



UNIVERSITY  
*of* MOBILE

SCHOOL OF NURSING

UNDERGRADUATE  
STUDENT HANDBOOK

BACHELOR OF SCIENCE PROGRAM

2019-2020

## **PREFACE**

The undergraduate program in nursing at the University of Mobile (UM) is a school under the College of Health Professions. The handbook was developed for undergraduate students and faculty to define the philosophy and mission of the undergraduate program and to provide a comprehensive document about the Bachelor of Science programs in nursing. Information on requirements and coursework, advising, financial aid, professional organizations, and policies and procedures are included in the Handbook. It is essential that students understand the information presented in this handbook to facilitate their progression through the School of Nursing. All students in the University of Mobile School of Nursing are responsible for the information contained in this handbook which details practices, procedures, and provisions of the school pertaining to academic progress, professional expectations, and related matters.

The School of Nursing Undergraduate Student Handbook is reviewed annually and as needed. The undergraduate faculty in the School of Nursing reserve the right to revise the requirements and policies, as deemed necessary at any time, to prepare students for new and emerging roles in nursing. Dissemination of revisions will be made via class and online announcements, and/or notices, or posted on the designated School of Nursing website. The School of Nursing Undergraduate Student Handbook will be incorporated into the University of Mobile's Online Undergraduate and Graduate Catalog and Student Handbook. Students will be notified of any changes made to the School of Nursing Undergraduate Student Handbook.

The School of Nursing Undergraduate Student Handbook is not all-inclusive; rather it includes basic information regarding the mission, goals, and expected outcomes of the School of Nursing, as well as the school policies and procedures that reflect national standards and guidelines for the education of undergraduate students in the nursing profession.

Each student enrolled in the nursing must sign a Undergraduate Student Handbook Acknowledgement Form (See Appendix A) indicating the student has read and is responsible for the information contained in the University of Mobile School of Nursing Undergraduate Student Handbook.

The University of Mobile endorses the intent of all federal and state laws created to prohibit discrimination. The University of Mobile does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status in admissions or the provision of services.

Students are held accountable for information and policies published in official University of Mobile documents, including UM's Online Undergraduate and Graduate Catalog and Student Handbook.



Welcome from the Dean, University of Mobile School of Nursing

Dear BSN Students:

Thank you for choosing the Bachelor of Science in Nursing program at University of Mobile. On behalf of the faculty and staff we are excited that God has led you to become a student in the BSN Program and we are grateful for the opportunity to partner with you in fulfilling this God-ordained professional calling.

The Undergraduate Student Handbook provides information on important policies, procedure and guideline pertinent to undergraduate nursing education at the University of Mobile. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies within the School of Nursing. We hope that you will find the Undergraduate Student Handbook a valuable resource in addressing your questions as a University of Mobile undergraduate student.

Congratulations once again on reaching this milestone in your life and we look forward to mentoring you in this educational endeavor.

Blessings,

Dr. Sarah Witherspoon  
Interim Dean School of Nursing  
University of Mobile

## TABLE OF CONTENTS

<b>PREFACE.....</b>	<b>2</b>
<b>SECTION I: INTRODUCTION .....</b>	<b>8</b>
History of the University of Mobile .....	8
History of the School of Nursing.....	8
Administrative Structure of the College of Health Professions .....	9
School of Nursing Mission Statement .....	9
School of Nursing Philosophy.....	9
School of Nursing Goals .....	11
University Core Values.....	11
University Biblical Worldview .....	12
<b>SECTION II: PROGRAM DESCRIPTIONS.....</b>	<b>13</b>
Accreditations and Approvals.....	13
Undergraduate Program Options .....	13
Undergraduate Program Descriptions .....	13
School of Nursing Expected Outcomes.....	14
Bachelor of Science in Nursing (BSN) Expected Outcomes.....	14
Standards and Documents Relevant to the Bachelor of Science Programs.....	15
<b>SECTION III: ADMINISTRATIVE POLICIES AND PROCEDURES.....</b>	<b>15</b>
Address/Name Changes .....	15
Americans with Disabilities Act/Student Disability Services.....	16
CastleBranch .....	17
Commencement.....	17
Communicating with Faculty.....	17
Confidentiality .....	18
Core Performance Standards .....	19
CPR-AED/BLS Certification .....	20
Criminal Background Check Policy and Procedure .....	20
Disclosure of Legal/Criminal Convictions and Arrests.....	22
Dress Code for Campus.....	23
Drug Screen Policy and Procedure.....	23
Electronic Devices Policy .....	24
Eligibility for NCLEX-RN Examination.....	25
E-Mail Policy .....	26
Employment of Students .....	26
Graduation Requirements.....	27
Health History.....	27
Immunizations.....	27
Licensure for RN-BSN Students.....	29
Literary Format (APA) .....	29
Lost and Found .....	29
Net Etiquette.....	30
Pinning Ceremony for ABSN and TBSN Students .....	30
Proctoring Service: Examity .....	31
Professional Conduct.....	31
Purpose of a Syllabus .....	31
School of Nursing Location and Hours of Operation.....	32

Social Media/Networking Policy .....	32
Standard Precautions.....	34
Student ID Badges.....	35
Student Leave of Absence .....	35
Technology and Computer Requirements.....	35
Tobacco Use and Smoking Policy .....	37
Transportation Requirements.....	37
Unicheck Plagiarism Detection.....	38
Uniform Regulations .....	38
Weather.....	45
Withdrawals .....	45
<b>SECTION IV: ACADEMIC POLICIES AND PROCEDURES .....</b>	<b>46</b>
Academic Integrity Policy.....	46
Academic Misconduct.....	48
Academic Probation .....	48
Adding, Dropping, or Withdrawing from Classes.....	48
Admission Paths.....	48
Admission Standards and Requirements .....	49
Admission to Clinical Nursing.....	51
Advising Responsibilities .....	53
Class Attendance .....	54
Class Policies .....	54
Course and Program Evaluations .....	55
Credit Hours .....	56
Dismissal from the Undergraduate Program .....	56
Exit Examination.....	57
Grading .....	57
Grading Scale.....	58
Grievance Policy and Process.....	58
Incomplete Grade Policy.....	59
Limitation in Completion of Requirements .....	59
Make-Up Examinations.....	60
National Council of State Boards of Nursing (NCLEX-RN) .....	60
Progression.....	61
Readmission After Voluntary Withdrawal or Transfer .....	62
Readmission Policy.....	63
Registering for Classes.....	64
Retention .....	64
Standardized Testing .....	65
Standards for Written Work.....	65
Student Appeal Process .....	65
Test/Examination Reviews.....	66
Unsatisfactory Clinical/Laboratory Performance .....	66
<b>SECTION V: CLINICAL POLICIES AND PROCEDURES.....</b>	<b>67</b>
Administrative Drop Policy for Failure to Submit Clinical Practice Requirements	67
Clinical Agency Agreements.....	67
Clinical Attendance and Absence Policy.....	68
Clinical Course Expectations .....	69
Clinical Hour Requirements for BSN Courses.....	69

Clinical Policies.....	70
Clinical Practice Expectations for RN-BSN Students .....	71
Clinical Practice Experiences .....	73
Clinical Site Selection Guidelines and Process for RN-BSN Students .....	73
Clinical Unsatisfactory Days (CUD's) .....	74
Dosage Calculation Testing Policy .....	75
Illness or Injury at Clinical .....	78
Preceptor Selection Criteria for RN-BSN Students .....	78
Preceptor Selection Criteria for TBSN Students .....	80
Professional Behavior.....	81
Professional Dress in the Clinical Setting .....	82
Simulation .....	82
<b>SECTION VI: STUDENT INVOLVEMENT/PROFESSIONAL OPPORTUNITIES.....</b>	<b>83</b>
Campus Ministries.....	83
Focus Fridays .....	83
Professional Organizations.....	84
Pre-Professional Organizations .....	84
School of Nursing Committees .....	84
Sigma Theta Tau, Omicron Chapter .....	85
University of Mobile Ambassadors .....	86
University of Mobile Association of Nursing Students (UMANS).....	86
<b>SECTION VII: STUDENT RESOURCES AND SERVICES.....</b>	<b>87</b>
Bookstore .....	87
Campus Security.....	87
Center for Excellence in Healthcare Practice .....	87
Library .....	88
Parking and Traffic Regulations .....	88
Postal Services .....	88
Registrar's Office.....	88
Student Health Services.....	89
Student Success Center .....	89
<b>SECTION VIII: STUDENT RESPONSIBILITIES .....</b>	<b>90</b>
Ethical Practice.....	90
Liability Insurance .....	90
Licensure .....	91
Safe Clinical Practice .....	91
Student Conduct.....	92
<b>SECTION IX: APPENDICES.....</b>	<b>94</b>
Appendix A-Undergraduate Student Handbook Acknowledgement .....	94
Appendix B-Essential Core Performance Standards.....	95



**Undergraduate Student Handbook**  
University of Mobile  
School of Nursing  
2019-2020

Published by the School of Nursing  
University of Mobile  
5735 College Parkway  
Eight Mile, AL 36613

## **SECTION I: INTRODUCTION**

### **History of the University of Mobile**

The University is a church-related institution of liberal arts and sciences chartered in 1961 as Mobile College and affiliated with the Alabama Baptist State convention. The University is the creation of a people with a Christian Vision. Students are encouraged to become confident Christian men and women who have mastered the body of knowledge required by the degree they hold; who know how to think; who know what they believe and why they believe it; who possess the courage to live and work according to those beliefs; and who possess the willingness and skill to use their influence in appropriate and effective ways to change the world. The intent of the University is reflected in the preamble statement, “changing lives to change the world.” As stated in the mission statement, the University strives to establish and maintain a tradition of excellence in undergraduate programs.

### **History of the School of Nursing**

The School of Nursing at the University of Mobile has a rich, 50-year history of preparing the finest professional nurses for our community and beyond. The Baccalaureate of Science degree in Nursing at the University of Mobile has its roots in the relationship between the University and Mobile Infirmary School of Nursing, which began in 1967. Students enrolled in the diploma program at the Mobile Infirmary School of Nursing were taking science courses at the University of Mobile. In 1973, Mobile Infirmary phased out the diploma program and supported the development of an Associate Degree Program at Mobile College (Mobile College underwent a name change in 1993 and became the University of Mobile). In 1978, Mobile College established a Baccalaureate nursing program while continuing to operate the Associate Degree Program. The School of Nursing celebrates thirty-four years of preparing nurses, supporting the preamble statement, “Changing Lives to Change the World.”

In 1987, the School of Nursing began a Master’s in Nursing Program (MSN) offering tracks in Adult Health Nursing and Nursing Administration. The University of Mobile School of Nursing has offered a Master of Science in Nursing Degree since 1987. The School of Nursing established a Family Nurse Practitioner Degree from 1995 until it was voluntarily suspended in 2008 due to decreasing interest and declining job prospects for the graduates. Since that time, the healthcare environment has changed dramatically and the need for additional advanced practice nurses has soared, again spiking interest in the community, as well as nationwide. The Family Nurse Practitioner Program has been granted SACS-COC approval and reopened in August 2017. A Doctorate in Nursing Practice (DNP) opened in the Fall 2018.



## **Administrative Structure of the College of Health Professions**

The College of Health Professions is currently composed of three schools incorporating the School of Nursing, the School of Health and Sports Science, and the School of Allied Health.

In the School of Nursing, there are five nursing programs, three resulting in an undergraduate degree and two resulting in a graduate degree. The undergraduate degree options include the Accelerated Bachelor of Science in Nursing (ABSN), the Traditional Bachelor of Science in Nursing (TBSN), and the RN to Bachelor of Science in Nursing (RN-BSN). The graduate degree options include the Master of Science in Education/Administration (BSN-MSN Track), Master of Science in Family Nurse Practitioner (BSN-MSN Track) program, and a Doctorate of Nursing Practice (DNP). Starting in the Fall semester 2019, the graduate degree option of Master Science in Education/Administration track was separated into an MSN in Executive Leadership and an MSN in Nursing Education.

The School of Nursing has a Program Chair for both the undergraduate and graduate programs who report directly to the Dean. The Undergraduate Program Chair directs the ABSN, TBSN, and the RN-BSN Bachelor in Science in Nursing Programs. The Graduate Program Chair directs both the Master of Science in Nursing Education/Administration Program and the Master of Science in Nursing Family Nurse Practitioner Program. The Undergraduate Program Chair, the BSN Faculty Committee, and the Dean participate in the decisions regarding the governance of the BSN programs, ensuring that relevant professional standards and guidelines are incorporated. The Graduate Program Chair, the MSN Faculty Committee, and the Dean participate in the decisions regarding the governance of the MSN programs, ensuring that relevant professional standards and guidelines are incorporated.

## **School of Nursing Mission Statement**

The mission of the University of Mobile School of Nursing is to provide quality education in a Christian environment in order to prepare competent, caring practitioners in nursing. The school aspires to the highest standards of educational excellence, blending a professional perspective with a liberal arts and science foundation. The school is committed to the development of its students into knowledgeable, caring, responsible and self-directed individuals able to meet the health care needs of a diverse and complex society. The University of Mobile School of Nursing emphasizes quality teaching while encouraging and valuing scholarly activity and research to support that teaching.

## **School of Nursing Philosophy**

The School of Nursing, an integral part of the University of Mobile, is dedicated to the advancement of higher education based upon Christian values. The nursing

programs of the University of Mobile seek to prepare nurses with Christian ideals to meet the nursing needs of humanity.

The human is perceived as a holistic being; a psychosocial, spiritual, cultural, ethnic, and racial being capable of feelings, emotions, thoughts, and actions. The human is capable of higher levels of functioning in the cognitive, affective and psychomotor domains. The human is in a dynamic interaction with the environment, which results in change in individual social systems and in health care needs. To serve humanity, one must attempt to meet needs in totality since the human being is perceived as a unit and not a summation of parts.

Today's society is complex and dynamic. It incorporates social controls to preserve its identity, to enable it to function systematically, and to be relatively enduring. Individuals assume roles within society, which are stipulated by the interaction between individuals and society.

Health is the physiological, psychological, and spiritual well-being of an individual, family, or group which allows or enables the individual, family, or group to function consistently at maximum potential. Health is an ever-changing state on a continuum from peak wellness to extreme states of ill health dependent upon individual or group adaptation to stressors. Rapid changes in science, technology, knowledge, and health problems, along with striking differences in family structures, emphasis on the legal rights of the individual, and cultural and environmental factors influence health needs.

Nursing is a collaborative process in which nurses assist the client and the client's significant others in performing those activities which contribute to the achievement of maximum health potential through a holistic care approach. Nursing seeks to influence man's balance on the wellness-illness continuum in a positive manner. A perception of, and concern for the needs of individuals, families, and groups are essential to nursing, as well as effective communication with individuals and the entire health care team.

The nursing process is a systematic problem-solving approach utilizing critical thinking for validating the perceived needs and problems of clients. This problem-solving process applied to nursing practice involves assessing, analyzing, planning, implementing, and evaluating. After identifying the needs and problems of individuals, families, and groups, the nurse formulates a nursing diagnosis. In collaboration with other health team members, the nurse plans, implements, and evaluates nursing care. Use of the nursing process promotes responsibility for nursing actions.

Education is the process involving teaching and learning by which one acquires knowledge, skills, values, attitudes, and the ability to think critically. Learning is viewed as a change in behavior based on the learner's perception of that which is to be learned. Each learner and teacher is an individual with a unique background of

experiences. The student analyzes, synthesizes, and integrates relationships among new and previous learning's. In the teaching/learning process, a teacher facilitates the student's learning. Relevance in learning depends upon how closely the student individually perceives the learning experience.

Nursing education assists the student to acquire the knowledge, which is essential to the profession. This includes, but is not limited to, developing a knowledge base for nursing, developing proficiency in selected psychomotor skills, and a model for nursing practice. Based upon this, qualified nursing faculty members recognize the uniqueness of the individual learner and seek to guide each student in learning experiences. Nursing education is more thorough and perception is broadened when students are assisted in maintaining high input into their own learning and are guided by measurable goals and objectives.

A professional nurse is accountable for nursing actions. The professional nurse possesses the ability to continue professional and personal growth by pursuing lifelong learning as evidenced by completion of educational courses and/or graduate study, active participation in professional and related organizations, and being a contributing member of society.

### **School of Nursing Goals**

The goals of the University of Mobile School of Nursing reflect the overall mission of the university to enhance the health and quality of life for all. The School of Nursing strives to:

1. Develop academic programs that meet the needs of society and incorporate best practices in nursing education.
2. Provide a supportive, collegial environment that encourages excellence in teaching-learning, professional development, and faculty/student scholarship.
3. Develop leaders capable of improving clinical practice outcomes, health policy, and care delivery methods.
4. Prepare graduates able to provide safe, evidence-based, culturally competent, patient-centered care that reflects ethical clinical judgment and interprofessional collaboration.
5. Cultivate in students an intellectual desire for advanced study and inquiry.

### **University Core Values**

The University of Mobile is a Christ-centered academic community providing professional programs to renew minds through intellectual and spiritual development for the fulfilling of one's professional calling. The core values of the University are supported by the nursing faculty and reflected in how we work and interact with others. The core values are:

- Christ-centered

- Academically-focused
- Student-devoted
- Distinctively-driven

### **University Biblical Worldview**

The School of Nursing faculty members embrace the concept of teaching a biblical worldview to our students. The biblical worldview serves as a pathway by which students are prepared to fulfill the Great Commission as noted in God's Word through:

"The fear of the Lord is the beginning of wisdom..." | Describes our calling to Him. (Proverbs 9:10)

"Then God said, Let Us make man in Our image, according to Our likeness;..." | Describes who we are in Him. (Genesis 1:26)

"And do not be conformed to this world, but be transformed by the renewing of your mind, that you may provide what is that good and acceptable and perfect" | Describes our transformation in Him. (Romans 12:2)



## **SECTION II: PROGRAM DESCRIPTIONS**

### **Accreditations and Approvals**

The University of Mobile Bachelor of Science in Nursing (BSN) degree program is accredited through the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001 and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC), 1866 Southern Lane, Decatur, GA 30033.

The University of Mobile Bachelor of Science in Nursing (BSN) degree program is approved by the Alabama Board of Nursing, RSA Plaza, Suite 250, 770 Washington Avenue, Montgomery, AL 36104.

### **Undergraduate Program Options**

The University Of Mobile School Of Nursing offers a Bachelor of Science in Nursing (BSN) Degree. The BSN program prepares graduates for generalist practice to provide direct and indirect care to individuals, families, groups, communities, or populations (AACN, 2017). The Bachelor of Science in Nursing (BSN) Degree may be completed through one of the following three tracks:

- Accelerated Bachelor of Science in Nursing Program (ABSN)
- Traditional Bachelor of Science in Nursing Program (TBSN)
- RN-BSN Program

### **Undergraduate Program Descriptions**

Students may achieve a Bachelor of Science in Nursing (BSN) Degree from one of the following three track options:

1. The Accelerated (ABSN) option is designed for the adult learner with an undergraduate degree or graduate degree in another field of study or for the student who has earned a minimum of 60 hours in a non-nursing field who wishes to pursue a career in professional nursing. Students must have a cumulative GPA of 3.0 or higher and no licensure in nursing. This rapid-paced, rigorous, and high-quality program is delivered over 16 month and begins in the spring semester each year. Instruction is intense with courses offered full-time.
2. The traditional (TBSN) option is designed for the traditional student with no previous college degree and no licensure as a registered nurse. This program track is designed for freshman entry-level candidates; however, transfer students may also apply. The first two years (freshmen and sophomore) are designated as

pre-nursing and the second two years (junior and senior) are designated as clinical nursing. Approximately 60 semester hours of general education and prerequisite coursework are required before the student may be admitted to the clinical component.

3. The RN to BSN option is designed for students who have graduated with an associate degree in nursing or a diploma in nursing degree and who are currently licensed as Registered Nurses in the United States. Nurses holding an unencumbered nursing license are eligible to apply. The length of the program varies, depending on equivalent prerequisite courses completed, and the choice to pursue part-time or full-time enrollment. This track prepares graduates to enter professional positions in a variety of care settings and for advancement to a graduate degree program in nursing.

### **School of Nursing Expected Outcomes**

1. To prepare graduates with an adequate background to assure the achievement of appropriate credentials.
2. To prepare graduates who will practice the profession in a competent, caring manner, utilizing ideals and standards consistent with the Christian faith.
3. To provide students with an education broad enough to assure a career in nursing, based not only upon nursing knowledge, but also upon a background of liberal arts and sciences.
4. To prepare graduates who are able to think critically, and to express themselves clearly, correctly, and succinctly both orally and in writing.
5. To provide opportunities for students to develop fully in a variety of areas including physical, social, spiritual, and professional, as both a leader and a follower.
6. To provide opportunities for students to develop nursing skills in a variety of backgrounds within the practice setting.
7. To provide an environment in which the student recognizes the importance of community service as a part of the professional and Christian commitment.
8. To provide a background for continuing learning for the graduate in both the formal and continuing education arenas.

