up clinical experiences on evenings and weekends. Students who fail to make up their clinical hours will be given an unsatisfactory rating on the Clinical Evaluation Tool, which may result in a course failure.
- In Class Assignments: Class activities, quizzes, and assignments are used to stimulate collaborative learning and deepen understanding of clinical concepts. Course Managers decide if these activities can be made up, regardless of the absence being excused or unexcused.
- Students are required to take all tests/exams as scheduled. In the event of an excused absence (described in the section on attendance for learning experiences), students will be offered a make-up examination. Make-up exams will be short answer or essay. Any student missing a test or exam without prior notification of the Course Manager will be given a zero on the missed exam. In the case of an excused absence, the student must initiate communication with the Course Manager regarding the make-up exam schedule within 1 week of the missed exam. The date for the make-up exam is at the Course Manager's discretion. Any student who makes no attempt to reschedule a make-up exam within 1 week may receive a zero for that exam. All unit examinations must be made up before the date of the final exam. If the final exam is missed due to an excused absence, the final exam will only be offered on the University's deferred examination date, which is typically just prior to the start of the next semester.

### Course Assignments

Assignment such as papers, posters, case studies, and the like expected date unless the student makes prior arrangements with the faculty. The Course Manager has the option of not accepting work or deducting points from assignments that are turned in late. Course requirements are outlined in each course syllabus.

### Style for Written Assignments

All papers must be typed unless otherwise specified by the faculty member. Guidelines for specific papers are given by the course faculty. All written work including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the *American Psychological Association Manual* (APA), current edition. Refer to APA Guidelines in the library or purchase a copy of the Guidelines at the UAH Bookstore.

### Academic Advisement Procedure

The focus of advising in the College of Nursing is to assist students to successfully progress



toward their educational outcomes. The baccalaureate degree program is divided into two components: the lower division and the upper division. All pre-admission and lower division students are advised in the College of Nursing Office of Undergraduate Programs and registered nurses are advised in the Office of Graduate Programs, which both are located on the second floor of the Nursing Building.

Once students are admitted to Nursing Program and enroll in upper division nursing courses, they may pursue any full-time faculty for personal guidance on academic success, educational endeavors, and employment counseling. Group advisement, with an emphasis on programmatic progression, will take place each semester within each cohort. Advisement sessions will take place in a structured classroom environment and information regarding enrollment for the next semester will be disseminated at that time.

#### Academic Misconduct Disciplinary Procedure

Academic Misconduct includes dishonesty in any academic work within the College of Nursing and course-affiliated clinical experiences. Academic misconduct is defined in the current *UAH Student Handbook* and is resolved according to the procedure outlined therein.

#### Essential Functions for Nursing Students

All nursing students must be able to perform each of the activities listed in the Essential Functions with or without reasonable accommodations. These Essential Functions are not intended to be a complete listing of nursing practice behaviors, but are a sampling of the types of abilities and attributes needed by nursing students to successfully meet program outcomes and requirements and for continued enrollment in the College of Nursing. The College of Nursing or its affiliated agencies may identify critical behaviors or abilities needed by students to meet program or agency requirements. The College reserves the right to amend this listing based on the identification of additional Essential Functions.

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **ADA Compliance Essential Functions**

In order to satisfactorily accomplish the curriculum outcomes of the Bachelor of Science Nursing degree, the student must meet the essential eligibility requirements for admission into and progression in the nursing program. The student should be able to perform each activity listed with or without reasonable accommodations. If the student cannot meet one or more of the essential functions with or without reasonable accommodation, the student may not progress in the program.

DISCLAIMER: The *Essential Functions* that are declared in the table are not intended to be a complete listing of nursing practice behaviors, but are a sampling of the types of abilities needed by the nursing students to meet program outcomes and requirements. The College of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The College of Nursing reserves the right to amend this listing based on the identification of additional essential functions for nursing students. The identified essential functions are revised and adopted from the Americans with Disabilities Act: Implication for Nursing Education (reapproved 2004) by the Southern Regional Education Board and the Council on Collegiate Education.

## Essential Functions for Nursing Students

Essential functions define selected attributes and behaviors necessary for students to demonstrate in order to successfully complete their education and subsequently enter nursing practice. These essential functions are determined to be required for initial and continued enrollment in the College of Nursing.

Students must be able to perform each of the following essential functions with or without reasonable accommodations:

1. Critical thinking ability sufficient for clinical judgment. Examples (not all inclusive) of necessary activities include identifying cause-effect relationships in clinical and classroom situations; and developing nursing care plans.
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from various social, emotional, cultural and intellectual backgrounds. Examples (not all inclusive) include the ability to establish rapport with patients/clients and colleagues.
3. Communication abilities sufficient for verbal and written interaction with others. Examples (not all inclusive) include explaining treatment procedures, initiating health teaching, and documenting and interpreting nursing actions and patient/client responses.
4. Mobility abilities sufficient to move from room to room and maneuver in small spaces. Examples (not all inclusive) include moving around in clients' rooms, work spaces and treatment areas; and administering cardiopulmonary procedures.
5. Gross and fine motor abilities sufficient for providing safe, effective nursing care. Examples (not all inclusive) include completing examinations/evaluations by writing, typing or demonstration; calibrating and using equipment; and positioning clients.
6. Auditory ability sufficient to monitor and assess health needs. Examples (not all inclusive) include hearing basic conversation; monitoring alarms, emergency signals and auscultatory sounds; and hearing cries for help.
7. Visual abilities sufficient for observation and assessment necessary in nursing care. Examples (not all inclusive) include reading documents such as patient charts and laboratory reports; reading calibrations on syringes, sphygmomanometers, and thermometers, and equipment outputs such as waves, printouts, and digital readings; and accurately observing client behaviors such as color changes and nonverbal communication.
8. Tactile abilities sufficient for physical assessment. Examples (not all inclusive) include performing palpation, percussion, temperature changes, complete physical examinations and other activities related to therapeutic interventions.
9. Behavioral/Social abilities sufficient to demonstrate emotional stability, maintenance or composure under stress, development of mature, empathetic and effective nurse-patient relationships and use of sound and unimpaired judgment in classroom and clinical activities.

These essential functions are not intended to be a complete listing of all nursing behaviors, but they are a sampling of the types of abilities needed by nursing students to meet program outcomes and requirements. The College or its affiliated agencies may identify additional critical behaviors or abilities. The identified essential functions are revised and adopted from the

Americans with Disabilities Act: Implications for Nursing Education (reapproved 2004) by the Southern Regional Education Board and the Council on Collegiate Education.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

**Bachelor of Science in Nursing Program Outcomes**

1. Practice nursing as a generalist using scientific, ethical, legal, and professional standards as a basis for clinical judgement.
2. Translate research and utilize evidence based practice to promote quality healthcare across diverse, vulnerable populations, and cultures.
3. Examine healthcare policy, care delivery models, and organizational systems for current and future healthcare needs within the clinical setting.
4. Demonstrate characteristics of leadership and accountability to promote effective intra- and inter-professional communication and collaboration in healthcare systems.
5. Display proficiency in the use of patient care technologies, healthcare information systems, and communication devices to support safe and competent nursing practice.
6. Engage in lifelong learning and participate in professional activities that enhance the nursing profession.
7. Appraise health determinants to include personal, social, economic, and environmental factors that influence the health of individuals, families, groups, communities and populations.

SEMESTER AND YEAR EFFECTIVE: Fall 2018  
DATE APPROVED: March 5, 2012, May 29, 2018,  
DATE REVIEWED/REVISED: 2012, 2014, 2015, 2016, 2017, 2018  
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Spring 2023  
Associate Dean for Undergraduate Programs

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Concept-Based Curriculum for Traditional BSN Program

#### I. Purpose:

To specify the concepts used in the traditional undergraduate program

#### II. Policy:

The traditional undergraduate program's curriculum is organized using nursing concepts. The faculty vote on concepts and their definitions, and the faculty ensure the logical placement of concepts across the nursing curriculum.

#### III. Concepts and Definitions:

See Table below

Concepts	Definitions taken directly from Giddens, 2021, 3rd ed.
1. Development	The sequence of physical, psychosocial, and cognitive developmental changes that take place over the human lifespan
2. Functional Ability	An individual's ability to perform the normal daily activities required to meet basic needs; fulfill usual roles in the family, workplace, and community; and maintain health and well-being
3. Family Dynamics	The interrelationships between and among individual family members or "the forces at work within a family that produce particular behaviors or symptoms
4. Culture	A pattern of shared attitudes, beliefs, self-definitions, norms, roles, and values that can occur among those who speak a particular language or live in a defined geographical region
5. Spirituality	A personal concept, is generally understood in terms of an individual's attitudes and belief related to transcendence (God) or to the nonmaterial forces of life and of nature
6. Adherence	Persistence in the practice and maintenance of desired health behaviors and is the result of active participation and agreement
7. Self-Management	The day-to-day tasks an individual must undertake to control or reduce the impact of disease on physical health status
8. Fluid & Electrolytes	The process of regulating the extracellular fluid volume, body fluid osmolality, and plasma concentrations of electrolytes
9. Acid-Base Balance	The process of regulating the pH, bicarbonate concentration, and partial pressure of carbon dioxide of body fluids
10. Thermoregulation	The process of maintaining core body temperature at a near constant value
11. Sleep	A natural, necessary, involves a shift in physiological and neurologic activity, and is intended to be restorative
12. Cellular Regulation	All functions carried out within a cell to maintain homeostasis, including its responses to extracellular signals (e.g., hormones, cytokines, and neurotransmitters) and the way each cell produces an intracellular response

13. Intracranial Regulation	Mechanisms or conditions that impact intracranial processing and function
14. Hormonal Regulation	Physiological mechanisms that regulate the secretion and action of hormones associated with the endocrine system
15. Glucose Regulation	The process of maintaining optimal blood glucose levels
16. Nutrition	The science of optimal cellular metabolism and its impact on health and disease
17. Elimination	The excretion of waste products
18. Perfusion	The flow of blood through arteries and capillaries delivering nutrients and oxygen to cells
19. Gas Exchange	The process by which oxygen is transported to cells and carbon dioxide is transported from cells
20. Reproduction	The total process by which organisms produce offspring
21. Sexuality	A central aspect of being human throughout life encompasses sex, gender identities and roles, sexual orientation, eroticism, pleasure, intimacy and reproduction
22. Immunity	The normal physiological response to microorganisms and proteins as well as conditions associated with an inadequate or excessive immune response.
23. Inflammation	The normal physiological response to microorganisms and proteins as well as conditions associated with an inadequate or excessive immune response
24. Infection	The invasion and multiplication of microorganisms in body tissues, which may be clinically unapparent or result in local cellular injury due to competitive metabolism, toxins, intracellular replication, or antigen–antibody response
25. Mobility	A state or quality of being mobile or movable
26. Tissue Integrity	The state of structurally intact and physiologically functioning epithelial tissues such as the integument (including the skin and subcutaneous tissue) and mucous membranes
27. Sensory Perception	The ability to receive sensory input and, through various physiological processes in the body, translate the stimulus or data into meaningful information
28. Pain	An unpleasant sensory and emotional experience associated with actual or potential tissue damage, or described in terms of such damage
29. Fatigue	Subjective lack of physical and/or mental energy that is perceived by the individual or caregiver to interfere with usual and desired activities
30. Stress and Coping	A continual process that starts with an event that is experienced by the individual perceived through intact information processing channels appraised for scope and meaning, assessed as neutral manageable or threatening within current capacity of coping skills, resources and abilities, ending ideally in a positive outcome of homeostasis and a feeling of well-being.
31. Mood & Affect	Mood is the way a person feels, and the term affect is defined as the observable response a person has to his or her own feelings
32. Anxiety	A subjectively distressful experience activated by the perception of

