THE UNIVERSITY OF ALABAMA

CAPSTONE COLLEGE OF NURSING

BSN STUDENT HANDBOOK

2016-2017

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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The University of Alabama is committed to making its programs and services available to individuals with disabilities and seeks to be responsive to qualified students with disabilities. Enrolled students with disabilities are invited to contact the Office of Disability Services, Box 870185, Tuscaloosa, AL 35487-0185; (205) 348-4285.

The University of Alabama Undergraduate Catalog: 2014-2015, page 2.

ABOUT THIS HANDBOOK...

The Capstone College of Nursing Student Handbook is reviewed and updated annually by the Assistant Dean, Undergraduate Programs. The most current edition is available to students online on the CCN homepage of The University of Alabama's web site: nursing.ua.edu/start_page.htm

The handbook is a companion to The University of Alabama Undergraduate Catalog. The current Schedule of Classes booklet also provides access to information and some policies and procedures addressed in the handbook.

FREQUENTLY CALLED NUMBERS

Capstone College of Nursing	348-6639 or 1-800-313-3591
• Learning Resources Center (LRC)	348-7260
• Office of Nursing Student Services (ONSS)	348-6639
• Office of the Dean	348-1040
• Office of the Senior Associate Dean	348-1044
• Assistant Dean, Undergraduate Programs	348-1022
• Coordinator, Office of RN Mobility Tracks	348-7156
The University of Alabama	348-6010
• Office of Undergraduate Admissions	348-5666
• Center for Teaching and Learning	348-5175
• Counseling Center	348-6560
• Eric and Sarah Rodgers Library for Science & Engineering	348-2100
• Records Office	348-4886
• Student Health Center (SHC)	348-6262

Other Sections in the CCN Student Handbook include:

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INTRODUCTION TO THE UNIVERSITY OF ALABAMA

CAPSTONE COLLEGE OF NURSING

Mission

The mission of the Capstone College of Nursing is to promote the health and well-being of the people of the State of Alabama, the nation, and the world through nursing education, research, scholarship, and service.

Vision

Nationally recognized as an innovative and inclusive environment for transforming nursing education, research, scholarship, and service

Core Values

**Excellence | Professionalism | Innovation | Inclusiveness
Integrity | Caring | Student-Centered Learning**

Strategic Plan

- Provide excellent programs to prepare students for nursing practice at the baccalaureate, masters and doctoral levels
- Promote scholarship and productivity among nursing faculty and students
- Create a workplace environment that supports faculty and staff accomplishment of the CCN vision and mission
- Secure community and financial support to accomplish the CCN mission
- Promote clinical practice opportunities for faculty and students

Core Value Definitions

Excellence

Excellence is obtaining the highest level of achievement in education, practice, and scholarship. It is founded on evidence-based practices leading to innovative teaching, practice and scholarship. The focus of the College of Nursing's efforts for excellence is centered on students, faculty, and the community. Achievement of excellence requires diligent and continual pursuit of professional knowledge and expertise, and a faculty whose expertise complements the mission and vision.

Professionalism

Professionalism encompasses values and associated behaviors foundational to nursing and is based on ethical principles and standards of nursing education and practice. Development of these values and behaviors is promoted through socialization into the profession. Professional nursing requires the use of evidence-based knowledge and skills in the provision of care and in collaboration and teamwork with other disciplines. Professionalism includes the generation and refinement of knowledge through the research process and other scholarly activities. Expected behaviors include accountability, dependability, responsibility, autonomy, leadership.

Innovation

Innovation is utilizing acquired knowledge, skills and theoretical concepts to creatively generate novel approaches to improve teaching, clinical practice and research paradigms. These novel approaches are important to advance educational, clinical and research practices essential to improve and enhance people's health and quality of life, as well as to move the profession of nursing forward.

Inclusiveness

Inclusiveness is embracing the unique attributes and contributions of all individuals to enhance the richness of the academic environment regardless of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, political beliefs, spiritual perspectives or other ideologies. It is creating a civil environment where individuals feel supported, listened to, and able to do their personal best. The Capstone College of Nursing dedicates itself to build a culture grounded in individuality, sensitivity, tolerance, good will, social justice and cultural humility.

Integrity

Integrity is firm adherence to a code of ethical and moral values and behaviors, a soundness of decision-making, honesty and accountability for actions based on an internally consistent framework of principles. Nursing practice is based on ethical principles and standards of nursing education and practice. Personal integrity is acquired over a lifetime. Professional integrity is modeled and mentored during the educational process and provides a foundation for practice that can be sustained for the duration of a nurse's career. Faculty embraces principles governing integrity and affirms the importance of diligence, civility, and honesty in the academic environment. The

professoriate aims to foster an environment of trust, clarity of expectations, and fair assessment that promote academic honesty.

Caring

Caring is the essence of nursing and is expressed in interpersonal relationships to promote the health and well-being of individuals and populations globally. Caring may include respect, compassion, attentive listening, comforting, patience, cultural humility, positive role modeling, therapeutic touch, sensitivity, and advocacy.

Student-centered Learning

Student-centered learning focuses on students' responsibility for active involvement and participation in the educational process and provides the foundation for lifelong learning. Student-centered learning promotes deeper learning and understanding than the memorization of facts. Faculty are resources and facilitators of learning, who demonstrate caring behaviors that engage students in active learning. These strategies may include collaborative/group activities, activities to promote intellectual discovery, creative problem-solving, and activities that provide practice in learning skills.

BSN PROGRAM OBJECTIVES

Upon completion of the program the graduate will be able to:

I.   Synthesize knowledge from the disciplines of nursing, the sciences, and the humanities as the basis for decision-making for the professional practice of nursing;

II.   Utilize critical thinking such as inquiry and analysis in promoting, attaining, or restoring health throughout the life span;

III.   Incorporate evidence-based practice in the delivery of patient centered care;

IV.   Employ skilled communication to collaborate with intraprofessional and interprofessional colleagues in efforts to identify and meet the changing needs of the health care environment;

V.   Demonstrate responsibility and accountability for personal and professional growth and professional nursing practice decisions;

VI.   Provide patient centered care using skilled communication techniques within a framework of legal, ethical and professional standards;

VII.   Demonstrate leadership principles when managing the care of individuals and groups;

VIII.   Demonstrate caring behaviors when working with individuals and groups;

IX.   Facilitates patient centered care including patient education and patient safety employing a range of technologies;

X.   Demonstrate knowledge of social justice principles for a diverse society relevant to health and the delivery of health care;

BECOMING A PROFESSIONAL NURSE

The BSN curriculum plan consists of lower and upper division courses. During the first four semesters of the curriculum plan, designated as the lower division, students take required sciences, humanities, and other courses that help to prepare them to function as a professional nurse. The upper division consists of five semesters of nursing courses, with some that include theory and clinical lab components. Students apply knowledge gained in the classroom and other methods of learning as they provide nursing care to individuals, families, and groups in a variety of health care settings. CCN graduates are awarded the degree of bachelor of science in nursing (BSN). During enrollment in the lower division, students must apply to be considered for promotion to the upper division. Deadlines for application are posted on the CCN website at http://nursing.ua.edu.   Policies related to promotion to the upper division are included in the Academic Information section of this Handbook.

BECOMING A REGISTERED NURSE

During the last semester of upper division coursework, students will be given information about the licensure process. Students will make application for the Board of Nursing in their chosen state and to the National Council of State Boards of Nursing to take the licensure examination, as defined by the processes of the state for which they wish to become licensed in. Successful completion of the examination allows individuals to hold the legal license of Registered Nurse and entitles them to practice as registered nurses. Graduation from a school of nursing does not ensure licensure.

RN MOBILITY TRACKS

Educational opportunities for registered nurses (RNs) include two tracks; RN to BSN and RN to BSN/MSN. Applicants for both tracks must have an associate degree or diploma in nursing. Those successfully completing the RN to BSN track will obtain a BSN degree. RN to BSN/MSN must complete all requirements for the BSN and MSN degrees.

RN to BSN

The RN to BSN track includes courses in the major and in the UA core curriculum. Nursing courses can be completed when all core requirements are met. All core courses and the program of study must be completed prior to graduation.

RN to BSN/MSN

The lower division requirements are the same as those for the RN to BSN student. The RN to BSN/MSN track provides an accelerated option for students who choose to pursue an advanced degree as a nurse case manager or a clinical nurse leader. This track requires two years of nursing courses (seven semesters) following completion of the core requirements. At the completion of the requirements in the fourth semester, students are awarded the BSN degree. The MSN degree is awarded at the end of the final semester following completion of all requirements.

Other Sections in the CCN Student Handbook include:

STUDENT INFORMATION

ADVISEMENT

Advisement of Traditional BSN Students

I.   General information:

Each student should make regular contact with the academic advisor in the Office of Nursing Student Services (ONSS) for academic related questions or concerns. Faculty mentors are available to advise and mentor students regarding career goals and questions about the nursing field. Students may request a faculty mentor by submitting the faculty mentor request form to the ONSS (Appendix E: Faculty Mentor Request Form).

Students are expected to participate in planning elements of their course of study and to seek advice and counsel as necessary from the academic advisor or from the student's current course faculty as appropriate.

II.   Academic Advising:

The academic advisor assists students regarding academic matters. Students may make an appointment to meet with the academic advisor for academic matters at any time during the semester. Academic matters include course sequencing, withdrawals, dropping and adding courses, academic progression, registration, and academic problems.

III.   Pre-registration advising:

A.   Lower Division

1.   Students must attend a pre-registration advising session each semester to be cleared to register, unless an academic advisor has cleared them during that semester. Unless there are documented extenuating circumstances, a student who does not complete a designated advisement session during the scheduled period will be required to register during late registration and pay the associated fee.

2.   Information about advising and registration is provided on the web at: http://nursing.ua.edu/advising.htm.

B.   Upper Division

1.   Upper Division students participate in a pre-registration group advising session facilitated by Undergraduate Clinical Course Leaders/designee during the designated pre-registration advising period in the fall and spring semester.

2.   CCN provides specific information to UD students about clinical schedules.

3.   There is no late registration for clinical nursing courses. If extenuating circumstances have made regular registration for clinical courses impossible, approval for late registration in these courses may be requested from the Assistant Dean, Undergraduate Programs.

Advisement of RN Mobility Students

Advisement of RN Mobility students is handled by the Academic Advisor for RN Mobility and the RN Mobility Coordinator

PROFESSIONAL DEVELOPMENT PARTICIPATION BY UPPER DIVISION NURSING STUDENTS

In keeping with the CCN Mission and Vision to facilitate the socialization of graduates into the nursing profession, the faculty acknowledge the need to encourage students to attend professional meetings, conferences, and seminars outside of the College. Because time conflicts may arise between scheduled classes and/or clinical experiences and professional opportunities outside of the College, guidelines have been established to govern student's participation in professional development. (See Appendix F for the policy and procedure and required form to be submitted.)

BSN STUDENT AFFIRMATION FORM

Upper division students are required to sign a student affirmation form in each clinical nursing course each semester. By signing this affirmation, students are committing to maintain professionalism related to HIPAA guidelines, American Nurses Association (ANA) Code of Ethics, University of Alabama Code of Academic Conduct, etc.

CAPSTONE COLLEGE OF NURSING PIN

Only graduates of the CCN are entitled to wear the CCN's distinctive gold nursing pin. Pins are available in the University Supply Store. In order to purchase a pin, graduating seniors must have a letter obtained in the ONSS certifying eligibility. The procedure for obtaining pins is explained to seniors during their last semester.

UNIVERSITY OF ALABAMA CAPSTONE COLLEGE OF NURSING ALUMNI ASSOCIATION (UACCNNA)

The UACCNNA was established to provide support for the CCN. In addition to graduates, membership is also open to faculty and friends of the College. The general purpose of the association is to increase understanding, appreciation, and support for CCN goals, programs, and activities.