### **Bachelor of Science in Nursing (BSN) Expected Outcomes**

Upon completion of the Bachelor of Science in Nursing program, the graduate will:

1. Demonstrate knowledge from a broad arts and science foundation when making nursing decisions.
2. Deliver professional nursing care that assists individuals, families, and communities with changing needs across the life span in health promotion and maintenance, illness care, and rehabilitation.
3. Perceive the uniqueness of each individual and use a theoretical and conceptual evidence based background to collaborate for the improvement of health care.
4. Reflect Christian ideas in the practice of nursing.

5. Integrate principles of leadership, management, and the teaching/learning process in providing professional nursing care to individuals, families, and communities in a variety of settings.
6. Demonstrate the ability to think critically while providing nursing care in varied settings.
7. Understand the value of research as evidenced by the utilization of research findings in nursing care.
8. Develop individually by being a contributing member of society; accept responsibility and be accountable for actions as a professional nursing; participate in professional and related organizations; and formulate a life plan in harmony with abilities, interests, and beliefs.

### **Standards and Documents Relevant to the Bachelor of Science Programs**

Curricula for the undergraduate programs use the following standards of education and practice: The American Nurses' Association Code of Ethics for Nurses with Interpretive Statements (ANA, 2016) and the Nursing: Scope and Standards of Practice, (ANA, 2015) as well as the Alabama Board of Nursing Practice Act and Administrative Code (2016). Specific standards of practice for each program include: The Essentials of Baccalaureate Education for Professional Nursing Practice (2008) and CCNE Standards of Baccalaureate and Graduate Nursing Programs.

The Bachelor of Science degree program is also guided by the following standards and documents:

American Association of Colleges of Nursing (AACN; 2008). The Essentials of Baccalaureate Education for Professional Nursing Practice.

American Nurses Association. 3rd edition (ANA; 2015). Nursing: Standards and Scope of Practice. Washing, D.C., (<http://www.nursingworld.org>)

Commission on Collegiate Nursing Education (CCNE; 2016 Revision). Standards of Baccalaureate and Graduate Nursing Programs

National League for Nursing (NLN; 2013 Revision). Scope of Practice for Academic Educators.

## **SECTION III: ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Address/Name Changes**

It is important for University officials to be able to locate and to send official correspondence to students. Students are required to notify the School of Nursing

for address and name changes through the School of Nursing Administrative Assistant. It is the student's responsibility to keep address and other directory information current. Enrolled students may report address and name changes and emergency contact information to the School of Nursing Administrative Assistant.

### **Americans with Disabilities Act/Student Disability Services**

The University of Mobile provides accommodations to enable students with disabilities to access the University community, in compliance with Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794(a)] and the Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. 12101, et seq.]. Reasonable accommodations are determined based on current documentation and are made on a case-by-case basis. Adherence to academic standards that are essential to a course of study is generally considered non-discriminatory. Students with disabilities are required to maintain the same level of responsibility for their education as other students attending the University of Mobile. These responsibilities include maintaining levels of academic performance expected of all students, meeting class requirements, maintaining appropriate behavior, and following the University's policies and procedures.

Students requesting accommodations from the University of Mobile must self-identify by contacting the Center for Student Success. The university encourages students to request accommodations before the semester begins. If the student chooses to delay providing documentation and/or making a request for accommodations, the University of Mobile will not provide accommodations in a retroactive manner, but will upon the student's request begin the procedure for approving and implementing future accommodations. A reasonable amount of time will be necessary and expected in order for the university to implement these accommodations. Submitting an application for accommodations does not ensure that the student qualifies to receive accommodations.

The Center for Student Success determines the student's eligibility for accommodations and, for eligible students, determines appropriate accommodation. The University of Mobile will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program. In the event that a student is unable to fulfill admission and progression standards, with or without reasonable accommodation, the student will not be admitted into, or be allowed to progress in the School of Nursing.

The nursing program at the University of Mobile is a rigorous mental and physical program and places specific requirements on the students enrolled in the program. All nursing students must be able to meet the Core Performance Standards (See Appendix B). In addition, students are expected to complete all the academic and clinical requirements of the undergraduate program in nursing before they are eligible to graduate.



The confidentiality of all documents will be maintained in accordance with the applicable law. Documentation may be shared with faculty or staff on a need to know basis.

### **Core Screening**

The University of Mobile has contracted with Core Screening to gather and maintain records and other required documentation for nursing students. All students must present documentation of all School of Nursing requirements to Core Screening, the designated non-affiliated vendor for the University of Mobile School of Nursing. Each student will be emailed information on how to submit documents (Immunizations, Health History, etc.) and for compliance tracking.

### **Commencement**

Degree-seeking undergraduate students are expected to complete all requirements for graduation in order to participate in commencement. Bachelor of Science (BSN) degrees are awarded to nursing students who have completed all required courses in their respective curricula and are students in good standing at the University.

Students must submit an application for graduation to the Registrar's Office during the semester before they intend to graduate. The deadline for this application is published each semester on the university website. Information can be obtained through the Registrar's Office.

The University of Mobile holds two graduation ceremonies each calendar year, one in May and one in December. Students graduating in May should participate in May graduation exercises. Students completing degree requirements in December should participate in the commencement ceremony that month.

### **Communicating with Faculty**

Students are encouraged to stay connected to their academic advisor and course faculty. Faculty members are available to provide assistance with concerns related to course content, examinations, and writing assignments.

A number of different sources are available for students to communicate with faculty. Most faculty and staff are on the University of Mobile Voice Mail System. If the individual the student is attempting to contact does not answer the telephone, the voice mail system is activated and students may leave a succinct message regarding the purpose of their call. In addition, the student should leave their full name (no nicknames), telephone number, and a time that may be convenient to return the call. It will be important that the student speak slow and distinctly when leaving a message. A listing of these numbers is provided in the faculty directory on the School of Nursing website.

All faculty and staff maintain a University of Mobile email account. Faculty members will check their email inboxes during workdays intermittently to maintain contact with colleagues and students. Students may email faculty and these addresses are published in the faculty directory on the School of Nursing website.

Each full-time faculty member will have at least seven (7) office hours posted each week. Part-time faculty members will post at least five (5) hours each week for student meetings. There are opportunities to see faculty members without scheduled appointments; however, students are encouraged to make appointments to ensure that they have sufficient time to discuss concerns/issues with their nursing faculty.

Students may call nursing faculty at home or on their personal cell phones only for emergencies. All other calls are to be made during the faculty member's office hours.

Students should exhibit restraint in email and telephone correspondence on the weekends to the nursing faculty. It is important that students reserve the time frame of Monday through Thursday to communicate with faculty regarding course assistance, questions about course content, etc. Texting is not permitted.

### **Confidentiality**

The faculty and staff of the University of Mobile School of Nursing recognizes the importance of protecting the private and confidential information of patients/clients, their families, employees, staff and peers as well as the operation(s) of agencies within which the faculty and students' practice.

It is the legal and ethical responsibility of every student to abide by the laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. HIPAA regulations require providers to protect patient confidentiality in all forms – oral, written, and electronic. All information pertaining to patients/clients is considered confidential. Students must agree to abide by the regulations promulgated by the American Recovery and Investment Act of 2009 (HITECH or Health Information Technology for Economic and Clinical Health Act) as applicable to each clinical agency used for clinical laboratory experience.

HIPAA regulations provide serious civil and criminal penalties for violation. Civil penalties can be as high as \$25,000 per violation. Even unintentional disclosure can involve serious penalties.

All nursing faculty and nursing students agree to:

- Adhere to HIPAA and HITECH guidelines.
- Read, understand, and comply with confidentiality and privacy policies in each clinical experience.
- Access, use or share confidential information only as it is essential and allowed by law. All printouts, photocopies, written and electronic

information produced for use during a clinical shift must be secured at all times and destroyed prior to the end of that clinical shift. Notes and work products, necessary for academic requirements, must have all identifiers removed.

- Never release protected health information to any unidentified source.
- Avoid discussion or disclosure of patient information outside of the academic setting. This includes, but is not limited to, areas of public and social gatherings, on-line social networking, social media, blogs, and any areas specified by the policy of the clinical setting. Students should never talk about patients/clients in public, avoiding conversations in elevators, dining facilities, and in situations where others may overhear.
- Avoid leaving patient/client records or information where unauthorized persons might see them. No part of the medical record, or duplication thereof, may be removed from the clinical setting. At all times, the medical record must be secured according to the clinical setting's policy.
- Avoid the use of patient/client's names using initials only.
- Immediately report to the clinical and course faculty any incident or suspected incidents of unauthorized access and/or disclosure of protected health information.

### **Core Performance Standards**

A unique combination of essential cognitive, emotional, psychomotor, physical and professional skills is required for degree completion within the School of Nursing. All students are expected to be able to demonstrate the essential skills and abilities on a regular basis, with or without reasonable accommodations in order to demonstrate the ability to provide quality nursing care in both the clinical and classroom setting. A candidate for a nursing degree must possess abilities and skills, which include the Core Performance Standards (See Appendix B).

The Core Performance Standards are the cognitive, psychomotor, and affective learning skills needed by the student to meet program objectives and requirements. The use of a trained intermediary is not acceptable in that a candidate's judgment must be mediated by someone else's power of observation, selection, and assessment.

This policy applies to applicants and current students. If a student has a disability and requires reasonable accommodation to fulfill program requirements, the student must follow the process to request such accommodations through the Student Success Center. The process to request accommodations should occur upon admission to the program of study or as soon as a need is identified. The School of Nursing will endeavor to make reasonable modifications and accommodations for students with disabilities, without compromising patient safety, performance standards or posing undue administrative or financial burden. The Undergraduate Program Chair, in collaboration with the faculty, will review any request for accommodation. Evaluating and facilitating accommodation requests is a

collaborative process among the candidate, the School of Nursing, and the Student Success Center.

### **CPR-AED/BLS Certification**

Students will be responsible for taking a Basic Life Support (BLS) for the Healthcare Provider Professional by the American Heart Association. The course must include adult, child, and infant CPR, 2-person rescue, and choking. BLS certification must be maintained during enrollment and submitted after each renewal process. The proof of CPR certification must be uploaded to and approved by Core Screening in order for the student to participate in undergraduate clinical learning experiences. The BLS certification should cover the student for the two (2) years that they are in clinical experiences at the University of Mobile. In the event the BLS certification expires and the student has not renewed, the student will not be permitted to attend clinical. Failure to attend clinical will result in a Clinical Unsatisfactory Day (CUD). Two Clinical Unsatisfactory Day's (CUD's) obtained during the one clinical course will result in a course failure, regardless of the course grade. It is the student's responsibility to maintain certification and failure to do so prohibits the student from participating in clinical activities (simulation and hospital clinical experiences) and from progressing to the next clinical nursing course.

### **Criminal Background Check Policy and Procedure**

The School of Nursing recognizes its role in maintaining a safe environment for students and patients/clients. Health care agencies require employees and students to meet local and state regulations. Therefore, a background check is required for all nursing students enrolled in the School of Nursing. Arrests or convictions, which could jeopardize the health and safety of patients, may render student's ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform nursing care for completion of clinical objectives will result in course failure and dismissal from undergraduate nursing programs.

Students must disclose any arrests and/or situations that will be revealed on a criminal background check to the admissions coordinator that may prevent admission into the nursing program. If the student fails to do so, they will be ineligible for the nursing program.

As a result of Joint Commission guidelines mandating criminal background checks on all employees, volunteers and students, healthcare agencies are requiring background checks and drug testing for nursing students working in clinical settings. Therefore, all undergraduate nursing students entering the UM School of Nursing will consent to and complete a Certified Criminal Background Check (See Appendix C). Failure to submit a Certified Criminal Background Check will suspend the matriculation process and/or enrollment in any undergraduate course.

- New students: As a precursor to participating in clinical learning activities, students seeking admission to the Undergraduate Nursing programs are required to have a Certified Criminal Background Check. Students may also be required to have additional checks once enrolled in the program. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a negative background check with no adverse finding.
- Matriculated students: Supplemental or additional background checks may be required to meet the requirements of a clinical agency. Once enrolled in the undergraduate nursing program, students are compelled to disclose any legal or criminal convictions or arrests within a three (3) day time period.

The Criminal Background Check will include a local and national review of relevant records including county of residence criminal records, residence history for the last seven years, Social Security verification, nationwide sexual offender registry, and nationwide healthcare fraud and abuse scan.

#### Student Disqualification Guidelines

A student will be denied clinical placement by a health care facility and will be dismissed from the nursing program in which they are enrolled if the student admits to, or if a Certified Criminal Background Check reveals charges for one or more of the following crimes: murder, manslaughter, carjacking, use of a weapon in the commission of a crime, robbery or theft (including, but not limited to, theft by falsification of financial records or embezzlement), passing worthless checks, credit card fraud/fraudulent use of a credit card, forgery, identity theft, burglary, arson, kidnapping, false imprisonment, home invasion, assault, battery, resisting arrest with violence, domestic violence, any stalking offense, rape, sexual battery, trespass for sexual purposes (peeping), lewd and lascivious behavior (an act upon a child and/or in the presence of a child), child abuse, child abandonment, child neglect, any crime involving physical violence against a child, possession of child pornography, exploitation/neglect/abuse of a disabled adult or elderly person, sale/delivery/trafficking in narcotics, felony possession of a controlled substance, any other felony level offense involving violation of a drug abuse prevention and control law(including but not limited to felony level possession/sale/purchase/manufacture/use of controlled substance in violation of applicable law), felony driving while intoxicated or under the influence of drugs or alcohol, falsification of prescription records, hate crimes, terrorism, and/or escape or attempted escape from incarceration.

#### Consequences for a Criminal History

- If a criminal background report indicates any positive criminal history, the Undergraduate Program Chair and the Dean for the School of Nursing will send a letter to the student requesting a written explanation of the indicated incident(s).

- If the student responds that the positive criminal history report is accurate, the Undergraduate Program Chair and the School of Nursing Dean will notify the student in writing that they will be unable to attend the UM School of Nursing and withdrawal from the undergraduate nursing program is mandated.
- Students, who have been convicted of a felony or have pled nolo contendere to a felony or a crime involving moral turpitude, are ineligible for clinical placement and are deemed unable to complete program requirements.

A student who engages in illegal and/or immoral activities and/or who exhibits unprofessional conduct which directly or indirectly endangers the health or well-being of another will be subject to dismissal from the program.

The criminal background report will be held in the strictest confidence; only those individuals who have a need to know related to the student's enrollment and academic progress (e.g. clinical agency placement) will have access to this information.

### **Disciplinary Action Report**

Any action violating the University of Mobile School of Nursing Academic Policies and Procedures or Administrative Policies and Procedures will result in disciplinary action. The sanctions will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for staff, faculty, or students of the baccalaureate nursing program, the School of Nursing, and/or the clinical affiliate agency. A Disciplinary Action Report will be completed and the student will be counseled regarding the violation by the Department Chair and/or the Dean of the School of Nursing. The student will be placed on a student improvement plan (if indicated) and/or will be disciplined according to the policy that was breached. The Disciplinary Action Report will be placed in the student's permanent record.

### **Disclosure of Legal/Criminal Convictions and Arrests**

Students enrolled in the Undergraduate Nursing Program must report any arrests or legal/criminal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or government sanctions. If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to the criminal background check(s) obtained under this policy, the student is required within three (3) days after such conviction to report to the Dean of the School of Nursing the date and nature of the conviction. Failure to report any arrests or legal convictions will result in automatic and immediate dismissal from the School of Nursing. The student will be ineligible to be re-admitted to the undergraduate nursing program at the University of Mobile.

## **Dress Code for Campus**

Students must wear their full uniform to all University of Mobile sanctioned activities. The uniform consists of black scrubs, black leather shoes, and appropriate colored socks. Students must wear the approved jacket (black or white), if needed.

## **Drug Screen Policy and Procedure**

The School of Nursing recognizes that alcohol abuse and drug use are societal problems that can affect nursing students. These problems can adversely influence the learning environment, and individuals with impaired judgment and decision-making capabilities are not safe in providing care in any health care setting. The School of Nursing has a vital interest in maintaining a safe and healthy environment for its students as well as the patient's/client's it serves. Any student under the influence of a drug or alcohol during clinical may pose serious safety and health risks, not only to themselves, but to the patients/clients they are providing care to.

As a result of the Joint Commission guidelines, healthcare agencies are requiring drug testing for nursing students working in clinical settings. Therefore, all undergraduate nursing students entering the UM School of Nursing will consent to and complete a random drug testing (See Appendix D). Failure to submit a drug screening check will suspend the matriculation process and/or enrollment in any undergraduate nursing course.

Admitted students will not be allowed to progress in coursework without completion of a negative drug screen. A negative drug screen is defined as absence of any illegal drug (i.e. cannabinoids, cocaine, phencyclidine, etc.) or medication without a prescription from a licensed prescriber (i.e. amphetamines, opiates, etc.) in the student's urine.

- New students: Progression in the curriculum will be conditional on completion of a urine drug screen. As a precursor to participating in clinical learning activities, students seeking admission to the Undergraduate Nursing Programs are required to have annual drug screens. Students may also be required to have additional checks once enrolled in the program. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a negative drug screen.
- Matriculated students: Supplemental or additional urine drug screens may be required to meet the requirements of a clinical agency.

If the student's drug screen is positive, the Medical Director of the Laboratory will contact the student to provide written proof of a prescription. Students who are unable to produce a prescription to substantiate legal usage of the medication will be dismissed from the School of Nursing.

### Students Found to be Under the Influence of Illicit Drugs and/or Alcohol

Each student is expected to uphold and demonstrate professional and personal moral standards. The faculty subscribes to the intent of the university policy prohibiting the illegal possession, use or distribution of drugs and/or alcohol by students on university property or as a part of any university activity (on or off campus). Underage drinking is illegal.

Students manifesting behaviors in clinical settings including but not limited to, alcohol on breath, pupillary changes, slurred speech, motor incapacities, or other signs and/or physical symptoms suggesting impairment, will be questioned by nursing faculty or preceptor. If, in the faculty member's or preceptor's judgment, it is reasonable to believe that an impairment exists, then the student will be asked to leave the clinical setting immediately. The student will be required to participate in a drug screen immediately in order to continue in the nursing program. A family member or friend will be contacted to provide safe transportation for the student away from the clinical site.

Students in the School of Nursing must comply with the legal, moral and legislative standards in accordance with the Alabama Board of Nursing Administrative Code. A student who engages in illegal and/or immoral activities and/or who exhibits unprofessional conduct which directly or indirectly endangers the health or well-being of another will be subject to dismissal from the program.

### Reasonable Suspension of Drug/Alcohol Use

In addition to the pre-clinical screening process for substance abuse, for the protection of patients, faculty, staff, and students, the School of Nursing has the right to require a student to submit to testing for substance abuse at the student's expense when a faculty member or preceptor has reasonable cause to believe the student is under the influence of alcohol or other drugs including:

1. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance.
2. Evidence of tampering with a drug test.
3. Information that the student has caused or contributed to harm of self, visitors, staff, or a patient/client while under the influence of drugs.
4. Evidence of involvement in the use, possession, sale, or solicitation of drugs.

### Confidentiality

The status of the drug screen will be held in the strictest confidence; only those individuals who have a need to know related to the student's enrollment and academic progress (e.g. clinical agency placement) would have access to this information.

### **Electronic Devices Policy**



Electronic devices are those used in the academic sense for data management and academic work. These include but are not limited to mobile devices, smart phones, lap top computers, notebooks, and tablets.

All students will be required to have a laptop computer for testing. Chromebooks will not be acceptable, as they will not interface with testing software.

The policy requirements herein are applicable to any academic setting (classroom, clinical setting, and/or laboratory experiences) where an electronic device is required for academic purposes. Failure to comply with the policy violates professional standards and may result in clinical failure and/or other disciplinary action.

- Electronic devices are intended only for testing, clinical referencing, data collection, communication with a provider or faculty and access to point of care evidence based clinical information.
- Electronic devices may not be used for non-academic purposes while in the academic setting.
- The use of electronic devices must follow the clinical setting's policy concerning electronic devices, including wireless connectivity.
- Course faculty may further define specific guidelines in the course syllabi for the use of electronic devices in the academic setting.
- Use of any electronic device to tape or record faculty and/or lecture presentations is not permitted and is in violation of School of Nursing policy.

### **Eligibility for NCLEX-RN Examination**

All nursing students must comply with legal, moral, and legislative standards, which determine acceptable behavior of the nurse and shall avoid those behaviors that may be cause for denial of licensure to practice as a registered nurse, in accordance with the Nurse Practice Act and Administrative Code for the Alabama Board of Nursing.

It is important for nursing students to be familiar with the Alabama Board of Nursing regulations for eligibility for initial and continuing licensure. Regulatory questions to prospective candidates include information about their criminal history, substance use history, physical/mental health history, etc. Specific questions include: "Have you ever been arrested or convicted of a criminal offense other than a minor traffic violation?"; "Have you within the last five years abused drugs/alcohol OR have been treated for dependency to alcohol OR illegal chemical substances?"; and "Have you within the last five years received inpatient OR outpatient treatment OR been recommended to seek treatment for mental illness?" These questions represent only a sampling of questions regarding a prospective

student's history regarding activities that must be carefully examined by the Alabama Board of Nursing before action toward licensure can proceed forward.

Successful completion of the nursing program in no way guarantees successful passage of the licensing examination (NCLEX-RN). In addition, the Board of Nursing may refuse an applicant permission to write the exam (Refer to the Alabama Board of Nursing). The School of Nursing holds no responsibility if the Board of Nursing in the state the student is seeking licensure refuses to allow the student to take the NCLEX-RN.

