

THE UNIVERSITY OF TENNESSEE

COLLEGE OF NURSING



**UNDERGRADUATE NURSING
STUDENT HANDBOOK**

2006 - 2007

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Please note:

This Undergraduate Handbook for College of Nursing students is meant to be a quick source of information about policies and processes unique to nursing. However, many policies applied within the College of Nursing are those that are required by the University. Therefore, please be sure to use this handbook in conjunction with the current UT Undergraduate Catalog and *Hilltopics*. The current *The University of Tennessee Undergraduate Catalog 2006-2007* and *Hilltopics* are available online.

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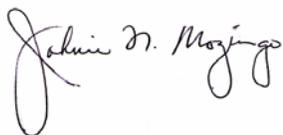
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INTRODUCTION

On behalf of the faculty WELCOME to the 2006-2007 academic year in the College of Nursing, at The University of Tennessee, Knoxville. The CON was established in 1971. Both the baccalaureate and master's program are accredited by the National League for Nursing Accreditation Commission (NLNAC), The Commission on Collegiate Nursing Education (CCNE) and have full approval status from The Tennessee Board of Nursing. The College of Nursing has a long illustrious history of providing quality nursing education and preparing graduates for professional nursing practice in the evolving health-care system.

The purpose of this handbook is to provide you (new and returning undergraduate students) with information concerning your program in nursing and to anticipate some of your frequently occurring questions. Please note that this handbook includes information to guide your progression but it is not inclusive of all policies and procedures. *The University of Tennessee Undergraduate Catalog 2006-2007* serves as the primary document for program rules and policies. Students are expected to be aware of all regulations pertaining to their work and study. You are referred to other publications of the University, including *Hilltopics*, and *The Undergraduate Catalog* for additional information. If you have further questions, check with your advisor.

Best Wishes for a successful year.



Johnie Mazingo, PhD, RN
Chair, Undergraduate Program



Jan Lee, PhD, RN
Associate Dean for Academic Affairs

SPECIAL TOPICS

From the College of Nursing

In order to protect the public, drug screening (including alcohol) may be required for nursing students.

From the University of Tennessee

The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational programs and services or employment and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in the educational programs and activities, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, title IX, Section 504, ADA, or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 2110 Terrace Avenue, Knoxville, Tennessee 37996-3558; or telephone (423) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.

CURRICULUM

THE UNIVERSITY OF TENNESSEE COLLEGE OF NURSING

VISION, MISSION, AND PHILOSOPHY

Vision

We envision the University of Tennessee, Knoxville, College of Nursing to be a diversified academic community of faculty and students where undergraduate, masters, and doctoral students work collaboratively to become expert nursing professionals for various levels of nursing practice. The college will be recognized for its excellent educational programs, unique research emphases, innovative practice arrangements, and services to the community. We aspire to be the college of choice for professional nursing in Tennessee and nationally recognized for nursing excellence.

Mission

The College of Nursing shares and extends the mission, role, and scope of the university through education, research, and service. The college is committed to the delivery of high quality academic programs at both the undergraduate and graduate levels, to the discovery and dissemination of knowledge through research and other scholarly activities, to the provision of service to the community, and to the promotion of the profession of nursing. Specifically, our unique mission is to facilitate the development of professional nurses who will promote our society's health at the local, regional, national, and international levels.

Philosophy

We believe in excellence in the generation and transmission of nursing knowledge through a teaching/learning process that is the responsibility of both faculty and students. This process is enhanced by recognizing and responding to the unique learning needs of a diverse student population in an environment that facilitates and encourages critical thinking and a spirit of scientific inquiry. We believe that the teaching/learning process in such an environment fosters the development of professional skills necessary for the implementation of therapeutic nursing interventions through the utilization of critical thinking, and effective communication. Additionally, we believe that this type of environment encourages self-awareness and opportunities for personal and professional growth through communication and reflection.

Our education of students is predicated on the American Nurses Association *Standards of Clinical Nursing Practice* and the American Association of Colleges of Nursing *Essentials of Baccalaureate Education for Professional Nursing Practice* and *Essentials of Master's Education for Advanced Practice Nursing*. The faculty utilizes the relationship among humans, environment, health and nursing as a conceptual framework, which along with their beliefs about nursing education, guide the curricula of the college.