CAREER PLANNING AND PLACEMENT

ONSS and the UA Career Center maintain information about various career opportunities in nursing. Students will find information on health care agencies and institutions and the employment opportunities they offer in the ONSS and in the Career Center (330 Ferguson, 348-5848). Information is also posted on CCN bulletin boards. Students, when seeking employment can file placement credentials, including transcripts and recommendations, in the Career Center. Counselors in the Career Center can provide guidance in writing resumes for students who request these services.

CCN AMBASSADORS

The CCN Ambassadors are the official student hosts and hostesses for the Capstone College of Nursing. They represent the college during special functions by providing college related information to prospective students, parents, and other visitors. These functions may include Homecoming, Honor's Day activities, graduation receptions, recruiting trips, visits to the college by such groups as the Board of Visitors, and other such functions deemed important to the promotion of the Capstone College of Nursing. The Ambassadors also work closely with the faculty, staff, and administrators of the Capstone College of Nursing.

Applications for CCN Ambassadors are accepted each spring. Eligibility requirements are:

- minimum GPA of 3.0;

- a declared major in nursing;

- completion of 30 semesters hours at UA;

- ability to attend special functions of CCN; and

- willingness to volunteer when situations arise or when services are needed.

COMMUNICATION

Students and faculty communicate via e-mail so **STUDENTS SHOULD CHECK THEIR CRIMSON E-MAIL ACCOUNT AT LEAST DAILY**. Digital display boards located throughout the nursing building are also used to post information and notices important to students. Designated bulletin boards are used by faculty in each course to post information relevant to students enrolled in specific courses. The bulletin board in the student lounge is used by student organizations to post notices. For students enrolled in online courses, faulty will post announcements or e-mail messages using eLearning.

NO NOTICES ARE TO BE PLACED ON ANY SURFACES OTHER THAN BULLETIN BOARDS.

When appropriate, students are notified by postal or e-mail of changes, upcoming events, etc. Students should verify that their mailing addresses are correct each time they register for courses. Faculty also make announcements during classes, as needed, regarding matters that affect students. Updated/revised policies will be distributed to students and posted on CCN bulletin boards.

COMPUTER USE IN CCN

Policies and procedures for computer use in the CCN are in Appendix A.

CPR CERTIFICATION

CPR Certification for Health Professionals is required for all clinical courses. Certification must be renewed **ANNUALLY** and must be effective through the entire semester in which a student is enrolled in a clinical nursing course. Nursing students must be certified in a course at the healthcare provider level.   Students are required annually to present a copy of the CPR certification card to the ONSS prior to the beginning of each academic year or beginning of each clinical nursing course.

EXPENSES (ADDITIONAL) IN UPPER DIVISION

In addition to the expenses common to all UA students, there are additional expenses specific to the nursing program. These additional expenses are listed below to help students plan. The expenses of the first and last semesters in Upper Division are greater than those of intervening semesters.

- **Health Insurance**

Contracts with health care agencies require upper division students to provide evidence of adequate health insurance to cover long-term and emergency treatment or to be prepared to pay for such services. The Office of Student Affairs sponsors a health insurance policy that supplements Student Health Services. For information about this health insurance policy, contact the Student Health Center.

- **Liability Insurance**

All students enrolled in clinical nursing courses are required to have liability insurance coverage. The cost of this insurance is billed by the Bursar's Office to the student each semester.

- **Incremental Fees**

Students are responsible for the cost of fees incurred throughout the upper division of nursing courses to cover background checks, drug testing, etc.

- **Clinical Uniforms/Shoes**

Upon promotion to upper division, students are required to purchase <u>two</u> uniforms from the specified retailer. The student may choose pantsuit or dress styles. Also required are nametags which will be purchased in the first and last semester, a full-length white lab coat, ankle-cut <u>all-white</u> leather nursing shoes, and a watch with a sweep second hand. The total cost for uniform purchases ranges from $200.00 - $450.00. The uniform will be used throughout the nursing program.

Registered nurse students are required to wear the uniform specified by the clinical agency when participating in CCN clinical experiences at various health care agencies. Upon promotion to the professional component of the BSN program, students purchase a nametag that indicates the student is a CCN RN student.

- **Physical Assessment Equipment**

A complete set of the required physical assessment equipment/supplies with a stethoscope is available for purchase from the University Supply Store. The assessment kit is purchased in preparation for NUR 324: Fundamentals of Professional Nursing Practice in Semester II. Items included in kit:

Adult Blood Pressure Cuff	Penlight Pupil Reusable	Tuning Fork 256
Buck Neurological Hammer	5.5" Bandage scissors	China Marker Black
Tape Measure	6" Ruler Medimeter	Ruler EKG
Otoscope/Basic	Stethoscope Lightweight Black	5.5" Kelly Forcep
Pocket Eye Chart	Spiritual Assessment Card	Small Burgundy Tote Bag

- **Handheld Mobile Device and Required Software**

Students entering Semester I – NUR 309: Nursing Informatics students are required to own a handheld mobile device, such as a Smartphone or iPod Touch, and specified software.

The Capstone College of Nursing has selected Skyscape as the vendor for the required mobile medical reference software. The purchase price for the CCN software package, Nursing Constellation Plus, is $155.00. Students may purchase the software from the Skyscape Bama website at http://www.skyscape.com/bama, or from the Supe Store.

It should be noted that Skyscape's software runs on various platforms. Students, who already own a Smartphone or other handheld mobile device such as an iPod Touch, iPhone, Android, or BlackBerry, may be able to purchase the software for their current device. For more information about mobile device compatibility, go to http://www.skyscape.com/bama. For more information, visit the CCN website at http://nursing.ua.edu/hardware_and_software.htm.

The initial required software is Nursing Constellation Plus which includes the following titles:

- Davis's Drug Guide for Nurses
  http://www.skyscape.com/estore/productdetail.aspx?productid=219

- Nurse's Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales
  http://www.skyscape.com/estore/productdetail.aspx?productid=2405

- Diseases and Disorders: A Nursing Therapeutics Manual
  http://www.skyscape.com/estore/productdetail.aspx?ProductId=2000

- Taber's Cyclopedic Medical Dictionary, 21st Edition
  http://www.skyscape.com/estore/productdetail.aspx?productid=2509

- International Classification of Diseases, Ninth Revision, Clinical Modification
  http://www.skyscape.com/estore/productdetail.aspx?productid=940

- Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing Implications
  http://www.skyscape.com/estore/productdetail.aspx?ProductId=2894

- Archimedes 360°™ Medical Calculator
  http://www.skyscape.com/estore/productdetail.aspx?productid=2088

- MedStream ™ - Skyscape's dynamic medical information channels
  http://www.skyscape.com/estore/productdetail.aspx?productid=924

- **Travel Expenses**

Nursing students assume individual responsibility for their transportation to health care agencies. The amount of travel varies with each clinical course and clinical sites.   Students are encouraged to form carpools when possible. Students cannot transport clients in their cars. Most automobile insurance policies deem transporting clients as a service and, therefore, will not provide coverage in the event of an accident.

- **Graduation Expenses**

The following is an estimate of additional student expenses* during the final senior semester:

Degree Application Fee	$ 36.00
Alabama State Board Application Fee	$ 85.00 ($135 if requesting temporary permit)
NCLEX-RN Examination Fee	$ 200.00
Transcript Requests	$ 10.00 each
Photographs	$ 24.95
Cap and Gown	$ 40.00
Capstone College of Nursing Pin (Gold-Filled)	$ 89.95
Total Range	**$485.90 -- $535.90**

The following is an estimate of expenses* for registered nurse students during the final semester:

Degree Application fee	$ 36.00
Cap and Gown	$ 40.00
Capstone College of Nursing Pin (Gold-Filled)	$ 89.95
Total Range	**$ 165.95**

*Costs are subject to change without notice.

FIRE ALARMS

University buildings are equipped with automatic fire and smoke detectors and fire alarms. Once the fire alarm is activated, the fire department is automatically alerted. Should the fire department not respond immediately, fires may also be reported by calling 911 from a campus phone or from a cell phone to report the building address of 650 University Boulevard East. The 911 operator will then route your call to the campus police department to report the fire. When an alarm is initiated, a steady loud bell rings and lights flash throughout the building. Students, faculty and staff are required to exit immediately to the nearest exit using the stairways. **DO NOT USE THE ELEVATORS**. Remain calm; the greatest danger can be from panic rather than fire. Everyone should gather in the CCN building's paved parking lot out of the way of fire trucks and rescue units and where students, faculty and staff can be accounted for. From time to time, fire drills will be held, with or without notice, and everyone should respond as they would to an actual fire.

HONORS AND AWARDS, HONORS WEEK

CCN faculty acknowledges students who are outstanding in academic and clinical performance and in leadership. With a few exceptions, most awards and recognitions are given during Honors Week activities, usually held in April of each year. Awards for RN students will occur during the August graduation reception. Various campus-wide activities are planned to recognize outstanding students. The College of Nursing conducts a ceremony to recognize outstanding students during Honors week.
The University of Alabama presents university-wide student awards each year for which students may make application. The recipients are recognized during University Honors Week activities. The College of Nursing establishes other recognitions and awards as appropriate.

INCLEMENT WEATHER POLICY

Faculty in the following situations may cancel clinical laboratory experiences:

1.   At those times when the Tuscaloosa city or county school systems are closed due to inclement weather conditions.

2.   At those times when school systems in the same geographic location as the health care agency are closed due to inclement weather.

Each faculty member is responsible for evaluating the weather conditions in the geographic area of the clinical site. If a decision is made to cancel the clinical experience, it is the faculty member's responsibility to contact students with all relevant information.

Classes located on the University Campus may only be canceled by the President's office. Students should listen to local TV/radio broadcasts for information concerning cancellation of classes.

LIBRARIES

The University of Alabama libraries have materials available for teaching, learning, and research by faculty and students. The resources of the libraries exist primarily to support the teaching and research needs of the University community.   The University of Alabama libraries include Amelia Gayle Gorgas (Main) and departmental libraries. Departmental libraries include the Business Library, Education Library (McLure), Science Library, Law Library, Health Sciences Library and the Rodgers Science & Engineering Library. The CCN collection is housed in the Rodgers Science and Engineering Library. Students can also access the library from distant sites using their own Internet service provider (ISP) or if by calling 205.347.1800 if there is no ISP.

LICENSURE

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

Only graduates of Board-approved nursing programs are eligible to take the NCLEX-RN. To determine whether an individual is competent to practice professional nursing, the Alabama Board of Nursing administers the National Council Licensure Examination, NCLEX-RN (pronounced en-clex). The licensure exam is a computerized adaptive test. A passing score must be received to earn the legal title of registered nurse.

Application forms for NCLEX-RN are available online. Students who desire to make application for licensure in other states must apply to the Board of Nursing or agency responsible for regulating nursing practice in the respective state.

Standards of Conduct

Students applying for licensure by examination must comply with legal, moral, and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of license to practice as a registered nurse, in accordance with the Alabama law regulating practice of registered and practical nursing, as stated below:

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

*Alabama Board of Nursing Administrative Code, 1997.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

It is important for nursing students to know about the Alabama Board of Nursing's regulations governing review of candidates for eligibility for initial and continuing licensure. There will be questions on the application to take the examination for licensure as a registered nurse that ask "Have you ever been arrested or convicted of a criminal offense?"; "Have you ever been arrested for or convicted of driving under the influence of drugs/alcohol?"; "Have you within the last 5 years received or been recommended to receive treatment for mental illness or an emotional disorder?"; and "Have you ever abused drugs/alcohol or been treated for chemical dependency?" Application to take the examination may be denied on the basis of this review. Although these policies apply specifically in Alabama, other states have similar stipulations regarding licensure.

LEARNING RESOURCES CENTER (LRC)

The College's Learning Resources Center (LRC) provides faculty with the necessary resources to teach essential nursing concepts, skills and critical thinking. Resources available in the LRC provide a combination of self-directed, independent student learning and learning experiences guided by faculty supervision.