If a student is concerned about eligibility, they may contact the Alabama Board of Nursing at P.O. Box 303900, Montgomery, AL 36130-3900. The website is <https://www.abn.alabama.gov/>

### **E-Mail Policy**

All University of Mobile official communications with the student will be provided through the UM E-Mail address that is assigned to the student upon official admission and enrollment. All official information including but not limited to, student billing, faculty-student communications, course registration, financial aid information, student handbook changes, etc. will be sent to the student's email address representing official notification. The University accepts no responsibility, for any forwarding of email that the student may choose from their official UM email account. The University is only responsible for ensuring that email gets to the student's email account that is maintained by the University. All students are responsible for monitoring their UM email account frequently (at least twice daily).

Only official University of Mobile email addresses will be used for communication from the School of Nursing.

### **Employment of Students**

Since the ability to handle combined responsibilities of college and employment is so highly individualistic, there is no policy limiting the number of hours a TBSN student enrolled full-time in the School of Nursing may be employed outside the University. Although there are no policy restrictions regarding employment, TBSN students should be prudent with the number of hours they work per week.

Students enrolled in the ABSN program are encouraged not to work given the rigor and intensity associated with completing degree requirements. Students who fail to meet the academic standards in the School of Nursing due to employment will receive no special consideration regardless of financial need.

Students employed by clinical agencies should be aware that neither the University of Mobile nor the School of Nursing assumes any responsibilities for your activities as employees of an agency.

Following completion of the first semester, part-time or PRN employment is frequently available for nursing students at area hospitals during the junior and senior years. In these positions, students assume responsibilities that are commensurate with their level of education. University of Mobile School of Nursing name tags and uniforms should not be worn when students are employed by hospitals or agencies.

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of 18 or enters a postsecondary institution at any age ([www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)).

Faculty members must secure written permission from a student before they can speak to a parent regarding their child's education record or academic progress.

### **Graduation Requirements**

Degrees of Baccalaureate in Science (BSN) are awarded to nursing students who have completed all required courses in their respective curricula (ABSN, TBSN, or RN-BSN) and are students in good standing at the University.

Students must submit an "Intent to Graduate" form to the Registrar's Office during the semester before they graduate. The deadline for this application is published each semester on the university website and/or is available in the Registrar's Office. Students with questions regarding their eligibility for graduation should seek assistance from their assigned advisor and/or the Registrar's Office (Located in Rosemary Adams Building).

### **Health History**

Each student must complete a Health History form and upload it to Core Screening annually. Students without a complete Health History form will not be permitted to begin their clinical rotations, resulting in course withdrawal or failure. It is the student's responsibility to update their Health History form to include recent health conditions and the use of prescription medications.

### **Immunizations**

Health care workers, including students participating in clinical experiences, are at risk for contracting a variety of communicable diseases. The Center for Disease Control (CDC) has specific recommendations for health care workers, in addition to the usual adult immunization requirements, to better protect health care workers and the populations they serve.

The University Of Mobile School Of Nursing requires its students to provide validation of certain immunizations and/or immunities prior to the start of the clinical component and prior to clinical placements. All clinical sites require proof of immunizations and/or immunities required by the program prior to clinical placement.

Students who fail to provide proof of immunizations and/or proof of immunity required by clinical sites will not be permitted to participate in clinical experiences that are necessary for program completion. It is also possible that some clinical agencies may require immunizations in addition to those required by the UM School of Nursing.

### **REQUIRED IMMUNIZATIONS**

Measles, Mumps, & Rubella (MMR)	One of the following is required: two (2) vaccinations or positive antibody titer for all 3 components or documentation by a medical provider of an allergic reaction. If the titer is negative or equivocal, vaccinations are required.
Tetanus, Diphtheria, and Pertussis (Tdap)	Documentation of Tdap within the last ten (10) years or documentation by a medical provider of an allergic reaction. The next action date will be set for ten (10) years from the administered date of the vaccine.
Hepatitis B series	One of the following is required: three (3) vaccinations or positive antibody titer or documentation by a medical provider of an allergic reaction. If the series is in process, the next action date will be set accordingly. If the titer is negative or equivocal, a booster should be administered. A titer is then required.
Varicella	One of the following is required: two (2) vaccinations or positive antibody titer or documentation by a medical provider of an allergic reaction. If the titer is negative or equivocal, additional vaccinations are required.
Tuberculosis	<p>A PPD-Mantoux test (one step) is required annually.</p> <p>If PPD is positive, or student has previous history of a positive tuberculin skin test, a normal chest x-ray is required within 3 years, unless history of INH therapy is documented. Repeat chest x-rays are not needed unless student displays symptoms or signs of TB or a health care practitioner recommends a repeat chest x-ray. The health care provider performing the annual physical should screen for signs and symptoms of TB.</p> <p>A student may choose to do a blood test instead of a PPD. If the blood test is positive for TB, the student must provide written</p>

	documentation from a health care provider defining treatment and release to work in a clinical setting.
	This is an annual requirement for all student nurses.
Annual influenza (Flu) vaccine	Submission of documentation of a flu shot administered for the current flu season or documentation by a medical provider of an allergic reaction. The next action date will be set for one (1) year.

#### Waiver of Receipt of Required Immunizations

If a student is unable to receive the required immunizations due to a medical contraindication, they must provide documentation by a licensed healthcare provider that they are unable to fulfill the requirement. Family members or close relatives may not complete a waiver for the student.

#### Uploading Relevant Information to Tracker Service

Students are supplied with detailed instructions on how to submit the completed documents to the online service known as Core Screening where student information and health records are confidentially maintained. Submitted materials are reviewed to verify that the student is eligible for participation in the clinical courses. No student will be permitted in a clinical agency without submission of a waiver or completely fulfilling the immunization requirements.

#### **Licensure for RN-BSN Students**

Registered Nurses in the RN-BSN program must hold an active and unencumbered license to practice as a registered nurse. The School of Nursing will verify all licenses each semester. If a student's license has been suspended or the Board of Nursing has placed the student on probation, the student will be unable to continue in the nursing program until the encumbrances have been rectified. If the Board of Nursing has revoked a student's license as a registered nurse, the student will be dismissed and will be ineligible for re-admittance to the School of Nursing.

#### **Literary Format (APA)**

In order to provide consistency, uniformity, clarity and standardization for written documents in the School of Nursing, the publication manual of the American Psychological Association (APA) is the adopted style for all written documents.

All students, in writing papers as part of course requirements, should use the APA format.

#### **Lost and Found**

Any articles found in the nursing building should be given to the School of Nursing Administrative Assistant. If a student has lost any item, an inquiry should be made to Robin Anderson at 251.442.2253 or mail to randerson@umobile.edu.

## **Net Etiquette**

Net Etiquette describes professional communication and behaviors for online communication and interaction (email, discussion board postings, chats, blogs, etc.) to ensure a forum for dynamic and engaged learning. The expectations for Net Etiquette are that all students are respectful and courteous in all communications. Teaching and learning processes work best with free and open exchange of ideas, yet in an electronic setting, without the benefit of facial expressions, body language or tonal cues, miscommunication and misunderstanding may occur. Students should demonstrate respect and courtesy by welcoming dissenting opinions, respecting personal privacy, and/or creating or maintaining a culture of civility.

Conduct in the online setting is as important as face-to-face interaction. Appropriate communication contributes to the perception of professionalism. Students should:

- Have honest and kind communication.
- Use clear, concise, and appropriate language.
- Use proper titles to address others (for example, Dr. Smith or Professor Jones).
- Be thoughtful, judicious, and professional about the use of emotions, sarcasm, jokes, or humor.
- Re-read, proof, and edit communications and discussion board postings before uploading and sending.
- Compose written communication, discussion board posts, or other online assignments offline before posting.
- Include their full name (no nicknames)

## **Pinning Ceremony for ABSN and TBSN Students**

Graduating seniors are honored with a Pinning Ceremony at the conclusion of their course of study. In order to participate in the Pinning Ceremony, students must have satisfactorily completed all requirements for the Bachelor of Science in Nursing degree (ABSN and TBSN Programs) or intend to complete the semester following graduation. There is no fee for participation in the pinning ceremony.

The nursing pin symbolizes successful completion of the requirements for the Bachelor of Science degree in nursing and is worn on the nurse's uniform following graduation. All graduating seniors will receive as a gift from the University of Mobile and the School of Nursing a nursing pin. The pin will be placed on a crimson red ribbon and presented during the Pinning Ceremony by the nursing faculty.

The School of Nursing Pin was re-designed by faculty and students in 2017. The Torch and Flame on the Nursing Pin represent truth and knowledge. These powerful symbols also indicate that Jesus Christ is the Light of the World, God as the Source of

Divine Wisdom, and a renewed spirit and transformed mind that is the aim of a University of Mobile education.

### **Proctoring Service: Examity**

Students enrolled in online courses with examinations may be asked to take proctored exams with a service called Examity. The University of Mobile has selected this company for all-online testing. The student will be required to use the proctoring service Examity for every on-line exam. Students who do not utilize the proctoring service will be given a “0” as the exam grade. Examity is mandatory for all testing situations when a School of Nursing faculty member is not present.

Examity is an easy and effective way to maintain academic integrity in the classroom. The software provides a scalable, online, on-demand exam proctoring service that can be accessed by test takers at any time.

Proctors watch test takers and look for any violations and behavior that is indicative of cheating. As they proctor, they make comments and issue flags to inform instructors.

For testing, students will need a computer (no tablet) with standard Internet connection, a standard microphone built in or external, and a standard Webcam. Students need connection to network with sufficient Internet speed (at least 2 Mbps download speed and 2 Mbps upload speed). Browsers with pop-up blockers will be disabled. Additional information regarding the process of using Examity will be delineated in each course syllabi that will utilize online testing.

### **Professional Conduct**

Nursing professionalism is comprised of behaviors, practices, and communication styles that demonstrate core values of nurses working to achieve optimal health outcomes in patients, families, and communities. This includes conduct that applies the principles of excellence, caring, ethics, respect, communication, and accountability. Students learn these principles through self-assessment, responsible learning, effective communication, and continuous professional engagement.

A student who engages in illegal and/or immoral activities and/or who exhibit unprofessional conduct which directly or indirectly endangers the health or well-being of another will be subject to dismissal from the undergraduate nursing program.

### **Purpose of a Syllabus**

The course syllabus is designed by the instructor as a study guide and learning aid for the student. The syllabus is not intended to be construed as a contract, either expressed or implied. The instructor reserves the right to alter the syllabus as

indicated. Students will be notified by email of any changes or modifications to the course calendar or course requirements as specified in the syllabus.

Syllabi are required for all nursing courses. The syllabi may be obtained from the course site on MyUM. Students are responsible for reading the syllabus and understanding the course expectations and requirements.

### **School of Nursing Location and Hours of Operation**

The School of Nursing is located on the third floor in the Weaver Hall Building. The School of Nursing is open from 7:30 AM until 5:30 PM, Monday through Thursday. Offices are closed on Friday.

### **Social Media/Networking Policy**

The definition of “social media” is broad and constantly evolving. The term generally refers to Internet-based tools that allow individuals to communicate; to share information, ideas, personal messages, images, and other content, and in some cases, to collaborate with other users in real time. Social media is also referred to as social networking. Social media and networking include but is not limited to:

- Blogs, and micro-blogs such as Twitter.
- Social networks, such as Facebook.
- Professional networks, such as LinkedIn.
- Video sharing, such as YouTube, Second Life, and vlogs (video logs).
- Audio sharing, such as podcasts.
- Photo sharing, such as Flickr, Instagram, and Photobucket.
- Social bookmarking, such as Digg and Redditt.
- Public comment sections on webpages (such as those for online news sites), RSS feeds, etc.
- User created web pages such as Wikis and Wikipedia.
- Any other internet-based Social Media/Social Networking application similar in purpose or function to those applications described above.

All University of Mobile School of Nursing students (clinical, didactic, research, teaching) must adhere to regulations provided by HIPPA, HITECH, and assigned clinical agencies policies regarding any usage of electronic devices in or out of the clinical or classroom setting.

- Permission may be granted by nursing faculty or assigned preceptors to use electronic devices for enhancing learning in the classroom or patient care environment.

Some electronic communication, networking and/or postings are subject to public view; therefore, students are responsible for all content and are subject to disciplinary action if they engage in misuse or abuse. Misuse of electronic devices includes but may not be all inclusive:



- Patient information
- Communication or postings of illegal, obscene, defamatory and/or slanderous statements
- Postings of obscene photos or videos
- Discrediting of any person(s) or group(s)

Students enrolled in the School of Nursing Undergraduate Program are expected to be compliant with the Social Media/Networking Policy. Appropriate and professional behaviors include:

- Maintain ethically prescribed professional boundaries surrounding the nurse-patient relationship in the online environment in addition to the classroom.
- Follow HIPAA guidelines at all times. Identifiable information concerning patients/clinical rotations must not be posted in any online forum or webpage.
- Report promptly any identified breach of confidentiality of privacy to faculty or other appropriate authority.
- Avoid transmitting or placing online individually identifiable patient information.
- Practice restraint when disclosing personal information on social networking sites. Even seemingly innocuous pictures and comments can impact the respect and trust patients and others have for University of Mobile nursing students.
- When posting your point of view, neither claim nor imply that you are speaking on the University of Mobile's behalf, unless you are authorized to do so in writing.
- Understand that patients/clients, colleagues, peers, institutions, and employers may view postings.

In accordance with the ANA Code of Ethics, it would be inappropriate and unprofessional for a undergraduate student to:

- Engage in communication with patients/clients and their family members on social networking sites.
- Post on behalf of the University Of Mobile School Of Nursing or as an official representative of the School of Nursing without written approval.
- Take any pictures in any clinical, laboratory, or practice site without written approval.
- Share, post, or transmit any personal information, health information, or images by way of electronic media. Sharing this information is a violation of patient's rights to confidentiality and privacy.

#### Considerations

- Students are legally liable for what is posted on their own site and on the sites of others. If in doubt, practice professional restraint and don't post.

- Privacy does not exist in the world of Social Media/Social Networking. Consider the consequences if a post becomes widely known and how it may reflect on you personally as well as the University of Mobile and the School of Nursing.
- Consider the professional image you want to present and make sure that any content you post is consistent with your professional goals.

#### Social Media/Networking Policy Misuse Disciplinary Actions

Students who share confidential information are at risk of disciplinary action including course failure and/or dismissal from the program. There may be legal ramifications for students who breach institutional confidentiality agreements.

#### Disciplinary Actions

##### 1. First policy violation:

- Notification of the incident to the Undergraduate Program Chair and the Dean.
- One-on-one meeting with the course faculty and the Undergraduate Program Chair.
- Review of the UM School of Nursing Social Media/Networking Policy.
- Disciplinary actions may result in immediate dismissal from the School of Nursing.

##### 2. Second policy violation:

- One-on-one meeting with the Undergraduate Program Chair and the Dean.
- Review of said infraction and status in the School of Nursing.
- Disciplinary actions may result in immediate dismissal from the School of Nursing.

##### 3. Third policy violation:

- Immediate dismissal from the School of Nursing.

### **Standard Precautions**

Due to the nature of the practice of nursing, students may come in contact with patients or specimens capable of causing disease. It is imperative that appropriate infection control techniques and precautions be followed. Appropriate standard precautions and needle and sharp precautions, as defined by the Centers for Disease Control are adhered to by the UM School of Nursing. In order to limit transmission of blood borne diseases, students are not permitted to perform invasive procedures on themselves or other students in the Nursing Skills Lab. Invasive procedures include, but not limited to, any form of injection or venipuncture. Additionally, students may not practice invasive procedures on themselves, others students, faculty, family members, or agency staff in the clinical setting. Students are permitted to perform invasive procedures in clinical care settings on patients with direct supervision of licensed personnel.

Despite careful and conscientious practice of standard precautions, it cannot be guaranteed that students will not be exposed to blood or body fluids.

All students should read and adhere to the Centers for Disease Control and Prevention (CDC) Basic Infection Prevention and Control and Worker Guidelines at [www.cdc.gov/infectioncontrol/guidelines/index.html](http://www.cdc.gov/infectioncontrol/guidelines/index.html).

#### General Procedure Following Exposure, Illness, or Injury

If an exposure/illness/injury occurs during student experiences, the student is responsible for immediately reporting the incident to the clinical faculty and to the agency where the incident occurred. The initial care following any injury, illness, or exposure to blood or body fluid should be the same procedure used for employees of the agency. Regardless of the place for initial care (agency or private medical provider), the student or the student's insurance carrier will be responsible for any and all charges incurred. The post-exposure or follow-up care should be conducted by the student's choice of private medical provider.

All students are encouraged to maintain health insurance.

### **Student ID Badges**

All students are required to have an official University of Mobile School of Nursing photo I.D. badge as a means of identification. The photo ID badge should be worn and be visible on the student's uniform at all clinical sites.

### **Student Leave of Absence**

The faculty recognizes that the nature and pace of the nursing programs are rigorous and demanding. There may be times when the student's personal, family, financial, medical, or work situation may require an interruption in the planned course of study. The student requesting a leave of absence must 1) submit a written request for a leave of absence, 2) confer with the course faculty and the Undergraduate Program Chair, and 3) follow readmission application policies for the BSN program.

### **Technology and Computer Requirements**

All courses in the ABSN, TBSN, and RN-BSN Programs are offered through a learning management system called Canvas.

Participation in online courses requires the student to have access to a computer and being able to send and receive email. The University of Mobile provides an email account for every student. Your professors must be able to correspond with you through email and may require you to communicate with your classmates

through email. Course faculty and clinical preceptors will use your UM student email account for all email communication unless otherwise specified.

By enrolling in an online course, the student is granting the faculty permission to post their name and email address on the course website and otherwise distribute that information to other students in the class.

University of Mobile's network enables access to external facilities, systems, and other networks over which University of Mobile has no control, including capabilities, which are incidental to providing such access. Some of these resources may not support the University of Mobile's goals and objectives. Although the University of Mobile does not exercise editorial or censorship control of such external resources, the University of Mobile expects that technology will not be used for purposes, which are immoral, illegal, or inconsistent with the mission. The University of Mobile Information Technology Department monitors faculty and students email for Spam.

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state, or federal law. Without limitation, examples of inappropriate uses of technology include:

- Sending of harassing, threatening, or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives.
- Random or unauthorized bulk sending or mailing of messages.
- Inappropriate use of access.
- Unauthorized release of information and viewing of University of Mobile's data outside of institutional objectives.
- Any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to technical resources. This includes possession of, or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- Use of technology resources to achieve academic credit by dishonest or deceitful means.
- Malicious transmission of a computer virus.

Students are expected to:

- Utilize the UM email system as the primary means of communication for university issues between the student, faculty, and staff. To ensure a quality learning experience, students are expected to check their email at least twice daily and respond to faculty with 48 hours of an initial email.
- Practice good Net Etiquette throughout each course by demonstrating respect.
- Assure that computer hardware and required software is installed.
- Assume a self-motivated, independent, and engaged learning role.
- Meet course deadlines.

- Maintain confidentiality regarding information communicated related to patients, employers, and other students.
- Obtain course work missed due to interruption in internet service or technology failure. Extension of assignment deadlines will be considered at the discretion of the faculty.

Given the nature of online learning, and in consideration of the software programs required for students in the undergraduate program, the following is a list of minimum computer specifications. Please ensure that your computer meets or exceeds these requirements, and that you have access to all required software and hardware components.

<b>COMPONENT</b>	<b>MINIMUM REQUIREMENT</b>
PC User OS	Windows 10 or higher
Mac User OS X	Intel processor, OS X version 10.11.6
Internet	Broadband connection strongly recommended
RAM	4GB RAM
Compatible Web Browser	No Chrome
Hardware	Speaker, Webcam, microphone (built in or external)
Desktop Software (for PC or Mac Hardware)	Microsoft Office 2010 or higher, Word, PowerPoint, Excel, Adobe Reader

The University of Mobile emphasizes the ability to utilize computer skills along with various software packages in the educational setting. Computer skills needed to succeed in the nursing program include word processing along with the use of internet and email. Microsoft Word and Google Chrome are recommended.

### **Tobacco Use and Smoking Policy**

The School of Nursing has a vital interest in maintaining a safe and healthy environment for its students as well as maintaining safe and healthful conditions for its patients/clients. Nursing students are not permitted to use tobacco products (including electronic cigarettes, as the vapors contain the toxin nicotine) when acting as a representative of the School of Nursing. This includes, but is not limited to any clinical function or any time the student is wearing their clinical or class School of Nursing uniform. Students are not permitted to smoke or use tobacco at clinical sites or when attending a professional function required by the School of Nursing.

### **Transportation Requirements**

Students are responsible for arranging their own transportation to all required clinical practice sites and for releasing the University of Mobile and the School of Nursing and/or affiliated institutions from liability for any accidents in which they may be involved while traveling to and from these learning experiences.

Students also must release the University from liability for any accidents en-route between the University of Mobile and the School of Nursing and other institutions and localities to participate in learning experiences.

Students are reminded that if they transport other classmates, to and from class or clinical sites, they are assuming personal liability in the event of an accident.