We support the tenet that human beings are the focus of nursing care and interventions and are therefore entitled to comprehensive treatment with dignity and respect regardless of economic, ethnic, religious, or social position or belief. Humans are characterized by their complexity, creativity, adaptability, and diversity. Populations served by nursing are demographically dynamic and will be composed of increasing numbers of more diverse members. Environment is the aggregate of people, things, conditions, and other influences which impact human existence and development. The faculty view human development as a dynamic interactive process of

genetic disposition in concert with the environmental influences specific to each individual. We believe that the health of human beings cannot be understood apart from their environment. Therefore, a goal for nursing is to modify environmental factors in order to promote, maintain, and restore health.

Health emerges from the interaction of person and environment as a series of continuous changes ranging from illness to well-being. Nursing practice is concerned with the actual or potential health of individuals, families, groups or communities as defined mutually with them. The ultimate goal of nursing intervention is to promote and enhance wellness in order to provide each individual the opportunity to realize their maximum potential.

Nursing is a caring practice comprised of both an art and a learned scientific discipline guided by sound theoretical and factual bases. Professional nurses practice according to a code of ethics, standards of care, and professional guidelines. The faculty define nursing holistically as the diagnosis and treatment of human responses to actual or potential health problems or needs of individuals, groups, families, and communities. Nursing's major responsibility is the delivery of high-quality, cost-effective, accessible health care services to promote health, prevent disease, and treat illness across the lifespan. Nursing interacts with other health care professions to create optimal climates for healing and wellness. Nursing is a component of a changing health care system which is influenced by global and economic forces, technological advances, scientific discoveries, and the public voice.

Revised Spring 2005

CURRICULUM
PURPOSE OF THE UNDERGRADUATE PROGRAM

The purpose of the baccalaureate nursing program is to prepare graduates who are generalists for entry into professional nursing.

UNDERGRADUATE PROGRAM OUTCOMES

Program Outcomes	Level Objectives
<p>1. Apply professional nursing standards, and ethical and legal principles to the delivery of care.</p>	<p><u>Level 1 (End of Sophomore Year)</u></p> <p>a. Explain the societal need for guidelines and standards in a practice profession.</p> <p>b. Discuss moral, ethical, and legal principles used in deliberations and decision making in a practice profession.</p> <p>c. Describe the ANA standards of nursing clinical practice and the AACN Essentials of Baccalaureate Education.</p> <p><u>Level 2 (End of 1st Semester, Junior Year)</u></p> <p>a. Apply ethical principles in supervised practice situations.</p> <p>b. Identify own personal cultural value systems.</p> <p><u>Level 3 (End of Junior Year)</u></p> <p>a. Identify differences between nurse and client value systems.</p> <p><u>Level 4 (End of 1st Semester, Senior Year)</u></p> <p>a. Analyze the influence of a changing health care system on the evolution of standards of nursing practice.</p> <p>b. Defend and justify decisions made in clinical practice based on ethical principles.</p> <p>c. Recognize the presence of ethical dilemmas and conflicting values in practice settings.</p> <p><u>Level 5. (End of Senior Year)</u></p> <p>a. Develop professional citizenship by advocating for reform when indicated.</p> <p>b. Analyze relationships between professional citizenship and participation in professional organizations.</p> <p>c. Analyze the influence of the law and legal decisions on current and future nursing practice.</p>
<p>2. Synthesize and apply knowledge from the natural, behavioral, and nursing sciences in the use of the nursing process to promote, maintain, and restore health with individuals, families, aggregates and communities.</p>	<p><u>Level 1.</u></p> <p>a. Relate knowledge from the natural and behavioral sciences in the identification of the components of the nursing process.</p> <p><u>Level 2.</u></p> <p>a. Integrate knowledge from the natural and behavioral sciences in the use of the nursing process for health assessment, promotion, maintenance.</p> <p>a. <u>Level 3</u> Integrate and apply knowledge from the natural, behavioral, and nursing sciences in the use of the nursing process to health promotion, maintenance, and restoration.</p> <p>a. <u>Level 4.</u> Synthesize and apply knowledge from natural, behavioral, and nursing sciences in the use of the nursing process to health maintenance and restoration.</p> <p>a. <u>Level 5.</u> Synthesize and apply knowledge from the natural, behavioral, and nursing sciences in the use of the nursing process to health promotion, maintenance, and restoration.</p>