The LRC is composed of a computer laboratory, clinical practice laboratory and simulation center. Students use the computer labs to complete assignments, work on group projects and view assigned and recommended multimedia materials.

The Capstone College of Nursing (CCN) maintains an open access computer lab with 25 student computers. The computer lab is located on the 2nd floor of the CCN and is open during LRC hours for all UA student use unless otherwise scheduled. Wireless access is provided by the University throughout the building.

Our computer lab and wireless access allows students to access library resources and other University resources, and supports computerized testing for students in undergraduate courses. Since testing and scheduled class use may be conducted in the computer lab, students should check room schedules for available times.

Laptops will be available for students to checkout for testing purposes only.

Staff members are available during open hours to assist students with equipment operation and check-out and to help students locate and use various materials. Work-study students also are available to assist students as needed. If there are any questions or problems concerning the LRC and its services, please contact the Director of Technology and Distance Education. Students should check the posted LRC schedule for hours of operation.

Refer to Appendix A for specific policies and procedures related to *Appropriate Use of Computers at the Capstone College of Nursing*.

Food and drinks are not allowed in the LRC. Students using the LRC should turn off cell phones and strive to maintain an environment conducive to learning.

To facilitate independent learning and meet individual student's learning needs, the LRC is open throughout the week. See below:

Hours of Operation

Monday 8:00 am - 4:45 pm
Tuesday 8:00 am - 4:45 pm
Wednesday 8:00 am - 4:45 pm
Thursday 8:00 am - 4:45 pm
Friday 8:00 am - 4:45 pm
Saturday – Closed
Sunday - Closed

Simulation Center for Clinical Excellence

The Simulation Center provides students with the opportunity to learn and practice nursing skills in a non-threatening, simulated environment. In January 2005, the College purchased its first adult high fidelity human patient simulator. By the following fall semester simulated experiences were implemented throughout the nursing curriculum. The College now has four iStan adult simulators, one PediaSim pediatric simulator and a Lucina maternal fetal simulator. A METIVision digital audio-visual management system is installed in all simulation rooms.

Simulators provide state-of-the art learning opportunities for students. Preprogrammed scenarios allow students to practice providing realistic care without risk or harm to the patient. Scenarios also allow all students the opportunity to care for patients with high-acuity, low-frequency conditions, that they might not have the opportunity to care for in the acute care settings. Scenarios enhance critical thinking skills and clinical judgment and during scenarios faculty act as facilitators to guide the learning experience and ensure that students achieve learning objectives.

Clinical Practice Laboratory

The Clinical Practice Laboratory (CPL) is part of the LRC and is composed of 34 hospital beds. Upper division nursing students spend many hours in the CPL. The CPL houses a wide variety of equipment and supplies that students are confronted with in the clinical settings and are expected to know how to use when providing direct patient care. Teaching models are provided for students to learn and practice skills essential to the nursing profession. To facilitate independent learning, students can check out various equipment and models to practice essential skills and conduct student projects.

CCN TEST/TEST REVIEW POLICY

When you come to the CCN to take a computerized exam/quiz or for a test review, you are NOT to do any other computer activity prior to taking the test, during the test, while the testing period is in progress, or during the test review session. Students must abide by specific directions given by course faculty regarding each test. Violation of this policy will be viewed as violation of the University Honor Code and will be dealt with accordingly.

OFFICE OF NURSING STUDENT SERVICES (ONSS)

The ONSS is located on the first floor of the nursing building. The mission of the ONSS is to assist students with their needs and concerns. The ONSS is responsible for record keeping within the CCN, assigning faculty mentors, coordinating the lower division advising process, and recruiting new students. In addition, questions regarding financial aid, scholarships, or information in general may begin in the ONSS. Any student concerns or complaints are the concern of the ONSS. The office is operated for the benefit of the students and students are encouraged to avail themselves of the services offered.

PEER TUTORS FOR UPPER DIVISION NURSING COURSES

Peer tutors for upper division nursing courses are available. Students in need of an upper division peer tutor may contact the Assistant Dean, Undergraduate Programs' office at 205.348.7156 to obtain tutor information. It is the student's responsibility to contact the tutor and negotiate an action plan as well as payment arrangements.

RESOLUTION OF CONCERNS

Students are encouraged to seek the guidance of the academic advisor or faculty mentor when problems arise. If problems occur that are directly related to nursing courses, resolution should be sought through conference with the course faculty. If the problem is not resolved at that level the student may seek resolution through a conference with the Course Leader, RN Mobility Coordinator (for RN Mobility Track Students), Assistant Dean, Undergraduate Programs, the Senior Associate Dean for Academic Programs, or the Dean, in respective order.

SIGMA THETA TAU, INTERNATIONAL: THE HONOR SOCIETY OF NURSING

Six nursing students founded Sigma Theta Tau, International in 1922 at Indiana University. The Honor Society of Nursing has grown to include more than 300 chapters that are associated with university schools or colleges of nursing in four countries. Sigma Theta Tau International is a member of the Association of College Honor Societies. The Capstone College of Nursing Honor Society was established in 1979 as a prerequisite for the 1982 chartering of a Sigma Theta Tau Chapter. Epsilon Omega Chapter and Sigma Theta Tau International ascribe to the following purposes:

1.   To recognize superior achievement.

2.   To recognize the development of leadership qualities.

3.   To foster high professional standards.

4.   To encourage creative work.

5.   To strengthen commitment to the ideals and purposes of the profession.

Membership is by invitation. Eligible applicants must have the following qualifications.

1.   Completed one half of the upper division, nursing curriculum.

2.   Are in the upper 35% of their class and have a minimum of a 3.0 GPA on a 4.0 scale.

In January, eligible students are sent a letter informing them of their eligibility and inviting them to complete the application process. Names of faculty counselors may be obtained from ONSS. Induction of new members is held each spring.

STUDENT EMPLOYMENT

CCN assumes no responsibility for students employed in a health care agency. A student is personally responsible for any activities conducted while employed. Professional liability insurance purchased for each student by the College is valid in the student role, but not in the employment role. An individual who practices nursing illegally may jeopardize his/her future as a licensed professional. A student employed in an agency has the responsibility, personally and professionally, to engage in only those activities, which fall within the job description for non-professional workers, and has a responsibility to refuse to participate in activities, which he or she has not been legally licensed to perform.

STUDENT LOUNGE

A student lounge is located on the first floor of the nursing building. Soft drink and snack machines are available. Bulletin boards are available for announcements about student organizations, job opportunities, etc. It is the responsibility of students to maintain the cleanliness of the lounge.

STUDENT ORGANIZATION

- **The Association of Nursing Students**

The National Student Nurse Association (NSNA) is the preprofessional nursing student organization. The state constituent of NSNA is the Alabama Association of Nursing Students (AANS). The local CCN affiliate is named the Association of Nursing Students (ANS). The national, state, and local associations create unity among nursing students by stimulating understanding and interest in promoting professional nursing as a vital societal force. Participation in ANS is a way for CCN students to begin to learn the functions, strategies, and results of organized efforts in addressing problems and issues germane to the profession. ANS serves as a channel of communication among CCN administration, the AANS, and the NSNA. Information can be obtained from the ANS faculty sponsor. Lower division students are encouraged to join ANS. Payment of dues is required for membership in ANS.

Personal accomplishments derived through joining the ANS can be a valuable asset to the individual. These accomplishments include holding office on a local, state, or national level; volunteering services as a committee chairperson participating in the yearly state project; and acting as a liaison to fellow students and professional nurses. Members have the opportunity to voice opinions about legislation relevant to nursing. Attendance at area meetings and state and national conventions is encouraged. Announcements of ANS meetings are posted. Students are encouraged to become participating members of the ANS because membership establishes a means of preparing them to function as contributing members of the nursing profession.

STUDENT REPRESENTATION ON CCN COMMITTEES

The CCN Faculty Organization provides for student membership on the following committees: Undergraduate Education, Graduate Education, Student Life, and Organizational Performance and Strategic Planning.

Detailed functions of committees with student representation are available in the ONSS. Students will be informed of student vacancies on CCN Committees. The students then elect peers to fill vacant positions. Student concerns within the scope of the purposes of these committees should be shared with the student representatives to the CCN committees.

Students are also appointed to serve on appropriate ad hoc committees. For example, students have served on Dean and Associate Dean Search Committees and on Self-Study Steering Committees.

STUDENT REQUEST FOR RECORDS

FERPA affords a student the right to inspect and review his or her education records within 45 days of receipt of a written request for access. This right does not necessarily include the right to make a copy of the records.

Students should submit written requests that identify the record(s) they wish to inspect to the Office of the University Registrar, 206 Student Services Center, The University of Alabama, Box 870134, Tuscaloosa, AL 35487.

SUBSTANCE ABUSE POLICY/DRUG/ALCOHOL TESTING POLICY
The University of Alabama Capstone College of Nursing
Substance Abuse Policy and Drug/Alcohol Testing Policy

I.   Required Adherence to University's Drug-Free Campus and Work Place Policy

The University is committed to maintaining a drug and alcohol-free workplace and academic environment; therefore, the use of illegal drugs and the unauthorized use of alcohol by members of the University of Alabama community will not be tolerated. Accordingly, the University has adopted a Drug-Free Campus and Work Place Policy that require students attending or participating in university-sponsored activities to do so free from the presence of illegal drugs and/or the unlawful possession or use of alcohol. This policy is accessible at http://policies.ua.edu/drugfree.html. All Capstone College of Nursing students must become familiar with and comply with this university-wide policy, which applies to behavior that occurs not only on the University campus, but also on property owned or controlled by the University and at University-sponsored or University-supervised activities, such as student nursing activities at affiliating clinical agencies. In addition, all students are subject to all applicable federal, state and local laws addressing illegal drug and alcohol use, which are briefly described in the above-mentioned policy, as well as in the University's Student Code of Conduct. The Capstone College of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, as described below, is intended to complement the University's Drug-Free Campus and Work Place Policy.

II.   Purpose of Substance Abuse and Drug/Alcohol Testing Policy

For obvious health and safety concerns, nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the Capstone College of Nursing's Upper Division of the BSN program and the MSN program, where students spend a considerable amount of time learning patient care in a variety of clinical settings. The Capstone College of Nursing recognizes its responsibility to endeavor to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students' clinical experiences in their facilities. Therefore, the following policy has been adopted to:

1) Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University's Drug-Free Campus and Work Place Policy, or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;

2) Identify students in the upper division of the BSN program or in the MSN program, who may have a drug or alcohol-related impairment or conviction that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;

3) Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate Capstone College of Nursing officials; and

4) Require all students enrolled in the Capstone College of Nursing to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.

III.   Definitions of Terms Used in Policy

<u>Drug testing means</u> the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

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

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

<u>Nursing student means</u> any individual formally enrolled in the Capstone College of Nursing in pursuit of the BSN or MSN degree, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

<u>Reasonable suspicion means</u> that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

<u>Substance abuse means</u> (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical site, is impaired.

IV.   Policy Requirements

A.   <u>Drug and Alcohol Proscriptions and Duty to Notify of Drug/Alcohol Convictions</u>

1. Substance abuse as defined in this policy, or a violation of any term of the University of Alabama Drug-Free Campus and Work Place Policy while engaged in any clinical experience is strictly prohibited. All students enrolled in Capstone College of Nursing courses or programs are required to abide by these rules when reporting to nursing-related courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds). Nursing students who violate these rules will be deemed to be unable to meet the essential qualifications/functions of the nursing curriculum.

2. Under no circumstance should nursing students participate in nursing-related courses or clinical activities while they are impaired.

3. Nursing students determined by appropriate Capstone College of Nursing officials to have violated these proscriptions will be dismissed from the Capstone College of Nursing.

4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the Capstone College of Nursing. A nursing student who fails to notify the Dean of the Capstone College of Nursing within five days of an administrative action or legal conviction for any such violation will be subject to dismissal from the Capstone College of Nursing.