### **Unicheck Plagiarism Detection**

The University of Mobile's School of Nursing highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our students. The University of Mobile uses Unicheck software as a formative process to help students develop and improve scholarly writing skills, while promoting academic honesty. This product is used to identify plagiarism and to help students write academic papers more skillfully (<http://www.unicheck.com>).

In addition to determining the percentage of "originality" and "similarity" in the submitted paper, the software also has other important features such as spell checker, grammar checker, online editing, and automatic tips for proper citation (<http://www.unicheck.com>).

Appropriate references for the use of Unicheck Plagiarism Detection will appear in the course syllabus.

### **Uniform Regulations**

The University Of Mobile School Of Nursing believes that professionalism begins with appearance and attire. The public's perception of nurses and nursing may influence the effectiveness of nursing practice and should be considered as the nurse provides care. The School of Nursing Uniform Policy is formulated to ensure high standards of dress and appearance that represent our university professionally to area hospitals and community settings. In addition, the faculty believes that professional appearance should be consistent with infection control, safety, and patient comfort guidelines.

Students must be in complete uniform when they are in their assigned area for clinical experience, including the days they are at the hospital for patient selection and data retrieval. Students should also be in complete uniform when requested by the Dean of the School of Nursing, the Undergraduate Program Chair, and/or the faculty, to represent the School of Nursing.

Complete UM School of Nursing Uniform includes the regulation uniform, name badge, black leather shoes, bandage scissors, pen light, stethoscope, black pen, pencil, note pad and watch with a second hand. The clinical uniform must be purchased from Uniforms by Bayou.

The UM School of Nursing uniform consists of black scrubs and approved jacket (black or white). The uniform must also be purchased from Uniforms by Bayou (Address: 4677 Airport Blvd, Mobile, AL 36608). Shoes for the uniform should be black, with appropriate colored socks.

The uniform should be worn while the student is on campus for classes or other campus events such as lab experiences, etc. The uniform should be worn during any event at a clinical agency such as orientation, computer classes, patient care, etc.

#### 1. Standards for Wearing Uniform for ABSN and TBSN (Female Students):

Students should wear appropriate School of Nursing uniform with the University of Mobile School of Nursing logo embroidered on the front and photo ID name badge. The student must be compliant with all School of Nursing uniform guidelines.

- Uniform. Should be clean and well pressed every time it is worn. No turtleneck or long sleeve tops are permitted under the uniform. The student name badge should be visible at all times.
- Shoes. Uniform shoes must be black, all leather, non-permeable without mesh inserts, comfortable, and durable. Shoes should be kept cleaned and polished, with clean black shoes laces. The entire foot must be covered. No clogs, sandals, or open toed shoes are permitted. No visible designs on the shoes are allowed.
- Socks. Black socks may be worn with the UM nursing uniform pants. Should be black, no holes visible, and laundered.
- Hair should be worn off the uniform collar and be neat at all times. Ponytails or braids that exceed shoulder length should be placed in a bun or twist. Hair should not sweep across the face or eyes. Hair color must be natural (no extremes of color such as pink, red, green, etc.). No glitter spray, sequins, or other artificial adornments are permissible. Devices used to restrain hair are to be unobtrusive. Trends such as multiple colors, shaved eyebrows, extremes in bleaching, dyeing or tinting, dreadlocks, Mohawks, and long spiked hair (colored or natural) are not appropriate.
- Fingernails must be clean, neatly trimmed, and well groomed (no more than  $\frac{1}{4}$  inch long). Artificial or painted nails, gel nails, and acrylic nails are not allowed.
- Make-up. Should be conservative and must reflect a professional image.

- Earrings. Piercings must be limited to only one small earring in the lower ear lobe. For safety reasons, student must refrain from wearing hoops or dangling pearl studs. Earring size should not exceed 8 mm.
- Visible jewelry in body piercings, including but not limited to nose, facial, or tongue studs, or multiple ear piercings (including those in the upper ear and ear gauges) are not permitted. No oral jewelry is allowed. Piercings in the face, nose or any other visible body location must be removed and are not permitted while in any School of Nursing uniform. This includes the wearing of the class uniform.
- Tattoos or body art must be completely covered and appropriately concealed. Students must wear a long sleeve black shirt to cover visible tattoos on their arms.
- Jewelry. Students may wear only a watch, wedding band, and/or engagement ring. No necklaces, choker's, or bracelets are allowed.
- Perfumes, scented lotions, aftershaves, body sprays and other scented products should not be worn.
- Personal cleanliness is a prerequisite for patient/client care. Regular bathing, hair washing and use of deodorant are part of personal cleanliness.
- Health care facilities are smoke-free and tobacco free. Smoking (including the use of electronic cigarettes) is not permitted while the student is in uniform/professional dress before or during any clinical or laboratory activity. Students are not permitted to participate in patient care or in clinical laboratory if they smell of cigarettes. Smoking is also prohibited on the University of Mobile campus.
- Name Badge. The student must use their first and last name (no nicknames). The student must purchase two name badges.
- Lab Coats. White lab coats are required to be worn when the student is at the clinical site other than on scheduled clinical days to select a patient or to review patient information. Lab coats must be at least mid-thigh in length and have a collar.
- Jacket. No embellishments are permitted on the jacket. The jacket may be worn to and from the clinical agency and in the classroom. Students may wear the jacket to the clinical agency as outerwear but are not permitted to wear the jacket during their actual clinical experiences.
- No "fanny packs" may be worn as they may interfere with the performance of clinical duties and scarves/neckties are permitted for student safety.



- No part of the uniform may be worn in combination with “street clothes” (For example, the uniform top may not be worn with blue jeans). Students should not wear their uniform in settings outside of class, clinical or lab (For example, the uniform should not be worn eating out with friends, shopping at the mall, etc.).

## 2. Standards for Wearing Uniform for ABSN and TBSN (Male Students)

Students should wear appropriate School of Nursing uniform with the University of Mobile School of Nursing logo embroidered on the front and photo ID name badge. The student must be compliant with all School of Nursing uniform guidelines.

- Uniform. Should be clean and well pressed every time it is worn. No turtleneck or long sleeve tops are permitted under the uniform. The student name badge should be visible at all times.
- Shoes. Uniform shoes must be all black leather, non-permeable without mesh inserts, comfortable, and durable. Shoes should be kept cleaned and polished, with clean black shoes laces. The entire foot must be covered. No clogs, sandals, or open toed shoes are permitted. No visible designs on the shoes are allowed.
- Socks. Black socks may be worn with the UM nursing uniform pants. Should be black, no holes visible, and laundered.
- Hair should be off the collar and neat at all times. Hair color must be natural (no extremes of color such as pink, purple, green, etc.). No glitter spray, sequins, or other artificial adornments are permissible. Devices used to restrain hair are to be unobtrusive. Long hair should be pulled back or neatly restrained so it will not interfere with nursing activities. Beards, moustaches, and sideburns must be short and neatly trimmed. Students without beards should be clean-shaven. Trends such as multiple colors, shaved eyebrows, extremes in bleaching, dyeing or tinting, dreadlocks, Mohawks, and long spiked hair (colored or natural) are not appropriate.
- Fingernails must be clean, neatly trimmed, and well groomed (no more than ¼ inch long). Artificial or painted nails, gel nails, acrylic nails are not allowed.
- Visible jewelry in body piercings, including but not limited to nose, facial, or tongue studs, or multiple ear piercings (including those in the upper ear and ear gauges) are not permitted. No oral jewelry is allowed. Piercings in the face, nose or any other visible body location must be removed and are not

permitted while in the School of Nursing Uniform. This includes the wearing of the class uniform.

- Tattoos or body art must be completely covered and appropriately concealed. Students must wear a long sleeve black shirt to cover visible tattoos on their arms.
- Jewelry. Students may wear only a watch, wedding band, and/or engagement ring. No necklaces, chockers, or bracelets are allowed.
- Perfumes, scented lotions, aftershaves, body sprays and other scented products should not be worn.
- Personal cleanliness is a prerequisite for patient/client care. Regular bathing, hair washing and use of deodorant are part of personal cleanliness.
- Health care facilities are smoke-free and tobacco free. Smoking (including the use of electronic cigarettes) is not permitted while the student is in uniform/professional dress before or during any clinical or laboratory activity. Students are not permitted to participate in patient care or clinical laboratory if they smell of cigarettes. Smoking is also prohibited on the University of Mobile campus.
- Name Badge. The student must use their first and last name (no nicknames). The student must purchase two name badges.
- Lab Coats. White lab coats are required to be worn when the student is at the clinical site other than on scheduled clinical days to select a patient or to review patient information. Lab coats must be at least mid-thigh in length and have a collar.
- Jacket. No embellishments are permitted on the jacket. The jacket may be worn to and from the clinical agency and in the classroom. Students may wear the jacket to the clinical agency as outerwear but are not permitted to wear the jacket during their actual clinical experiences.
- No “fanny packs” may be worn as they may interfere with the performance of clinical duties and scarves/neckties are permitted for student safety.
- No part of the uniform may be worn in combination with “street clothes” (For example, the uniform top may not be worn with blue jeans). Students should not wear their uniform in settings outside of class, clinical or lab (For example, the uniform should not be worn eating out with friends, shopping at the mall, etc.)

### 3. Standards for Wearing Uniform for RN-BSN Students

Students are required to wear either the School of Nursing clinical uniform with the University of Mobile School of Nursing logo embroidered on the front or they may choose to wear a solid white uniform with a photo ID name badge. The School of Nursing clinical uniform must be ordered online from Dove Professional Apparel Company. The student must be compliant with all School of Nursing uniform guidelines.

- Uniform. Should be clean and well pressed every time it is worn. White or flesh colored underwear is appropriate. No turtleneck or long sleeve tops are Permitted under the uniform. The student name badge should be visible at all Times.
- Shoes. Uniform shoes must be all black leather, non-permeable without mesh inserts, comfortable, and durable. Shoes should be kept cleaned and polished, with clean black shoes laces. The entire foot must be covered. No clogs, sandals, or open toed shoes are permitted. No visible designs on the shoes are allowed.
- Socks. Black socks may be worn with the UM nursing uniform pants. Should be white, no holes visible, and laundered.
- Hair should be worn off the uniform collar and be neat at all times. Ponytails or braids that exceed shoulder length should be placed in a bun or twist. Hair should not sweep across the face or eyes. Hair color must be natural (no extremes of color such as pink, purple, green, etc.). No glitter spray, sequins, or other artificial adornments are permissible. Devices used to restrain hair are to be unobtrusive. Beards, moustaches, and sideburns must be short and neatly trimmed. Students without beards should be clean-shaven. Trends such as multiple colors, shaved eyebrows, extremes in bleaching, dyeing or tinting, dreadlocks, Mohawks, and long spiked hair (colored or natural) are not appropriate.
- Fingernails must be clean, neatly trimmed, and well groomed (no more than  $\frac{1}{4}$  inch long). Artificial or painted nails, gel nails, acrylic nails are not allowed.
- Make-up. Should be conservative and must reflect a professional image.
- Earrings. Piercings must be limited to only one small earring in the lower ear lobe. For safety reasons, student must refrain from wearing hoops or dangling pearl studs. Earring size should not exceed 8 mm.
- Visible jewelry in body piercings, including but not limited to nose, facial, or tongue studs, or multiple ear piercings (including those in the upper ear and

ear gauges) are not permitted. No oral jewelry is allowed. Piercings in the face, nose or any other visible body location must be removed and are not permitted for clinical experiences.

- Tattoos or body art must be completely covered and appropriately concealed. Students must wear a long sleeve black shirt to cover visible tattoos on their arms.
- Jewelry. Students may wear only a watch, wedding band, and/or engagement ring. No necklaces, choker's, or bracelets are allowed.
- Perfumes, scented lotions, aftershaves, body sprays and other scented products should not be worn.
- Personal cleanliness is a prerequisite for patient/client care. Regular bathing, hair washing and use of deodorant are part of personal cleanliness.
- Health care facilities are smoke-free and tobacco free. Smoking (including the use of electronic cigarettes) is not permitted while the student is in uniform/professional dress before or during any clinical or laboratory activity. Students are not permitted to participate in patient care or in clinical laboratory if they smell of cigarettes. Smoking is also prohibited on the University of Mobile campus.
- Name Badge. The student must use their first and last name (no nicknames). The student must purchase two name badges.
- Lab Coats. White lab coats are required to be worn when the student is at the clinical site other than on scheduled clinical days to select a patient or to review patient information. Lab coats must be at least mid-thigh in length and have a collar.
- Jacket. No embellishments are permitted on the jacket. The jacket may be worn to and from the clinical agency and in the classroom. Students may wear the jacket to the clinical agency as outerwear but are not permitted to wear the jacket during their actual clinical experiences.
- No "fanny packs" may be worn as they may interfere with the performance of clinical duties and scarves/neckties are permitted for student safety.
- No part of the uniform may be worn in combination with "street clothes" (For example, the uniform top may not be worn with blue jeans). Students should not wear their uniform in settings outside of class, clinical or lab (For example, the uniform should not be worn eating out with friends, shopping at the mall, etc.)

Students who fail to comply with the professional dress requirement will not be allowed to participate in clinical practice. Faculty members or approved preceptors will have the right to remove a student from a clinical area if, in their judgment, the student presents an unprofessional appearance or in any way is a threat to patient safety or comfort. The University of Mobile shall have no obligation to refund tuition, accommodate the student, or make any other special arrangements in the event the student is unable to meet the dress code requirements of the clinical agency.

### **Weather**

Information regarding school closure during inclement weather will be provided to students in several different modalities by RAM alert: email, text message, and by telephone notification. In addition, the UM website will post messages regarding class or university closure. Students are also encouraged to listen to local radio or television stations.

Students who are at a clinical agency when a school closure occurs may be required to complete the assigned time to avoid interruption of patient care.

### **Withdrawals**

Beginning the first day of a semester, students who decide to drop all classes must officially withdraw from the University. Students must schedule an exit interview with the Dean in order to officially withdraw from the University. It is also the student's responsibility to notify the Business Office of their decision to withdraw from the University and comply with all designated UM deadlines.

Any other procedure will lead to failure in all courses for which the student is registered. Under no circumstances does notification to course faculty or other School of Nursing administrative personnel of a student's intent to "drop" or "withdrawal" from classes constitute an official University Withdrawal. The effective University Withdrawal date is established by the Registrar's Office. Students should refer to the Academic Calendar for respective dates and address all concerns and questions to the Registrar's Office.

Upon confirmation by a student's instructors of persistent non-attendance, the University reserves the right to withdraw the student for the academic term with an effective date matching the last known date that the student attended class. Students receiving scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of a University Withdrawal.

## **SECTION IV: ACADEMIC POLICIES AND PROCEDURES**

### **Academic Integrity Policy**

The University of Mobile has established a policy for students regarding academic integrity. The School of Nursing adheres to this policy as it relates to academic dishonesty by nursing students.

Students attending the University of Mobile are expected to reflect a high standard of academic integrity and conduct in accord with basic Christian principles and the mission of the University. Any student found to be disruptive in class, or copying, plagiarizing (with or without an intent to deceive), cheating, engaging in unauthorized use of a test, forging or falsifying records (self or patient, university, or clinical agency), or lying to a faculty member in order to complete a course assignment will be subject to disciplinary action.

The following are violations of Academic Integrity Policy

1. Cheating:

- Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise. No computer watches, cell phones, calculators, palm computers or hats are allowed during exams.
- Unauthorized assistance of a person, other than the course faculty during an academic exercise.
- Unauthorized viewing of another person's work during an academic exercise.
- Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the faculty.

2. Fabrication/Falsification:

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record, client record, or other professional documentation.

- Failure to report errors in the clinical area.
- Falsifying patient/client records by charting incorrect data or removing data.
- Releasing confidential information about patients/clients to persons who do not have the right to such information.
- Rude, abusive, or unprofessional language to patients/clients, agency personnel, faculty.
- Jeopardizing a patient's/client's safety.

3. Plagiarism:

Submitting as one's own work or creating any material or an idea wholly or in part created by another. This includes, but is not limited to:

- Oral, written and graphical material.
- Both published and unpublished work.

- Any material(s) downloaded from the internet.
4. Complicity:  
Helping or attempting to assist someone to commit an act of academic dishonesty.
- Conveying test information to other students.
  - Reproducing information in duplicate for course assignments.
5. Unprofessional behavior (verbal or written, virtual or live):
- Disrespectful to faculty, staff, or peers.
  - Use of inappropriate language.
  - Lack of accountability or responsibility for actions.
  - Disregarding the well-being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe and appropriate care, failure to follow preceptor/faculty instructions or breach of client confidentiality.
  - Discriminatory or culturally insensitive behavior.
6. Academic Performance:  
Any reason that may place the student at risk for dismissal such as:
- Insufficient or lack of academic skills to support successful completion of graduate program of study.
  - Inconsistent or minimal participation in coursework.
  - Poor writing or verbal communication skills.
  - Frequent requests for exceptions or special accommodations not related to a documented disability.

Each faculty member has the responsibility of defining academic expectations at the beginning of each session. If a faculty member discovers a student violating the academic integrity code, they must either 1) assign a grade of “0” for the test or assignment if the infraction relates to an academic assignment; and/or 2) refer the incident to the BSN Faculty Committee. After committee members complete the investigation, the incident, along with supporting evidence, is to be reported the Dean of the School of Nursing who then forwards the documentation to the Vice-President for Academic Affairs.

The office of the Vice-President for Academic Affairs determines whether the incident is the student’s second offense and, if so, refers the matter to the Academic Affairs Committee for disciplinary action. A student found guilty of a second offense may be subject to academic suspension for up to one academic year. A third offense will result in academic dismissal. The student is entitled to appeal any case involving allegations of academic dishonesty or misconduct, in keeping with the appeal process as outlined by the University.

Falsification of medical records may have academic as well as legal consequences for which the student may be held accountable.

### **Academic Misconduct**

Academic integrity is a responsibility of each student attending the University of Mobile. Plagiarism, cheating, falsifying records (self or patient, university, or clinical agency), lying and any other of academic dishonesty are intolerable. The BSN Faculty Committee will discipline any student, participating in any form of academic dishonesty, after a thorough review.

### **Academic Probation**

All undergraduate students must maintain a GPA of at least 2.0 to be considered in good standing and to be eligible for graduation. A student whose GPA falls below 2.0 after attempting twelve or more semester hours of course work will be placed on academic probation for the next semester. While on academic probation, the student is responsible for scheduling regular meetings with their advisor. The student will remain on academic probation until the overall GPA is greater than 2.0.

Students who fail to attain the 2.0 GPA during the probationary period are subject to dismissal from their program. Students who earn two grades that are considered failing ("D" or "F" grades) in nursing courses will be dismissed from their program and ineligible to be readmitted to any program in the School of Nursing.

The School of Nursing reserves the right to require withdrawal from the School of Nursing of any undergraduate student whose health, academic record, clinical performance, or behavior is judged unsatisfactory, inappropriate/unprofessional, and/or potentially unsafe.

### **Adding, Dropping, or Withdrawing from Classes**

During specified periods each semester, students may add, drop or withdraw from a course (see the Academic Calendar from the Registrar's Office). Students must consult with their academic advisor prior to adding, dropping, or withdrawing from a course.

If a student chose to drop a course after the last official day to drop a course, a grade of "F" will be recorded on the student's transcript and will be treated as such for progression in the program.

### **Admission Paths**

- Regular Admission  
Admission is granted to students who have completed all requirements of the application process and who have demonstrated an acceptable level of



academic achievement in their undergraduate prerequisite courses, including meeting minimum GPA requirements.

### **Admission Standards and Requirements**

Applications for admission to the Bachelor of Science degree program options must meet all University requirements and be accepted for admission to undergraduate study by the School of Nursing. Admission to the School of Nursing is competitive and will be based on evaluation of the applicant's overall academic qualifications.

The University of Mobile and the School of Nursing accepts students on the basis of academic qualifications, character, and evidence of the potential to benefit from the university experience. The University accepts qualified applicants without regard to race, color, national origin, gender, sexual orientation, religion, age, and veteran status.

Admission Requirements for the Accelerated Bachelors of Science in Nursing (ABSN) Program:

- Submission of application (<https://www.umobile.edu/apply/>).
- Submission of official transcripts of all college coursework from all institutions attended.
- International Students
  - Students with international transcripts must provide an evaluation from Commission on Graduates of Foreign Nursing Schools (<http://www.cgfn.org>) for previous nursing coursework.
  - Students with international transcripts must provide evaluation from World Education Services (<http://www.wes.org>) for previous non-nursing coursework.
  - International students must show proof of English proficiency. Applicants should request that official TOEFL test scores be sent directly to Enrollment Services.
- 23 years of age at the time of entering program for students without an earned Bachelor's degree or master's degree.
- Completion of a bachelor's degree or master's degree in any course of study from a regionally accredited educational institution.
- Minimum cumulative GPA of 3.0 on the last 60 hours of academic coursework.
- Submission of a clear background check.
- Submission of a clear drug screen when requested.
- Submission of Health History and record of required immunizations.
- A personal interview with the Undergraduate Admissions Committee of the School of Nursing may be required, if requested.
- ACT score of 21 or HESI Admission Entrance Exam of 80% (Requirement effective January 2021)

Admission Requirements for the Traditional Bachelor's of Science in Nursing (TBSN) Program:

- Submission of application.
- Submission of official transcripts of all college coursework from all institutions attended.
- International Students
  - Students with international transcripts must provide an evaluation from Commission on Graduates of Foreign Nursing Schools (<http://www.cgfn.org>) for previous nursing coursework.
  - Students with international transcripts must provide evaluation from World Education Services (<http://www.wes.org>) for previous non-nursing coursework.
  - International students must show proof of English proficiency. Applicants should request that official TOEFL test scores be sent directly to Enrollment Services.
- Minimum cumulative GPA 3.0 on all academic coursework.
- Completion of a minimum of 55 semester hours of specified courses including successful completion ("C" or better) of BIO 201, Anatomy and Physiology; BIO 202, Anatomy and Physiology II; BIO 301, Microbiology; MA 107 or 110; Intermediate Algebra; MA 211, Statistics; NU 252, Professional Socialization; and PSY 301, Human Growth and Development.
- ACT score of 21 or HESI Admission Entrance Exam of 80% (Requirement effective Fall 2020)
- Submission of a clear background check.
- Submission of Health History and record of required immunizations.
- A personal interview with the Undergraduate Admissions Committee of the School of Nursing may be required, if requested.