	threat, which has both a potential psychological and physiological etiology and expression
33. Cognition	The mental action or process of acquiring knowledge and understanding through thought, experience, and the senses
34. Psychosis	A syndrome of neurocognitive symptoms that impairs cognitive capacity leading to deficits of perception, functioning, and social relatedness
35. Addiction	A compulsive, abnormal dependence on a substance (such as alcohol, cocaine, opiates, or tobacco) or on a behavior (such as gambling, Internet, or pornography)
36. Interpersonal Violence	The intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community that either results in or has a high likelihood of resulting in injury, death, psychologic harm, maldevelopment, or deprivation
37. Professional Identity	A sense of oneself that is influenced by characteristics, norms, and values of the nursing discipline, resulting in an individual thinking, acting, and feeling like a nurse
38. Clinical Judgement	An interpretation or conclusion about a patient's needs, concerns, or health problems, and/or the decision to take action (or not), use or modify standard approaches, or improvise new ones as deemed appropriate by the patient's response
39. Leadership	An interactive process that provides needed guidance and direction
40. Ethics	The study or examination of morality through a variety of different approaches
41. Patient Education	A process of assisting people to learn health-related behaviors so that they can incorporate these behaviors into everyday life
42. Health Promotion	Health promotion is the process of enabling people to increase control over, and to improve, their health
43. Communication	A process of interaction between people in which symbols are used to create, exchange, and interpret messages about ideas, emotions, and mind states
44. Collaboration	The development of partnerships to achieve best possible outcomes that reflect the particular needs of the patient, family, or community, requiring an understanding of what others have to offer
45. Safety	Minimizing risk of harm to patients and providers through both system effectiveness and individual performance
46. Technology and Informatics	Technology is defined as knowledge and use of tools, machines, materials, and processes to help solve human problems. Health Informatics is defined as a discipline in which health data are stored, analyzed, and disseminated through the application of information and communication technology
47. Evidence	The conscientious, explicit, and judicious use of theory-derived, research-based information in making decisions about care delivery to individuals or groups of patients and in consideration of individual needs and preferences
48. Health Care Quality	The degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge
49. Care Coordination	A set of activities purposefully organized by a team of personnel that includes the patient to facilitate the appropriate delivery of the necessary



	services and information to support optimal health and care across settings and over time
50. Caregiving	Providing unpaid support and assistance to family members or acquaintances who have physical, psychological, or developmental needs
51. Palliative Care	An approach that improves the quality of life of patients and their families facing the problem associated with life-threatening illness, through the prevention and relief of suffering by means of early identification and impeccable assessment and treatment of pain and other problems, physical, psychosocial, and spiritual
52. Health Disparities	Differences in the quality of care received by minorities and non-minorities who have equal access to care—that is, when these groups have similar health insurance and the same access to a doctor—and when there are no differences between these groups in their preferences and needs for treatment
53. Population Health	Health outcomes of a defined group of people along with the distribution of health outcomes within the group.
54. Health Care Organizations	A purposefully designed, structured social system developed for the delivery of health care services by specialized work forces to defined communities, populations, or markets.
55. Health Care Economics	The study of supply and demand of resources and its effect on the allocation of health care resources in an economic system.
56. Health Policy	goal-directed decision making about health that is the result of an authorized, public decision-making process
57. Health Care Law	the collection of laws that have a direct impact on the delivery of health care or on the relationships among those in the business of health care or between the providers and recipients of health care

**Giddens, H. (2021). *Concepts for Nursing Practice* (3rd ed.). St. Louis, Missouri: Elsevier.**

DATE APPROVED: 6/2018  
EFFECTIVE DATE: Fall 2016, Fall 2018  
DATE REVIEWED/REVISED: Spring 2015, Spring 2016, Summer 2018  
NEXT MANDATORY REVIEW: Spring 2023  
BY: Undergraduate Curriculum Committee

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

Program of Study Prelicensure BSN: Upper Division

Course Number	Course Title	Semester Hours	Clinical Split*	Clinical hrs. 15-week semester
<b>Semester 1</b>				
NUR304	Applied Pathophysiology Across the Lifespan	3	0	0
NUR301	Professional Concepts in Nursing	3	0	0
NUR303	Health Assessment	5	3/2	90
NUR311	Clinical Calculations in Nursing	1	0	0
<b>Total semester hours/total clinical hours for semester</b>		<b>12</b>		<b>90</b>
<b>Semester 2</b>				
NUR310	Professional Practice in Nursing I	6	3/3	135
NUR321	Pharmacology in Nursing	3	0	0
NUR312	Gerontological Nursing Care	3	2/1	45
<b>Total semester hours/total clinical hours for semester</b>		<b>12</b>		<b>180</b>
<b>Semester 3</b>				
NUR308	Nursing Care of Adults with Health Alterations	8	4/4	180
NUR305	Nursing Process for Mental Health and Illness	4	3/ 1	45
NUR307	Inquiry into Evidence-Based Nursing Practice	3	0	0
<b>Total semester hours/total clinical hours for semester</b>		<b>15</b>		<b>270</b>
<b>Semester 4</b>				
NUR403	Maternal-Infant Nursing	4	3/1	45
NUR404	Family Centered Nursing Care of Children	4	3/1	45
NUR401	Nursing Care of the Critically Ill Adult	5	3 /2	90
<b>Total semester hours /total clinical hours for semester</b>		<b>13</b>		<b>180</b>
<b>Semester 5</b>				
NUR405	Community Health Nursing	4	3/1	45
NUR407	Professional Practice in Nursing II (includes Leadership)	8	3 /5	225
NUR408	Professional Practice in Nursing III Seminar	2	0	0
<b>Total semester hours /total clinical hours for semester</b>		<b>14</b>		<b>270</b>

Total hours /total clinical hours for program 945

Total hours for graduation 126

\* 1 clinical semester hour=3 clock hours per week

DATE APPROVED: Fall 2021

EFFECTIVE DATE: Fall 2022

DATE REVIEWED/REVISED: Spring 2015,  
Spring 2016; Fall 2021

NEXT MANDATORY REVIEW: Fall 2026

BY: Undergraduate Curriculum Committee

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Program of Study BSN-RN: Upper Division

Keeping the special needs of Registered Nurse students in mind, the RN/BSN track is designed to meet the following criteria:

- The program is offered completely online.
- The program begins every 7 weeks in an accelerated model.
- The curriculum can be completed in one year, although other progression options are available.

#### Credit for Previous Nursing Knowledge

Upon successful completion of NUR 410: Transition into Professional Roles, up to 42 semester hours of nursing credits will be granted based on prior nursing knowledge and on previous academic work in basic nursing. These hours will appear as validated credit on the student's UAH transcript.

#### Enrolling in Graduate Courses

Please refer to the UAH Graduate Catalog for information.

Course number	Course title	Semester hours	Direct Practice Experience/Clinical split*	Direct Practice Experience/Clinical hrs. 7week semester
NUR 339	Information Management in Healthcare	3	0	0
NUR 410	Transition into Professional Roles	3	0	0
NUR 413	Leadership Professional Nursing Practice	5	4/1	7
NUR 417	Nursing Care of Vulnerable Populations	4	0	0
NUR 421	Acute Care for the Professional Nurse	3	2/1	0
NUR 422	Community Health for the Professional Nurse	5	4/1	7
NUR 423	Evidence Based Practice for the Professional Nurse	3	0	0
NUR 000	Validation Credit	42		
	Total hours/total clinical hours for program	66		
	Total hours for graduation 126			
	* 1 clinical semester hour=3 clock hours per week			

DATE APPROVED: Fall 2016  
EFFECTIVE DATE: Summer 2017  
DATE REVIEWED/ REVISED: Fall 2022  
DATE OF NEXT MANDATORY REVIEW: Fall 2027  
BY: Undergraduate Curriculum Committee

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Grading Scale**

#### **I. Purpose:**

To establish a standard grading scale for nursing courses in the Pre-licensure Bachelor of Science in Nursing and the RN-BSN programs.

#### **II. Policy:**

The faculty of the College of Nursing adopted a grading scale for nursing courses in the BSN programs which is consistent with major universities across the United States. The scale is listed below:

A = 90-100

B = 80 – 89

C = 75 - 79

D = 60 – 74

F < 60

#### **III. Procedure:**

- A. Pre-licensure freshmen will be informed of grading scale in First Year Experience.
- B. RN-BSN students will be informed of grading scale in CON RN-BSN Canvas Course.
- C. Grading scale will be listed in course syllabi.

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Rounding of Final Grade

- I.** Purpose:  
To provide consistency across all College of Nursing undergraduate courses regarding rounding of final grade.
- II.** Policy:  
Rounding only occurs at the end of the semester from tenth to the whole number.  
Example: 69.49 would **not** round to a 70 or a 74.49 would **not** round to a 75.
- III.** Procedure:  
Course managers retain grades in the learning management system. After final exams or final assignments have been graded, the course manager calculates the final course grade and applies the rounding rule as described above.

#### CON Rounding Rule on Grades

Rounding only occurs at the end of the semester from tenth to the whole number.

DATE APPROVED: 5/6/2015

SEMESTER AND YEAR

EFFECTIVE: Fall 2015

DATE REVIEWED/REVISED:

Spring 2020

SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: 2025

BY: Undergraduate Curriculum Committee

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Notification of Grades**

#### **I. Purpose:**

The purpose of the policy is to define how student grades are distributed

#### **II. Policy:**

Students are responsible for obtaining their grades using the University's learning management system during the semester and in Banner on the student's transcript after final grades are posted.

#### **III. Procedure:**

- A. College of Nursing faculty/staff will not distribute grades by telephone, email, or by posting grades.
- B. Students have access to grades on exams and other coursework through the University's learning management system using their Charger ID and password. Instructors will post exam grades once the test has been reviewed.
- C. Students obtain their final grades at the conclusion of each semester through the course management system or in Banner by logging into the system with their Charger ID and password. Banner holds the unofficial transcript.
- D. Students who graduate will order their official transcript online from the Registrar's Office. Students applying to the Alabama Board of Nursing can select "electronic delivery" the Board of Nursing. Students applying to other state boards likely will need to request a paper transcript, and the student will need to pick up the transcript from the Registrar's Office. The request for transcripts is coordinated by the Office of Undergraduate Programs. Students will follow the procedures prescribed by the state board of nursing in the state where licensure will be obtained.
- E. Students must pay a fee online for the transcript (regardless of the method of delivery).

DATE APPROVED: Spring 2017  
EFFECTIVE DATE: Spring 2017  
DATE REVIEWED/REVISED:  
NEXT MANDATORY REVIEW: Spring 2027  
BY: Associate Dean for Undergraduate Programs

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Midterm and Final Clinical Evaluation of Undergraduate Student Progress Policy and Procedure**

#### **I. Purpose:**

The purpose of the Midterm and Final Clinical Evaluation of Student Progress is to provide evaluation of student progress to facilitate student learning and to document undergraduate clinical students' performances according to University of Alabama in Huntsville College of Nursing's Essential Elements. The evaluations will be used to determine the student's clinical progress at midterm and final evaluation time. The Midterm Clinical Evaluation of Student Progress can be used by faculty at any time to communicate clinical performance concerns to students. Courses with 45 clinical hours or less are not required to include a midterm clinical evaluation.