B. Required Disclosure of Drug Use/Non-Use For Students in the Upper Division of the BSN Program or in the MSN Program

1. Students in the Upper Division of the BSN program or in the MSN program will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein. Further, he or she must indicate any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s). (see *Attachment A*)

2. Whenever a nursing student's academic or clinical performance is impaired, particularly in the clinical setting, the University reserves the right to require the student to submit to drug testing. See Section III D below.

3. Failure to provide the above-required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program. However, prior legal convictions related to chemical substances will be considered along with all other information pertaining to the individual, and will not produce automatic dismissal from the program. Discovery that false or fraudulent or misleading information was provided prior to matriculation will be grounds for dismissal from the program.

C. Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to College Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse as defined herein), the student may be tested in accordance with the affiliating agency's policies.

2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the Capstone College of Nursing Senior Associate Dean and/or other appropriate College of Nursing officials. (see *Attachment B* for consent). Failure to sign the consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.

3. The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Neither the University nor the Capstone College of Nursing, or any of its officers or employees, shall absorb drug/alcohol testing costs arising out of any nursing student's placement at an affiliating clinical agency.

4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences. The Capstone College of Nursing Senior Associate Dean will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, however, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.

5. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted.

D. Reasonable Suspicion Drug Testing Requested by Capstone College of Nursing

1. Any nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein will be subjected to testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the clinical agency. The nursing faculty member's request to drug test will be documented (see *Attachment C*) and may be based on a variety of factors, including but not limited to:

- observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;

- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;

- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;

- substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

2. The Drug Testing Procedure set forth below will be followed if this mandatory reasonable suspicion drug testing is requested by Capstone College of Nursing officials, including faculty members:

a) Drug tests will be arranged by the Capstone College of Nursing, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the Capstone College of Nursing or clinical agency.

b) A qualified laboratory in accordance with established methods and procedures will conduct tests. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

c) The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

d) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the Capstone College of Nursing.

e) The Senior Associate Dean will be notified of all test results, whether initiated or requested by the clinical agency or by Capstone College of Nursing. When the test is requested by CCN, the testing laboratory will initially notify the specified physician in the Student Health Center of test results, who will then notify the Senior Associate Dean.

f) If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.

a) A nursing student will be dismissed from the Capstone College of Nursing if a) the student refuses to submit to drug testing based upon reasonable suspicion; or b) a student's drug testing results are positive.

4. Licensed nursing students who refuse to submit to drug/alcohol testing based upon reasonable suspicion or who have positive drug test results will also be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program.

E.   Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact a member of the CCN faculty or administration. The Senior Associate Dean or Designee will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by Capstone College of Nursing shall be borne by the student. Neither the University of Alabama nor the Capstone College of Nursing, or any of its officers or employees, shall absorb drug/alcohol testing cost arising out of any nursing student's placement at an affiliating clinical agency.

A student who has a positive test for prohibited substances will be suspended from the CCN for up to 12 months to complete a program for substance abuse at a qualified treatment facility. The student must immediately enter into the treatment program. After successful completion of the treatment program, the student is eligible to apply for readmission as outlined in this policy.

F.   Confidentiality

All drug testing results will be treated by The Capstone College of Nursing as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The College and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

V.   Procedures for Readmission After Positive Drug Test

A.   Readmission Prerequisites

A student who is dismissed from the Capstone College of Nursing due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the Capstone College of Nursing or clinical agencies after readmission.

B.   Incidence of Reoccurrence after Readmission

A student who is re-admitted to the nursing program, and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

C.   Appeal Process

A nursing student may appeal the college's decision to dismiss or not re-admit a student through the established Grievance Procedure.

Attachment A

Substance Abuse Policy Notification and Disclosure Statement For Students in the Upper Division of the BSN Program and the MSN Program*

I have read the Substance Abuse Policy and Drug/Alcohol Testing Policy of The University of Alabama Capstone College of Nursing and the University of Alabama's Drug-Free Campus and Work Place Policy, and agree to comply with all aspects of these policies.

I understand that if I engage in substance abuse as defined in the policy, or if I violate the University of Alabama Drug-Free Campus and Work Place Policy while engaged in any clinical experience, or if I violate any drug/alcohol related state or federal statute and/or fail to notify the Dean of the Capstone College of Nursing within five days of being found guilty of such violation, that I may be dismissed from the Capstone College of Nursing.

I understand that it is a requirement for students in the upper division of the BSN program and in the MSN program with The University of Alabama Capstone College of Nursing to provide a true and accurate, signed statement indicating whether I do or do not engage in chemical substance abuse or misuse and whether I am involved in any administrative actions or have prior legal convictions pertaining to the abuse/misuse of alcohol or any other chemical substance. In compliance with this requirement, I hereby verify under penalty of perjury that:

I (am) (am not) (*circle the appropriate response*) over the age of 18.

I (am) (am not) (*circle the appropriate response*) using any chemical substance for any reason other than its intended proper use.

I (am) (am not) (*circle the appropriate response*) personally using a chemical substance that is specifically proscribed or prohibited by law or by regulation pursuant to legal authority.

I (am) (am not) (*circle the appropriate response*) personally misusing any legally controlled substances or personally using any normally legal chemical substance (e.g. alcohol) in a manner that produces significant impairment or that produces the likelihood of the development of an impairment.

I (have been) (have not been) (*circle the appropriate response*) convicted of a crime pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances or pertaining to or related to the abuse of alcohol or any other chemical substance.

(Explanatory information may be provided on the reverse side)   Date:_____

Student Printed Name: _____ Signature: _____

Witness: _____

 * This policy is effective throughout the student's Capstone College of Nursing program of study

[1] Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing school course, including activities at any clinical site, is impaired. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

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

Attachment B

**Student's Consent to Drug/Alcohol Testing and Release and
Student's Consent to Release Test Results to Capstone College of Nursing**

I, _____, a _____ year-old student enrolled in the Capstone College of Nursing, having read the Capstone College of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, understand that as a precondition to assignment to or placement with any affiliating clinical agency, I am subject to that particular agency's substance abuse policies and/or drug/alcohol testing policies, and I may be required to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or have been engaged in substance abuse as defined by the College's substance abuse policy or by the affiliating clinical agency. I understand that the cost of any drug testing required by any affiliating clinical agency with which I may be placed shall be borne by me. *By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by any affiliating clinical agency at which I am placed for nursing school requirements.*

I further understand that I may be subject to drug tests based on reasonable suspicion for substance abuse while attending any Capstone College of Nursing courses or clinical activities.

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

I understand that the clinical agency and Capstone College of Nursing have a legitimate need to receive the results of my drug tests performed in accordance with this policy. *I give my consent to, and hereby authorize any drug testing facility and its physicians,* including the Medical Review Officer, employees, and representatives, that conducted drug testing pursuant to the drug testing policies of the affiliating clinical agency or the Capstone College of Nursing and that has control over any documents, records, or other information pertaining to any drug testing of me, *to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the Russell Student Health Center (if the test was requested by CCN) and to the Capstone College of Nursing and/or its officers, employees, and representatives.* I further consent to and hereby authorize any drug testing entity to answer the College's questions and inquiries concerning me and those documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug tests.

I waive, release, and discharge forever the drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives that conducted drug testing required by the College of Nursing's Policy and every other person, firm and institution (including the College of Nursing and/or Russell Student Health Center) which shall comply in good faith with this authorization and consent from any and all claims of whatsoever kind and nature arising out of or resulting from the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.

_____   _____   _____
Student's printed name   Student's signature   Date

Witness: _____

This form will be maintained by the CCN and will be disclosed to appropriate clinical agencies upon their request.

Attachment C

The University of Alabama Capstone College of Nursing

Report of Reasonable Suspicion of Drug/Alcohol Use

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

1. Name and social security number of student suspected of substance abuse as defined in policy.

_____

2. Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Some types of information that should be documented if observed or known includes: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior and if so a list of witnesses to the behavior.

_____

_____

_____

_____

_____

_____

3. Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student has engaged in substance abuse as defined in the Capstone College of Nursing Substance Abuse & Drug/Alcohol Testing Policy:

_____/_____/_____
Signature of Faculty Member Approving Drug Test   Date   Time

Printed Name of Faculty Member:_____Title: _____

To be completed by the student to be tested (optional).
Are you taking any medications, or is there any other information you believe might explain your behavior or assist the physician interpreting your test?

_____

_____

_____

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

TOBACCO USE AT THE CAPSTONE COLLEGE OF NURSING

The purpose of this policy is to provide guidance for faculty, students, and visitors regarding the use of tobacco in and around the CCN building. The policy states because of the emphasis on health by the Capstone College of Nursing, the college will be designated a tobacco-free building and grounds effective January 1, 2012.

THE UNIFORM OF THE STUDENT OF PROFESSIONAL NURSING

"Clothing is a form of nonverbal communication that stimulates judgmental or behavioral responses in others. Our clothing makes it possible for a stranger to categorize us -- at least tentatively -- and sets the stage for further interaction... Those who wear uniforms are issued a common identity, separating them from others. But uniforms send out a dual message: They are symbols of authority and power and, at the same time, a sign of reduced individuality -- the wearer must act according to the expectations and limitations defined for the group."

 Kalisch. B., & Kalisch, P. (1985). Dressing for success. American Journal of Nursing,85 (8), pp. 887-888.

The CCN student uniform projects an image of professionalism and competence. Students represent nursing, the College, and The University of Alabama to the public when dressed in the student uniform; they, therefore are charged with portraying a positive professional image of nursing.

The student uniform was approved by the students and faculty of the College and is to be worn in its entirety; that is, dress (or uniform pants), nametag, and appropriate foot and leg wear. The uniform is ordered from the Dove Company and is ordered prior to entering upper division clinical nursing courses. There are to be **NO** substitutes for the official uniform. If replacement uniforms are needed, they must be ordered from the Dove Company. Order forms are available online.

The female uniform is available in two styles and may be ordered as a dress or tunic with pants. The length of the student dress uniform should be no shorter than mid-knee. White hose and all-white, all-leather, ankle-cut shoes or clog-type shoes with an ankle strap are required as part of the uniform. All-white socks may be worn with the tunic and pants uniform; socks are not worn with the dress uniform. The male uniform consists of one style, white socks and shoes as described for female students, and the prescribed tunic. Full-length lab coats with closures are necessary for certain clinical areas. The lab coat with nametag must be worn over appropriate street dress when the student is in the clinical area but not involved in direct client care (e.g., when a student is obtaining information about clients for clinical assessments). Generic students in the senior practicum wear the official CCN prescribed uniform, and a new nametag denoting Senior Practicum Nursing Student. RN Mobility students will wear the uniform prescribed by the clinical agency and the nametag denoting RN-BSN Student or RN to BSN/MSN student.

If a student chooses to wear a tee shirt under the college uniform, it must meet the following criteria. The tee shirt must be white, non-transparent, smooth texture with no visible tee-shirt wording, and no visible undergarments. The shirts may be short sleeved or long sleeved.

Jewelry worn with the uniform is limited to a plain band ring, watch, and no more than one set of plain studs in pierced ears. Fingernails must be clean and of medium length. Nail polish, if used, must be clear or flesh tone in color and not chipped or peeling. Hair must be neat and well-groomed, with no hair ornaments except combs or barrettes in neutral colors. Hair should be secured so as not to interfere with client care. Perfume and excessive makeup must not be worn. Beards and/or mustaches must be clean, well trimmed and neat, at the faculty's discretion. Beards and/or mustaches are discouraged in clinical areas where masks are routinely worn. Beards are discouraged in patient care areas requiring N-95 mask fit testing. No visible tattoos and no additional visible body piercing permitted.

Maternity uniforms that closely resemble the official uniform may be worn during pregnancy.

Please Note: The student uniform is worn only for scheduled clinical learning experiences including pre-clinical preparation days at the clinical agency. If a student is employed by a clinical agency, the uniform designated by the agency must be worn (such designation cannot be the student uniform as defined in this policy).