Admission Requirements for the RN-BSN Program:

- Submission of official transcripts of all college coursework from all institutions attended.
- International Students
  - Students with international transcripts must provide an evaluation from Commission on Graduates of Foreign Nursing Schools (<http://www.cgfn.org>) for previous nursing coursework.
  - Students with international transcripts must provide evaluation from World Education Services (<http://www.wes.org>) for previous non-nursing coursework.
  - International students must show proof of English proficiency. Applicants should request that official TOEFL test scores be sent directly to Enrollment Services.
- Minimum cumulative GPA 3.0 on all academic coursework.

- Completion of a minimum of 60 semester hours of specified courses including successful completion (“C” or better) of Humanities and Fine Arts, including two courses in English Composition (15 Hours); Christian Ministries (6 Hours); Natural Science and Applied Science with one course in basic statistics (18 Hours); Social Sciences and Behavioral Sciences (18 Hours); and Electives (4 Hours).
- Have an unencumbered license to practice as a registered nurse.
- Submission of a clear background check.
- Submission of Health History and record of required immunizations.
- Submission of record of American Heart Association BLS Healthcare Provider Certification (CPR-AED/BLS Certification).
- A personal interview with the Undergraduate Admissions Committee of the School of Nursing may be required, if requested.

### **Admission to Clinical Nursing**

#### **ABSN Program**

Students may apply for admission to the clinical nursing component after completing a minimum of 60 college hours from a regionally accredited educational institution, with a cumulative GPA of 3.0 or after earning a bachelor or master’s degree in another course of study. Applicants for clinical nursing are considered on a competitive and space available basis for each admission period.

Clinical Admission Criteria includes completion of the following prerequisites: PSY 301, Human Growth and Development (3 Hours); BIO 201, Anatomy and Physiology I with Lab (4 Hours); BIO 202, Human Anatomy and Physiology II with Lab (4 Hours); and BIO 301, Microbiology with Lab (4 Hours).

Students with an earned bachelor’s or master degree must complete the following prerequisites:

Students without an earned bachelor or master’s degree must also complete the following prerequisites: English Composition (6 Hours); English Literature (3 Hours); History (3 Hours); Mathematics (3 Hours); Public Speaking or Introduction to Philosophy (3 Hours), General Psychology (3 Hours); Statistics (3 Hours); Christian Studies (6 Hours); PSY 301, Human Growth and Development (3 Hours); BIO 201, Anatomy and Physiology I with Lab (4 Hours); BIO 202, Human Anatomy and Physiology II with Lab (4 Hours); BIO 301, Microbiology with Lab (4 Hours); and Electives (18 Hours). Students must achieve a grade of “C” or higher for all courses.

Students must be 23 years of age at the time of entering the program if they do not have an earned bachelor's or master's degree in another course of study from a regionally accredited educational institution.

Students must be able to uphold the practice standards, functional abilities (Core Competencies), and ethical codes of the nursing profession.

ACT score of 21 or HESI Admission Entrance Exam of 80% (Requirement effective January 2021)

#### TBSN Program

Students apply for admission to the clinical nursing component after completing their first year of college (completion of 30 credit hours). Students must have a minimum cumulative GPA of 3.0 for consideration into the program. Applicants for clinical nursing are considered on a competitive and space available basis for each admission period.

Clinical Admission Criteria include completion of the following prerequisites: NU 252, Professional Socialization; PSY 301, Human Growth and Development (3 Hours); MA 107 or MA 110 (3 Hours); MA 211, (3 Hours); BIO 201, Anatomy and Physiology I with Lab (4 Hours); BIO 201, Human Anatomy and Physiology II with Lab (4 Hours); and BIO 301, Microbiology with Lab (4 Hours). Students have achieved a grade of "C" or higher for all courses. Prerequisite courses may be repeated only once.

Students must also complete the following prerequisites: English Composition (6 Hours); English Literature (3 Hours); History (3 Hours); Mathematics (3 Hours); Public Speaking or Introduction to Philosophy (3 Hours); General Psychology (3 Hours); Christian Studies (6 Hours); and Electives (15 Hours). Students must achieve a grade of "C" or higher for all courses.

Students must have a minimum composite score of 21 on the ACT (required). ACT of 21 or HESI Admission Entrance Exam of 80% (Requirement effective Fall 2020)

Students should be able to uphold the practice standards, functional abilities (Core Competencies), and ethical codes of the nursing profession.

#### RN-BSN Program

Students may apply for admission to the RN-BSN Program after completing an associate's degree or diploma degree from a regionally accredited educational institution, with a cumulative GPA of 3.0. Applicants for clinical nursing are considered on a competitive and space available basis for each admission period.

Students must complete the following required prerequisites: Humanities and Fine Arts with two courses in English Composition (15 Hours); Christian Ministries (6 Hours); Natural Science and Applied Science with one course in basic statistics (18 Hours); Social Sciences and Behavioral Studies (18 Hours); and Elective(s) (4 Hours).

Students must hold and maintain an unencumbered license to practice as a Registered Nurse.

Students should be able to uphold the practice standards, functional abilities (Core Competencies), and ethical codes of the nursing profession.

### **Advising Responsibilities**

Advising is an integral part of the student experience at the University of Mobile. It is a collaborative process in which students are expected to assume primary responsibility for their academic planning while advisors provide expertise and support in the process.

A student accepted into one of the undergraduate nursing programs will be assigned an advisor. Upon enrollment, each student is assigned an advisor to assist the student with academic concerns, planning the program of study, and assuring that graduation requirements are met. Prior to the first semester of undergraduate study, the student will make a plan of study with their advisor. Education is ultimately the responsibility of the learner, but the advisor's input to the student's plan of study and semester schedule enhances student awareness of how each course contributes to overall progress towards graduation.

Responsibilities of the Advisor include:

- Develop an individualized plan of study with the student to meet the student's academic professional goals based on current curricular guidelines.
- Communicate with the student to facilitate registration (e.g., overall program, approve course selections).
- Keep informed of student progress through:
  - a. Communicating with the student.
  - b. Communicating and discussing progress with other faculty members.
  - c. Monitoring grades and academic standing each semester.
  - d. Referring the student to the appropriate campus resources if requested.
  - e. Communicating with the Dean and/or the Academic Vice-President for course waivers, transfer credits, and course substitutions.

Responsibilities of the Student Advisee:

- Clarify with the advisor their preferred method of contact (email or telephone), office hours, and when to expect a response to email or voice mail.
- Communicate with the advisor any concerns regarding course registration.

- Contact the advisor if they wish to change the sequence of their plan of study.
- Communicate with the advisor in case of academic difficulty, interruption in program, or potential change in academic status.
- Contact the advisor if their cumulative GPA for the semester is less than 2.0.
- Contact the advisor for questions about campus resources to assist them with their academic work.
- Maintain regular contact with the advisor via email, telephone, or face-to-face meetings.
- Schedule an advising appointment each semester to select classes for the upcoming semester.

### **Class Attendance**

Classroom activities and discussion are a vital part of the overall learning process in the discipline of nursing. It is nearly impossible to make up the learning that occurs in a class; therefore, students are expected to attend each class day. An attendance record will be maintained in Canvas for each student.

The School of Nursing expects that its students will recognize that they have entered a profession in which a commitment to full participation in the learning environment is an essential component of what will be a style of lifelong learning. Attendance is expected in all educational activities and is required for class, laboratory sessions, and clinical.

Students should plan their personal schedules and obligations around class time. Students should not expect to be excused from required class attendance to participate in events at their children's school, to attend routine doctor appointments or personal family events like reunions, vacations, weddings, etc. Students are excused from class attendance only for mitigating circumstances, which are defined as jury duty, military duty, funerals of immediate family members, or other serious conditions that prevent attendance. The student will be required to submit documentation that can be verified for an approved class absence.

Students should be on time and seated five minutes prior to the beginning of the scheduled class. Timeliness is considered a professional attribute whereas tardiness is considered disrespectful behavior as it disrupts the learning environment. Students who are habitually late will not be permitted into the classroom until the first break. Students are expected to return to class promptly after breaks and not ask permission to leave the class early.

### **Class Policies**

The environment in the classroom is extremely important to the learning process. Most students learn best in a calm, controlled, and quiet environment. Noise and

excessive activity is distracting to both students and the faculty. Students should be seated before the class begins.

- Cell phones must be turned off and placed in the student's book bag.
- Electronic devices are allowed in the classroom only by permission of the instructor.
- Calculators will be provided by the School of Nursing.
- Students should attend to personal needs prior to class and/or test time.
- Students are not allowed to wear hats, caps, or any obstructive headgear.
- The instructor reserves the right to assign seats.
- No sunglasses or dark prescription glasses may be worn unless there is medical documentation to the necessity.
- A late entrance distracts everyone. When class is in session, there should be no talking except to participate in class discussions. Students should not have private discussions/conversations with their classmates. Breaks are given hourly.
- Students are expected to conduct themselves professionally and attend all classes and clinical experiences. There are few exceptions to being absent from class (death of parent, sibling, spouse, child) or illnesses that necessitate hospitalization.
- Students may not bring children or other visitors to class. The content discussed in class may be too sensitive or considered inappropriate for young children.
- No handguns or firearms are permitted under any circumstances even if the individual possesses a valid handgun permit.

### **Course and Program Evaluations**

The faculty believes that a systematic ongoing evaluation is essential to the development of strong academic program. Methodical evaluation promotes the search for effective, efficient, and innovative approaches to learning and results in the continuing improvement of the educational program. It provides a basis for making decisions regarding program modifications and changes, resulting in the continuing improvement of the education program. The purposes of program evaluation are to:

1. Determine to what extent students are prepared to meet the objectives of the professional program.
2. Promote continuous improvement in the overall program.
3. Encourage personal/professional growth and responsibility of faculty and students through participation in the evaluation of the educational program.

Students participate in the evaluation process by providing written evaluations of all nursing courses. Each evaluation is a series of standard questions with space for written comments at the end. Feedback on courses is valued and is used to

continually improve the classes and offerings. The evaluations are confidential. Honest, accurate feedback is appreciated to allow for corrections or amplification of course content.

Students also have opportunities to share information through student representatives on the Faculty Organizational Committee and BSN Faculty Committee and/or through other informal channels of communication. Students are also asked to complete an end-of-program evaluation at the time of graduation.

### **Credit Hours**

One credit hour is equivalent to fifteen (15) hours of faculty instruction and a minimum of thirty (30) hours of student reading and work on other assignments, excluding class time. For example, a 5-hour clinical nursing course will include 45 hours of didactic or classroom instruction and 90 hours of clinical/simulation learning experiences. A 3-hour non-clinical nursing course will include 45 hours of didactic or classroom instruction. Online classes involve equivalent amounts of time for instruction and coursework.

### **Dismissal from the Undergraduate Program**

When a student is recommended for dismissal from the nursing program, the Undergraduate Program Chair will provide a written notification of dismissal.

Nursing (NU) courses include all clinical and nonclinical courses that are a part of the nursing curriculum unless otherwise specified.

Failure of any nursing course is defined as:

- Earning a “D” or “F” in any NU course.
- Withdrawal from a NU course after the designated “drop date.”
- A student receiving two (2) Clinical Unsatisfactory Days (CUD’s) in one (1) clinical nursing course. The student will fail the course regardless of the grade earned in the didactic (classroom) component.

Students will be permanently dismissal from the undergraduate nursing program and ineligible for readmission to any nursing program at the University of Mobile under any of the following conditions:

- If the student fails any two (2) nursing courses.
- If the student fails the same nursing course twice.
- If the student withdraws from 3 nursing clinical and/or non-clinical nursing courses.
- If the students fails or withdraws from a clinical nursing course on the first attempt and then repeats the same course a second time, the student must pass the course with a grade of “C” or better on the second attempt to remain in the nursing program. Either a withdrawal from or failure of the course on



the second attempt will result in dismissal from the undergraduate nursing program.

- If the student receives four (4) Clinical Unsatisfactory Days (CUD's) in or more clinical courses.
- Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the classroom or clinical settings as outlined by the American Nurses' Association Code for Nurses and/or School of Nursing policies.
- Cheating on course examinations, plagiarism or improper documentation or falsification of clinical records or activities.

### **Exit Examination**

Students must pass a comprehensive exit examination, which is administered in NU 434 or NU 434A, Senior Seminar, in order to be recommended for graduation. If a student is unsuccessful in achieving the benchmark score for the exit examination, the student will independently remediate for their next testing attempt. Failure to successfully complete the comprehensive examination on the third attempt, will result in a failing grade in NU 434 or NU 434A, Senior Seminar. The student will be given an opportunity in the next academic semester to repeat NU 434 or NU 434A, Senior Seminar. If the student is unsuccessful after an additional three attempts to pass the comprehensive test and/or to complete the course requirements successfully, the student will be permanently dismissed from the School of Nursing. Students who are dismissed are ineligible to take any nursing courses at the University of Mobile, to reapply for readmission, or be recommended for degree conferral.

### **Grading**

- Grades in non-clinical courses are earned through completion of course requirements. Earned points for each learning activity (examination, written assignment, presentation, etc.) are posted on the Canvas Gradebook throughout the course. Students are responsible for tracking their own progress. Questions or concerns regarding grades earned should be addressed to the course faculty within one week of the grade posting.
- Grades in all clinical nursing courses will be determined solely by examinations administered in the classroom setting. Out of class projects, for example, will be graded, as "Satisfactory" or "Unsatisfactory," and will not be used in determining the final course grade. Students who do not complete assignments or receive "Unsatisfactory" grades will fail the clinical course.
- There will be no bonus or extra credit questions and/or points given on any nursing examination.
- There is no rounding of test/exam grades in the nursing program. All grades will be recorded through the one hundredth (e.g. 81.27, 68.50, 80.10). At the

end of the course the grades will be averaged as specified in the course syllabus with the final grade determined to the nearest one hundredth (74.98 is a “D” and would not be considered a passing grade).

- Final grades will not be rounded up or down, i.e., 89.99% will be assigned a grade of a “B”. Extra credit opportunities are not permitted in any BSN program.
- The instructor makes the final decision on a test/exam grade. If the student believes a test/exam grade is unfair, this may be discussed with the instructor, the course coordinator, the Undergraduate Program Chair, and the Dean. The student must follow the appropriate chain of command for any formal or informal complaints. The appeal process should be followed in the appropriate sequence and is outlined in the School of Nursing Undergraduate Student Handbook.

### **Grading Scale**

A grade of “C” (75%) or better is required to pass undergraduate level nursing courses in the School of Nursing at the University of Mobile. Final grades are computed according to the following standard based on a total of 100%.

A	90-100
B	82-89
C	75-81
D	68-74
F	<67

The Grade Point Average (GPA) is calculated by the registrar’s office:

A	4 Points
B	3 Points
C	2 Points
D	1 Point
F	0 Points

### **Grievance Policy and Process**

The School of Nursing follows a Grievance Procedure for the resolution of formal student complaints or concerns. Formal complaints must be made in writing to the Dean of the School of Nursing and the Undergraduate Program Chair. The formal complaint must include specific information, including the nature of the complaint and evidence supporting of the complaint. An investigation is initiated within three

(3) days of receipt. In cases of alleged arbitrary, inconsistent, or discriminatory grading, the following review process will be followed in the School of Nursing:

1. In on-campus courses, the student will request a meeting with the course faculty to review the basis for the grade. In online courses, the student will request an online or telephone conference with the faculty to review the basis for the grade.
2. If the student is not satisfied with the meeting or conference with the course faculty, the student may appeal to the Undergraduate Program Chair. The Undergraduate Program Chair will seek to mediate the issue between the student and the course faculty.
3. If the student is unsatisfied with the findings and recommendations by the Undergraduate Program Chair, the student may appeal to the Dean of the School of Nursing. The Dean will meet with the student, confer with the course faculty member, and then make the final decision. The student should be notified of the decision within five (5) days of submission of their formal complaint.
4. The student may continue the appeal process in the appropriate chain of command.

### **Incomplete Grade Policy**

A written request for a grade of incomplete ("I") is initiated by a student when students are unable to complete the work for a course due to reasons beyond their control (hospitalization, serious physical and mental health issues, death of spouse/child/parents, etc.). The grade of "I" is only given in cases where the incomplete is unavoidable and legitimate. Students may be required to provide formal documentation to support an incomplete grade request. Students may not request an incomplete due to failing course grades or poor course performance.

An "Incomplete Grade Form" that includes the reason for the incomplete, the work that must be completed to earn a final course grade and the required completion date is generated when an "I" is submitted as a course grade. The completion date must be no later than the last day of the next scheduled academic term. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next scheduled academic term. Extensions beyond one scheduled term are not allowed for undergraduate courses. Students who seek an incomplete grade will not be permitted to continue in their curriculum sequence until the incomplete grade is converted to a numerical grade.

### **Limitation in Completion of Requirements**

Students in the Accelerated Bachelor of Science Degree, Traditional Bachelor of Science in Nursing Degree, and the RN-BSN Degree must complete all degree requirements within five (5) years of starting their first clinical nursing course. There will be no exceptions granted to the five-year limitation requirement, regardless of the excuse. Time limits shall be computed from and include the first semester of credit applied to the nursing degree program. Students who do not

enroll for two (2) consecutive semesters are subject to all program requirements, policies, and guidelines in place at the time of re-enrollment. Re-admission is not guaranteed and students must meet the current School of Nursing and University of Mobile Catalog requirements.

### **Make-Up Examinations**

If a student is unable to take an examination as scheduled, the student will be administered a make-up examination. Make-up examinations are only permitted for extenuating circumstances that can be documented, such as accidents, hospitalizations, or death of immediate family members. The alternate make-up examination will be given in a different format from the original examination at the discretion of the faculty member. Students are not permitted to make up more than one examination during any nursing course.

Students should contact the course faculty whose examination is missed, prior to the time when the examination is scheduled to be given, for notification of absence and the scheduling of a make-up exam.

The exam should be made up within one (1) week from the originally scheduled test date. The examination must be taken at a time agreed upon by the student and the faculty.

If the examination is not made up within one week, a grade of "O" will be given.

### **National Council of State Boards of Nursing (NCLEX-RN)**

The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is the licensing examination for ABSN and TBSN graduates. Prior to graduation, all students planning to take the registered nurse (RN) licensing examination in Alabama are given information on how to apply online. The NCLEX-RN application is available online and must be completed by each student, accompanied by payment of the required fee. The School of Nursing mails to the Board of Nursing each student's transcript. Students planning to take the licensing examination outside of Alabama are responsible for contacting the State Board of Nursing of the particular state in which they plan to become licensed for appropriate application information.

Students must provide their Social Security number pursuant to state and federal law. If students fail or refuse to provide their social security number, the Alabama Board of Nursing will consider the application incomplete. Continued failure or refusal to provide the social security number is grounds for denial of the application and could result in the imposition of late fees or disciplinary action against the license. Students must also show evidence of citizenship (submission of one of the following documents: Alabama Driver's License, Birth Certificate indicating US birth, Valid US Passport, Military Identification showing US as place of birth,

Naturalization documents, Final adoption decree, etc.). A complete list can be found on the Alabama Board of Nursing website (<https://www.abn.alabama.gov/>

Successful completion of the nursing program in no way guarantees successful passage of the licensing examination (NCLEX-RN). In addition, the Board of Nursing may refuse an applicant permission to write the exam (Refer to the Alabama Board of Nursing).

### **Progression**

Within the School of Nursing, students must fulfill the requirements for theoretical/didactic and clinical course components of the undergraduate curriculum, demonstrate academic integrity and ethical conduct, and maintain a level of health which contributes to their meeting course objectives. Progression occurs when a student successfully completes and passes all courses taken in the academic semester. Academic probation may be imposed to monitor and support the student's progression through the undergraduate program of study.

Students enrolled in the undergraduate nursing program at the University of Mobile are required to maintain a cumulative grade point average (GPA) of 2.0 in all courses taken toward the degree. Students not meeting the minimum academic standard will be placed on academic probation.