#### **II. Assumptions:**

1. Students need to discuss strengths and weaknesses of their clinical performance with their clinical nursing instructor to refine and strengthen future clinical performance.
2. Summary information on this evaluation can be used by faculty for recalling student performance for letters of recommendation and for nominating students for awards and honors.
3. Evaluation data will remain confidential.

#### **III. Policy:**

All undergraduate clinical nursing students will have their clinical performance documented by their clinical instructor according to CON Essential Elements on the Midterm and Final Clinical Evaluation of Undergraduate Student Progress forms.

#### **IV. Procedure:**

The Midterm and Final Clinical Evaluation of Undergraduate Student Progress form will be completed by the faculty for each undergraduate clinical nursing student assigned to their clinical nursing group at midterm, if applicable, and the end of the semester. For the preceptorship course, the Midterm Evaluation of Student Progress in Preceptorship and the Final Evaluation of Student Progress in Preceptorship forms will be completed by the preceptor and faculty.

Each undergraduate student will schedule a conference appointment with the assigned clinical instructor at midterm and the end of the semester. The purpose of these conferences is for the student to read and discuss faculty comments on the Midterm and Final Clinical Evaluation of Undergraduate Student Progress or the Evaluation of Student Progress in Preceptorship forms.

1. Faculty will document both a numeric score and supportive, explanatory comments for each of the ten competency areas on the clinical evaluation tool. Faculty members will add additional narrative comments at the end of the evaluation summarizing performance and providing recommendations for further development/improvement.
2. A Faculty-Student Contract for Improvement will be documented for any student whose midterm numeric evaluation score is lower than the benchmark score required for the semester in which the evaluation takes place, and for any other reason at the discretion of the faculty member.
3. Students will be given the opportunity to document their individual comments on the Midterm and Final Clinical Evaluation of Undergraduate Student Progress forms during each evaluation conference.
4. The faculty member and the student will both sign the Midterm and Final Clinical Evaluation of Undergraduate Student Progress forms.
5. Faculty will return completed Midterm and Final Clinical Evaluation of Undergraduate Student Progress forms to the Course Manager of the clinical course. The Course Manager is responsible for ensuring that all Midterm and Final Clinical Evaluation of Undergraduate Student Progress forms are collected and returned to the CON Office of Undergraduate Programs, where they will be placed in the permanent student files.

Date Approved: Fall 2016 Effective Date: Fall  
2016 Date reviewed/ revised: Fall 2022  
Date of next mandatory review: Fall 2027  
By: Associate Dean



**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

**Midterm Preceptor Feedback of Student Progress**  
**To be submitted by the preceptor in a sealed, signed envelope**

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

A Number \_\_\_\_\_

Course

Number \_\_\_\_\_ Semester \_\_\_\_\_ Faculty \_\_\_\_\_

<b>Midterm Expectations:</b>	<b>YES</b>	<b>NO</b>
Student has completed the first 72 hours of their preceptorship.		
Practices at the expected level of knowledge and judgment, and shows initiative in seeking needed learning opportunities.		
Performs psychomotor skills, including medication administration and the maintenance of asepsis, at the expected competency level.		
Demonstrates behaviors consistent with professional nursing roles including, but not limited to: motivation, integrity, leadership, communication, organizational skills, and ability to work under stress.		
Professional in appearance, behavior, punctuality, attendance, and is ready to assume care upon arrival on the nursing unit.		
Conforms to all legal-ethical practice parameters and adheres to established agency guidelines.		
Works well with the preceptor, patients, family members, physicians and other staff.		

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

**Final Preceptor Feedback of Student Progress**

**To be submitted by the preceptor in a sealed, signed envelope**

Student Name \_\_\_\_\_ A Number \_\_\_\_\_

Course Number \_\_\_\_\_ Semester \_\_\_\_\_ Faculty \_\_\_\_\_

<b>Final Expectations:</b>	<b>YES</b>	<b>NO</b>
Student has completed all hours of their preceptorship.		
Practices at the expected level of knowledge and judgment, and shows initiative in seeking needed learning opportunities.		
Performs psychomotor skills, including medication administration and the maintenance of asepsis, at the expected competency level.		
Demonstrates behaviors consistent with professional nursing roles including, but not limited to: motivation, integrity, leadership, communication, organizational skills, and ability to work under stress.		
Professional in appearance, behavior, punctuality, attendance, and is ready to assume care upon arrival on the nursing unit.		
Conforms to all legal-ethical practice parameters and adheres to established agency guidelines.		
Works well with the preceptor, patients, family members, physicians and other staff.		

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

**Midterm Evaluation of Student Progress in Preceptorship**

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

A Number \_\_\_\_\_

Course

Number \_\_\_\_\_ Semester \_\_\_\_\_ Faculty \_\_\_\_\_

Midterm Expectations:	YES	NO
Student has completed the first 72 hours of their preceptorship.		
Practices at the expected level of knowledge and judgment, and shows initiative in seeking needed learning opportunities.		
Performs psychomotor skills, including medication administration and the maintenance of asepsis, at the expected competency level.		
Demonstrates behaviors consistent with professional nursing roles including, but not limited to: motivation, integrity, leadership, communication, organizational skills, and ability to work under stress.		
Professional in appearance, behavior, punctuality, attendance, and is ready to assume care upon arrival on the nursing unit.		
Conforms to all legal-ethical practice parameters and adheres to established agency guidelines.		
Works well with the preceptor, patients, family members, physicians and other staff.		

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Final Evaluation of Student Progress in Preceptorship

Student Name \_\_\_\_\_ A Number \_\_\_\_\_

Course Number \_\_\_\_\_ Semester \_\_\_\_\_ Faculty \_\_\_\_\_

<b>Final Expectations:</b>	<b>YES</b>	<b>NO</b>
Student has completed all hours of their preceptorship.		
Practices at the expected level of knowledge and judgment, and shows initiative in seeking needed learning opportunities.		
Performs psychomotor skills, including medication administration and the maintenance of asepsis, at the expected competency level.		
Demonstrates behaviors consistent with professional nursing roles including, but not limited to: motivation, integrity, leadership, communication, organizational skills, and ability to work under stress.		
Professional in appearance, behavior, punctuality, attendance, and is ready to assume care upon arrival on the nursing unit.		
Conforms to all legal-ethical practice parameters and adheres to established agency guidelines.		
Works well with the preceptor, patients, family members, physicians and other staff.		

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
D

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Final Clinical Evaluation of Undergraduate Student Progress

Student :	A Number:	Faculty:
Course:	Semester/Year:	Clinical Site:

**Introduction:** This clinical evaluation tool consists of ten essential competencies with specific performance criteria. The ten competencies were drawn from: programmatic outcomes for the BSN program at UAH College of Nursing, The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2020), and Quality and Safety Education in Nursing (Cronenwett et al., 2007). The performance criteria for each competency include cognitive, affective, and psychomotor domains of learning and provide a complete evaluation of an individual student's clinical performance. The use of this clinical evaluation tool makes it possible to see the student's development over time as they progress through the specific course, as well as through the nursing curriculum. It also provides standard measures for student, course, and program evaluation. This clinical evaluation tool is to be used in each clinical course. A formal evaluation is completed and shared with the student at midterm (when appropriate for course) and at the conclusion of the rotation. The tool can also be used at other times during the rotation and can serve as the basis for a learning contract.

**Instructions:** Faculty will rate students on each of ten competencies using the designated rating scale, considering the **quality of the performance** (*Almost Never Exhibits to Almost Always Exhibits*) and the **amount of guidance** required (*Almost Always Requires to Almost Never Requires*). Referring to the scale below, as students improve in accuracy, safety, and efficiency, it is expected that they will require less guidance. To determine the rating for each competency, faculty will consider student performance on the specific performance criteria and will arrive at a rating for each competency using the 0-4 scale. Faculty may also include comments related to each competency. At the end of this clinical evaluation tool, faculty should write summary comments and document recommendations for further development/improvement. The faculty who wrote the evaluation will review it with the student and document the date of the meeting. The student should be provided with a copy of the evaluation. Students may be asked to complete a self-evaluation at midterm and final. Clinical faculty should discuss the tool with students at the beginning of each clinical rotation and describe how and when it will be used.

NOTE: In these competencies, **client** or **person** is defined as the recipient of professional nursing services and may be an individual, family, or group.

#### References Used for Tool Development

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author.

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55,122-131.

Holaday, S., & Buckley, K. (2008). A standardized clinical evaluation tool-kit: Improving nursing education and practice. In M. H. Oermann & K. T. Heinrich (Eds.), *Annual Review of Nursing Education*, Vol. 6. New York: Springer Publishing.

### The Rating Scale

<b>Self-Directed (4)</b>			
<b>Almost Never Requires (&lt;10% of the time)</b>		<b>Almost Always Exhibits (&gt;90% of the time)</b>	
• direction	• monitoring	• a focus on the client or system	• efficiency and organization
• guidance	• support	• accuracy, safety, and skillfulness	• an eagerness to learn
• assertiveness and initiative			
<b>Supervised (3)</b>			
<b>Occasionally Requires (25% of the time)</b>		<b>Very Often Exhibits (75% of the time)</b>	
• direction	• monitoring	• a focus on the client or system	• efficiency and organization
• guidance	• support	• accuracy, safety, and skillfulness	• an eagerness to learn
• assertiveness and initiative			
<b>Assisted (2)</b>			
<b>Often Requires (50% of the time)</b>		<b>Often Exhibits (50% of the time)</b>	
• direction	• monitoring	• a focus on the client or system	• efficiency and organization
• guidance	• support	• accuracy, safety, and skillfulness	• an eagerness to learn
• assertiveness and initiative			
<b>Novice (1)</b>			
<b>Very Often Requires (75% of the time)</b>		<b>Occasionally Exhibits (25% of the time)</b>	
• direction	• monitoring	• a focus on the client or system	• efficiency and organization
• guidance	• support	• accuracy, safety, and skillfulness	• an eagerness to learn
• assertiveness and initiative			
<b>Dependent (0)</b>			
<b>Almost Always Requires (&gt;90% of the time)</b>		<b>Almost Never Exhibits (&lt;10% of the time)</b>	
• direction	• monitoring	• a focus on the client or system	• efficiency and organization
• guidance	• support	• accuracy, safety, and skillfulness	• an eagerness to learn
• assertiveness and initiative			

**Expected Levels of Performance:** For the **Final Evaluation** students must achieve the **minimal expected level of performance for each competency** in order to pass the course and progress in the program.