This student uniform policy is reviewed periodically by the Student Life Committee of the College of Nursing, which has student representation.

UA POLICY ON SEXUAL HARASSMENT

The University of Alabama is committed to providing a positive, discrimination-free educational and working environment which recognizes the worth and dignity of every person and fosters respect among all members of the University community. Sexual harassment is unacceptable conduct within the University and shall subject the offender to possible disciplinary action up to and including suspension or dismissal. Any student who believes that she or he is being sexually harassed by a faculty or staff member is encouraged to make the problem known to the CCN Affirmative Action Coordinator.   Complaints of sexual harassment in clinical experiences off campus should be reported to the student's clinical faculty member or to the Affirmative Action Coordinator. Complaints of harassment outside academic departments, schools, and colleges should be addressed to the Vice President of Student Affairs. The name of the Affirmative Action Coordinator for the College of Nursing may be obtained from the Office of Nursing Student Services. The University of Alabama's Sexual Harassment Policy is available from the Office of Student Life in the Ferguson Center.

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ACADEMIC INFORMATION

ACADEMIC CONDUCT

The Code of Academic Conduct and the full Academic Misconduct Disciplinary Policy appears in The University of Alabama's <u>Student Handbook</u>, which is available on the UA website.

ACADEMIC SUSPENSION FROM THE CAPSTONE COLLEGE OF NURSING'S TRADITIONAL BSN PROGRAM

- Any student who receives a second D or F in any nursing course or in any combination of nursing courses will be academically suspended.

- Any student who withdraws from a second nursing course will be academically suspended.

- Any student who withdraws from a course and who receives a D or F in any nursing course or in any combination of nursing courses will be academically suspended.

*All Upper Division nursing courses except NUR 475: Preparation of Licensure and NUR 479: Independent Study for Licensure Preparation are included in this policy.

ACADEMIC SUPPORT SERVICES

The following services are available to assist Upper Division students in being successful:

1. The Writing Center in Morgan Hall is a free tutorial service provided by the English department. (348-5049). Access to online assistance from the Writing Center is available for distance-based students enrolled in designated courses.

- Instructions for Distance Tutoring via E-mail (RN Mobility students)*

    1) Distance tutoring is available to students who are physically unable to visit the UA Writing Center (in Morgan 125) due to prohibitive driving distance or physical disability.
    2) Open your e-mail account.
    3) Enter capstonewc@gmail.com in the "TO" box.
    4) Enter your class name and section number and the word 'paper' in the "FROM" box (ex.: NURS 123 PAPER).
    5) Attach your document to the e-mail.
    6) Provide a brief description of the assignment.
    7) Indicate anything you'd like your tutor to focus on.
    8) Expect a response within 48-72 hours.
    9) Note that your tutor will provide constructive criticism, but will not fix or rewrite your paper for you.
    10) Further questions should be directed to Dr. Luke Niiler, UA Writing Center Director, at 348-9460.

    * Distance tutoring is not available to students who are capable of visiting the UA Writing Center in person. These students should set up an appointment for face-to-face tutoring at www.rich16.com/ua/.

2. The Center for Academic Success's mission is the delivery of high quality academic support services to UA undergraduate students as a part of the University's plan for academic excellence. In addition to regularly scheduled study skills and reading proficiency workshops, supplemental instruction sessions for many quantitative UA courses and an appointment-based individual tutorial service, the CAS fosters collaborative relationships among faculty, academic departments and other service units on campus.

3. Help for students with disabilities is available in the Office of Disability Services (348-4285).

4. Help for students with special needs is available through the Student Support Services, Osband Hall. (348-7087).

5. Students having difficulty with the English language should contact the English Language Institute, 121 B. B. Comer Hall. (348-7413).

6. Assistance in developing general academic skills, i.e., study habits, note taking, and test-taking skills is available through enrollment in NEW 222, Academic Potential, a two-semester hour course taught on a pass/fail basis.

The ONSS can provide information about other resources available to assist students.

ADMINISTRATIVE WITHDRAWAL FROM CLINICAL NURSING COURSES

Students' clinical experiences are considered a vital part of learning the practice of professional nursing, and faculty guidance is available in facilitating these learning experiences. As students progress through the program of studies, they are expected to increase their abilities to function independently and assume responsibility for their actions. When a student's clinical decision making is deemed by faculty to constitute unsafe or unethical nursing practice, or when there is lack of adherence to established policies and procedures related to professional conduct, the student will receive a failing grade in the course, and will be withdrawn from the course and/or suspended from the program. Administrative withdrawal procedures are initiated by faculty through the office of the Senior Associate Dean. Further progression in the Capstone College of Nursing is determined according to the rules for academic suspension and the availability of space.

ATTENDANCE

Students are expected to attend all course activities including classes, seminars, conferences, laboratories, and clinical learning experiences. PRIOR to an absence, students are expected to contact course faculty when absences are necessitated. Should absences from a clinical learning experience be necessary, students are expected to notify the faculty and the designated contact person in the clinical agency.

All CCN faculty have voice mail for telephone messages. Students are encouraged to contact the faculty member directly in the event of absence. In the event of an emergency, students may contact the receptionist (348-6639) for assistance in locating the faculty member. The receptionist will take a message, if requested. Inability to reach a faculty member is not an acceptable reason for failure to notify faculty of an absence.

In cases where medical issues may affect attendance, the student will be required to provide evidence from his/her health care provider that the student may fully participate in all classroom, laboratory and clinical activities without restrictions and that the student's health concerns will not negatively affect patients. For situations including but not limited to surgery, pregnancy, delivery, and other major health related issues, this evidence will be required before returning to the classroom, laboratory or clinical activities.

CLINICAL NURSING COURSES

The laboratory experiences in the upper division courses are very time-intensive. Consequently, most clinical courses are allocated 4-9 semester hours of credit. Students enrolled in clinical nursing courses engage in traditional classroom learning activities and in clinical laboratory experiences in which they provide care to clients in a variety of health care settings.

CORE CURRICULUM

UA students must meet Core Curriculum requirements to achieve a general education while pursuing a specific concentration in a chosen field of study. Students should refer to the UA Undergraduate Catalog for a detailed listing of Core Curriculum requirements.

CRITICAL BEHAVIORS

Consistent performance of certain behaviors is deemed critical in the clinical laboratory and clinical setting. Failure to consistently perform any one of the critical behaviors will result in an unsatisfactory grade in clinical, and thus a grade of F in the course. The critical behaviors and related program objectives are:

1.   Shows evidence of preparation for the clinical experience. (II, III, IX)

2.   Calculates medications correctly. (II, V, IX)

3.   Administers medications correctly. (II, V, IX)

4.   Maintains medical and surgical asepsis. (II, III)

5.   Performs psychomotor skills at expected competency level. (II, III)

6.   Adheres to agency guidelines. (IV, V, VI, VII)

7.   Gives accurate reports in the clinical setting. (II, IV, VI, XI)

8.   Recognizes hazards and takes appropriate action in order to insure patient safety. (II, V, IX)

9.   Demonstrates respect for the rights, dignity, culture and individually of all persons, within the context of social justice including but not limited to: maintaining confidentiality consistent with HIPAA regulations, providing privacy, and avoiding stereotyping. (V, VII, X)

10.   Demonstrates caring behaviors when working with individuals and groups. (II, III, VIII)

11.   Establishes therapeutic relationships with intraprofessional and interprofessional teams when providing patient centered care. (II, III, VI)

12.   Makes evidence-based nursing decisions that are within ethical-legal parameters and consistent with HIPAA regulations. (III, VI)

13.   Demonstrates responsibility and accountability at a level consistent with the expected knowledge base. (I, II, V, VI)

14.   Utilizes the nursing process at a level consistent with the expected knowledge base. (II, III, XI)

15.   Modifies behavior in response to guidance. (V, VI)

16.   Promotes patient centered care with an emphasis on patient safety utilizing available technology. (IX)

17.   Demonstrates behaviors consistent with professional nursing roles, including, but not limited to: motivation, communication, leadership, organizational skills, ability to work under stress, appearance, punctuality, collaboration, technology skills and attendance. (V, VII, X, IV, IX)

*Roman Numerals refer to Program Objectives

DECLARING A NON-NURSING MINOR

Students may pursue a minor in any area that has a University-approved minor program and is approved by the academic advisor. Department listings should be consulted for specific course requirements. Students may declare a minor through MyBama.

DEPARTURE FROM PROGRAM OF STUDY

Upon progression to upper division, permission to depart from the clinical sequence must be obtained from the Assistant Dean, Undergraduate Programs. Because of the limitations in clinical course spaces, departure from the sequence for any reason may significantly lengthen the time for program completion.

ELECTIVE COURSES

Nursing electives may be offered to provide additional learning experiences during the year. In addition to these electives, students can design learning experiences consistent with their own educational needs and career goals in NUR 317, Independent Study. Guidelines for NUR 317 are available from ONSS. Students must contract with a faculty member for this experience prior to registering for NUR 317.

In NUR 318, a nursing research practicum, students participate in ongoing faculty research activities.

GRADING POLICIES

Grading Scale

Effective Fall Semester 1999, the faculty of the Capstone College of Nursing adopted the following numerical scale to accompany The University of Alabama grading system:

Letter Grade	100 Point Scale	Grading Points on the 4 Point Scale
A+	98-100	4.33
A	94-97	4.00
A-	91-93	3.66
B+	88-90	3.33
B	85-87	3.00
B-	83-84	2.66
C+	80-82	2.33
C	77-79	2.00
C-	75-76	1.66
D+	72-74	1.33
D	69-71	1.00
D-	67-68	.66
F	0-66	0

Please contact the Office of Nursing Student Services if you have any questions.
When a grade of less than a C- is earned, the course must be repeated to be considered as applicable toward the Bachelor of Science in nursing degree.

An "I" or incomplete grade should be removed as soon as possible but it becomes an "F" after 12 months. The student must contact the faculty member to arrange for completion of course requirements. If the course is a prerequisite to another course, the student cannot progress to the next course. **Until an incomplete grade is removed, the "I" computes as an "F" in the grade point average.**

Calculating Grade Point Averages

The University of Alabama uses a 4.0 scale to calculate GPA. The student is referred to The University of Alabama Catalog for computation of grade point average.

Policy on Repeating Courses

The following policies apply to students who desire or are required to repeat a course:

1. A record of all courses attempted will appear on the student's transcript.

2. A grade of "Withdrawal Failing" received prior to fall, 2001 is equivalent to one unsuccessful attempt to pass that course.

3. If a grade less than a "C-" is received in any course required in the CCN program of studies, the course must be repeated.

Students who must repeat a course must make an appointment with the Assistant Dean, Undergraduate Programs to discuss repeating the course. Enrollment is based on space available.

GRADUATION REQUIREMENTS

A student must complete a minimum of 126 semester hours of academic work approved by the CCN to meet the requirements for the degree of Bachelor of Science in nursing. Additional courses may be necessary for students to meet the University core curriculum requirements. To receive the BSN from UA, a student must have completed a minimum of 32 semester hours at this university. The student must have an overall grade point average of 2.0 at the time of graduation.

An application for degree must be completed in order to graduate. Students may apply for graduation online through MyBama and must meet the deadline set by the University Registrar. The deadline to apply is generally in the middle of the semester in which a student expects to graduate. Students will be billed a graduation fee.

GRIEVANCE PROCEDURE

The UA Faculty Handbook broadly defines an academic grievance as a student complaint regarding an academic action taken by instructional or administrative personnel at The University of Alabama. An academic grievance may be filed by a student against university personnel including instructional personnel, administrators, or staff members at the University. Examples of academic grievances include, but are not limited to, allegations of unfairness in grading, alleged violation of a written or oral agreement with a student (e.g. course requirements for graduation), and alleged inconsistent applications of existing policies. See Appendix B for the University-Wide Academic Grievance Procedures. A grievance is filed in the Office of the Senior Associate Dean.