#### **Specific Progression Requirements**

1. Students must pass BIO 201, Anatomy and Physiology I; BIO 202, Anatomy and Physiology II; and BIO 301, Microbiology with a grade of "C" or better. Each of these science courses may be repeated only once.
2. Students must earn a grade of "C" or better in all nursing courses. A student may not progress to the next nursing course until a grade of "C" or better is obtained.
3. Dismissal from the nursing program will result if the student fails (earns a grade of "D" or "F") in two (2) nursing courses. If a student fails one nursing course twice, this is considered two (2) nursing failures. Senior Seminar (NU 434 or NU434A) is the exception to the policy.
4. Students who withdraw after the designated "drop date" with a failing grade in a nursing course will be considered as having one (1) failure. A second withdrawal in the same course or a single withdrawal from a course previously failed will be treated as a failure in the course concerned.
5. Students who withdraw from two (2) nursing courses will be dismissed from the nursing program and be ineligible for readmission to any nursing program at UM.
6. A student must have both a residential and a cumulative GPA of 2.0 or higher to graduate.
7. Students must maintain American Heart Association BLS Healthcare Provider Certification in infant, child, and adult.
8. All immunizations must remain current in order to progress through the

program. Students who do not upload verification of immunizations to CastleBranch by the designated due dates will not be permitted to attend clinical. Students unable to attend clinical are at risk for course failure.

9. Students are required to pass a medication dosage examination with no more than three (3) attempts at the beginning of each academic period (semester) in which clinical courses will be taken. As a second semester junior, students must earn a score of 80% or better, a first semester senior must secure a score of 90% or better, and a second semester senior must make a 100%. If the student is unsuccessful after three (3) attempts, they will be required to withdraw from the clinical course in which they were registered.
10. Students are required to take selected standardized examinations at the conclusion of each semester. If the student fails to score above the benchmark as designated by the School of Nursing, they will be required to complete remediation activities. Remediation must be completed within specified time frames.
11. Students must pass a comprehensive exit examination that is administered in NU 434 or NU 434A, Senior Seminar to be recommended for graduation. Students are given three (3) opportunities to achieve the designated benchmark score. Failure to obtain a passing score on the third attempt will result in a failing grade in NU 434 or NU 434A, Senior Seminar. Students are allowed only one (1) opportunity to repeat NU 434 or NU 434A, Senior Seminar. If the student is unsuccessful in NU 434 or NU 434A, Senior Seminar during their second attempt in the course, they will be permanently dismissed, rendering them ineligible to receive a Bachelor of Science in Nursing Degree from the University of Mobile. Furthermore, the student is ineligible for readmission into any nursing program at the University of Mobile.
12. If a clinical agency refuses to allow a student to participate in clinical activities, the student will be unable to progress in the BSN nursing program. Students unable to progress in the nursing program will be provided career advisement and assistance through the Student Success Center.
13. Students **must complete all curriculum requirements prior** to taking NU 412 or Adult Health II; NU 415, Adult Health III; NU 416 or NU 416A, Nursing Practicum; and NU 434 or NU 434A, Senior Seminar. Students who have not taken all pre-requisite courses will not be permitted to register for their final semester of the nursing program and will have to wait until the following academic year to complete their final semester of the nursing curriculum.

### **Readmission After Voluntary Withdrawal or Transfer**

A student who leaves the university and/or School of Nursing in good standing through voluntary withdrawal or a student from another nursing program who left in good standing and desires to transfer to the University of Mobile nursing program may be evaluated for readmission under the following circumstances:

1. Complete an application for admission or readmission to the School of Nursing.
2. At the time of application for admission or readmission, submit a statement,

which addresses the reason for the withdrawal or transfer, outlines what will be done by the student to ensure success in the School of Nursing, and discusses why the student should be given consideration to be admitted or re-admitted. The statement must be written by the student. Students who have earned two (2) failing grades in nursing courses or who have withdrawn from two (2) nursing courses are ineligible to be considered for admission or readmission into any other nursing program at the University of Mobile.

3. The student will be required to have a personal interview with the Undergraduate Admission's Committee and/or the Dean. The student's complete academic record, including all clinical evaluations will be reviewed.
4. Admission or readmission is not automatic or guaranteed. If eligible, students will be considered as part of the total applicant pool and acceptance will be based on space availability.
5. All coursework must be completed within five (5) years of initial enrollment.
6. A student requesting to transfer to UM from another school must submit a letter of good standing from the Dean of the former nursing program attended and have not received two (2) grades of "D" or "F" in nursing courses.

Students who have not been re-enrolled for a time period longer than two (2) consecutive semesters must reapply for admission. Student petitions for reactivation will be considered only one time during their program. Students applying for readmission will enter under the current School of Nursing Undergraduate Student Handbook. Students approved for readmission may be placed on probationary status at the discretion of the Undergraduate Program Chair and the Faculty Organization Committee.

### **Readmission Policy**

1. A student requesting to repeat a nursing course must complete an "Application for Readmission" form. Students requesting consideration for readmission must meet the current School of Nursing admission criteria and will enter under the current University of Mobile Academic Catalog.
2. Readmission to nursing courses is not guaranteed and is based on space availability.
3. Nursing courses are valid for only three (3) years. Students requesting to re-enter the nursing program after a three (3) year absence must start completely over with all courses in the BSN nursing curriculum.
4. Students who earn two (2) failing grades ("D's" or "F's") or who withdraw from two (2) nursing courses will not be considered for re-enrollment. Dismissals due to academic misconduct or two (2) failing grades ("D's" or "F's") are not eligible to appeal for readmission. Students withdrawing from more than two (2) nursing courses, exhibiting unprofessional or illegal behaviors in the classroom or clinical setting, and/or violating academic integrity policies will not be eligible to be considered for re-enrollment or readmission into the ABSN, TBSN, or the RN-BSN programs.

## **Registering for Classes**

Newly admitted or re-enrolling (those who are not currently enrolled) undergraduate students should enroll in courses during designated UM registration periods. Students are responsible for contacting their advisor each semester to register and enroll in courses according to their program of study. The dates for registration are widely publicized.

- Upon acceptance in the UM School of Nursing, students need to consult with the advisor to develop a program plan specific to their degree program and area of study.
- Students must have an approved program plan on file in the UM School of Nursing. The student's advisor must approve any change in the program plan.
- All students must request a "Degree Audit" with the Registrar's Office the first semester of clinical nursing.
- Any change in the program plan made by the student may result in the course(s) being unavailable and may delay graduation.
- All undergraduate students must register online for classes through MyUM (See MyUM for First-Time Users.)

## **Retention**

Students must meet the all of the requirements stated under the "Progression" section to be retained in the School of Nursing. The faculty members strive to assist students by implementing an "open door" policy for counseling and tutoring as necessary. Students are also given information regarding the services provided by the Student Success Center. Students who are struggling with academics are strongly encouraged to utilize the resources available through the Student Success Center.



## **Standardized Testing**

Students enrolled in the ABSN and the TBSN nursing programs participate in a structured testing program each semester to determine their acquisition of didactic content. Students are tested at the conclusion of each semester and after completing their clinical courses. Students who score below the benchmark score, as determined by the School of Nursing faculty, are required to complete prescribed remediation work.

## **Standards for Written Work**

1. All written work must be typed on standard-sized paper (8 ½ X 11) unless otherwise directed by the faculty member.
2. For purposes of orderliness, folders or covers are recommended. Papers should be stapled if unbound.
3. All written work should follow the format as set forth in the current American Psychological Association (APA) manual. The format must be used consistently throughout the written assignment.
4. Only one side of the paper should be used in any written work. Margins must be maintained on all side of the paper.
5. Special emphasis should be placed on neatness and professional presentation. Crumpled papers, words scratched through, torn paper, etc. are to be avoided.
6. All references and quotations should be carefully checked for accuracy.
7. All written work must be submitted on the date assigned.
8. Students should read and comply with all instructions provided by the faculty for paper submission.
9. Students may be directed by the course faculty to use UM sponsored plagiarism detection software called Unicheck. Specific instructions will be delineated in course syllabi.

## **Student Appeal Process**

If a student has a complaint or any significant criticism of the nursing program, they should follow the appropriate chain of command. The student with a concern, problem, complaint, or issue with dissatisfaction should first discuss their issue with the course professor and/or the course coordinator. If the issue is unresolved to the satisfaction of the student, he or she may appeal and verbalize their issue with the Undergraduate Program Chair with the course faculty present. If the issue remains unresolved, or the student deems the decision by the Undergraduate Program Chair unsatisfactory, he or she may prepare a formal written appeal and meet with the Dean of the School of Nursing. If the student issue remains unsettled, the Dean will call a meeting of the Faculty Organization Committee to discuss the student's written complaint. If student chooses to appeal the decision from the Faculty Organization Committee and/or the Dean, the issue is then taken to the Vice-President of Academic Affairs and/or the Academic Affairs Committee. The last individual to hear student complaints is the President of the University of Mobile.

## **Test/Examination Reviews**

The following rules apply to all test/examination reviews:

- The student will review each examination within one week of testing.
- There will be no group or class discussion (formal or informal) of examination questions.
- If a student has a concern regarding an examination question, the student should make an appointment with the faculty member within one week.
- Examinations may not be reviewed after the one-week time period.
- No examination grades will be rounded. Examination grades will be recorded to the hundredth place (example: 87.25).
- No electronic devices (smart watches, wireless earpieces, cell phones, tablets, cameras, calculators, iPads, etc.) are permitted during examination reviews.

## **Unsatisfactory Clinical/Laboratory Performance**

All clinical nursing courses (NU 309 and NU 309A, Introduction to Clinical Nursing; NU 313 or NU 313A, Adult Health Nursing I; NU 314 or NU 314A, Nursing the Childbearing Family; NU 316 or NU 316A, Psychiatric-Mental Health Nursing; NU 404 or NU 404A, Child Health Nursing; NU 412 or NU 412A, Community Health Nursing II; NU 414 or NU 414A, Adult Health Nursing II; and NU 415 or NU 415A, Adult Health Nursing III); NU 417, The Community as a Client; and NU 440, Professional Nursing Practice II, have both didactic/theory and clinical/laboratory components.

Students who receive a “U” or Unsatisfactory grade in the clinical/laboratory component will fail the course, regardless of the grade earned in the didactic/theory component. Students who fail the didactic/theory component of the course will also fail the clinical/laboratory component.

Successful completion of these courses requires satisfactory achievement in both areas. If the student is unsatisfactory in one component the course must be repeated, the student must complete both the didactic/theory and the clinical/laboratory requirements for the course regardless of the problem component. There will be no exceptions to this policy.

## **SECTION V: CLINICAL POLICIES AND PROCEDURES**

### **Administrative Drop Policy for Failure to Submit Clinical Practice Requirements**

It is imperative that all undergraduate students are in compliance with clinical practice requirements for Code of Conduct, Immunizations, CPR-AED/BLS Certification, Criminal Background Check Policy and Procedure, and Drug Screen Policy and Procedure, etc. Students enrolled in a course that contains a clinical component (i.e., has clinical hours required as part of the course) are required to ensure all School of Nursing requirements are submitted and are up to date. Students who fail to submit or update requirements within the first week of the semester may be administratively dropped from the clinical course for which they are registered.

The course instructor or Undergraduate Program Chair may initiate the administrative drop process if a student does not upload all required School of Nursing documents to CastleBranch by the designated due dates.

The process for administratively dropping a student for failure to submit evidence of the above requirements will be as follows:

1. The Administrative Assistant in the School of Nursing will provide a compliance report to the Undergraduate Program Chair the week before the semester term commences. If a student has failed to submit the documents required by the School of Nursing (complete and up to date), the course instructor will contact the student via UM email, reminding the student of the submission requirement and notifying the student they are out of compliance. The student will be given three (3) days to submit the required documents to CastleBranch.
2. If the student fails to respond to the email directive or fails to submit the required documents or notifies the course instructor of their inability to be compliant, the course instructor will notify the Undergraduate Program Chair and the School of Nursing Dean requesting that the student be administratively dropped from the course and that their access to the course be removed.

### **Clinical Agency Agreements**

The UM School of Nursing has a legal responsibility to have written agreements with each agency used for clinical practice. The Clinical Agency Agreements are established and maintained through the office of the School of Nursing Dean.

The agreements delineate the University's responsibility with the clinical agencies when students and faculty are present. The UM School of Nursing and clinical agencies assume shared responsibilities for the students' educational experiences in the clinical setting. Selected portions of the clinical agreement directly related to student responsibility are as follows:

- The university will instruct all nursing students assigned to the clinical agency regarding confidentiality of medical records and patient/client data imparted during the educational experience.
- The university will not allow students to participate in clinical experiences who have not documented their proof of immunization for tetanus, diphtheria, and polio; Hepatitis B series; Tuberculin Skin Test (chest x-ray if appropriate); proof of immunity to rubella, chickenpox and MMR.
- If the clinical agency deems a student's performance to be unsatisfactory and detrimental to its constituents, it may suspend the student from utilizing the clinical agency for clinical experience. The faculty will conduct an investigation and decide appropriate disciplinary action.
- The nature of this cooperative agreement is such that each party undertakes obligations to the other without passage of funds between the University and the clinical agency or between personnel and their respective staffs.

### **Clinical Attendance and Absence Policy**

All students are required to notify their faculty and/or preceptor's of their absence from a clinical experience. The student will adhere to the faculty and/or preceptor's request for notification, contacting them by telephone or email. Faculty and/or preceptors should be notified of the student's absence at least two (2) hours prior to their scheduled clinical time (i.e., student due to commence work at 9:00 am, the faculty and preceptor should be notified by 7:00 am). Students must also notify the clinical agency two (2) hours prior to their scheduled time of arrival. Students in the undergraduate nursing program are expected to exemplify professional behaviors and appropriate notification of their clinical absence is required. Students who fail to timely and appropriately notify their clinical faculty and/or preceptor will receive a written reprimand (Clinical Unsatisfactory Day) that will be placed in the student's permanent record. Repeat violations will result in disciplinary actions, including grade penalty or dismissal from the School of Nursing.

All clinical absences must be made up in a format selected by the instructor. Failure to makeup a clinical absence will result in a clinical failure and course failure. If more than one absence occurs (regardless of the reason), the course faculty and the Undergraduate Program Chair will evaluate to determine if the student is eligible to continue in the course.

## **Clinical Course Expectations**

The student must be prepared for all clinical learning opportunities. The student must comply with clinical course expectations:

1.	Properly identify oneself to all patients and other health care providers as a University of Mobile School of Nursing BSN student.
2.	Arrive on time to all clinical rotation experiences; being well-rested and prepared.
3.	Communicate effectively with preceptor, faculty, and/or other members of the health care team.
4.	Adhere to the School of Nursing Uniform Policy and wear the school identification badge (Photo ID Name Badge) in clear view.
5.	Participate in clinical practice as a BSN student only under the supervision and direction of an approved preceptor, adjunct faculty member, a University of Mobile faculty member, and/or the RN assigned to care for the patient.
6.	Actively seek learning experiences guided by the approved preceptor, adjunct faculty member, a University of Mobile faculty member, and/or the RN assigned to care for the patient.
7.	Perform only approved procedures that are within the scope of practice as a BSN student and only under the direct supervision of an approved preceptor, adjunct faculty member, a University of Mobile faculty member and/or the RN assigned to care for the patient.
8.	Document findings in a concise, organized, and accurate manner using correct medical terminology and clinical agency and/or institutional guidelines.
9.	Always maintain patient confidentiality.
10.	Provide health promotion and disease prevention education to patients across the lifespan in an appropriate manner.
11.	Collaborate with other health care professionals in coordinating care as needed.
12.	Recognize emergency situations and initiate effective emergency care when needed.
13.	Communicate effectively with approved preceptor, adjunct faculty, faculty member, and/or other members of the health care team.
14.	Notify your approved preceptor, adjunct faculty, and/or faculty member immediately for any problems, issues, or concerns that arise in the clinical area.
15.	Demonstrate behavior that is both ethical and professional at all times.
16.	Demonstrate safety at all times in clinical practice.

## **Clinical Hour Requirements for BSN Courses**

The University of Mobile School of Nursing recognizes that clinical practice requirements are essential to the education of nurses in practice nursing roles. Specific courses within the BSN Degree Programs require students to participate in clinical experiences at an accepted clinical site with an approved preceptor or faculty member. Students must complete a total of ninety (90) clinical hours per

each nursing course (NU 309 or NU 309A, Introduction to Clinical Nursing; NU 313 or NU 313A, Adult Health Nursing I; NU 314 or NU 314A, Nursing the Childbearing Family; NU 316 or NU 316A, Psychiatric-Mental Health Nursing; NU 404 or NU 404A, Child Health Nursing; NU 412 or NU 412A, Community Health Nursing; NU 414 or NU 414A, Adult Health Nursing II; NU 415 or NU 415A, Adult Health Nursing III; NU 417, The Community as a Client; and NU 440, Professional Nursing Practice II.

NU 416 or NU 416A, Nursing Practicum requires a total of 144 clinical hours with direct supervision of an approved preceptor.

All clinical hours are to be completed during the semester in which the student is enrolled. No clinical hours may be completed after the last day of the course.

### **Clinical Policies**

A student must meet all institutional requirements for practice in order to pursue clinical experiences. Students must perform satisfactorily in the clinical component in order to successfully pass the course. If a student receives an “Unsatisfactory” clinical grade, the student receives an “F” in the course, even though the didactic/theory grade may be passing.

Students must adhere to the policies of the clinical agencies and the School of Nursing:

- Students must complete 90 hours of clinical experiences in each clinical course. In order to fulfill this requirement, students should not arrive late to the clinical experience or request to leave early. In addition, students should never schedule any personal business during clinical hours (to attend an event at child’s school, routine physicals, lunch dates with friends, etc.). Students are expected to attend clinical experiences as scheduled by course faculty in order to maximize all learning opportunities.
- Affiliate policies in the clinical agencies may require students to submit to the same drug testing procedures that apply to employees of the facility. Clinical agencies will also mandate verification of immunizations and CPR-AED/BLS Certification. Students who have not met these requirements and/or not submitted verification to CastleBranch will not be allowed to attend clinical. Any day missed will be considered an unexcused clinical absence.
- Any student who is not able to return to a clinical agency due to a failure to abide by clinical agency policies will be given an “Unsatisfactory” clinical grade (CUD). The student will not be allowed to transfer to another clinical site and must withdraw from the nursing course.
- Students may not use any electronic device in clinical unless approval has been granted by the course faculty.

- There will be no cell phones allowed in the hospital or laboratory areas. Failure to adhere to the policy will result in the student receiving a Clinical Unsatisfactory Day (CUD) and being sent home.
- If a student has a physiological or psychological problem that renders him/her unable to perform in the clinical setting, the student may be eligible to take an incomplete or "I" in the course. The student will not be permitted to continue in the didactic portion of the clinical course and will be required to take a grade of incomplete in all other courses. The student will not be allowed to progress sequentially in the nursing program until the requirements for the incomplete are fulfilled satisfactorily.

### **Clinical Practice Expectations for RN-BSN Students**

The student and the course faculty member are responsible for determining the work to be done to meet the course requirements. During the clinical course NU 417, The Community as a Client and NU 440, Professional Nursing Practice II, the student is expected to meet the following requirements:

- Discuss course objectives and clarify goals for the clinical experience with your preceptor. Provide a written copy of approved goals and objectives to the preceptor prior to the beginning clinical hours.
- Negotiate clinical schedule and activities, as appropriate. Students should arrive in clinical areas on the negotiated dates and times.
- Discuss and provide preceptor with a copy of the tool used to assess the student's clinical performance and achievement of goals/objectives.
- Comply with the policies of the healthcare agency and the UM School of Nursing, including pre-clinical compliance paperwork, training, professional attire, and proper identification.
- Maintain regular contact with faculty member informing the course faculty member promptly if any problems and/or issues related to the clinical experience arise.
- Keep all scheduled appointments with preceptor and course faculty.
- Maintain a record of clinical hours.
- Maintain nursing skills checklist and bring all required equipment that is necessary for providing patient care (stethoscope, watch, mobile device for reference, etc.).
- Adhere to all HIPPA guidelines of patient confidentiality.
- Evaluate their preceptor and clinical site at the end of the clinical experience.
- Complete 90 clinical hours according to the policies and guidelines as stipulated in the course syllabi.

#### **Preceptor Responsibilities**

- Agrees to serve as student preceptor; acts as a professional role model, resource person, and mentor.

- Completes and electronically submits Preceptor Application to course faculty one (1) month prior to the student starting the clinical experience.
- Approves and agrees to jointly set goals and objectives for the student's clinical experience, as appropriate. The Preceptor Application form will be posted on the website for students.
- Informs student and faculty of available learning activities and projects likely to fulfill the student's learning objectives.
- Encourages initiative, individuality, self-assessment, and increasing autonomy, as appropriate, by the student.
- Shares expertise necessary to function in the clinical site.
- Provides regular feedback to student regarding progress, strengths and limitations.
- Completes assessment of student's performance at mid-semester and at the end of the semester. Submits final student evaluation to course faculty member within the specified course timeline.
- Confers routinely with course faculty member directly regarding student's progress during the clinical experience. Immediately notifies the faculty member if the student's performance is deemed unsatisfactory.
- Electronically submits student evaluation directly to the faculty member.