Level	Minimum Expected Performance	Minimum Score	Upon Completion of:
I	Novice — Assisted	1.5	First semester of clinical practice
II	Assisted	2.0	Semesters 2 and 3 of clinical practice
III	Assisted — Supervised	2.5	Semester 4 of clinical practice
IV	Supervised — Self-directed	3.0	Final semester of clinical practice

## Competencies, Performance Criteria, and Comments

1. Applies knowledge relevant to client care (Proposed BSN Program Outcome 1 and 4)		
<ul style="list-style-type: none"> <li>a. Demonstrates initiative to obtain needed knowledge</li> <li>b. Evaluates sources of data for appropriateness, usefulness, and accuracy</li> <li>c. Integrates theory from nursing, natural and social sciences to enhance client care</li> <li>d. Relates pathophysiology and epidemiology of disease(s) to clients' assessment findings, medications, laboratory and diagnostic test results, medical and nursing interventions</li> </ul>	<ul style="list-style-type: none"> <li>e. Integrates concepts of health promotion and disease prevention into client care</li> <li>f. Identifies issues/problems in nursing practice that need to be improved</li> <li>g. Evaluates nursing practices based on current research evidence</li> </ul>	
Faculty Comments	MIDTERM	Student Comments
Rating:	Rating:	
Faculty Comments	FINAL	Student Comments
Rating:	Rating:	

2. Collects and analyzes comprehensive client data (Proposed BSN Program Outcomes 2 and 3)		
<ul style="list-style-type: none"> <li>a. Determines relevant information needed</li> <li>b. Identifies appropriate sources for data collection</li> <li>c. Uses correct techniques for assessment</li> </ul>	<ul style="list-style-type: none"> <li>d. Interprets laboratory/diagnostic test results</li> <li>e. Incorporates data from client, family/support persons and health care team members</li> <li>f. Assesses personal, social, economic, and health factors that influence the client's health</li> </ul>	
Faculty Comments	MIDTERM	Student Comments



Rating:	Rating:
<b>Faculty Comments</b>	<b>FINAL</b>
Rating:	Rating:

<b>3. Plans person-centered care using evidence-based practice (Proposed BSN Program Outcomes 2,3, and 4)</b>			
Develops plan of care based on analysis of assessment data		Considers needs/preferences of the client in planning care	
Plans care based on current research evidence		Establishes realistic goals/expected outcomes	
Accurately determines priorities for care		Identifies appropriate resources to inform care planning	
Communicates priorities and rationale for decisions to instructor		Considers relevant health determinants when planning care	
<b>Faculty Comments</b>		<b>MIDTERM</b>	<b>Student Comments</b>
Rating:		Rating:	
<b>Faculty Comments</b>		<b>FINAL</b>	<b>Student Comments</b>
Rating:		Rating:	
<b>4. Exhibits caring to facilitate physical, mental, and spiritual health</b>			
Demonstrates sensitivity to cultural, moral, spiritual, and ethical beliefs of clients, families, peers, health care team members, and others		Protects the client’s safety and privacy, and preserves human dignity while providing care	
Recognizes barriers to care such as socioeconomic factors, environmental factors, and support systems		Encourages family and/or significant others’ participation in care as appropriate	
		Assists clients with coping and adaptation strategies	
<b>Faculty Comments</b>		<b>MIDTERM</b>	<b>Student Comments</b>
Rating:		Rating:	
<b>Faculty Comments</b>		<b>FINAL</b>	<b>Student Comments</b>
Rating:		Rating:	

<b>5. Provides person-centered interventions using principles of quality and safety (Proposed BSN Program Outcomes 2,3, and 5)</b>		
<p><b>Safe Behavior Criteria:</b> The student is required to practice professional nursing safely in specific client-centered situations with clinical supervision. Safe behavior is defined as behavior which does not place the client or self and other professional staff at risk of physical and/or psychosocial harm. The student is subject to receiving a Failure in the course and to being dismissed from the program if safe behavior is not consistently demonstrated.</p>		
a. Plans and implements evidence-based interventions that are congruent with assessment data b. Considers client needs and preferences in providing care c. Performs nursing skills and therapeutic procedures safely and competently d. Follows principles of infection control e. Follows procedures for medication administration f. Recognizes own limitations related to nursing skills or technologies and takes appropriate steps for improvement	g. Takes appropriate steps to improve nursing skills and use of technologies h. Creates a safe environment for client care i. Demonstrates flexibility in adapting to changing client care situations j. Reports abnormal data and changes in client condition to instructor or appropriate health team member k. Honors and promotes the rights of clients and others by acting on their behalf and in their best interest	
<b>Faculty Comments</b>	<b>MIDTERM</b>	<b>Student Comments</b>
Rating:	Rating:	
<b>Faculty Comments</b>	<b>FINAL</b>	<b>Student Comments</b>
Rating:	Rating:	

<b>6. Communicates effectively with clients and intra-/inter-professional teams (Proposed BSN Program Outcomes 2, 6, and 7)</b>		
a. Produces clear, relevant, organized, and thorough writing b. Exhibits timely, legally accurate, and appropriate documentation c. Communicates therapeutically with clients utilizing verbal and nonverbal skills	d. Listens attentively and respectfully to others e. Is actively involved in team building, fostering collegiality, and encouraging cooperation with intra-/inter-professional teams f. Contributes insight and helpful information to the intra-/inter-professional team/group conferences	
<b>Faculty Comments</b>	<b>MIDTERM</b>	<b>Student Comments</b>

Rating:	Rating:
<b>Faculty Comments</b>	<b>FINAL</b>
<b>Student Comments</b>	
Rating:	Rating:
<b>7. Engages in systematic, ongoing, and client-centered evaluation of the plan of care (Proposed BSN Program Outcomes 2, 6, and 7)</b>	
a. Evaluates nursing interventions based on goals/expected outcomes b. Analyzes client data for accuracy and completeness	c. Revises plan of care based on evaluation and consultation d. Involves client, significant others, and intra-/inter-professional team members in evaluation process as relevant
<b>Faculty Comments</b>	<b>MIDTERM</b>
<b>Student Comments</b>	
Rating:	Rating:
<b>Faculty Comments</b>	<b>FINAL</b>
<b>Student Comments</b>	
Rating:	Rating:

<b>8. Utilizes technology proficiently to deliver safe client-centered care. (Proposed BSN Program Outcomes 1, 2, 5 and 8)</b>	
a. Sources pertinent client data using the electronic health record (EHR) b. Documents relevant data in client EHR	c. Safely utilizes client care technologies (examples: infusion pumps, glucometers, vital sign machines, and others). d. Utilizes communication devices as relevant during client care.
<b>Faculty Comments</b>	<b>MIDTERM</b>
<b>Student Comments</b>	
Rating:	Rating:
<b>Faculty Comments</b>	<b>FINAL</b>
<b>Student Comments</b>	
Rating:	Rating:

9. Uses teaching-learning process when providing person-centered client/family/group education (Proposed BSN Program Outcomes 1, 2, and 3)		
Assesses learning needs of clients, families, and groups		Specifies reasonable and appropriate outcome measures
Assesses readiness for and barriers to learning		Utilizes appropriate principles of teaching/learning when implementing a teaching plan
Considers appropriate client characteristics in teaching (e.g., culture, age, developmental level, and educational level)		Evaluates learner outcomes, provides feedback, and revises teaching plan as needed
Develops an appropriate teaching plan for learner needs		
<b>Faculty Comments</b>	<b>MIDTERM</b>	<b>Student Comments</b>
Rating:		Rating:
<b>Faculty Comments</b>	<b>FINAL</b>	<b>Student Comments</b>
Rating:		Rating:

Prepares for clinical practice		Demonstrates cultural sensitivity
Demonstrates initiative in seeking learning opportunities and resources		Protects client rights (privacy, autonomy, confidentiality)
Analyzes personal strengths and limitations in providing care		Follows university, school, and agency policies
Incorporates constructive feedback for performance improvement		Maintains professional appearance
Identifies situations in which assistance is needed OR appropriately seeks assistance		Maintains professional attitude
Practices within the legal and ethical frameworks of nursing		Maintains professional behavior
Assumes accountability for own actions and practices		Arrives on time for clinical
Treats all individuals with dignity/respect		Notifies faculty in a timely manner if he/she will be absent or late
<b>Faculty Comments</b>	<b>MIDTERM</b>	<b>Student Comments</b>
Rating:		Rating:
<b>Faculty Comments</b>	<b>FINAL</b>	<b>Student Comments</b>
Rating:		Rating:

Midterm Evaluation; Average Score\_\_\_\_\_

Faculty Comments:	Faculty recommendations for further development/improvement:
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By typing their names below, the student and the faculty acknowledge that a meeting was held on < *date* > to discuss this evaluation and that a copy of this evaluation was provided to the student.

Student Signature:      Date:

Faculty Signature:      Date:

Final Evaluation; Average Score\_\_\_\_\_

Faculty Comments:	Faculty recommendations for further development/improvement:
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By typing their names below, the student and the faculty acknowledge that a meeting was held on < *date* > to discuss this evaluation and that a copy of this evaluation was provided to the student.

Student Signature:      Date:

Faculty Signature:      Date:

Date Approved: Fall 2016 Effective Date: Fall 2016 Date reviewed/ revised: Fall 2022  
Date of next mandatory review: Fall 2027  
By: Associate Dean

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

**Medication Policy**

**I. Purpose:**

The purpose of the policy is to define a consistent policy for clinical instructor supervision of medication administration by College of Nursing students.

**II. Policy:**

It is the policy of the College of Nursing that the assigned clinical instructor or another Registered Nurse designated by the instructor will verify student medication preparation and administration until such time as the instructor deems that the student is competent to prepare and administer medications.

**III. Assumption:**

Medications shall be given in accordance with the facilities policy for medication preparation and administration.

**IV. Procedure:**

Each semester faculty will provide students with the CON *Student Guidelines for Medication Administration and Procedures*, which will include guidelines specific to the assigned clinical agency. The course manager will be responsible for documenting that all students have received this information.

DATE APPROVED: Spring 2017  
EFFECTIVE DATE: Fall 2017  
DATE REVIEWED/ REVISED:

DATE OF NEXT MANDATORY REVIEW: Spring 2022  
BY: Undergraduate Curriculum Committee



# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Student Guidelines for Medication Administration and Procedures**

#### **I. Purpose:**

The purpose of this policy is to provide general guidance about preparing and administering medications and doing procedures. The College of Nursing (CON) takes patient safety seriously, and departures from the guidelines may be grounds for unsatisfactory on the clinical evaluations at any point in the semester.

#### **II. Policy:**

The clinical instructor or an approved registered nurse (RN) must check all medication preparation before administration. Students and faculty follow all clinical agency policies.

#### **III. Procedure:**

Initially, the preparation and administration of medications will be directly supervised throughout the entire procedure. The clinical instructor will evaluate student performance and move students toward more independence as indicated by performance.

The clinical instructor or RN will need to see the vial or package used and the Medication Administration Record (MAR) throughout the entire semester.

The preparation of high-risk medications must always be verified by the clinical instructor. In some hospitals, students are not allowed to give high-risk medications.

High risk medications include, but are not limited to:

Heparin/Lovenox

Insulin

Concentrated Electrolytes (e.g. Mg<sup>+</sup>, K<sup>+</sup>)

Digoxin

Vasoactive Medications (e.g. Nitroglycerin, Dopamine)

Intravenous iron

The clinical instructor will decide what medications students may give and who will supervise the medication preparation and administration.

Neither you, nor any other individual, may make this decision! You must not give IV or IM injections, heparin flushes or drips, IV push or piggyback medications without direct supervision by your instructor or a RN.

#### IV. Clinical Agency Specific Guidelines

Your signature below indicates your understanding of, and intent to follow, the UAH College of Nursing Medication Administration Policy as described in these Guidelines.

Date \_\_\_\_\_

Student \_\_\_\_\_ Faculty Signature \_\_\_\_\_  
Signature.