<p>3. Demonstrate flexibility and creativity in implementing high-quality and cost-effective nursing practice within a variety of traditional and non-traditional care settings.</p>	<p><u>Level 1.</u> a. List factors that contribute to high-quality, cost-effective nursing care.</p> <p><u>Level 2.</u> a. Explain the importance of cost effectiveness to high quality cost-effective care in the health care delivery system.</p> <p><u>Level 3.</u> a. Develop and implement a nursing care plan and evaluate it for quality and cost effectiveness.</p> <p><u>Level 4.</u> a. Analyze nursing care delivery models for their impact on high quality nursing care. b. Demonstrate flexibility and creativity in implementing quality and cost effective nursing care.</p> <p><u>Level 5.</u> a. Collaborate with a nurse administrator, faculty, or manager to identify and evaluate the quality and cost-effectiveness of an aspect of nursing practice or protocol. b. Demonstrates flexibility and creativity in implementing high quality and cost-effective nursing practice within a variety of traditional and non-traditional care settings.</p>
<p>4. Provide sensitive, individualized, culturally and age-appropriate care to individuals, families, aggregates, and communities.</p>	<p><u>Level 1.</u> a. Utilize concepts from the social and natural sciences to describe the structure of society, human development across the life span and cultural differences. b. Analyze concepts from the social and natural sciences for their applicability to nursing assessment and health promotion.</p> <p><u>Level 2.</u> a. Perform self-assessment to identify sources of personal values and cultural biases and their relationship to the delivery of health care. b. Utilize concepts from the social and natural sciences and nursing theory to assess diverse aggregates for health-risk factors.</p> <p><u>Level 3.</u> a. Develop individualized plans of care that are culturally and age appropriate for diverse individuals, families, and groups. b. Utilize concepts from the social and natural sciences and nursing theory to plan and implement community based nursing interventions.</p> <p><u>Level 4.</u> a. Evaluate selected health delivery services for appropriateness of care in terms of cultural and developmental concepts. b. Analyze the impact of cultural diversity in the workplace, both in terms of care recipients and staff.</p> <p><u>Level 5.</u> a. Provide sensitive, individualized, culturally and age-appropriate care to individuals, families, aggregates, and communities across the life span and in diverse settings. b. Demonstrate a commitment to advocacy for at-risk and disenfranchised individuals and aggregates.</p>

<p>5. Integrate knowledge of current and changing technology and global health information systems into clinical practice.</p>	<p><u>Level 1.</u> a. Identify the roles that rapidly changing technology and information systems play in molding the current state and future of nursing practice and health care.</p> <p><u>Level 2.</u> a. Demonstrate beginning skill in use of communication and database retrieval systems in accessing pertinent nursing information and communication with clients and other health care professionals.</p> <p><u>Level 3.</u> a. Utilize technology and communication systems in providing patient care and education.</p> <p><u>Level 4.</u> a. Analyze use of communication systems and technology for managerial decision support.</p> <p><u>Level 5.</u> a. Integrate knowledge of current and changing technology and global health information systems into clinical practice.</p>
<p>6. Demonstrate collaborative skills and leadership in the management of care in health promotion, maintenance, and restoration.</p>	<p><u>Level 1.</u> a. Demonstrate selected skills in assessment and management of self.</p> <p><u>Level 2.</u> a. Collaborate with others in the management of health care of individuals or single families.</p> <p><u>Level 3.</u> a. Function effectively as a team member/leader in design and implementation of health promotion activities.</p> <p><u>Level 4.</u> a. Articulate concepts basic to leadership and management in health care delivery systems.</p>
<p>7. Demonstrate critical thinking in independent and interdependent decision making.</p>	<p><u>Level 1.</u> a. Utilize concepts from the social and natural sciences and nursing theory to assess diverse aggregates for health-risk factors</p> <p><u>Level 2.</u> a. Integrate knowledge from the natural and behavioral sciences in the use of the nursing process for health assessment, promotion, b. maintenance. Perform self-assessment to identify sources of personal values and c. cultural biases and their relationship to the delivery of health care. Collaborate with others in the management of health care of individuals or single families.</p> <p><u>Level 3.</u> a. Integrate and apply knowledge from the natural, behavioral, and nursing sciences in the use of the nursing process to health promotion, b. maintenance, and restoration. Function effectively as a team member/leader in design and implementation of health promotion activities.</p> <p><u>Level 4.</u> a. Synthesize and apply knowledge from natural, behavioral, and nursing sciences in the use of the nursing process to health maintenance and b. restoration. Evaluate selected health delivery services for appropriateness of care in c. terms of cultural and developmental concepts. Analyze the impact of cultural diversity in the workplace, both in terms of care recipients and staff.</p> <p><u>Level 5.</u> a. Identify, analyze and suggest appropriate strategies for addressing leadership and management challenges within a care giving team.</p>