#### Faculty Responsibilities

- Screens, approves, and/or assigns the preceptor.
- Assures all clinical requirements are complete prior to student beginning clinical hours.
- Provides course information to the preceptor, to include, course and/or clinical objectives, course timeline, and assessment criteria for student's clinical performance.
- Monitors student performance regularly and identifies progress, strengths, and limitations that may impact student's completion of the clinical requirements.
- Supervises all clinical learning opportunities. This can be accomplished through face-to-face meetings at the clinical site or by employing the use of technology for the purpose of "visiting" the site to determine how the student is progressing.
- Contacts student as needed during the semester to discuss their clinical performance and obtainment of course objectives.
- Contacts the preceptor regarding the student's performance a minimum of three (3) times during the semester and as needed.
- Utilizes a variety of data, including preceptor input, to assign a final course grade.



## **Clinical Practice Experiences**

The Commission on Collegiate Nursing Education defines clinical practice experiences “as planned learning activities in nursing practice that allow students to understand, perform, and refine professional competencies at the appropriate program level. Clinical practice experiences may be known as clinical learning opportunities, clinical practice, clinical strategies, clinical activities, experiential learning strategies, or practice” (CCNE Standards for Accreditation of Baccalaureate and Graduate Nursing Programs, 2016).

## **Clinical Site Selection Guidelines and Process for RN-BSN Students**

Clinical site selection is critical to the student’s success in the program. Students in the RN-BSN Program are responsible for securing their own clinical placements within their geographical region. For students enrolled in NU 417, The Community as a Client, the clinical requirement will be completed specifically in community settings. For NU 440, Professional Nursing Practice II, the student may select any clinical site to fulfill the clinical requirement, pending approval by the course faculty.

The student should have the clinical site information submitted to the appropriate faculty at least thirty (30) days prior to the end of the semester before the next clinical course. This time frame makes it possible for nursing faculty to determine if a Clinical Agency Agreement currently exists for the requested clinical agency and/or time to secure the contract.

A Clinical Agency Agreement must be signed and on file at the University of Mobile prior to any clinical activity. This agreement must be in place for each clinical site, where hands-on care is provided, regardless of the number of hours that will be completed at the site.

Students are not permitted to select clinical practice experiences at their current place of employment. Students may not work under the direction of their supervisor or a subordinate. Approved preceptors must have no direct personal or professional relationship with the student.

If the student is employed by a large healthcare system, the clinical experiences can be completed at a separate clinical area. For example, if a student is employed at Mobile Infirmary Medical Center on the Telemetry floor they may have their clinical experience in the Medical Intensive Care Unit (“The experiences must provide the opportunity for students to integrate new knowledge into practice and the experiences must be appropriate to the expected student learning and program outcomes” CCNE, Key Element II).

Students may utilize currently approved preceptors and agencies in their local area, or submit new preceptors and agencies for review and approval. Students may find there is competition for clinical preceptors; therefore, early planning is imperative. Students who reside in rural areas may have limited options in securing clinical placement and students who live in an area that has numerous undergraduate nursing programs may have more competition in securing clinical placements. It is recommended that students start planning clinical experiences at least the semester prior to taking the scheduled course.

### **Clinical Unsatisfactory Days (CUD's)**

A student who receives two (2) Clinical Unsatisfactory Days (CUD's) in one course will fail the course. Four (4) Clinical Unsatisfactory Days (CUD's) in one or more clinical courses will result in dismissal from the nursing program. Clinical Unsatisfactory Days (CUD's) are cumulative.

#### **A. Category I Issues**

The student will receive a Clinical Unsatisfactory Day (CUD) for the following infractions:

1. No assignment made on the day prior to the clinical laboratory experience.  
Students will prepare written or computerized plans of care for each patient each day as specified by the course instructor.
2. Failure to contact the clinical and/or course faculty and clinical unit prior to the assigned time of arrival if unable to be present or tardy. Clinical units should be notified two (2) hours prior to scheduled time.
3. Inadequate knowledge of treatment and/or medications.
4. Inappropriate dress and/or noncompliance to the School of Nursing dress code.
5. Behavior that would reflect negatively on the nursing profession and the University of Mobile such as violation of HIPPA/confidentiality agreements, using profanity, being impaired by chemical or illegal substances, any verbal or behavior that is deemed inappropriate by the clinical and/or course faculty, etc.
6. Leaving an assigned clinical/community experience prior to the time assigned by the clinical instructor and/or course faculty.

#### **Consequences:**

The student will be given a Clinical Unsatisfactory Day (CUD) for any Category I violation and will be sent home. The student will be required to make up the day prior to the end of the course.

#### **B. Category II Issues**

The student will receive a Clinical Unsatisfactory Day (CUD) for the following infractions:

1. Any drug error
2. Any treatment error
3. A potential error within a course, prevented from occurring by the faculty and/or nursing staff.

Consequences:

The student will be given a Clinical Unsatisfactory Day (CUD) for any Category II violation and will be sent home. The student will be required to make up the day prior to the end of the course.

C. Category III Issues

The student will receive a Clinical Unsatisfactory Day (CUD) for the following infractions:

1. Any life threatening or potentially life-threatening error or action by the student to the patient, staff, faculty, or others in the environment.
2. Implementing any action that is in direct violation of the course, school, or institutional policy or instruction.

Consequences:

The student will be given a Clinical Unsatisfactory Day (CUD) for a Category III violation and will be sent home. The student will fail clinical laboratory and fail the course. The student will appear before the BSN Faculty Committee to determine if the student will be permitted to repeat the course (this consideration can only be made if the student has not failed any other nursing courses) and continue in the nursing program. The infraction may also result in dismissal from the School of Nursing and render the student ineligible from being considered for readmission.

**Dosage Calculation Testing Policy**

The Dosage Calculation Testing Policy exists to facilitate dosage calculation competence necessary for safe nursing practice. It is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation test serves as a means for continued assessment of these important skills.

Testing Policy:

Students are given three (3) opportunities to achieve the benchmark score established by the School of Nursing faculty. Failure to pass the Dosage Calculation Test on the third attempt will result in withdrawal from the clinical course. In all cases, readmission to the clinical course will be prioritized and on a space-available basis. The student will be required to demonstrate evidence of math remediation for consideration to return to the program. Multiple dosage calculation failures within the clinical courses will be considered failure to progress. If failure to progress inhibits the student from completing the nursing program within five years, the student will be dismissed from the nursing program.

Testing Procedure:

1. Students should arrive to the testing site at least 5-10 minutes before the test is scheduled to begin.
2. The testing format will be paper and pencil. Students should bring two (2) pencils

- with intact erasers.
3. Calculators will be provided by the UM School of Nursing.
  4. Students will have 30 minutes to complete the ten (10)-question examination.
  5. Students may not bring any personal items to the test site including cell phones, PDA's, computers, iPhone watches, or any other electronic device(s).

Testing Guidelines and Other Rules Summary:

1. Rounding Off Decimal Rules. The determination of how many spaces to carry your division when calculating dosages is based on the equipment used. Some syringes are marked in tenths and some in hundredths. To ensure accuracy, most calculation problems require that you carry your division at least two decimal places and round off to the nearest tenth. There are some exceptions, typically found in the administration of pediatric or critical care medications. It may be necessary to compute decimal calculations to thousandths and round to hundredths.

- a. To express an answer to the nearest tenth, carry the division to the hundredths place (two places after the decimal). If the number in the hundredths place is 5 or greater, add one to the tenths place. If the number is less than 5, drop the number to the right of the desired decimal place. If the final answer is greater than one, it should be rounded to tenths (one space beyond the decimal).

Example: Express 4.15 to the nearest tenth = answer 4.2

Explanation: The number in the hundredths place is 5; the number in the tenths place is increased by one.

Example: Express 1.24 to the nearest tenth = answer 1.2

Explanation: The number in the hundredths place is less than 5; the number in the tenths place does not change. The 4 is dropped.

- b. To express an answer to the nearest hundredth, carry the division to the thousandths (three places after the decimal). If the number in the thousandths place is 5 or greater, add one to the hundredths place. If the number is less than 5, drop the number to the right of the desired place. If the final answer is less than one, it should be rounded to hundredths.

Example: Express 0.176 to the nearest hundredth = answer 0.18

Explanation: The number in the thousandths place is 6; the number in the hundredths place is increased by one.

Example: Express 0.554 to the nearest hundredth = answer 0.55

Explanation: The number in the thousandths place is less than 5; the number in the hundredths place does not change.

- c. A decimal is a fraction that has a denominator that is a multiple of 10. The decimal point indicates place value. Numbers that are written to the right of the

decimal represent a value of less than one. Numbers that are written to the left of the decimal represent a value of greater than one.

2. Leading Zero Rule. When there is no whole number before a decimal point, it is important to place a zero to the left of the decimal point to emphasize the number has a value of less than one. This is a requirement by The Joint Commission, as well as a patient safety issue.

Example: answer = .75 (incorrect). The answer, according to the Leading Zero Rule, is 0.75 (correct).

3. Trailing Zero Rule. When writing decimals, unnecessary zeros should not be placed at the end of the number to avoid misinterpretation of a value and can result in overlooking a decimal point. This is a requirement by The Joint Commission, as well as a patient safety issue.

Example: answer = 1 tablet (correct). The answer according to the Trailing Zero Rule, should not be written as 1.0 tablet (incorrect).

4. All intravenous (IV) problems having an answer in drops per minute are to be rounded to the nearest whole number.

Example: 41.2 gtts per minute = 41 gtts per minute (correct)

Example: 30.5 gtts per minute = 31 gtts per minute (correct)

Explanation: Drops per minute (gtts per minute) are always expressed in whole numbers.

5. All intravenous (IV) problems solving for mL/hr should be carried to the tenths decimal place.

Example: 41.25 mL/hr = 41.3 mL/hr = 41 mL/hr (correct)

Explanation: Exception: With technological advances, there are some IV pumps that are capable of delivering IV fluids in tenths of a milliliter. If advanced pumps are not available, than 41 mL/hr would be a correct answer.

6. All answers on the Dosage Calculation Test must include the proper unit of measure. The answer is incorrect if it is not labeled appropriately.
7. All calculations for each dosage calculation problem must be shown on the test. The answer is considered incorrect and no partial credit is given, even if a correct answer is provided.
8. Fractional (partial) credit will not be given. If any part of the answer is incorrect, the entire answer is wrong.
9. No fractions will be accepted as answers. All answers must be expressed in

decimals.

10. Answers should be placed in only the space provided. If no answer is in the space provided, then the question is determined to be unanswered and will be marked incorrect.

### **Illness or Injury at Clinical**

Students who are injured or become ill while completing clinical hours must:

1. Notify the preceptor and/or faculty member immediately.
2. Follow the agency's policy and procedure for injury or illness, if appropriate.

Students should refrain from reporting to the clinical area when ill, experiencing an elevated temperature, experiencing nausea/vomiting, diarrhea or any other symptom indicative of illness or disease. Students should notify the preceptor and faculty member of their clinical absence at least two (2) hours prior to their assigned clinical time.

Clinical agencies are not compelled to provide medical care free of charge for students who becomes ill during the clinical experience. Students are responsible for any expense(s) incurred. All students are encouraged to maintain personal health care coverage.

### **Preceptor Selection Criteria for RN-BSN Students**

The University of Mobile relies on clinical preceptors for direct supervision of the practice experience. Preceptors should be registered nurse employed in a community healthcare setting. These practicing professionals are the experts who guide the students in NU 417, The Community as a Client, and NU 440, Professional Nursing Practice II, with day-to day experiential learning, role model the most appropriate ways to approach students in a clinical setting.

Serving as a clinical preceptor is an important, challenging, and rewarding activity, which requires time, attention, and consistent availability to students. Because the contribution of the preceptor faculty is so critical to the quality of the student nurse education or administration learning experience, it is essential that the faculty-student-preceptor relationship be built on mutual respect, professional concurrence, and clear communication.

It is the student's responsibility to make contact with a potential clinical agency to explore preceptorship opportunities. The course faculty may assist in the process. Students should start early in securing appropriate preceptors. When contacting perspective preceptors or clinical site managers, students should present themselves in a professional manner in both dress and speech.

Selection Criteria:

1. The preceptor must have academic preparation as necessary for the position of a registered nurse.
2. The preceptor must have a minimum of three (3) years of experience in the area of clinical specialty and role.
3. The preceptor must agree to provide opportunities, which will allow students to meet course objectives and requirements.
4. The preceptor must state an interest in guiding the student through the practice experience.
5. The preceptor must maintain an unencumbered registered nurse license in the state of practice.
6. The preceptor must have permission from their employing agency to serve as a preceptor.
7. The University of Mobile School of Nursing must have on file or secure a Clinical Agency Agreement for each clinical agency/institution for which the preceptor is employed. Preceptors are employed in clinical agencies with signed, current clinical agreements made between the administration of the University of Mobile contracting on behalf of the UM School of Nursing and the clinical agency's board of directors or executive officer authorized to sign on behalf of the agency's governing body. Students cannot begin clinical experiences with a healthcare agency or institution or preceptor without faculty approval and a signed contract that has been approved by the University of Mobile.

#### Selection Process:

1. The student (with the agreement of prospective preceptor) submits the name of preceptor candidate to the course faculty.
2. The prospective preceptor submits an abbreviated vita or resume for review (includes education, work experience, certifications, and licensure).
3. The course faculty interviews the prospective preceptor, if indicated, and reviews their vita or resume to validate credentials to serve in the preceptor role.
4. Upon receipt of the Preceptor Application, the course faculty will evaluate the appropriateness of the clinical agency and the qualifications of the clinical preceptor.

#### Preceptor Responsibilities:

1. The student should send links to the Preceptor Application and the course faculty regarding the preceptor selected. The Preceptor Application will be posted on the course website.
2. The preceptor will electronically submit the Preceptor Application form to the course faculty member.
  - If a clinical agency contract is needed, the preceptor submits the agency name and contact information of the person responsible for securing/updating a Clinical Agency Agreement document along with the Preceptor Application.

Additional Requirements:

- Students without a preceptor in place within 30 days prior to commencement of clinical courses NU 417, The Community as a Client and NU 440, Professional Nursing Practice II, will be asked to withdraw from the course.
- Students who fail to provide the appropriate information and documentation regarding their selection of preceptor within thirty (30) days and their selection of clinical site within thirty (30) days will be asked to withdraw from the course.

**Preceptor Selection Criteria for TBSN Students**

The following areas are not permissible for the practicum experience: specialty procedure areas including GI lab, nuclear medicine, etc., pre-operative settings, post-anesthesia units (PACU), Operating Room, Obstetrics, Labor & Delivery, Neonatal ICU or Pediatric ICU.

Practicum Placement will be determined based on a scoring system as follows:

**I. HESI Score (Average of all specialty HESI scores, not the comprehensive HESI)**

< 600: 0 points  
601-700: 1 point  
701-800: 2 points  
801-850: 3 points  
851-899: 4 points  
900 >: 5 points

**II. GPA (Nursing Courses ONLY)**

< 2.5- 0 points  
2.5-3.0: 3 points  
3.1-3.5: 4 points  
3.6-4.0: 5 points

**III. Behavior, Leadership, Attitude**

Scored on a 0-5 point scale. A minimum of 3 faculty members, including at least 1 clinical adjunct, will score each student and the average of those scores will constitute the overall score for this section.

Points from each of the 3 areas will be added together, for a total score of 0-15, and used to make practicum placements. Placement is subject to the availability of preceptors at requested institutions and units. For example, if a student requests MICU at Mobile Infirmary and no spot is granted to the school by Mobile Infirmary,



then the student will not be placed there regardless of practicum placement score. All practicum placements are ultimately made at the discretion of the practicum course coordinator.

The Practicum Placement Score is assigned on a 0-15-point scale with 15 points being the highest possible score. For scores of 12-15, students will be given their 1<sup>st</sup> choice facility and unit. For scores of 10-12, students will receive their 2<sup>nd</sup> choice facility and unit. For scores less than 10, students will be assigned based on availability.

All students will be asked to disclose their place of employment at the time they make their practicum choice. If a student is a dedicated employee, either full or part-time, of a specific unit, the student will not be permitted to do practicum in that unit regardless of their Practicum Placement Score.

\*If you have withdrawn from or failed a course in the nursing program, your practicum assignment will be made at the discretion of the faculty. You will still be scored on the above scale and those scores, along with prior performance will be taken under consideration when placement is made.

You will be asked for your top 3 hospitals and top 3 units. Once you have made your request, you will NOT be allowed to make changes to those requests. You will NOT be allowed to change your practicum assignment based on places that you have interviewed and/or been hired to work.

### **Professional Behavior**

Students present themselves as ambassadors of the University of Mobile, the School of Nursing and the undergraduate program. Professional behavior is expected of all students on campus and in the clinical setting. Students are expected to be respectful to preceptors, faculty, staff, patients and their families.

Students are expected to abide by all rules and policies of the university and clinical agencies. Reports of unprofessional behavior will result in the student being counseled and is subject to review by the School of Nursing Dean. Examples of unprofessional behaviors include disorderly conduct, inappropriate or offensive language, damage or theft of property, disruption, discrimination, behavior or conduct adversely reflecting upon the nursing profession or the University of Mobile School of Nursing.

Each student enrolled in NU 416, Nursing Practicum; NU 416A, Nursing Practicum; NU 417, The Community as a Client; and/or NU 440, Professional Nursing Practice II, is required to send their preceptor(s) at the conclusion of the clinical experience a formal thank you letter. A copy of the letter must be sent electronically to the course faculty member (prior to being sent to the preceptor) and will be included with the final course evaluation.

## **Professional Dress in the Clinical Setting**

Students are expected to comply with dress code policies established by the School of Nursing, as well as the policies of individual clinical facilities where they are assigned for clinical practice. Students should refer to the section entitled, “Uniform Regulations” for specific information regarding appropriate uniform selection and dress code for clinical agencies.

## **Simulation**

Clinical simulation is designed to meet the needs of current and future nurses. The primary objective of the University of Mobile Simulation Learning Environment (located in the Center for Excellence in Healthcare Practice) is to promote a superior level of high-fidelity learning/teaching for students and faculty by providing a state-of-the-art environment to evaluate basic and advanced skills/behaviors.

- Student roles follow the nursing process of assessment, diagnosis, planning, intervention, and evaluation. Each scenario has a patient introduction, contact with the patient, and then time to debrief about the care. The experience may be videotaped to assist the student’s review and to enhance learning from the actions taken during simulation.
- All students will be required to sign a consent to be videotaped at the beginning of the clinical semester. Students who wish to revoke their consent at any time throughout the program must do so in writing to the director of the Center for Excellence in Healthcare Practice. Students who do not consent to being videotaped will not be permitted to participate in simulation experiences.
- The simulated patient will be given the same consideration as any patient in a clinical setting. This includes the principles of patient privacy, confidentiality, and safety. It is the expectation that students will engage fully in the patient simulation and experience. Students will be given an unsatisfactory if they display during the simulation exercise any evidence of unprofessional behavior (i.e. laughing, malice, inappropriate language, etc.)
- The scenarios are not to be discussed outside of the simulation and debriefing sessions unless part of a course assignment. This is to protect the value of the experience for those who will eventually take part in the clinical scenario(s). Students are required to sign a confidentiality agreement and disciplinary action will be taken for any student who violates the agreement.
- Students should approach the patient in the simulation setting using the same dress and behavior standard required for all clinical settings, consistent with the Undergraduate Student Handbook. This includes compliance with uniform policy, communication, and preparedness for clinical experiences.
- Universal Precautions are to be followed at all times as are all safety guidelines used in the clinical setting. Sharps and syringes are to be disposed of in appropriate containers.

- Equipment may not be removed from the simulation lab for practice, nor are the simulation labs to be used for practicing clinical skills, unless supervised by faculty.
- Coats, backpacks, and other personal belongings are not to be brought to simulation lab and should be secured before entering the simulation area.
- Food, drink, pens, and markers are not permitted in the labs. Only pencils may be used in the simulation lab.
- Students are required to access electronic charting during a scenario. Electronic devices will be provided by the Simulation Lab Coordinator.
- Students are not permitted to consume any medications from the simulation lab as they are not appropriate for human consumption and may cause health issues and/or injury if consumed.

### **Skills Checklist**

Each student is expected to achieve identified skills at selected intervals throughout the nursing curriculum. It is the student's responsibility to maintain the accuracy of the skills checklist and to submit it when requested by nursing faculty.

## **SECTION VI: STUDENT INVOLVEMENT/PROFESSIONAL OPPORTUNITIES**

### **Campus Ministries**

As a Christ-centered, academically focused university, we are preparing students to fulfill the Great Commission through a Biblical Worldview. The University of Mobile has many opportunities for students to serve others locally, nationally, and globally. Students are encouraged to participate in Project Serve, Urban Plunge, The Bridge, Youth Hostel Missions, and Focus Fridays. The University of Mobile sponsors more than 200 events per year for resident and commuter students. Weekly opportunities may be viewed on the University of Mobile website (Quick link, "Student Life.")

### **Focus Fridays**

The University of Mobile is intentional about creating academic and student life experiences that build community in a way that no other college does, through Focus Fridays. The University of Mobile's unique approach to learning means the student attends classes Monday through Thursday, immersing themselves in academic programs that stretch their minds. On Fridays, the student focuses on student life experiences.

Focus Fridays may include internships, field experiences, and meetings for academic clubs and honor societies. Students may also participate in volunteer opportunities

such as building a Habitat for Humanity home. Students may elect to pursue their interests and have new personal experiences such as kayaking on Mobile Bay. Focus Fridays give students the time they need in college to explore their professional calling, volunteer and impact a community, grow spiritually and deepen their faith, develop friendships, and to share experiences.