DATE APPROVED: Spring 2017  
EFFECTIVE DATE: Fall 2017  
DATE REVIEWED/ REVISED:  
DATE OF NEXT MANDATORY REVIEW: Spring 2022  
BY: Undergraduate Curriculum Committee

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Student Dress Code

(Applicable to students starting the program fall 2022)

The Student Dress Code has been developed to allow the College of Nursing (CON) to consistently put forth a professional appearance. Nursing students of the College of Nursing, whether in a clinical agency on clinical assignments in community setting, campus lab in the Learning-Technology Resource Center, or in any way representing the College by wearing the UAH nursing uniform, must at all times be in compliance with the standards of dress established by the specific agency and the College of Nursing. The clinical faculty have responsibility to enforce compliance with these standards.

The uniform packages are available at the University Bookstore, Parkway Scrubs, and Uniform Corner.

#### 1. **Uniforms (required for traditional BSN students):**

Women's uniform:

- Urbane, Chloe #9550, Ceil blue top (with approved school patch).
- Urbane, Alexis #9306, Ceil blue pant
- Alternate Junior Fit Scrub set, Ella Style, Ceil Blue
- Swan, Scrub Skirt #WH-14231-46 Ceil blue (optional to purchase)
- Landau, Shirt #50001 or LQK00028, White, long sleeve (optional to purchase)
- Lab Coat: white, collared, knee length (must touch mid-knee), no lace or ruffles, and only approved embroidery (UAH College of Nursing logo)
- Urbane Aubrey Scrub jacket, #9871- ceil blue (with approved school patch)

Men's uniform:

- Landau, Stretch V-Neck #4098, Ceil blue top (with approved school patch).
- Landau, Cargo Pant #2012, Ceil blue pant
- Landau, Shirt #69001 or MQK00024, White, long sleeve (optional to purchase)
- Lab Coat: white, collared, knee length (must touch mid-knee), and only approved embroidery (UAH College of Nursing logo)
- Landau Warmup Scrub jacket, #7551- ceil blue (with approved school patch)

University Bookstore, Parkway Scrubs, and Uniform Corner will have the approved school patch and logo. The school patch must be sewn on the left front of the scrub top and scrub jacket 1" below collarbone, above pocket. The college logo must be embroidered on the left front of the lab coat. Uniforms must be clean and wrinkle free at the beginning of each clinical day. Professional fit is required allowing for movement and ensuring coverage of undergarments and overall modesty.

Dresses and/or skirts worn under lab coats must be at least knee length. Shorts, jeans, ripped pants, shirts/blouses/tops with logos or words, cargo pants, capri pants, flip-flops, and sandals are inappropriate when conducting any aspect of clinical. Khaki pants or skirt with a collared shirt/blouse under a white lab coat is the expected attire for clinical events in instances where the blue uniform is not warranted – a course manager will inform student about these instances.

- #### 2. **Standard Equipment for N303 (Health Assessment):**
- Nurse pack from the on-campus bookstore (BP Cuff, Bandage Scissors, Penlight, Hemostatic Straight Forcep). The nurse pack is a mandatory purchase from University Bookstore. Stethoscope – must have a diaphragm and bell with click/twist feature (you will use both sides). Though a specific brand or color is not required, it must meet the specifications above. Littmann and MD One Epoch titanium are

- examples of acceptable brands. <https://www.mdfinstruments.com/edu/uah?coupon=uah>
3. **Socks & Hosiery:** Crew socks are to be white and reach at least mid-calf. White hosiery is to be worn with dress or skirt. Neutral tone, conservative undergarments must be worn and must not be visible.
  4. **Shoes:** Shoes must be an enclosed (no open-heel shoes) white leather shoe or white leather sports shoe with a bare minimum of grey or blue. No cloth or mesh materials allowed.
  5. **Name and ID Badge:** The UAH Charger Card must be worn during all clinical experiences. This ID is made in the Charger Union Office, Room 131. The Huntsville Hospital system requires an additional badge. A form is included in your orientation package. Complete the form and bring to orientation.
  6. **Hair:** Hair styles should be of a natural color and off the face, eyes, and collar, and must conform with agency policy and be appropriate to the clinical assignment. If necessary, hair must be secured away from the face and gathered with a simple tie or clip so it remains off shoulders and work areas.  
Ornate hair accessories are not permitted. A 1-inch, or narrower, neutral-colored headband and or hair clip is acceptable. Neutral colors are: black, white, gray, brown. Hair must be clean and neat at all times.
  7. **Facial Hair:** Any facial hair must be kept clean and neatly trimmed, close to the face otherwise a clean shaven look is required.
  8. **Fingernails:** Fingernails should be short and neatly manicured. No nail polish or artificial nails are to be worn in clinical areas.
  9. **Jewelry & Make-up:** Limit wearing of jewelry to watch (with second hand) and wedding band. Engagement rings are not allowed. Earrings should be simple, neutral color or metallic, small stud-type earrings; limited to one in each ear. Facial jewelry is not allowed in clinical or on the property of any clinical agency. Simple medical alert jewelry is acceptable. In some clinical settings, the wearing of jewelry may be limited or prohibited. Make-up may be utilized to achieve a simple, natural, and professional look.
  10. **Personal Hygiene:** Students are expected to maintain an appropriate level of personal hygiene consistent with professional and health care standards.
  11. **Perfume/Smoking:** Because of client sensitivities to aromas, the use of perfumes and tobacco are to be avoided when dealing with clients and/or their families and even prior to clinical experiences.
  12. **Tattoos:** Though students are not required to cover tattoos at the UAH CON, students must comply with individual clinical agency policy. Students will be required to cover up tattoos that are degrading, offensive, or demeaning.

DATE APPROVED: Summer 2017, Fall 2018,

YEAR EFFECTIVE: Fall 2017, Fall 2018, Spring 2019

DATE REVIEWED/REVISED: September 26, 2005; June 2006; December 13, 2006; May 2010; May 2012; May 2014; June 2016, August 2017, May 2018, November 2018

YEAR OF NEXT MANDATORY REVIEW: Fall 2022

BY: Office of the Associate Dean for Undergraduate Programs

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Blood borne Pathogen Exposure Policy**

Students in the College of Nursing will follow these procedures in the event of an “incident” while in the clinical or laboratory portion of a course or activity.

An “incident” is defined as any event with possible or real untoward effects involving a student, client, and family member or where there is a real or potential exposure to a communicable disease or blood borne pathogen. (Examples include: needle or sharps sticks, splashes with body fluids, secretions, etc.)

These procedures are to be followed only after emergency treatment is performed as appropriate.

1. When an incident occurs in an off-campus clinical site:
  - A. The event should be immediately reported to the clinical instructor or preceptor. The nurse in charge of the unit should also be immediately notified.
  - B. Agency nursing personnel will determine if an official agency incident report is needed.
  - C. The student may be requested to complete a portion of the incident report. Student must acknowledge follow-up care required with their signature.
  - D. Agency protocol must be followed which may include treatment and required blood work.
  - E. If direct blood/body fluid contamination (i.e. cuts with contaminated instrument, needle stick, etc.), is involved, the student should immediately contact their personal physician for follow-up care.
  - F. Students are required to obtain the follow-up care/testing stated in the agency protocol.
  - G. Students are responsible for medical bills incurred as a result of injury or illness.
  - H. Copies of all agency and College of Nursing incident reports must be forwarded to the Office of the Associate Dean.
2. When an incident occurs on campus
  - I. The student will immediately notify the instructor and the Office of the Associate Dean.
  - J. The student requiring emergency treatment should be transported to the appropriate emergency treatment facility by ambulance. College employees are not to transport the student.

Students must sign the Incident Report Form

DATE APPROVED: Spring 2017  
DATE EFFECTIVE: Fall 2018 DATE REVIEWED/REVISED:  
NEXT MANDATORY REVIEW: Spring 2022  
BY: Undergraduate Curriculum Committee

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Simulation & Learning Innovation Center General Policies**

The College of Nursing features a 10,615 square foot Simulation & Learning Innovation Center (SLIC) that is located on the third floor of the College of Nursing. The SLIC is a state of the art facility which houses a 16-bed hospital lab, 16-table assessment room, 4 Advanced Practice provider clinical examination rooms, 5 High-Fidelity simulation laboratories, an Obstetric/Pediatric 4-bed laboratory, an IV practice room, Pyxis medication room, a home-health simulation room and two debriefing rooms. In addition to the teaching lab space, the SLIC houses other educational and research materials. The simulation labs feature the latest in high fidelity human patient simulators and include 2 adult simulators, 2 obstetric simulators, 2 infant simulators and 1 pediatric simulator. In addition to the high fidelity simulators, the Center offers low fidelity simulators, task trainers, and a medication dispensing system. Clinical simulation experiences are captured via a video recording system which can viewed anywhere on campus in both real time and from previously recorded experiences. Recording provides the opportunity to share the benefits of simulation with larger audiences.

The SLIC is supported by an Executive Director, Director of Instructional Technology, Director of the Learning Resource Center, Simulation Technician, Instructional Technology Specialist, graduate teaching assistants and student workers. Usual hours of operation are 8:00 am to 5:00 pm (CST) Monday through Friday.

#### Code of Conduct/Expected Behavior

The SLIC contains Charger Hospital, which is a non-threatening, professional and safe learning environment. Users are expected to remain respectful at all times. Because the scenarios can appear life like, anxiety levels can escalate. During simulation, especially the debriefing segment, individuals are asked to refrain from negative comments that are meant to demoralize others. This is an open learning environment. Positive feedback and suggestions for improvement are encouraged. The staff encourages the learners to think out loud and work as a team.

All clinical experiences and simulation scenarios are confidential and copyrighted; they are the sole property of The University of Alabama in Huntsville's College of Nursing. Documents should not leave the SLIC, be reproduced, photographed or disseminated in any manner.

#### Dress Code

All students are required to adhere to the College of Nursing Dress code policy while they are in the SLIC. Faculty should adhere to the same dress code as the students they are teaching. In addition, faculty and students are required to wear their College of Nursing photo identification badge.

#### Equipment

Limited quantities of health assessment equipment are available for specific courses and

may be checked-out for specific time periods. Materials and equipment is available to be signed-out and used in the lab. Any SLIC material that is checked-out must be returned in working condition by the due date or by the end of the semester, unless prior arrangements are made with the SLIC Director. Faculty will hold a student's grades if materials or equipment are not returned by the assigned date. Failure to return material may result in delayed registration for future classes until materials or equipment are returned or satisfactory steps are taken for replacement.

#### Visitors

Visitors are allowed in the hallway and in the laboratories when escorted by faculty, staff, or students. Visitors are required to identify themselves to SLIC personnel and sign in to the visitor log book upon arrival. Visitors may be asked to leave if they become disruptive, are unescorted, or mishandle equipment. All visitors are responsible for obtaining their own parking pass from UAH Police Department in the Intermodal Parking Facility.

#### Food/Drink

No food or drink is allowed in any laboratory, debriefing or control room in the SLIC.

#### Writing utensils

The use of pens can damage the simulation manikins and task trainers. Please use pencils in the SLIC.

#### Personal Items

All personal items including backpacks and purses must be kept in the nursing lockers. Personal items and bags will not be allowed in any of the units of the SLIC. Students are strongly encouraged to leave all valuables at home. The SLIC is not liable for misplaced or missing items. A lock may be brought and used for the locker but the lock must be removed each day.