HEALTH STATUS VERIFICATION

For traditional nursing students, a health form must be completed after promotion during the first semester of the upper division. The health form materials are discussed during the Upper Division Student Orientation held prior to beginning Semester I courses. A licensed physician or a certified registered nurse practitioner must complete the health forms.

Prior to beginning Semester IV courses, students must submit a statement indicating their health status is unchanged. If a student's health status has changed, another health form must be completed by an MD or NP and submitted by the student prior to beginning any clinical experiences in Semester IV.   Failure to present completed

forms prior to the designated semester may result in inability to participate in clinical experiences and being dis-enrolled from the course.

For RN Mobility students, information and forms for completion of health requirements and other documentation will be mailed with the promotion packet to upper division (nursing) courses. The health form must be completed by a certified nurse practitioner, physician's assistant, or licensed physician.

- **TB Skin Test**

All students must have a two-step Tuberculin Skin Test. The two-step test is a PPD, which is administered, read, and repeated within <u>one to three weeks after the first test</u>. The tuberculin skin test must be repeated annually and be in effect for the entire semester. Only a one step is required after the initial two-step. If the test is positive, a negative chest x-ray and report are required.

IMMUNIZATION POLICIES

- **Measles, German Measles, Mumps Vaccines**

The student is referred to The <u>University of Alabama Catalog</u> for policies regarding these immunizations that apply to all students.

- **Hepatitis B Vaccine**

Prior to beginning the first semester of nursing courses, students must provide proof of immunization for hepatitis B or a hepatitis B titer that shows adequate antibody protection. In the event that a titer is performed and antibodies are insufficient to offer immunity, the complete hepatitis B series is required.
It is highly desirable that the series of 3 injections be completed prior to beginning the upper division. The minimum expectations and proof of immunization injections for hepatitis B are as follows:

- **Injections 1 and 2** -- documented on Student Health Form by date specified during Semester I of upper division.

- **Injection 3** -- documented either on Student Health Form or by official note from the health care provider who administered the vaccine by the end of Semester II. **FAILURE TO SUBMIT DOCUMENTATION OF THE THIRD INJECTION WILL PROHIBIT ANY FURTHER PROGRESSION IN CLINICAL COURSES IN THE COLLEGE OF NURSING**.

Hepatitis B injections are available from Student Health Center, many County Health Departments in Alabama (but not Tuscaloosa), private physicians, and clinics such as the Capstone Medical Center. Plans for all injections should be discussed with the chosen health care provider. **IT IS THE STUDENT'S RESPONSIBILITY TO PLAN A TIME SCHEDULE WITH THE SELECTED HEALTH CARE PROVIDER TO ASSURE THE COMPLETION OF IMMUNIZATIONS TO COINCIDE WITH THE DATES SPECIFIED**. Students also are responsible for making all arrangements for receipt of and payment for the vaccine.

- **Tetanus Vaccination (Tdap)**

A DPT series and TD/Tdap within the past ten years is required, prior to entering the upper division clinical courses.

- **Meningococcal Vaccination**

A meningococcal vaccine is required prior to upper division clinical courses.

- **Polio Vaccine and Booster**

A polio vaccine series and booster is required prior to upper division clinical courses.

- **Varicella Vaccine**

A varicella vaccine series (2 doses) or varicella titer, which shows immunity, is required prior to upper division clinical courses.

- **Flu Vaccine**

One dose is required annually by the end of fall semester.

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION STANDARDS

CCN abides by the Occupational Safety and Health Administration (OSHA) Standards. All upper division students must participate in an annual review of OSHA standards as they relate to bloodborne pathogens and transmission of tuberculosis. Fit testing for a respirator (mask) may be a part of this requirement.

Exposure Control Plan

CCN developed an Exposure Control Plan consistent with the OSHA Bloodborne Pathogen Standard. The document: Policies and Procedures Regarding Instances Involving Blood or Blood Products to Blood Contact is found in Appendix C and applies to clinical experiences occurring in the College's Clinical Practice Laboratory. A copy of the plan is available for review in the Learning Resources Center (Room 2024), and the Office of Academic Programs (Room 3037). For all other clinical experiences, students are to consult the Exposure Control Plan of the clinical agency.

STANDARDIZED SPECIALTY AND COMPREHENSIVE EXAMS AND REVIEW COURSE

Standardized specialty exams are administered near the end of each semester (SII – SIV) in the upper division. These exams give students and faculty data to assess students' knowledge acquisition and areas for further study. Successful completion of the standardized comprehensive exam in the last semester is required to satisfactorily complete NUR 475: Preparation for Licensure. This exam provides the student with a comprehensive assessment of learning and predicts the student's probability for success on the NCLEX licensure exam. The student has three opportunities to successfully complete the exam. If the student does not achieve a passing score, a failing grade will be assigned in NUR 475. The student can then take NUR 479: Independent Study-Preparation for Licensure I the following semester and will have three opportunities to satisfactorily complete the exam. If the student does not achieve a passing score in NUR 479, the student can take NUR 480: Independent Study-Preparation for Licensure II. After successfully meeting the terms of a faculty-assisted contract in this course, the student may sit for the comprehensive exam one time only. If the student is unsuccessful, academic suspension from the nursing program occurs.

Review Course

Students in the last semester may elect to complete an NCLEX review course. Students are responsible for making all arrangements for a NCLEX review course.

STUDENT EVALUATIONS

Each student is responsible for making arrangements with an assigned course faculty for a midterm and final clinical evaluation conference. During the conference meeting, students may receive a copy of their clinical evaluation upon request to the clinical instructor. Once the clinical evaluation is placed in the student's file in the Office of Nursing Student Services, the FERPA procedure for requesting student records must be followed. Other conferences may be required at the request of the student, course leader or course faculty.

Students are given the opportunity to evaluate CCN course and faculty teaching effectiveness at least annually. During the last semester, students also complete a program evaluation survey.

TEXTBOOKS AND COURSE PACKETS

Each Blackboard Learn supported nursing course has a list of required and recommended textbooks that students are expected to have in their possession. They are expected to have access to any books listed as recommended.

Students should keep nursing textbooks for use in future nursing courses, for preparation for taking NCLEX-RN, and for reference as they engage in increasingly complex clinical decision making in practice settings. The texts are helpful and often listed as required or recommended texts in subsequent courses. Faculty strongly encourages students to retain texts used in anatomy, physiology, microbiology, and nutrition courses.

Nursing (NUR) courses may require the purchase of a course packet from the University Supply Store. Students should purchase texts and course packets prior to the first day of class because these resources are used in the orientation to the course.

TRANSFER CREDIT

After UA admission, students who want to transfer courses for credit from outside UA **must** seek from the ONSS before such courses are taken. Letters of Transciency are only required for community colleges in the state of Alabama. Institutions outside of Alabama may require a Letter of Transciency. See the current UA Undergraduate Catalog for more information. The Capstone College of Nursing does not accept nursing courses from another BSN program. Students who have previously been enrolled in a BSN program must present a letter of good standing from that nursing program. This statement must reflect that the student is eligible to return to that program.

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CURRICULUM

MAKING IT THROUGH THE MAZE...Important Things To Know!

This section provides helpful, important information that students need to be able to plan their course of study to meet graduation requirements.

BSN Program of Studies Tips

The Program of Studies provided in this Handbook is the BSN curriculum plan. The Program of Studies lists required courses by term for a full-time student carrying a full load who is planning to graduate in 4 years. All courses are shown, including those required by the Core Curriculum, except the foreign language (or computer science) sequence. Many students take these latter courses during a summer term.

Things to know and Discuss with Your Academic Advisor and During Lower Division Advisement

1. In lower division (usually the first 4 semesters), many students choose not to carry the full load and vary from the plan shown on the Program of Studies. Students who deviate from the plan should know that they may take longer than four semesters to complete lower division requirements unless the student is receiving transfer credit for courses.

2. Students must earn a C- or above in all required courses. If the student receives a D or F, the student may take the course again here or at another college, with the approval of the ONSS.

3. CH 104 and CH 105 are sequential courses, which means they must be taken in the order listed. CH 104 is usually offered only once a year in the Fall. CH 105 is offered during the spring semester. CH 104 is a prerequisite course for CH 105.

4. BSC 215 and BSC 216 are sequential courses, which means they must be taken in the order listed. BSC 215 and BSC 216 are usually offered each semester. Students must have completed the CH 104/105 sequence prior to taking BSC 215.

5. BSC 242 (Microbiology) is usually offered each semester. Students must have completed the CH 104/105 sequence and one biology course (BSC 215 or BSC 216) prior to taking BSC 242.

6. Entering students will be placed in a Math course based on their SAT or ACT score. Depending on the placement, students may be required to take a remedial math course before they can take the math course required on the CCN Program of Studies. If a student is dissatisfied with their placement, they may elect to take a placement exam through an online assessment the summer prior to enrolling at UA. Students who anticipate difficulty with MATH 112 may desire to take MATH 110: Finite Mathematics. MATH 110, as well as MATH 112, meets one of the math (M) Core Curriculum requirements.

7. It is STRONGLY RECOMMENDED that students take the two Literatures/one History sequence. Students who elect to take two History courses and one Literature course will be required to take an additional Humanities course in order to complete the Humanities/Fine Arts/Literature Core Curriculum requirements.

8. Entering students may take a foreign language placement exam. Students may choose the computer science sequence to meet the foreign language/computer science core requirements. Most core-approved computer science courses have a non-core prerequisite course. NUR 309: Nursing Informatics, an upper division course has core designation as a computer science course. All CCN students must take CS 102 as a pre-requisite to all computer science courses.

9. Students are strongly encouraged to meet the foreign language/computer science Core Curriculum requirement as early in the curriculum as possible. This requirement must be met prior to beginning the upper division.

10. BSC 215, BSC 216, BSC 242, CH 104 and CH 105 are prerequisite courses for NUR 305, Human Pathophysiology. A student who has not successfully completed the prerequisite courses but enrolls in NUR 305 will be dis-enrolled from the course.

11. The ONSS determines whether transfer credit will be given for courses taken at other institutions. If a student plans to take a lower division course at another campus, the student must obtain approval of the course(s) and a letter of transiency from the Office of Academic Records and University Registrar. Letters of Transciency are only required for community colleges in the state of Alabama. Institutions outside Alabama may require a Letter of Transciency.

12   Competition for promotion to upper division exists due to a limited number of positions. Students should strive to do their best in all required lower division courses to maximize their opportunities for promotion.

13. In upper division, there is less freedom to spread out the courses. Students are generally expected to carry a full-time load and take upper division courses sequentially as they are listed on the Program of Studies. If it becomes necessary for a student to withdraw from a clinical nursing course, the student must contact the Assistant Dean, Undergraduate Programs to request placement. Readmission is dependent on several factors including whether there is space available for the student in the course.

14. A student who fails one clinical nursing course must repeat the course before progressing to other clinical courses. The student must make an appointment with the Assistant Dean, Undergraduate Programs to request placement on a waiting list, and placement is subject to available space. Failure of more than one nursing course will cause the student to be academically suspended from the CCN.

15. Clinical nursing courses are not offered during summer terms. Non-clinical NUR courses in Semester I will be offered in summer terms. Depending on budgetary allocations, other non-clinical NUR courses may be offered in summer terms.

16. When planning for lower division course registration, students should look at the Final Exam schedule and select appropriate course sections, to avoid multiple exams on one day.

17. When selecting courses to meet Core Curriculum requirements, students must check the current listing in the Schedule booklet for courses that meet the Core requirement. Students should consult their academic advisor in the ONSS for answers to any questions concerning the core curriculum.

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APPENDIX A

Appropriate Use of Computers at the Capstone College of Nursing

I. Purpose

Computers are available in the Capstone College of Nursing to facilitate and enhance the teaching/learning process and to assist with the communication needs of the faculty, staff, and students.