### **Professional Organizations**

Students are encouraged to participate in UM organizations, including honor societies, on campus.

### **Pre-Professional Organizations**

Alabama Association of Nursing Students

The purpose of this organization “is to foster nursing education, facilitate unity among our future colleagues, and to optimize the nursing student’s exposure to the numerous specialties and pathways in the ever-changing field of nursing” (<http://www.alabamanursingstudents.org>)

National Student Nurses Association

Participation in this organization is “dedicated to fostering the professional development of nursing students. This mission is accomplished by preparing students for initial licensure as registered nurses, conveying the standards and ethics of the nursing profession, advocating for high quality, evidence-based, affordable and accessible health care, and developing nursing students who are prepared to lead the profession in the future” (<http://www.nsna.org>)

### **School of Nursing Committees**

The nursing faculty believes student involvement is important to the work of the School. Students are encouraged to participate in the governance of the school by serving as members of certain University of Mobile School of Nursing standing committees. An undergraduate student representative from the Accelerated Bachelor of Science Program (ABSN), the Traditional Bachelor of Science in Nursing (TBSN) Program and the RN-BSN Program will be asked to serve as active participants on the BSN Faculty Committee and the Faculty Organization Committee for a term of one academic year. One alternative will also be chosen from each program. Students may also be asked to serve on ad hoc undergraduate committees.

The role of the student representative on the BSN Faculty Committee and the Faculty Organization Committee is an important one. In essence, the student representative provides a formal liaison to facilitate communication between the student cohort and the undergraduate nursing faculty. As issues are presented in the meetings, students should feel comfortable to contribute their own ideas and points of view and/or reflect those of the student’s classmates.

Standing committees are established within the School of Nursing to accomplish the purposes and objectives of the school. The committees include:

- Faculty Organization Committee  
The purpose is to conduct the business of the School of Nursing and coordinate activities of all programs.
- BSN Faculty Committee  
The purpose is to conduct the business of the Baccalaureate Degree Programs (Accelerated Bachelor of Science in Nursing, Traditional Bachelor of Science in Nursing, and RN-BSN Degree Program) and make recommendations to the Faculty Organization Committee.
- MSN Faculty Committee  
The purpose is to conduct the business of the Master of Science Degree Programs (MSN in Education/Administration and Family Nurse Practitioner Program) and make recommendations to the Faculty Organization Committee.

### **Sigma Theta Tau, Omicron Chapter**

Sigma Theta Tau International Honor Society of Nursing (currently renamed “Sigma” is the “second largest nursing organization in the United States and among the five largest and most prestigious in the world. Sigma Theta Tau International is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice. Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership. The society exists to recognize superior achievements in nursing, encourage leadership development, foster high nursing standards, and to strengthen the commitment to the ideals of the profession.” (<http://www.nursingsociety.org>)

Students in undergraduate programs shall be eligible for membership if they have achieved excellence according to the standards approved by the Society.

Undergraduate students must:

- Have completed half of the nursing curriculum.
- Achieve academic excellence with a GPA of at least 3.0. GPAs (on a 4.0 scale) should be computed according to the policies of the university.
- Rank in the top 35% of the graduating class.
- Meet the expectation of academic integrity.

Registered Nurse students must:

- Have completed 12 credit hours at their current school.
- Have complete half of the nursing curriculum.

- Achieve academic excellence with a GPA of at least 3.0. GPAs (on a 4.0 scale) should be computed according to the policies of the university.
- Rank in the top 35% of the graduating class.
- Meet the expectation of academic integrity.

### **University of Mobile Ambassadors**

The University of Mobile Ambassador program was introduced in 2017 and consists of a group of students who demonstrate excellent interpersonal communication skills, enthusiasm for the university, proven leadership abilities, positivity, sound judgment and reliability.

Ambassadors serve the University through intentional Biblical leadership according to Mark 10:43-45, "Whoever wants to become great among you must be your servant, and whoever wants to be first must be a slave of all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." (<https://www.umobile.edu>)

### **University of Mobile Association of Nursing Students (UMANS)**

The University of Mobile Association of Nursing Students (UMANS) is a pre-professional organization which includes membership in the local organization, and if desired, in the state (Alabama Association of Nursing Students) and national student nurses association (National Student Nurses Association). Each level of the organization strives to promote the development of professional attitudes and involvement through participation in activities that introduce the student to professional nursing. State and National conventions are held annually. Student attendance at conventions is encouraged. Absence from class and clinical obligations for these activities will be allowed as long as the student is able to meet the course objectives and attendance requirements.

The University of Mobile Association of Nursing Students is a vibrant organization with intent to promote the nursing profession in the Mobile community. The students participate in several service projects each year and have three luncheon meetings each academic semester.

Pre-professional and all clinical nursing students are encouraged to join and actively participate in the organization.

## **SECTION VII: STUDENT RESOURCES AND SERVICES**

### **Bookstore**

The campus bookstore is located in the J.L. Bedsole Library building on the first floor. Textbooks and related supplies such as university gear and snacks may be purchased in the bookstore. MasterCard and Visa are accepted for purchases. The Hours of Operation are 8:30 AM – 6:00 PM, Monday through Thursday and 10:00 AM – 4:00 PM on Friday. For more information, students should call 251.679.9293 or email <mailto:umobile@bkstr.com>

### **Campus Security**

The University of Mobile maintains security guards on duty 24 hours per day. The security guard may be contacted at 251.510.4273.

### **Center for Excellence in Healthcare Practice**

The UM School of Nursing maintains a Nursing Skills Laboratory, a Health Assessment Laboratory, and Simulation Center for students located on the second floor of the Weaver Hall Building. These learning resources for the School of Nursing allow students to develop knowledge, skills, and attitudes necessary for applying theory to nursing practice. This learning environment serves students in the School of Nursing by providing an excellent opportunity for self-directed independent learning and the practice of basic and advanced nursing skills. The nursing lab and simulation center are equipped with newborn, infant, child, adult and maternal human patient simulators (both mid and high-fidelity) as well as a wide selection of task trainers. The lab is equipped with cameras and recording equipment, which can be used for real-time, shared learning and in debriefing areas. Center hours vary and are posted on the School of Nursing website.

The Nursing Skills Laboratory contains nine (9) hospital beds with equipment storage, with full body mid-fidelity manikins and numerous task trainers (IV arms, ostomy training, wound care, injections, etc.)

The Health Assessment Laboratory contains ten (10) exam tables with equipment storage.

The Simulation Center contains seven (7) simulation rooms and a control room. Two (2) rooms have a Labor and delivery birthing simulator (referred to as Lucina) and a pediatric simulator. Three (3) rooms contain an adult medical-surgical simulator (referred to as iStan, Athena, or Apollo). Other learning tools kept in the simulation rooms include: defibrillator, 12 lead EKG, crash cart, IV and feeding tube pumps, etc. Both rooms have audio-video recording capabilities.

## **Library**

The J.L. Bedsole Library fully utilizes online and information technologies that facilitate providing information resources and services that support the University's curricular and research activities. Residential and online students are able to access over 100 online databases that provide both full text and abstracts via the web. In addition to online databases, the UM Library provides many forms of printed and not-printed materials, media, equipment, and services necessary for individuals to achieve their education goals. The UM library maintains adequate hours to support the needs of their on-campus users. Hours of Operation: 7:45 AM-10:00 PM, Monday-Thursday; 7:45 AM-4:30 PM Friday, 10:00 AM-5:00 PM Saturday, and closed Sunday. The library can be accessed through MyUM.

## **Parking and Traffic Regulations**

Any student who operates a motorized vehicle of any type on campus must register the vehicle with the Office of Campus Operations. Students will receive a "hangtag"-parking permit. Vehicles are registered online at <https://www.permitsales.net/UofMobile>

Students are not permitted to park in spaces with "gray" or "red" designations. These parking spaces are reserved for administrators, faculty, and staff.

The University assumes no responsibility or liability for any vehicle on campus, whether or not school is in session. In the event of damage to or theft of a vehicle on the campus, if the person who caused the damage or committed the theft cannot be determine, the owner/operator of the vehicle and/or his insurance company shall be responsible for any damages or loss.

## **Postal Services**

A contract station of the United States Post Office is located on the first floor of the Weaver Hall Building and offers all standard services. The post office is open to students from 7:30 AM until 5:30 PM Monday through Thursday.

## **Registrar's Office**

The Registrar's Office is located in the Weaver Hall Building on the first floor. The office is responsible for maintaining official student records and verifying that students are eligible to sit for licensure examinations. Official copies of transcripts are available from this office.



## **Student Health Services**

It is our aim at the University of Mobile to promote and help maintain the physical, emotional, and spiritual well-being of our students, faculty, and staff. Services provided by the University include:

- Nursing assessment and appropriate care.
- Health education.
- Referral to University Counseling Services when deemed beneficial for the student.
- Referral to appropriate health care facilities when more intensive care is warranted.

The campus nurse is available weekdays from 10:00 AM to 2:00 PM. The office is located in the Weaver Hall Building, 3<sup>rd</sup> floor. The nurse may be reached at 251.442.2253 or at 251.442.2337. If a student, faculty member, or staff member requires emergency care, 911 should be called or the individual should proceed to the nearest emergency room.

Health services are open when classes are in session and closed during all University Holidays. The campus nurse is not on call and only available during school hours.

## **Student Success Center**

The Student Success Center provides academic consulting services to students enrolled at the University of Mobile. Academic consultants meet individually with students and provide assistance with developing the skills and behaviors that are essential to academic success and professional development. Services are available at no charge to the learner and may address a wide range of issues. These include transition to professional school, time management, study skills, stress management, testing strategies, interpersonal and communication skills, clarifying career goals, and coping strategies.

Professional counseling is also available to UM students through the Student Success Center located in the Rosemary Adams Building. More specific contact information is located on the UM webpage under the quick link, "Student Life."

## **SECTION VIII: STUDENT RESPONSIBILITIES**

### **Ethical Practice**

The University of Mobile graduate nursing program supports the American Nurse's Association Code of Ethics for Professional Nurses. All students must abide by the ANA Code of Ethics during their clinical performance. The philosophical basis for safe practice by faculty and students is described in the ANA Code of Ethics (2016).

Provision 1.	The nurse practices with compassion and respect for inherent dignity, worth, and unique attributes of every person.
Provision 2.	The nurse's primary commitment is to the patient, whether an individual, family group, community or population.
Provision 3.	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4.	The nurse has authority, accountability, and responsibility for nursing practice: makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
Provision 5.	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6.	The nurse, through individual and collective effort, established, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.
Provision 7.	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8.	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9.	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

### **Liability Insurance**

All undergraduate students enrolled in clinical and practicum courses participate in the University of Mobile Nursing Student Liability Insurance Program. There are no additional fees related to liability coverage.

## **Licensure**

The School of Nursing requires that RN-BSN students demonstrate a level of competence commensurate with the educational and experiential prerequisites for admission and progression in the program. RN-BSN students are required to maintain licensure as a Registered Nurse in their state of residence to practice nursing as a registered nurse throughout their educational program at the University of Mobile. In addition, students must hold licensure as a registered nurse in any state where the practice/practicum requirements are completed. The student is required to provide verification of licensure from the appropriate state board.

The University of Mobile's residential campus is located in the state of Alabama; therefore, our students and faculty must abide by the regulations of the Alabama Board of Nursing. Nursing courses with a clinical component may not be taken by any individual who has been denied licensure by the Alabama Board of Nursing; or whose license is currently suspended, surrendered or revoked in any United States jurisdiction; or whose license is currently suspended, surrendered, or revoked in another country due to any disciplinary action.

## **Safe Clinical Practice**

The faculty and staff of the School of Nursing support the University of Mobile Preamble, Mission Statement, Vision Statement, Biblical Worldview, and Statement of Christian Affirmation. The faculty and administration have the expectation that learning, faith and leadership will be reflected in the interactions and actions of all individuals involved with the activities of the School of Nursing. The intent of the University is reflected in the phrase, "Changing Lives to Change the World" and is evident in the core values of being Christ-centered, Academically-focused, Student-devoted, and Distinctively-driven. It is expected in clinical practice that these attributes be evident.

Safety in nursing practice and research is required of all professional nurses and all students of professional nursing. In order to ensure safe practices students are expected to:

- Assume responsibility for own actions.
- Demonstrate self-discipline in meeting commitments and obligations, submitting written assignments on time, keeping appointments, etc.
- Preparing in advance for clinical or practicum experiences.
- Function within the guidelines and policies of the institution, in which they are practicing, and within their Scope of Practice and according to all legal parameters.
- Communicate appropriately, accurately, truthfully.
- Recognize own limitations and the need for appropriate supervision.
- Provide competent care for all individuals regardless of age, sex, race, or diagnosis.

- Obtain preceptor and/or faculty member's signature on all patient documentation.
- RN-BSN students must notify the Undergraduate Program Chair and/or Dean immediately of any change in their licensure status, i.e. probation, suspension, or revocation.

The following situations are considered unsafe and are absolute grounds for course failure and may result in dismissal from the program:

- Preceptor or healthcare agency/institution refusal to continue working with the student due to clinical safety issues.
- Student is under the influence of alcohol, recreational drugs, or medications that impair judgment in the clinical and/or classroom setting.
- Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing.
- Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patients, staff, faculty, or other students.
- Fraudulent or dishonest behavior.
- Behavior or judgment that compromises the safety of a patient.
- Other unsafe clinical practice as deemed by faculty.
- Violation of rules of professional conduct established by accrediting or licensing bodies.
- Any act or behavior, which violates the objectives and/or policies of the School of Nursing, Clinical Agency, the Alabama Board of Nursing Nurse Practice Act, or the Board of Nursing Nurse Practice Act in the state where the student maintains licensure.
- Neglecting to give appropriate and professional nursing care.
- Failing to use universal precautions.
- Performing a procedure outside the scope of nursing practice.
- Inability to correctly calculate math/medication problems.
- Stealing drugs, supplies, or belongings from the clinical agency and/or patient.
- Removing copies of patient care documents from healthcare agencies.
- Failing to report and error in assessment, treatment, or medication or failure to report an unusual occurrence or adverse reaction.
- Providing patient care in a harmful manner or exhibiting careless or negligent behavior in the process of providing patient care.
- Performance and/or attitude not in compliance with stated student expectations as outlined in lecture and/or the course syllabi.

### **Student Conduct**

As practicing professionals, students are responsible participants in their educational experiences at the University of Mobile. Students are expected to display professionalism, respect, kindness in all aspects of their work and study.

This includes, but is not limited to, email conversations, discussion board posts, phone calls and face-to-face encounters with fellow students, faculty, staff, preceptors, clinical agencies, and patients. Incidences of student incivility will be reported to the Undergraduate Program Chair and the BSN Faculty Committee for appropriate action. Students will be given a written warning and may face dismissal if episodes of incivility or inappropriate behavior continue.

## SECTION IX: APPENDICES

### Appendix A-Undergraduate Student Handbook Acknowledgement

The University of Mobile School of Nursing has distinct expectations of students that are outlined in the UM Catalog and the UM School of Nursing Undergraduate Student Handbook.

The purpose of this form is to disclose and document:

- (1) I have been made aware of these official university documents,
- (2) I have read the UM School of Nursing Undergraduate Student Handbook in its entirety,
- (3) I have familiarized myself with the expectations contained in the document and all questions or concerns have been clarified to my satisfaction,
- (4) I will maintain responsibility for all updates to the Handbook each semester as a student in the undergraduate nursing program at UM, and
- (5) I have read and understand the UM School of Nursing Undergraduate Handbook and agree to abide by all policies and procedures throughout my enrollment in the UM School of Nursing.

---

Student's Full Name (please print)

---

UM ID Number

---

Student Signature

---

Date

## Appendix B-Essential Core Performance Standards

<b>CORE PERFORMANCE: Cognitive Skills</b>	<p>The student must demonstrate the ability to:</p> <ol style="list-style-type: none"> <li>1. Learn, integrate and analyze large volumes of complex, technically detailed information to perform clinical problem solving. Synthesize and apply concepts and information in formulating diagnostic and therapeutic judgments.</li> <li>2. Learn and perform common diagnostic procedures (laboratory, cardiographic, radiologic, and to interpret the results, recognizing deviations from the norm and identifying pathophysiologic processes).</li> <li>3. Evaluate patient status and make responsible decisions regarding appropriate courses of action/treatment within given time constraints.</li> <li>4. Effectively synthesize data from the patient, medical records, verbal reports, medical history and observation for the purpose of recommending or maintaining treatment.</li> <li>5. Differentiate multiple patient situations simultaneously.</li> <li>6. Apply critical reasoning and independent decision making skills.</li> <li>7. Apply quantitative methods of measurement, including calculation, reasoning, analysis, and synthesis.</li> </ol>
<b>CORE PERFORMANCE: Psychomotor Skills</b>	<p>The student must demonstrate the ability to:</p> <ol style="list-style-type: none"> <li>1. Sitting: Maintain upright posture</li> <li>2. Standing: Maintain upright posture</li> <li>3. Locomotion: Ability to physically maneuver in required clinical settings and accomplished assigned tasks.</li> <li>4. Manual tasks: <ol style="list-style-type: none"> <li>a. Maneuver or move an individual's body parts or clinical equipment effectively to perform evaluation and treatment techniques, including palpation, percussion, auscultation, and other diagnostic maneuvers.</li> <li>b. Maintain an object in a constant position for an extended period.</li> <li>c. Competently perform basic cardiac life support (BCLS) using guidelines from the American Heart Association.</li> <li>d. Pushing/pulling ability to exert force against a small or large object to move it closer or further away.</li> <li>e. Coordination of both gross and fine motor movements, equilibrium, and a functional use of special senses sufficient to provide general care and emergency treatment of</li> </ol> </li> </ol>

	<p>patients (the opening of obstructed airways, the suturing of wounds, and performing simple obstetrical maneuvers).</p> <p>f. Apply adequate pressure to arrest bleeding.</p> <p>5. Small motor/hand skills:</p> <p>a. Legibly record/document history and physical examinations, consultations, etc., in standard/electronic charts in hospital/clinical settings in a timely manner and consistent with the acceptable normal of clinical settings.</p> <p>b. Apply a firm grasp.</p> <p>c. Operate a push button telephone.</p> <p>d. Perform precision movements (venipuncture, catheterization, IV regulation, dressing changes, etc.), which may further include invasive procedures into the central circulation or highly specific body cavity/spaces.</p> <p>e. Sense through palpation changes in an individual's muscle tone, soft tissues, skin quality, and temperature and sense responses to environmental changes and treatment.</p> <p>f. Manipulate a blood pressure cuff, stethoscope, thermometer; insert catheters, IV's, NG tubes; perform injections and manipulate equipment as required.</p> <p>g. Carry out basic laboratory tests.</p> <p>h. Carry out diagnostic therapeutic procedures (phlebotomy, venipuncture, placement of catheters and tubes).</p> <p>6. Visual acuity to:</p> <p>a. Legibly record/document history and physical examinations, consultations, etc., in standard/electronic charts in hospital/clinical settings in a timely manner and consistent with the acceptable normal of clinical settings.</p> <p>b. Perform precision movements.</p> <p>c. Identify tiny markings and inscriptions (i.e., on syringes, thermometers, IV bags, etc.).</p> <p>d. Identify color changes and coding.</p> <p>e. Read ECGs and X-rays.</p> <p>7. Hearing or ability to receive:</p> <p>a. Effectively respond to verbal requests from patients and team members.</p> <p>b. Interpret the language used to communicate lectures, instructions, concepts, narratives, questions, and answers.</p> <p>c. Auscultate and percuss for internal body sounds, e.g. heart sounds, bowel sounds, lung sounds.</p> <p>8. Communication Ability:</p> <p>a. Effectively and sensitively communicate to other students, teachers, patients, peers, and other support staff to ask questions, explain conditions and procedures, and</p>
--	--



	<p>teach programs in a timely manner and within the acceptable normal of academic and clinical settings.</p> <p>b. Receive and interpret written information in both academic and clinical settings in a timely manner. Communication in oral and written form with health care team must be effective and efficient.</p> <p>c. Should be able to speak, to hear, and to observe patients in order to elicit information, perceive non-verbal communication, and describe changes in mood, activity, and physical presence.</p> <p>9. Self Care: Maintain general good health and self-care in order to not jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings.</p>
<b>CORE PERFORMANCE: Affective Skills</b>	<ol style="list-style-type: none"> <li>1. Function effectively with good judgment under stressful and demanding clinical situations.</li> <li>2. Adapt to changing and chaotic environments.</li> <li>2. Possess and maintain the emotional health required for the full utilization of his intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients.</li> <li>3. Tolerate physically and intellectually demanding workloads (averaging 50-60 hours/week).</li> <li>4. Adapt to constantly changing environments, display flexibility, and learn to function in the face of uncertainty or ambiguity.</li> <li>5. Demonstrate the personal qualities of compassion, integrity, concern for others, self-discipline, focus, and self-motivation.</li> <li>6. Exhibit emotional stability that enables full utilization of abilities to engage in safe care to patients</li> <li>7. Demonstrates compassion, integrity, concern for others and effective interpersonal skills.</li> </ol>