Any lock not removed by 5:00 p.m. each day may be cut and removed by SLIC staff.

SLIC

#### Cell phones and Cameras

Cell phones may be used per faculty approval. No cameras are allowed; pictures may not be taken of other students, faculty, clinical experiences, or equipment without written permission from SLIC management.

#### Confidentiality

Each student signs an online confidentiality policy and video/photo release form for the SLIC at the beginning of each semester. This form is found on the clinical orientation CANVAS site. All clinical information (real or fictional) is confidential and any disclosure of this information is a violation of SLIC policy. This information is privileged and confidential regardless of format (electronic, written, overheard, or observed). Students agree to report any violations of confidentiality to your faculty and SLIC staff.

#### Universal Precautions

Proper cleaning of hands using hand sanitizer are required in all clinical areas. Hand sanitizer is to be used in the same manner as an external clinical environment. If health care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with

the clinical experience when practicing in the SLIC.

### Simulation & Learning Activities

#### **Simulation Control Room/Audio Visual Equipment**

The control room is only to be accessed by faculty who have reserved the simulation lab or individuals that are granted permission specifically by the Simulation Technician or the Director of the SLIC. Please be respectful and do not enter the control rooms or simulation labs if you are not scheduled to avoid disruption of the learning environment and/or audio/visual recording. The audio/visual equipment, including the laptops, is for simulation purposes only. Only individuals that are trained may access and manipulate the audio/visual equipment.

#### **Pre-briefing**

As dictated by your faculty/instructor, all assigned pre-briefing or preparation activities should be completed prior to the simulation experience. Lack of preparation may result in an inability to participate in the simulation; arrive 15 minutes prior to your simulation time dressed appropriately (see College of Nursing Dress Code).

#### **Simulated Clinical Experience (SCE) Participation**

Students are expected to participate in all simulation activities including but not limited to preparation, pre-briefing, simulation, debriefing and evaluation.

#### **Simulation Evaluations**

Simulation evaluations are completed online after each simulation activity prior to leaving Charger Hospital.

#### Skills Practice

All students and faculty are responsible for cleaning up after skills practice, keeping their areas organized and disposing of materials appropriately. All sharps should be disposed of sharps biohazard containers provided by the SLIC.

#### Treatment Rooms

If a real individual (faculty/staff/actor/actress) is used as a standardized patient, or students are required to use the beds, then shoes must be removed prior to bed access. No other individuals are allowed in bed while a simulation mannequin is in the bed.



SLIC Computer Policy:

All faculty, students, staff, and visitors are to abide by University of Alabama in Huntsville Computer Use Policy. To review the policy in full, please access the following website: <http://www.uah.edu/its/policies/computer-use>. You may also ask the Director of the SLIC for a copy of this policy.

The SLIC does not provide computer access for students or faculty. Wireless connection is available for both students and faculty in the SLIC. Anyone experiencing any problems with hardware or software should immediately contact the SLIC Director, Executive Director or SLIC personnel for assistance. Do not attempt to correct the problem without supervision or assistance.

DATE APPROVED: Fall 2013  
SEMESTER AND YEAR EFFECTIVE: Spring 2015 DATE  
REVIEWED/REVISED: February 16, 2015  
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Fall 2025  
BY: Executive Director SLIC

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Policy for Developing and Independent Study (NUR 390)**

- I. Purpose:
  - a. An Independent Study provides the opportunity for students to study selected problems related to health care of individuals or groups under the direct supervision and guidance of faculty members. Independent Studies do not take the place of the required courses but, in most cases, constitute electives in the curriculum.
- II. Developing an Independent Study:

NUR 390 carries variable credit of 1 to 4 Semester Hours. The written prospectus for an independent study should contain the following elements.

  - a. Problem: A concise statement of the problem which should be related to health care of individuals or groups. It would be helpful for the student to indicate why he became interested in the problem.
  - b. Purpose: A statement of purpose which delineates the precise area of the problem to be studied.
  - c. Credit Hours: The number of credit hours should be stated.
  - d. Objectives: Objectives should be stated in measurable terms and based on what the student expects to accomplish during the course. The stated objectives will be used by the faculty sponsor to determine, with the student, the evaluation criteria for the independent study.
  - e. Plan of Action: The plan of action which will enable the student to accomplish his objectives should be stated in narrative form. Problems that may be encountered should be projected if anticipated by the student. The plan may be practical action or literary in nature. However, observations and assessments made should be validated. It is recognized that plans should provide some flexibility for change which might occur if the situation warrants.
  - f. Evaluation: The student should propose the evaluation criteria (or percentage) to be used in evaluating each objective. This should be done in percentages of 100 in order to arrive at a numerical grade specified by the College of Nursing. The faculty sponsor will make all final determinations of the percentages before signing as the sponsor of the study.
  - g. Signature: The prospectus should contain an area for signature of the student and the

faculty sponsor.

III. Implementing an Independent Study:

- a. The student should select a member of the faculty whose preparation and interest coincide with the area to be studied. The student should request the faculty member to sponsor the study, or in some instances to refer them to another member of the faculty who may have stronger preparation and experience in the field. In any case, it is the student's responsibility to obtain a faculty sponsor. A student may seek guidance from the Associate Dean if assistance is needed.
- b. Students may discuss in general terms the plan for independent study with a faculty sponsor, and then proceed with the writing of their prospectus, or may submit the written prospectus to the faculty sponsor on first contact.
- c. Two copies of the signed prospectus should be made. The student and faculty sponsor each retain a copy. The faculty sponsor is responsible for notifying the Associate Dean's Office of the following information:
  - i. Student Name
  - ii. Course & Section (ex. NUR 390-01)
  - iii. #Credit Hours
- d. Following completion of the study, a one-page summary should be submitted to the faculty sponsor. The grade, faculty sponsor's signature and the date should be placed on the summary. The original of the summary graded, signed and dated by the faculty sponsor should be forwarded to the Associate Dean's Office.
- e. The faculty sponsor will appropriately assign the grade on the grade sheet.

# **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

## **COLLEGE OF NURSING**

### **Graduation Information**

#### Application for Graduation

Candidates for graduation must file an application with the Registrar at least 6 months prior to the time requirements are expected to be completed. Application forms may be obtained at the Office of Student Records in Charger Central or online at

<https://www.uah.edu/registrar/commencement/apply-to-graduate>

#### Commencement

UAH Commencement is conducted at the end of each semester. Information about Commencement is available online at <http://www.uah.edu/registrar/commencement>. Students must complete all degree requirements to be eligible to walk in commencement exercises. Caps and gowns are available in the UAH Bookstore.

#### NCLEX-RN Review Course

UAH College of Nursing may host a review course to assist in preparation for the NCLEX licensure exam. Specific information is available in the office of the Associate Dean. A fee for the review course is paid by students.

#### Nursing Pin

Each nursing school or college designs a unique pin for its graduates. The pin denotes the name of the institution and in many instances the symbols on the nursing pin are reflective of the values of the nursing profession and that educational program.

Nursing pins are ordered at least 4 months in advance of the date of graduation in order to assure delivery for the Pinning Ceremony. All students are highly encouraged to purchase a UAH College of Nursing pin.

#### Pinning

A professional Pinning Ceremony is held twice a year in May and December prior to Commencement. Students should purchase a UAH CON nursing pin for this special event. This event is open to family and friends of graduating seniors.

## NCLEX-RN

Current fees for applying to the Alabama Board of Nursing, applying to take the NCLEX-RN examination, and application for temporary license are approximately \$335.00. Fees are subject to change. See websites for details <http://www.abn.state.al.us/> and <http://www.pearsonvue.com/>. Students who desire a license in other states must obtain the application, follow the application guidelines and work with the Office of Undergraduate Programs to get transcripts sent or signatures on applications.

Students who plan to work immediately (before license is awarded) must purchase a temporary license at the time of application to the board of nursing. Only individuals with a temporary license or a registered nurse license can be hired into an RN position.

## Licensure Information

Licensure is a process by which a legal authority grants permission to a qualified individual to perform certain activities that are illegal to perform without a license. In Alabama, the Board of Nursing has the authority to grant the legal right to practice professional nursing to individuals who qualify.

The NCLEX-RN is a computer-adapted examination and is scheduled through individual appointment. This examination is utilized by all State Boards of Nursing. The exam focuses on client needs and the structure of the nursing process.

Only graduates of Board approved nursing programs are eligible to take the NCLEX-RN. Applications and instructions are distributed by the Associate Dean for the Office of Undergraduate Programs during the senior year.

Students applying for licensure by examination must comply with legal and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of license to practice as a registered nurse.

*"The board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to personal habits; is habitually intemperate due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health, or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations." (Alabama Board of Nursing Administrative Code, Sept. 1982).*

It is important for nursing students to know about the Alabama Board of Nursing's regulations

governing review of candidates for eligibility for initial and continuing licensure.

### **Section III - Student Activities and Organizations**

There are many avenues for becoming involved in campus activities. Refer to the *UAH Undergraduate Catalog* and bulletin boards for information about organizations and activities on campus.

## Academic Activities

### Let's Pretend Hospital

Let's Pretend Hospital is a collaborative health promotion project of the UAH College of Nursing (CON), Huntsville Hospital, and the Madison County public and private schools which serves approximately 3,000 first grade children over a six day period each spring. This project is the largest community service project conducted by UAH and has been a significant and anticipated community event for more than 27 years.

The purposes of this project are to reduce fear of hospitalization in children, promote a positive perception of health care providers, and teach children how to actively participate in routine health prevention activities. Students enrolled in the community health course obtain leadership experience implementing this multifaceted project. More than 400 nursing students from the UAH College of Nursing participate in creating, managing, and staffing the pretend hospital. The Safety room, Emergency room, X-Ray room, Clinical laboratory, Ambulance, operating room, Patient's room, and Playroom are just a few of the destinations where age- appropriate role play is offered to the visiting children. Songs and games with a focus on preventive health, exercise, and nutrition are also presented in an engaging and fun manner. Participating children work with their school teachers in preparation for their Let's Pretend Hospital experience, tour Let's Pretend Hospital during a 2-hour school field trip to the CON, and following their experience at LPH, take home a coloring book and a list of suggested activities to share with their family which expands the LPH experience from the participating children outward to embrace the entire family.

### Disaster Drill

The purpose of this project is to provide students the opportunity to provide care to simulated disaster victims. FEMA and other disaster preparedness protocols and guidelines are used for this event. The Community Nursing class collaborates with University and Community partners to create a rich disaster environment. Students develop triage and intervention plans for the care of disaster victims.

### Research and Creative Experience for Undergraduates (RCEU)

- Undergraduate students in Nursing can participate with faculty in research projects during the summer under the RCEU Program. The purposes of the RCEU are listed below:
- To support research and/or creative work experiences for undergraduate students in all fields of study.
- To foster cooperation between students and researchers in a research or creative endeavor, and to expose the student to academic scholarly work via active participation in a research, creative, or scholarly project.
- To assist in furthering UAH's research activities by helping to provide opportunities for new and ongoing areas of study and creative work.

Applications for the RCEU experience are taken each year. For more information and the link to the application, go to <http://www.uah.edu/undergraduate-research/expanding-horizons-through-research-summer-program>.