II. Policy

The Capstone College of Nursing maintains computers in both the Learning Resources Center and in faculty/staff offices. All persons using these computers must exhibit appropriate behaviors to ensure optimal teaching/learning environments. Individuals found in violation of these behaviors may face charges of non-academic misconduct. Punishment for such acts may include suspension and/or loss of computer privileges, possible expulsion from the University. The computer facilities available in the Capstone College of Nursing are for use in University of Alabama classes and activities.

III. Assumptions

1. All faculty and staff automatically are given user accounts on the Capstone College of Nursing network. CCN students may receive a user account upon request to the Manager of Area Computing Services.

2. The Capstone College of Nursing's technology capabilities are for all University students.

3. Individual computer passwords must remain private. No one should ever login with the password of another student, faculty, or staff.

4. Users wishing to install software on CCN computers must receive prior permission from the Manager of Area Computing Services.

5. System personnel may monitor computer activities. Use of CCN computer facilities expressly gives consent to such monitoring.

IV.   Procedures

1. Inappropriate use of computer facilities may be reported to the Director of Technology and Distance Education, Manager of Area Computing Services, Assistant Dean, Undergraduate Program, Senior Associate Dean, Dean or CCN faculty.

2. The inappropriate behavior will be reviewed and discussed with the individual. This review may include the College's Director of Technology and Distance Education, Manager of Area Computing Services, Assistant Dean, Undergraduate Program, Senior Associate Dean, Dean or CCN faculty.

APPENDIX B
UNIVERSITY-WIDE ACADEMIC GRIEVANCE PROCEDURE

I. Academic Grievance

A.   A student academic grievance is broadly defined as a student complaint regarding an academic action taken by instructional or administrative personnel at The University of Alabama. An academic grievance may be filed by a student against university personnel including instructional personnel, administrators, or staff members at the University. Examples of academic grievances include, but are not limited to, allegations of unfairness in grading, alleged violation of a written or oral agreement with a student (e.g. course requirements for graduation), and alleged inconsistent applications of existing policies.

For a protest of a final course grade or other final comprehensive evaluations to be considered, the protest must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:
1.   Arithmetic or clerical error.
2.   Arbitrariness, possibly including discrimination based upon race, sex, religion, or national origin of the student.
3.   Personal malice.

Grievances related to course grades normally should be filed during the semester in which the alleged action takes place, but such protest must be made not later than the last day of classes of the next succeeding regular semester. This grievance procedure is not available in cases where a decision has been appealed, and been afforded a committee hearing, and the appeal has been denied.

B.   A student must file a grievance in the academic department (academic department is a phrase that also refers to academic program or area if these terms apply) of The University of Alabama in which the alleged action took place. Academic grievances shall be resolved by the department head in the division where the grievance took place. Grievances concerning matters that are not within the jurisdiction of a particular academic division and grievances against the divisional academic dean must be resolved by the Provost/Vice President for Academic Affairs. Grievances against the department chairperson must be resolved by the divisional academic dean. Appeals from the academic dean's decisions may also be made to the Provost/Vice President for Academic Affairs.

II. Resolution by Department Chairperson

A.   A student who believes that an academic action has unjustly affected him/her may file a grievance with the department chairperson. The facts and circumstances, which are bases for the academic grievance, should be presented to the department chairperson in written form.

B.   The department chairperson will schedule a conference with the student who has brought the grievance, reissue the student a copy of the University-wide Academic Grievance Procedures, ascertain the circumstances involved, and review any materials or circumstances pertinent to the grievance to determine if there seems to be a reasonable or sound basis for the academic grievance. If the chairperson decides there may be a reasonable or sound basis for the academic grievance, or if the student insists on filing the grievance anyway, then the department chairperson will arrange conferences with the student and other person(s) involved.

        Prior to these conferences, the other person(s) involved will be given a copy of the written grievance and will be reissued a copy of the University-wide Academic Grievance Procedures. Both the student and other person(s) will be informed that the purpose of conferences scheduled by the department chairperson is to attempt to resolve the issue informally. Both parties will be informed that they have the right to present any evidence, supporting witnesses, or any other relevant information during these conferences.

C.   At the beginning of these conferences, the department chairperson will inform the student and other person(s) involved that the purpose of these meetings is to attempt to resolve the grievances informally. The department chairperson will act as intermediary between the student and other individual(s) with whom the student has a dispute. If a mutually satisfactory resolution can be reached, the academic grievance is resolved.

D.   If a resolution cannot be reached informally between the student and other person(s) involved, then the matter will be forwarded to the academic dean to be resolved.

III. Resolution by Academic Dean

Any matter not resolved by the department chairperson will be resolved by the academic dean. The dean may act alone or in the conjunction with a standing divisional committee or an ad hoc committee appointed by the dean, but the dean will make the decision. The academic dean will arrange conferences with the faculty or staff member, student, and others, as may be appropriate, to discuss the matter in question. The student and other person(s) involved will be given an opportunity to make a statement, present evidence, witnesses, or materials pertinent to the academic grievance; during these conferences both parties can be accompanied or advised by anyone either party chooses. The academic dean, after careful deliberation, will render a decision.

Notice of the dean's decision will be sent by certified mail to the student with copies to the faculty or staff member and other involved parties; either party may appeal the dean's decision to the Office for Academic Affairs if the appeal is filed within 15 working days of the date of mailing of the dean's decision.

IV. Appeal

The dean's decision may be appealed to the Office for Academic Affairs within 15 working days of the mailing of the dean's decision. Appeals must be based on substantive grounds such as procedural errors, new information, or inconsistencies in the application of policies.

When an appeal is received by the Office for Academic Affairs, an official from that office will schedule a conference(s) with the student and other concerned parties to discuss the reasons for the appeal. If meetings with the student and other concerned parties result in an agreeable solution to the matter, the appeal process will end. If no such solution is reached, the official from the Office for Academic Affairs will recommend to the Provost/Vice President for Academic Affairs, giving reasons for the recommendation, whether the appeal should be heard or denied. If the Provost/Vice President for Academic Affairs denies the appeal, the appeal process will end. If the appeal is to be heard, the official from the Office for Academic Affairs will convene a panel to resolve the issues that remain. The panel will consist of a person designated by the Vice President for Student Affairs, a person designated by the Provost/Vice President for Academic Affairs (not the official convening the panel), one student (appointed by the President of the SGA), and one faculty member (appointed by the President of the Faculty Senate); both the student and the faculty member will come from the division holding jurisdiction for resolving the academic grievance if it is possible to find such people who have no prior connection with the case. In cases involving graduate students, the faculty and student members of the appeal panel should hold graduate faculty or graduate student status respectively. The person designated by the Provost/Vice President for Academic Affairs will serve as hearing administrator and will coordinate and preside at all meetings conducted to resolve the academic grievance appeal.

The hearing by a panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may admit any evidence, which is of probative value in determining the issues, subject to the panel's judgment as to the relevance, credibility, and weight of the evidence. The panel may ask the parties to produce evidence on specific issues, may examine witnesses, and may call and examine its own witnesses. The student may be represented at the hearing by a person of his or her choice, if the student is represented by an attorney, then the other parties may be represented by a person from the Office of the University Counsel. Each party (or the representative of the party) will have the right to confront and cross-examine all opposing witnesses. The panel will decide each of the issues raised in the appeal. The panel's decision will be final and will conclude the process insofar as the University is concerned.

A decision contrary to the student's position must be supported by the votes of at least three of the four panel members. The panel will give written notice of its decision to the student, the faculty or staff member, the dean, and the Provost/Vice President for Academic Affairs. *from UA Faculty Handbook, 1999.

APPENDIX C

THE UNIVERSITY OF ALABAMA
CAPSTONE COLLEGE OF NURSING

POLICIES AND PROCEDURES REGARDING INSTANCES INVOLVING BLOOD OR BLOOD PRODUCTS TO BLOOD CONTACT

*In the remainder of this document, blood or blood products-to-blood contact is referred to as accidental exposure to blood or blood products. (These exposures include accidents such as needle sticks, open wounds, breaks in the skin, etc.).

Assumptions

When an incident occurs that involves accidental exposure to blood or blood products, the situation is one that demands immediate attention because of potential effects it can have on the health of the student.

Policies

1. All students are required to complete at least the first two of three immunizations in the Hepatitis B series. The third immunization in the series must be completed prior to beginning the second clinical nursing course.

2. The potential dangers of situations involving accidental blood exposure are discussed with students in their first clinical nursing course. In subsequent courses, the Hepatitis B/HIV packet obtained for the first clinical nursing course contains reminders of procedures for infection control, and students are reminded about the procedures to follow when accidental exposure to blood or blood products occurs.

3. Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.

4. Students are responsible for reporting immediately to their faculty member or to their preceptor any incident that involves accidental exposure to blood or blood products.

5. Students are responsible for adhering to established policies and procedures of the College and the clinical agency when situations of accidental exposure to blood or blood products occur.

6. The student may choose at any point to refuse follow-up treatment after an accidental exposure to blood or blood products; however, this decision must be communicated in writing to the Office of the Senior Associate Dean; Capstone College of Nursing.

7. The student is responsible for arranging for any follow-up testing or prophylaxis that is recommended as a result of initial testing after accidental exposure to blood or blood products.

8. All costs incurred as a result of accidental exposure to blood or blood products, including laboratory tests for both the student and the patient, are the student's financial responsibility.

9. Prior to the beginning clinical experiences, including internships and preceptorships, faculty who supervise the clinical experiences are responsible for assuring that the clinical agency staff and/or preceptor and preceptee understand the procedure to follow when there is accidental exposure to blood or blood products.

10. Documentation of the accidental exposure to blood or blood products is placed in the student record by the faculty member.

11. The Capstone College of Nursing adheres to the *Updated U. S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-Exposure Prophylaxis*, CDC, June 29, 2001, http://www.cdc.gov/mmwr/preview/mmwrhtml/rr501lal.htm.

General Procedures to Follow When Accidental Exposure Occurs

1.   Should an exposure to blood or body fluids occur from a needle stick in the campus laboratory or a clinical setting, the student should:

    a.   Allow the wound to bleed freely – milking the wound to promote bleeding is recommended.

    b.   Wash the wound vigorously with soap and water.

    c.   Report the incident to the clinical instructor.

2.   Faculty should obtain a copy of the clinical institution's policy.

3.   The student and faculty member follow the clinical agency guidelines for initial treatment of an accidental exposure to blood or blood products.

4.   If the tested blood or blood product in question is positive, the student is to be advised by the health care institutions Infection Control Coordinator (or a person in a comparable position) about the type of prophylaxis that is required. The student may then elect to receive prophylactic treatment from the agency, Student Health Center, Capstone Medical Center, or the student's private health care provider.

5.   The student, faculty member or preceptor must complete an incident report and any other forms required by the agency. The CCN form, Statement Related to Incidents Involving Blood or Blood Products – to Blood Contact, or a summary containing similar information is completed by the student and faculty member or preceptor. The faculty member submits the form or summary, and a copy of the incident report if available, to ONSS to be placed in the student's record.

6.   The student arranges for any recommended follow-up treatment with the Student Health Center, the Capstone Medical Center or a private physician.

Summary of Bloodborne Pathogens, Prevention, Prophylaxis and Treatment			
	Hepatitis B	**Hepatitis C**	**HIV**
Virus type	DNA hepadnavirus	RNA flavivirus	RNA retrovirus
Risk to health care workers	30% (unvaccinated person) 6% to 62% range	2% to 3% (unvaccinated person) 0% to 7% range	0.3% percutaneous 0.1% mucous membrane
Transmission	Blood, serous fluids, saliva, vaginal fluid,* semen*	Blood	Blood, serous fluids, semen,* vaginal secretions,* breast milk*
Incubation period	4 weeks to 28 weeks	2 weeks to 24 weeks	6 days to 6 weeks
Prevention	Universal precautions Hepatitis B vaccine, HBIG	Standard precautions	Standard precautions
Prophylaxis*	Hepatitis B vaccine, HBIG	No approved post exposure prophylaxis	Anti-retrovirals
Treatment	Alfa-interferons, nucleosides	Alfa-interferons in combination with ribavirin	Anti-retrovirals

   * should be begun immediately

   * These fluids are generally not associated with transmission in health care workers.