<p>8. Assume responsibility for independent learning, continued professional growth, and ongoing awareness of sociopolitical influences affecting nursing.</p>	<p><u>Level 1.</u> a. Demonstrate a commitment to learning and continued growth. b. Identify the professional nurses' role and responsibilities based on ANA standards and definition.</p> <p><u>Level 2.</u> a. Accept responsibility for independent learning and active participation in one's education.</p> <p><u>Level 3.</u> a. Demonstrate a commitment to self-growth and development as a professional nurse. b. Identify sociopolitical influences affecting nursing.</p> <p><u>Level 4.</u> a. Demonstrate independent learning and professional growth.</p> <p><u>Level 5.</u> a. Assume responsibility for independent learning, continued professional growth, and ongoing awareness of sociopolitical influences affecting nursing.</p>
<p>9. Utilize the research process and research findings to refine and extend the knowledge and practice of nursing.</p>	<p><u>Level 1.</u> a. Identify the role of research in developing and refining nursing practice.</p> <p><u>Level 2.</u> a. Explore nursing research literature in relation to selected client populations.</p> <p><u>Level 3.</u> a. Identify and utilize research findings in caring for selected clients.</p> <p><u>Level 4.</u> a. Analyze the components of the research process in selected nursing research articles.</p> <p><u>Level 5.</u> a. Formulate research questions related to the practicum experience.</p>

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

University of Tennessee at Knoxville
College of Nursing



**BACHELOR OF SCIENCE IN NURSING DEGREE
FOR BASIC STUDENTS**

<u>FALL SEMESTER</u>	<u>Cr. Hrs.</u>	<u>FRESHMAN</u>	<u>Course</u>	<u>Cr. Hrs.</u>	<u>SPRING SEMESTER</u>
FRESHMAN					
101 English Composition	3		102 English Composition	3	
125 Math (Basic Calculus)*	3		201 Statistics*	3	
100 Chemistry	4		110 Chemistry	4	
101 Biology	4		--- Arts and Humanities	3	
110 Psychology	<u>3</u>		--- Sociology or Anthropology	<u>3</u>	
	17				16
SOPHOMORE					
240 Ecology & Evolutionary Biology (Human Anatomy)*^	4		230 Biochemistry & Cellular & Molecular Biology (Human Physiology)*^	5	
210 Microbiology	3		100 Nutrition	3	
210 Child & Family Studies (Human Development)	3		246 Philosophy (Bioethics)	3	
--- Cultures and Civilizations	3		--- Cultures and Civilizations	3	
--- Arts and Humanities	<u>3</u>		201 Nursing (Introduction to Nursing)*	<u>2</u>	
	16				16
JUNIOR					
333 Health Assessment	3		351 Pharmacology I	2	
311 Foundations of Professional Nursing Practice	5		382 Health Promotion & Maintenance In Community	5	
319 Pathophysiology of Health Deviations	4		381 Professional Development in Nsg.	2	
341 Transcultural Nursing	<u>2</u>		361 Health Maint. & Restoration: Adult	<u>5</u>	
	14				14
SENIOR					
403 Health Promotion & Maint. In Childbearing Families	5		421 Health Maint. & Restoration In Mental Health	5	
-OR- 421 Health Maint. & Restoration In Mental Health	(5)		-OR- 403 Health Promotion & Maint. In Childbearing Families	(5)	
404 Health Promotion, Maint. & Rest. In Children, Adoles. & their Families	5		461 Health Restoration: Adult	4	
-OR- 461 Health Restoration: Adult	(4)		-OR- 404 Health Promotion, Maint. & Rest. In Children, Adoles. & their Families	(5)	
406 Pharmacology II	2		490 Specialty Preceptorship	4	
451 Interpersonal Mgmt. Skills in Nsg.	2		452 Professional & Workplace Issues	<u>1</u>	
471 Nursing Research	<u>3</u>				14-15
	16-17				