## Honors Program

Honors Program (<http://www.uah.edu/honors/>)

Application to UAH is the first step towards admission to the Honors Program. After admission, transcripts and test scores are reviewed. An invitation to join the program is based on the requirements for admission to the Honors Program. Students completing 24 hours of honors credit will earn an **Honors Diploma**.

First-year students admitted to the Honors Program typically have a high-school grade point average of 3.5 or higher and a composite score of 28 on the ACT or 1200 on the SAT. However, we also make individual assessments based on a variety of factors, including essays and personal interviews.

Please also see the **Early Promotion into UAH Nursing Program outlined below**.

Students currently enrolled may join the Honors Program after completing at least twelve hours of course work with a grade point average of 3.25 or higher. Anyone interested in joining should contact the Honors Program and discuss the eligibility requirements.

### Typical Honors Diploma Program for Nursing Majors

H 100: Honors Forum	3 hours
EH 105: Honors English Seminar	3 hours

Select a minimum of 6 hours from the following:

PHL 202: Honors: Ethics	3 hours
EH 250: Honors World Literature I	3 hours
EH 251: Honors World Literature II	3 hours
MU 100: Honors: Introduction to Music Literature	3 hours

12 hours in Nursing level Courses:

NUR 307: Honors Scholarly Inquiry in Nursing	3 hours
NUR 415: Honors Directed Research	2 hours
NUR 407 Honors: Professional Practice in Nursing II	7 hours

Nursing students may be authorized to substitute Honors sections of nursing courses for H 399: Honors Interdisciplinary Seminar.

At present, Honors credit for most Nursing courses is done via independent study or Honors contract. For more information on Honors contracts and electronic copies of the necessary forms, see <http://www.uah.edu/honors/courses/honors-contracts>

Total: 24 semester hours. Nursing students will complete the Honors Capstone Project in NUR 307: Inquiry into Evidence-based Nursing, NUR 415: Honors Directed Research, and NUR 407: Professional Practice in Nursing II.

An **Honors Certificate** in nursing is also available for transfer students or upper division undergraduate nursing students who apply to the honors program and are accepted. These students must be accepted prior to being enrolled in NUR 307. Twelve hours of nursing courses as indicated above and the Honors Capstone Project are required.

(Note: Many variations and course substitutions are available. Some courses may be added or deleted from the list above. Please consult Dr. William Wilkerson at 824-6450 or [william.wilkerson@uah.edu](mailto:william.wilkerson@uah.edu) if questions arise.)

## Awards, Honor Society and Organizations

College of Nursing undergraduate honors presented at the annual Academic Honors Convocation held during spring semester include Outstanding Academic Achievement, Academic Excellence, Clinical Excellence, Leadership Excellence, and Dean's Award. Each award is described below.

### Outstanding Academic Achievement

The College of Nursing faculty recognizes two graduating students, one from the pre-licensure program and one from the registered nurse program, for highest academic achievement in the graduating class. In the case of more than one student with the highest academic performance as indicated by the overall grade point average, additional factors considered in selecting the recipient include the following: the grade point average for courses taken at UAH, the grade point average for courses within the nursing major, the number of courses completed at UAH, the number of credits completed at UAH, outside activities, and time for degree completion.

### Honors Scholars

The College of Nursing faculty recognizes six Honors Scholars based on grade point average, senior standing in the major and general academic excellence. An award is presented to a graduate from the pre-licensure program and the registered nurse program for Academic Excellence, Clinical Excellence, and Leadership Excellence.

### Academic Excellence

This award is presented to students with excellent academic achievement based on grade point average. Other factors considered include the GPA for courses taken at UAH, the GPA for courses in the nursing major, the number of courses completed at UAH, the number of credits completed at UAH, outside activities, and time for degree completion.

### Clinical Excellence

This award is presented to students who exhibit excellent clinical practice by:

1. Establishing caring interpersonal relationships with clients.
2. Functioning as a client advocate in clinical interventions.
3. Displaying a knowledge base necessary for strong clinical reasoning in patient care.
4. Displaying creativity during clinical experiences.
5. Exhibiting a high degree of clinical accountability and responsibility.
6. Providing clinical role modeling behaviors for peers.
7. Possessing strong communication skills in the clinical setting.
8. Exhibiting leadership skills in peer and community relations.

## Leadership Excellence

This award is presented in recognition of outstanding leadership. The criteria for the recipient for each track are listed below.

Graduating Pre-licensure Student - In addition to meeting the required minimal GPA of 3.2, the student will exhibit leadership in pre-professional activities. These may include service in leadership capacities in the Association of Nursing Students; service on College and University committees; community activities; leadership and support of students; or other activities that represent service and commitment to the betterment of society and the nursing profession.

Graduating RN Student - In addition to meeting the required minimal GPA of 3.2, the student will exhibit leadership in professional activities. These may include service in professional nursing associations and societies; service on College and University committees; community activities that are related to the professional role; leadership, support, and sharing of special expertise with student peers; or other activities that represent service and commitment to the betterment of society and the nursing profession.

## Dean's Award

The student receiving the Dean's Award will exemplify outstanding academic and professional achievement. This student will:

1. Be a senior student anticipating completion of degree requirements in May or August of the year the award is given.
2. Have outstanding overall academic achievement with at least a 3.2 GPA in Nursing.
3. Exhibit leadership in pre-professional (e.g., leadership in the ANS; service on faculty or University committees; community activities) or professional activities (in the case of RN students, ASNA or other nursing specialty activities; nursing service to the community).
4. The Dean will select this student. However, faculty may make suggestions to the Dean using the process outlined for the other undergraduate awards.

Please see the UAH Undergraduate Catalog for further information regarding Academic Achievement.

## Sigma Theta Tau

Sigma Theta Tau is the international honor society of nursing. Beta Phi is the UAH chapter. The purposes of Sigma Theta Tau includes the recognition of superior achievement and leadership qualities, the fostering of high professional standards and creative work, and strengthening of the individual's commitment to the ideals and purposes of the nursing profession. Invitation to membership may be extended to junior and senior nursing students who have completed at least one-half of the required nursing component with a grade point average of and are in the upper one-third of their class. Applications are available during spring semester.

### National Student Nurses Association (NSNA)

The National Student Nurses Association (NSNA) is the largest independent student nursing organization in the country and is organized at the national, state, and local levels. The UAH Association of Nursing Students (ANS) is the official local constituent of the NSNA. NSNA provides a means to assist students to realize their leadership and professional goals, and promotes interaction among all levels of nursing students. The Alabama Association of Nursing Students (AANS) and NSNA each hold annual conventions that provide opportunities for students to interact with other students and nursing leaders from all parts of the country. All NSNA members receive IMPRINT, published five times during the academic year. It contains articles by students and nursing experts that help broaden one's perception of nursing. Other benefits include financial assistance, career planning, reduced rates and discounts on nursing journals and textbooks.

### Student Government Association (SGA)

The Student Government Association promotes the welfare of students in all areas of university life. The primary purpose is to help improve the educational environment. This includes promoting academic innovation and working closely with the faculty and administration to help bring about desirable changes in institutional policies.

The SGA is also responsible for developing and sponsoring programs that will enrich the students' cultural, intellectual, and social life. Each student enrolled at UAH is automatically a member of SGA. An executive branch and a fifteen member legislature, plus a five member arbitration board are responsible for carrying out the official business of the organization. The association sponsors over ninety clubs and organizations across campus in addition to providing many student services such as health insurance, special rates for community cultural events, and a student directory. The SGA office is located in the Charger Union, Room 213.

### Student Representatives on College of Nursing Committees

Student representatives on College of Nursing Committees are appointed by the Director of Student Affairs early fall term. Current College of Nursing committees that include undergraduate student representatives are:

- Undergraduate Curriculum Committee
- Nursing and Space Life Sciences Committee

## Section IV - Forms

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## COLLEGE OF NURSING

### Academic Honor Statement

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, misrepresentation, or any other form of academic misconduct as outlined in the UAH Student Handbook (online) while I am enrolled as a student at UAH. I understand that violating this promise will result in penalties as severe as indefinite suspension from the University of Alabama in Huntsville.

Please check one:     ☐ Yes / Promise & Affirm     ☐ Do not Affirm / Promise

### Essential Functions

Directions: Read the declarations below and sign only one option. If you are unable to fully meet any criterion, you will need to make an appointment with the Associate Dean for the Office of Undergraduate Programs.

#### OPTION #1

I have read the Essential Functions (see Student Handbook and Undergraduate Catalog) and to the best of my knowledge I currently have the ability to fully engage in the activities.

#### OPTION #2

I have read the Essential Functions and to best of my knowledge I currently am unable to fully engage in these activities without accommodations. I will follow through with the services for students with disabilities in Wilson Hall room 317 to arrange an appointment and discussion of my disability. I am aware that progression in the nursing program is contingent on meeting essential functions of the program.

Please check one:     ☐ Option #1     ☐ Option #2

### Verification of Knowledge of Nursing Student Handbook

I hereby acknowledge that I am familiar with the College of Nursing Student Handbook that is available online. This resource contains helpful information on the mission, philosophy, program outcomes, nursing standards, and policies and procedures associated with the nursing program.

Please check one:     ☐ Acknowledge     ☐ Do not Acknowledge

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**  
Incident Report Form

Name: \_\_\_\_\_ Student A #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time: \_\_\_\_\_

Course \_\_\_\_\_ Location of Incident \_\_\_\_\_ (Agency and Unit)

Clinical Faculty \_\_\_\_\_

Type of Incident:

\_\_\_\_\_ Needle stick, source unknown  
\_\_\_\_\_ Needle stick, client positive for HBV or HIV  
\_\_\_\_\_ Needle stick, source known  
\_\_\_\_\_ Other (medication error, falls, etc.)

Detailed description of the Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken (Faculty: check as applicable and as recommended by agency. Attach pertinent documents to this form)

Incident report completed	_____	Charge nurse notified	_____
Blood drawn on client	_____	Blood drawn on student	_____
Emergency room visit	_____	Private medical doctor seen	_____
Initial treatment taken: _____			

Faculty notes:

\_\_\_\_\_  
Follow-up care recommended/required: Yes \_\_\_\_\_ No \_\_\_\_\_

I acknowledge that I am required to complete the recommendations/requirements of the clinical agency listed above. I also acknowledge that I am responsible for any costs incurred. I agree to provide any and all documentation to verify compliance with the Incident Policy.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF  
NURSING**

**Attachment A**

**Substance Abuse and Drug/Alcohol Testing Policy Student Disclosure  
Statement**

I have read the Substance Abuse and Drug/Alcohol Testing Policy (“Policy”) of The University of Alabama in Huntsville College of Nursing, and I agree to comply with all aspects of this Policy and the related University policies referenced in it.

I understand that if I engage in substance abuse as defined in the Policy or if I violate the Policy in any other manner, I may be dismissed from the College of Nursing.

I understand that it is a requirement that all students in the Upper Division of the BSN program and in the Graduate program of the College of Nursing provide a true and accurate, signed statement indicating whether he/she does or does not engage in substance abuse activities and whether he/she has any prior criminal drug or alcohol convictions.

In compliance with the forgoing requirement, I hereby state as follows (*circle the appropriate response*):

I (am) (am not) over the age of 18.

I (am) (am not) engaged in any drug or alcohol activity that would fall within the definition of “substance abuse” as that term is used in the Policy. (See the bottom of this form for a copy of this definition and the definition of “illegal drug” and “impaired”).