Adapted from, Twitchell, K. (2003). Bloodborne pathogens, What you need to know – Part I.
AAOHN Journal (51), 1, 38-46.

APPENDIX D
THE UNIVERSITY OF ALABAMA
CAPSTONE COLLEGE OF NURSING

Learning Resources Center
Administration of Exit Exams: Policies and Procedures

I. Purpose

To ensure test security, prevent academic misconduct, prevent technical problems, and ensure accurate documentation of students' scores.

II. Policy

1. **The CCN classrooms are used for administration of the Exit Exams. After the Exit Exams, students can view their score and review questions missed.**

2. **The College also maintains a copy of each student's score that is housed in the Assistant Dean, Undergraduate Programs (ADUP) office.**

3. **Efforts to ensure test security are the responsibility of the LRC staff composed of the Manager of Area Computing Services, the Coordinator of Multimedia Production and Web Supported Applications and the Director of Technology and Distance Education; the proctors monitoring the Exit Exam; and the course leader or designee.**

4. Students will bring a laptop to class the day of a scheduled exit exam. If the students do not own a personal laptop or their personal laptop is not functioning, they will be required to notify the LRC 48 hours prior to the exam for checkout of a CCN laptop.

5. At time of testing, students must abide by specific directions given by course faculty/proctor regarding each test. Violation of this policy will be viewed as a violation of the University Honor Code and will be dealt with accordingly.

6. The students will be required to bring laptop, laptop privacy screen, power adapter, and network cable. The student may carry these items in a bag.

III. Assumptions

1. Exit Exams include specialty standardized exams each semester and a comprehensive standardized test at the end of the CCN undergraduate program.

2. All procedures associated with the Exit Exams as provided by the vendor will be followed.

3. Although students are aware of the University Honor Code and the CCN Computer Use Policies, students may be tempted not to adhere to these policies.

4. Appropriate monitoring of computerized tests will decrease the likelihood of academic misconduct.

5. **Technology problems out of CCN control are always a remote possibility during computerized testing.**

6. **Procedures to maintain test security, prevent academic misconduct and prevent the occurrence of technological problems are essential.**

IV. Procedure

1. **Prior to the Exit Exam**

    a. Students have attended an orientation session to ensure their laptop has the proper software to take the Exit Exam on their laptop.

b. Proctors for the Exit Exam are arranged with UA Testing Services by the ADUP's office.

c. The Manager of Area Computing Services will review with proctors what is expected of them during the Exit Exam testing period.

d. The Manager of Area Computing Services will ensure that procedures associated with setting up the Exit Exam as provided by the vendor are followed.

e. The course leader/designee or the ADUP will determine if student photo IDs are needed for identification purposes.

f. The course leader/designee will request random seating chart from LRC staff 48 hours in advance of test, if needed.

g. Students' personal belongings will be placed under the table during the exam.

h. Students will report to the assigned classroom at least 15 minutes prior to the beginning of the Exit Exam.

i. The course leader/ designee will meet with the students to provide instructions, answer questions, try to reduce student anxiety, and review the scoring criteria.

j. The course leader/designee is responsible for making other announcements associated with LRC Testing Policies.

- Hats are not allowed in the testing room.

- The only thing allowed on the desk during testing is the laptop, laptop privacy screen, power adapter, network cable, and photo ID if needed.

- Only one student at a time will be allowed a bathroom break.

- Read LRC Testing Policy to the students

LRC Test/Test Review Policy

When students come to take an electronic test or for a test review, they are not to have anything on the desk except the laptop, laptop privacy screen, power adapter, network cable, laptop case, and photo ID if needed. Additionally, students are not to do any other computer activity prior to taking the test, during the test, while the testing period is in progress, or during the test review session. Students must abide by specific directions given by course faculty regarding each test. Violation of this policy will be viewed as a violation of the University Honor Code and will be dealt with accordingly.

---

2. During the Exit Exam

a. Proctors will be expected to:

- Walk around the room periodically and look at each student's computer screen to make sure that the Exit Exam is the only program in progress.

- Periodically monitor each student's progress on the Exit Exam.

- Announce to students the time when 15 minutes are remaining for the Exit Exam.

b. If students experience a technical problem, they should raise their hands and wait for the proctor to come to their computer.

c. If technical problems occur at any point during the Exit Exam, the proctor will notify the LRC staff.

      d.   The Manager of Area Computing Services will be made aware of any technical problem at the time of occurrence.

      e.   If a student has to change computers for any reason, the LRC staff will make note of the time, the exact nature of the problem, where the student was on the Exit Exam at the time of the problem.

3. **After the Exit Exam**

      a.   Students will raise their hands to notify the proctor when they have completed the Exit Exam and when their score is available on the computer screen.

      b.   The students will record their grade on the *Exit Exam Verification Form*.

      c.   The student's score presented on the screen and on the *Exit Exam Verification Form* will be verified by the proctor and the proctor will initial the form.

      d.   After the score is verified by the proctor, the student may continue with the test review, if this is an option.

      e.   After score verification, the proctor will take the *Exit Exam Verification Form* and will give all forms to the Manager of Area Computing Services at completion of the exam period.

      f.   When students complete the Exit Exam they are to leave the room quietly.

      g.   Students will receive an e-mail from the company regarding their test results.

      h.   The Manager of Area Computing Services will give the *Exit Exam Verification Form* to the course leader or designee.

      i.   The class results will be given to the Assistant Dean, Undergraduate Programs and the course leader/designee.

Capstone College of Nursing
Learning Resources Center
Exit Exam Verification Sheet

Name: _____

HESI Score: _____   **Time:** _____   **Verified By:** _____

Access Code:

If you get a "page not found" error

- Exit Reach Secure Browser
- Exit ALL instances of Internet Explorer (all windows and tabs)
- Reopen Internet Explorer
- Go to *www.hesiinet.com*
- Log in
- Enter access code:
- Resume exam

The exam will resume where you left off

APPENDIX E
Faculty Mentor Request Form

Mentor: A trusted counselor or guide

Faculty Mentors in the Capstone College of Nursing are available to advise and mentor students regarding their career goals and questions they may have about the nursing field as well as help students navigate the many Nursing opportunities available to them.

NOTE: Any questions regarding academic matters should be directed to the Academic Advisor. Academic matters include course sequencing, withdrawals, dropping and adding courses, academic progression, registration and academic problems.

Once assigned a faculty mentor you will be notified via email. Any problems or concerns should be directed to the Office of Nursing Student Services at 348-6639. Once assigned a Faculty Mentor you may choose to keep that Mentor or requests for change may be made during the fall semester.

Office of Nursing Student Services   ◊   Room 1023 ◊   (205)348-6639   ◊   nursing@bama.ua.edu

If you would like to be assigned a Faculty Mentor please fill out the form below and return to the Office of Nursing Student Services in 1023.

Please Print

Date: _____

Name: _____

CWID: _____

Phone #: _____

Email: _____

Area(s) of interest/concentration: _____

APPENDIX F
Professional Development Participation by Upper Division Nursing Students

I.   Purpose

To provide Capstone College of Nursing Faculty and Upper Division Students with guidelines and approval procedure for student participation in off-campus, extra-curricular professional development activities related to the nursing profession.

II.   Policy

The Capstone College of Nursing has the authority to excuse Upper Division students from class and clinical learning experiences to participate in off-campus, extra-curricular professional development activities related to nursing. Student eligibility is based on academic performance at a grade of 81 percent or higher in the theory portion of all courses and satisfactory performance in any clinical components of all courses in the semester. Course Leaders, in cooperation with other course faculty, will review requests to attend off-campus, extra-curricular professional development activities and determine whether the student may be excused from theory and/or clinical experiences to participate in the proposed activity. Excused clinical absences for attendance at a professional development activity are limited to one (1) day per semester. An elected student officer of Capstone Association of Nursing Students, American Assembly for Men in Nursing Capstone Chapter, Nurses Christian Fellowship, Alabama Association of Nursing Students, or the National Association of Nursing Students may be excused for up to three (3) days of clinical during their annual term of office upon recommendation of the course faculty and approval of the Course Leader(s).

III. Assumptions

   A.   Participation in pre-professional nursing organizations at the local, state, and national levels is a primary teaching method for the professional development of the baccalaureate nursing student.
   B.   Active professionalism requires interaction across academic disciplines in interprofessional learning activities related to health care policy and the health system environment.
   C.   The development of a leadership skill set is fostered in the baccalaureate nursing student by interaction with professional nurses, who exemplify good leadership and actively participate in professional organizations.
   D.   Any advance approval of an excused absence is contingent upon continued satisfactory clinical performance and maintenance of a grade of 81 percent or higher at the time of the planned activity.

IV.   Procedure

   A.   The Upper Division student who wishes to be absent from class or clinical learning experiences to participate in off-campus, extra-curricular professional development activities related to nursing must complete the form, "Request for Excused Absence for Professional Development".
   B.   The student submits a completed form to the Course Leader of each course in which an absence is requested. The form must be submitted at least one month prior to the activity.
   C.   The Course Leader(s) will confirm the student's eligibility based on the course grade at that time and calculate any required clinical make-up hours based on the student's previous participation in professional development activities for the year.
   D.   Each Course Leader will then verify with other course faculty that the student's performance in clinical is satisfactory and discuss any requirement for clinical make-up hours. Every Course Leader in the semester must approve the absence in their course for the student to attend the activity.

E.   If approval is deemed in the student's best interest, the Course Leader will sign the request form, retain a copy of the form for the student's ONSS file until the event is over, and return the original to the student.

F.   If not approved, the Course Leader(s) will write the rationale for the denial of the request, sign the form, provide a copy to the course faculty, retain a copy for the Course Leader's files, and return the original to the student.

G.   If the student's grades drop after conditional approval, the student must cancel their participation in the activity and/or seek the guidance of the Course Leader before attending the scheduled activity. Clinical faculty should fully inform both the Course Leader and the student of clinical status one week before the event.

DATE APPROVED: Spring, 2009
EFFECTIVE DATE: Fall 2009
DATE REVIEWED/REVISED: 04/14/14
DATE OF NEXT MANDATORY REVIEW: Spring 2019
BY: Undergraduate Education Committee

_____

Request for Excused Absence for Professional Development Activity

Student Name_____ Data of Application_____

Event Name*_____

Event Date_____ Event Location_____

NUR _____learning experiences that will be missed:

Learning Experience	Date(s) and Time	Course Faculty
_____ class _____ clinical		
_____ class _____ clinical		
_____ class _____ clinical		

_____Denied   _____Conditional approval with___required clinical make-up hours

Rationale:_____

_____

_____

Course Leader Signature _____Date_____

Disposition: Return original to student.
                   File copy in student folder in the Office of Nursing Student Services
                   (after the absence)

* Attach written information/program related to the event.

APPENDIX G
CCN BSN Student Affirmation Form

_____I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

_____ I will adhere to HIPAA guidelines. I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a CCN nursing student during actual and simulated clinical experiences. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a CCN nursing student.

_____I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.

_____I will maintain and uphold the UA Code of Academic Conduct (honor code) and will not condone, or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation.

_____I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the college of nursing.

_____I will not accept or access any unauthorized information related to any exam administered during my enrollment in the college of nursing.

_____I will sign my own papers and other documents and will not sign any other student's name to anything, including class rolls.

_____I will not allow any student access to any of my paperwork for the purpose of copying.

_____I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop, hard-drive or mobile device such as iPod Touch/Smartphone.

_____   _____
Student's Signature   Date

_____   _____
Student's Printed Name   Course Number

DATE APPROVED: Spring, 2012
EFFECTIVE DATE: Summer, 2012
DATE REVIEWED/REVISED:
DATE OF NEXT MANDATORY REVIEW: Spring, 2017
BY: Undergraduate Education Committee