NOTE: In the Senior year, N403 & 404 are taken concurrently; N421 & 461 are taken concurrently.

Total Hours Required for BSN degree = 123/124

Effective August 2005.

* See UT Undergraduate Catalog for prerequisites.

^Transfer students may have a total of 8 credits hours for Anatomy & Physiology.

COLLEGE OF NURSING

University of Tennessee at Knoxville
College of Nursing



BACHELOR OF SCIENCE IN NURSING FOR REGISTERED NURSES (DIPLOMA OR ADN GRADUATES)

FALL SEMESTER

SPRING SEMESTER

Course	Cr. Hrs.	Course	Cr. Hrs.
FRESHMAN			
101 English Composition	3	102 English Composition	3
125 Math (Basic Calculus)**	3	201 Statistics**	3
100 Chemistry	4	110 Chemistry	4
101 Biology	4	--- Arts and Humanities	3
110 Psychology	<u>3</u>	--- Sociology <u>or</u> Anthropology	<u>3</u>
	<u>17</u>		<u>16</u>
SOPHOMORE			
240 Ecology & Evolutionary Biology (Human Anatomy)^***	4	230 Biochemistry & Cellular & Molecular Biology (Human Physiology)^***	5
210 Microbiology	3	100 Nutrition	3
210 Child and Family Studies (Human Development)	3	246 Philosophy (Bioethics)	3
--- Cultures and Civilizations	3	--- Cultures and Civilizations	3
--- Arts and Humanities	<u>3</u>	201 Nursing (Introduction to Nursing)	<u>2</u>
	<u>16</u>		<u>16</u>
		(201 Credited to All RN's on Admission to Upper Division)	
UPPER DIVISION			
<u>SUMMER</u>			
*333 Health Assessment	3		
<small>(Only available by Challenge in Summer School)</small>			
*351 Pharmacology I	2		
305 Transitions to Prof. Nursing	4		
471 Nursing Research	<u>3</u>		
			12
*319 Pathophysiology of Health Deviations	4	*490 Specialty Preceptorship	4
341 Transcultural Nursing	2	454 Professional Leadership Issues	2
*406 Pharmacology II	2	382 Health Promotion & Maintenance In Community	<u>5</u>
-- Electives	<u>3</u>		<u>11</u>
	<u>11</u>		
Total Hours = 123-124			

*May be challenged

** See UT Undergraduate Catalog for Prerequisites

Note: By taking the NLN Acceleration Challenge Exams prior to starting upper division course work, RNs receive proficiency credit for up to five of the major clinical courses (361, 461, 403, 404 and 421 for a total of 24 credits) exclusive of Community Health.

Note: RN-BSN students must have 60 credits (including credit by proficiency) from a 4-year institution.

Effective June 2005

^Transfer students may have a total of 8 credit hours for Anatomy & Physiology.

General Education Requirements:

The BSN program is designed to fulfill all General Education requirements of the University. Please see the current catalog or UTK website for courses acceptable in the “Arts and Humanities” and “Cultures and Civilizations” categories.

American History Requirement:

Any student who has not had American History in high school is required by Tennessee State Law to complete one unit of American History on the high school level or six semester hours of collegiate American History

GERONTOLOGY MINOR

Minor in Gerontology (Intercollegiate/Interdisciplinary)

An intercollegiate/interdisciplinary undergraduate Gerontology minor is coordinated through the interdisciplinary Gerontology Colloquy group members from the College of Education, Health, and Human Sciences; the College of Nursing; and the College of Social Work. Courses from these colleges are available under the interdisciplinary gerontology minor.