I (am) (am not) personally misusing any prescribed or over-the-counter drug or alcohol in a manner that significantly impairs, or is likely to develop an impairment in, my performance in any Nursing course, including any clinical activities.

I (have been) (have not been) arrested, charged, or convicted of any violation of a federal, state, or local drug or alcohol law.

*(If appropriate, you may provide explanatory information on the reverse side of this form)*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Student’s Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature



*This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.*

- “Substance abuse” means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any Nursing student while enrolled in Upper Division courses in the BSN program or in Graduate courses at UAH, regardless of where the illegal drug activity occurs; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any Nursing student while on University or affiliated clinical site premises or while participating in any University- or affiliated clinical site-sponsored or related activity, including any Nursing course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or “over-the- counter drug, or alcohol in such a way that the student’s performance in any Nursing course, including activities at any clinical site, is impaired.

- “Illegal drug” means any drug/chemical substance that is not legally obtainable; any drug/chemical substance that is legally obtainable but has not been legally obtained; any prescribed drug/chemical substance that has not been legally obtained; any prescribed drug/chemical substance that is not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the- counter drug that is being used at a dosage level other than that recommended by the manufacturer, or is being used for a purpose other than the purpose intended by the manufacturer; and any drug/chemical substance that is being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs/chemical substances include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

- “Impaired” means a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor, and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon drugs/chemical substances and/or alcohol.

Explanatory Comments (if any):

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF  
NURSING**

**Attachment B**

**Substance Abuse and Drug/Alcohol Testing Policy Student's Consent  
and Release Authorization - Drug/Alcohol Testing**

I have read the College of Nursing Substance Abuse and Drug/Alcohol Testing Policy ("Policy"), and I understand that as a condition to assignment to or placement with an affiliated clinical agency, I will be subject to that particular agency's drug/alcohol use policies and its drug/alcohol testing policies. I further understand that, if required by the agency's policy, I may be required to submit to pre-clinical placement drug testing, random drug testing, and/or drug/alcohol testing based on reasonable suspicion of substance abuse. I understand that the cost of any drug/alcohol tests required by any affiliated clinical agency with which I may be placed shall be borne by me.

***By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated entity/facility as required by any affiliated clinical agency at which I am placed by the College of Nursing.***

I further understand that I may be subject to drug/alcohol tests initiated by the College of Nursing based on reasonable suspicion for substance abuse by me while I am attending any College of Nursing courses or clinical activities or while I am enrolled in the Upper Division of the BSN program or the Graduate program.

I understand that if I refuse to submit to drug testing required by the affiliated clinical agency, the College of Nursing will have no responsibility to find me another clinical placement and that I may be dismissed from the Nursing program. I understand that if I refuse to submit to drug/alcohol testing required by the College of Nursing based upon reasonable suspicion for substance abuse, I may be dismissed from the Nursing program. I further understand that, pursuant to the College's Policy, a positive drug/alcohol test may result in dismissal from the program in which I am enrolled.

I understand that the clinical agency and College of Nursing have a legitimate need to receive the results of a drug/alcohol test performed in accordance with this Policy. ***I hereby authorize any drug testing entity/facility***, and its physicians (including the Medical Review Officer), employees, and representatives, that conducted a drug/alcohol test pursuant to this Policy and that has control over any documents, records, or other information pertaining to my drug/alcohol test, ***to furnish originals or copies of any such documents, records, or other information to the appropriate official(s) of the affiliated clinical agency (if it requested the test) and/or of the College of Nursing (if it requested the test)***, and ***I hereby give my consent in advance thereto.*** I further authorize and consent to any drug testing entity/facility, and its physicians, employees, and representatives, to answer questions and inquiries from appropriate officials or employees of the clinical agency or of the College of Nursing concerning those documents, records, and other information, including, without limitation, drug testing results, related medical records and medical reports, analyses, questionnaires, and other materials that may have been made or prepared pursuant to or in connection with my drug/alcohol tests.

***I waive, release, and discharge*** forever the drug/alcohol testing entity/facility, and its physicians, employees, and representatives, that conducted drug/alcohol tests requested by the clinical agency or by the College of Nursing under this Policy, and I waive, release, and discharge the clinical agency, its employees and representatives, and the University, its trustees, officials, and employees (including those in the College of Nursing) from any and all liability or claims of whatever kind and nature arising out of, associated with, or related in any way to the drug/alcohol tests and the subsequent release, furnishing, disclosure, inspection, and use of the results of such tests and the documents, records, or other information pertaining to such tests, all under this Policy.

---

Student's Signature

---

Student's Printed Name

---

Date

---

Witness Signature

*This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.*

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF  
NURSING**

Attachment C

**1. Substance Abuse and Drug/Alcohol Testing Policy Report of  
Reasonable Suspicion of Drug/Alcohol Use**

*To be completed by the faculty member supervising the Nursing  
student to be tested.*

1. Name and social security number of Nursing student suspected of substance abuse as defined in the UAH Substance Abuse and Drug/Alcohol Testing Policy.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

2. State the information/evidence based on which you have developed a reasonable suspicion that the student has engaged in substance abuse. *Be as specific as possible. \* Include the times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior. If necessary, use additional sheets, stapled to this form.*

Based on the information and evidence noted above, it is my opinion that there is reasonable suspicion that this student has engaged in substance abuse.

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Faculty Member's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member's Title

*The original of this form should be given to the UAH College of Nursing Associate Dean for inclusion in the student's Nursing records. It may be disclosed on a "need to know" basis to clinical agencies and/or testing entities/facilities*

\* The types of information that should be noted, if observed or known, includes the following: speech (incoherent, confused, change in speech, slurred, rambling, shouting, profane, slow); coordination (swaying, staggering, uncoordinated, grasping for support); performance (using unsafe practices, unsatisfactory work); alertness (change in alertness, sleepiness, confusion); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath; unexplained absences or tardiness; student found with drugs/alcohol or admitted use of drugs/alcohol; complaints by students or third parties of student's behavior and if so a list of witnesses to the behavior.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

Application for Readmission to UAH College of Nursing Traditional BSN  
Track

Student Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Semester suspended: \_\_\_\_\_ Semester requested for readmission to begin \_\_\_\_\_

Student Information	
Mailing _____	A #: _____
Address: _____	Phone #: _____
_____	Email: _____

A student who has been suspended from the UAH College of Nursing may apply for readmission through the Associate Dean for the Office of Undergraduate Programs. This application may be submitted after notification of suspension. The application, the student's record of performance (classroom, lab, and clinical), the student's professional behavior, the student's help-seeking behavior, and other pertinent information submitted by the student will be reviewed. The Committee makes a recommendation concerning the application for readmission to the Dean of the College of Nursing. Students who are suspended a second time are permanently dismissed from the nursing program.

Student must complete the following information to be considered for readmission. Attach a typed document to this application to answer the following questions:

1. Why were you unsuccessful in the most recent semester(s) in which you were enrolled?  
Please focus primarily on academic issues.
2. What things have changed that would help you be successful if you were readmitted?
3. Do you have any other information you want to share relative to your request for readmission?
4. Reflect on your academic history in the nursing program. Write a one paragraph summary considering the following questions. In courses that you made "A's" and "B's" and/or scored over 850 on standardized national exams, how did you study or manage your time? Contrast that to courses where you made "Cs" – how did you study or manage your time? On standardized tests (HESI), what preparation did you make prior to taking the exam? Did you complete remediation if your test score was below 850? If so, how much?

Complete the table below:

Course	Numerical Grade	HESI score for starred courses
NUR 301		
NUR 303		
NUR 304		
NUR 311		
NUR 310		*
NUR 312		
NUR 321		
NUR 305		*
NUR 307		
NUR 308		*
NUR 401		*
NUR 403		*
NUR 404		*
NUR 405		
NUR 407		
NUR 408		*

Return this application to:  
The Office of Undergraduate Programs  
The University of Alabama in  
Huntsville College of Nursing

Mailing address: 301 Sparkman Drive, Huntsville, AL  
35899 Deliver directly to office: Room 227 CON Building

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
COLLEGE OF NURSING**

Application for Readmission to UAH College of Nursing RN-BSN Track

Student Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Semester suspended: \_\_\_\_\_ Semester requested for readmission to begin \_\_\_\_\_

<b>Student Information</b>	
Mailing _____	A #: _____
Address: _____	Phone #: _____
_____	Email: _____

A student who has been suspended from the UAH College of Nursing may apply for readmission through the Associate Dean for the Office of Undergraduate Programs. This application may be submitted after notification of suspension. The application, the student's record of performance (classroom, lab, and clinical), the student's professional behavior, the student's help-seeking behavior, and other pertinent information submitted by the student will be reviewed. The Committee makes a recommendation concerning the application for readmission to the Dean of the College of Nursing. Students who are suspended a second time are permanently dismissed from the nursing program.

Student must complete the following information to be considered for readmission. Attach additional sheets as necessary.

Why were you unsuccessful in the most recent semester(s) in which you were enrolled? Please focus primarily on academic issues.

What things have changed that would help you be successful if you were readmitted?

Do you have any other information you want to share relative to your request for readmission?

Complete the table below:

Course	Numerical Grade
NUR 339	
NUR 410	
NUR 413	
NUR 417	
NUR 421	
NUR 422	
NUR 423	

Reflect on your academic history in the nursing program. Write a one paragraph summary considering the following questions. In courses that you made “A’s” and “B’s” and/or scored, how did you study or manage your time? Contrast that to courses where you made “Cs” – how did you study or manage your time?

Return this application to:  
The Office of Undergraduate Programs  
The University of Alabama in  
Huntsville College of Nursing

Mailing address: 301 Sparkman Drive, Huntsville, AL  
35899 Deliver directly to office: Room 227 CON Building



**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**

Verification of Physical and Mental Ability

Required for Senior Nursing Students prior to the 4<sup>th</sup> Semester of Enrollment in Upper  
Division Nursing Courses

Please check the appropriate box:

☐

I verify that I **have not** had a change in my physical and mental ability and am able to perform the essential functions as outlined on this form (see back of this form for Essential Functions for Nursing Students).

☐

I verify that I **have had** a change in my physical and mental ability, but I am able to perform the essential functions as outlined on this form (see back of this form for Essential Functions for Nursing Students). **I will have a new physical exam and submit it by the first day of the next semester of enrollment.**

☐

I am **not** able to perform the essential functions as outlined on this form (see back of this form for Essential Functions for Nursing Students). **I will contact the Associate Dean for the Office of Undergraduate Programs for consultation.**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
A#

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

\_\_\_\_\_  
Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
COLLEGE OF NURSING**

Preceptor Feedback of Student Progress  
(Please complete this form once the direct experience has concluded)  
NUR 421: Acute Care for the Practicing RN

Student Name: \_\_\_\_\_ A Number \_\_\_\_\_

Semester \_\_\_\_\_ Term \_\_\_\_\_ Faculty \_\_\_\_\_

Expectations	YES	NO
Practices as the expected level of knowledge and judgement, and shows initiative in seeking needed learning opportunities.		
Demonstrates behaviors consistent with professional nursing roles including but not limited to: motivation, integrity, leadership, communication, organizational skills, and ability to work under stress.		
Professional in appearance, behavior, punctuality, attendance.		
Conforms to all legal-ethical practice parameters and adheres to established agency guidelines.		
Works well with preceptor, patients, family members, health care providers and other staff, if applicable.		
Student satisfactorily completed the practice experience hours		

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date