Required Courses

9 hours from: Child and Family Studies; Health 406, 565; Sociology 415; Nursing 400; and other courses approved by the Interdisciplinary Gerontology Colloquy member coordinating the minor	9
3 hours from a Practicum Experience (within the home department) or Nursing 402	3
Total	12

GUIDELINES FOR GERONTOLOGY PRACTICUM

Any undergraduate student is eligible to complete the practicum, though it is anticipated that most students will complete the practicum during their sophomore year.

Objectives for the course should be to:

1. Develop skills necessary to assess general health status of elders.
2. Demonstrate appropriate communication with elders and their families.
3. Examine elder health needs as they relate to national health objectives.
4. Analyze health care needed, used by or provided for a select group of elders.
5. Discuss professional roles in elder care.
 - A. Nursing N402: Gerontology Practicum is to be used for the practicum.
 - B. Three hours credit are required during one semester.
 - C. A minimum of 40 contact hours are required.
 - D. Students and faculty jointly develop specific objectives related to the student's area of interest.
 - E. Students write logs of their experience daily/weekly as they occur.
 - F. Practicum/contact experiences should be personal contact and interaction with elders and/or their families.

** (A preceptor should be assigned to the student. Faculty should visit the student in the practicum area.)
 - G. Students should conduct general assessments of client health status and health behaviors, as related to *Healthy People 2010*. This should include general physical, functional, psychosocial, cognitive, living arrangements, and cultural well being.

** (A specific checklist/resource will be developed to be used weekly.)
 - H. A paper (maximum 12 pages) on health of elders either by special setting, special needs, standard of care, quality of care, or vulnerable groups should be submitted at the completion of the course.

** (Grading should be letter grades according to the university/college scales.)

- I. Student and faculty complete the evaluation form based on course and student objectives.
** (Students must receive a satisfactory faculty evaluation to receive credit for the course.)
- J. Faculty supervisors for the practicum should be those with documented expertise in gerontology or approved by the Gerontology Minor Committee at UT (McGuire, Chen, Price, Evans, & Helton.)

Approved by CON curriculum committee: 4/17/00 with revisions November 2002.

ADMISSION, ADVISEMENT, GRADING, PROGRESSION INFORMATION ADMISSION/PROGRESSION POLICIES

ADMISSION TO THE UNIVERSITY AS A LOWER DIVISION NURSING STUDENT

1. Applicants admitted to the university, and indicating nursing as their major, are admitted as pre-nursing students.
2. Transfer applicants admitted to the university, and indicating nursing as their major, are admitted as pre-nursing students.
3. Admission to the College of Nursing to upper division nursing courses requires that a Petition for Progression be filed with the Student Services Office Room CN 203 as outlined below. Refer to current *Undergraduate Catalog* for progression criteria.
4. Registered nurses admitted to the university must also apply for progression.

PROGRESSION TO UPPER-DIVISION NURSING COURSES

1. During the spring semester of the year the student expects to meet all lower-division course requirements, she/he must complete a Petition for Progression and submit it to the college Student Services Office no later than January 20. This includes students who:
 - A. Are UT pre-nursing students
 - B. Are enrolled at UT but are not classified as pre-nursing
 - C. Are completing lower-division requirements at another institution
 - D. Were selected for admission to upper-division nursing courses in a prior year but whom then:
 1. were subsequently denied admission because they failed to complete lower-division requirements
 2. were subsequently denied admission because they did not complete lower-division requirements with a high enough G.P.A.
 3. did not begin upper-division nursing courses
 4. have been previously denied for admission to upper-division nursing courses
2. For any petition to be considered, complete official transcripts, including fall semester grades, must be attached to the petition. This requirement includes transcripts for all previous academic degree work.
3. Students selected for progression to upper-division nursing courses must have a grade of "C" or better for all lower-division requirements.

4. Letters or telephone calls of recommendation are not considered in the selection process.
5. If the number of petitions exceeds the number of students that can be accommodated, students will be selected on the basis of:
 - A. cumulative G.P.A. for courses completed;
 - B. cumulative G.P.A. for required science, social sciences, math, and English courses.
 - C. number of course withdrawals and repetitions;
 - D. grade improvement over time;
 - E. probability of completing all lower-division requirements prior to the following fall,
 - F. availability of space
6. Students selected for progression will be notified by mail. Notification will be mailed to the local address students have provided on the petition form.
7. If a student is selected for progression to upper-division nursing courses but then fails to successfully complete all lower division requirements (except for humanities, history, or multicultural\integrative studies electives) prior to the fall semester, the student will not progress into the major and must submit another petition for progression the following year.
8. N201 (Introduction to Nursing) must be completed prior to enrollment in upper-division nursing courses. See Curriculum Plan, p. 10.

CRIMINAL BACKGROUND CHECKS

In order to protect the public and health care professionals, Knoxville area hospitals now require criminal background checks of all new employees and student health professionals who use their facilities. All nursing students admitted to any degree program in the College of Nursing must complete a criminal background check prior to enrollment in the degree program. The cost of the criminal background check is the responsibility of the student.

NON-CONTINUOUS ENROLLMENT (RETURN TO COURSEWORK)

Students who have withdrawn from the Nursing major in good standing and wish to return to coursework must submit an "Intent to Return" form (see appendix) to the College of Nursing Student Services Office, Room 203. Intent to Return form must be received in the CON Student Services Office by February 1 for return to the following fall semester or by October 1 for return to the following spring semester. If the Intent to Return form is not received according to this policy, the student is not guaranteed a position in the class.

POLICIES FOR REGISTERED NURSE STUDENTS (RN to BSN) IN THE UNDERGRADUATE PROGRAM

1. Following the applicant's admission to the University, a transcript evaluation will be initiated by the Office of Admissions to determine which courses from other institutions are equivalent to courses at UT, which will transfer as general elective credit, and which courses will not transfer.
2. Registered nurses who are admitted to The University of Tennessee, must apply for progression to upper-division nursing courses by submitting a *Petition for Progression* to the

CON Student Services office by Jan 20. If a student is accepted for progression into the CON but then fails to successfully complete all lower-division requirements (except for Arts and Humanities and Cultures and Civilizations) prior to the semester of entry into upper-division courses, the student will not progress into the major and must submit another petition for progression the following year.

3. Registered nurses must be authorized* to practice in the state of Tennessee in order to enroll in upper-division nursing courses.
* Licensed in Tennessee or one of the states participating in the multi-state licensing compact.
4. Upon approval to progress to upper-division work, the registered nurse student is required to complete an Academic Plan with the RN advisor. The RN advisor and the Chair of the Undergraduate Program are to be notified in writing of any *changes* in this plan no later than February 1 for a fall semester change and October 1 for a spring semester change. The RN advisor will file a copy of the current academic plan in the RN student's official file in the CON Student Services office.
5. Students will take the NLN ACE examinations prior to starting upper-division coursework. If a decision score of 100 is achieved (per section), the student will receive proficiency credit for five of the major clinical nursing courses exclusive of Community Health. Courses for which credit can be obtained in this manner include N361, N403, N404, N461, and N421. Grade will be S/NC. In the event a student does not achieve a passing score on a section of the NLN exam, one retake is permitted after three months. Failure to achieve a passing score at retake will require that the student earn the appropriate credits through course enrollment in order to progress.

Costs of exams: NLN ACE exams are given in the CON in May and August on dates TBA. A fee of \$200.00, payable to UT CON, covers the cost of the NLN exam and any instructor-made challenge exams taken within the college. Additionally the University charges a proficiency fee of \$5.00 per semester hour for processing and recording of credits. The cost of re-take exams is \$65.00 per section. These costs are in lieu of the per credit tuition fee that would be charged if enrollment in the course was required.

6. All RN to BSN Students take the Community Health course N382.
7. All RN to BSN students can elect to challenge N333 Health Assessment by taking the NLN Physical Assessment Examination and passing a "hands on" lab demonstration of assessment skills. Grade will be S/NC.
8. Proficiency credit can be obtained in several other courses by passing instructor-made exams or preparing a portfolio as specified by the course faculty. These courses include N319 Pathophysiology of Health Deviations, N351 Pharmacology I, N406 Pharmacology II, and N490 Specialty Preceptorship. All proficiency credit not designated as S/NC carries a letter grade.
9. The entire upper-division nursing curriculum can be completed in one calendar year. Students not enrolled in nursing courses for two consecutive semesters, excluding summer,

will be administratively withdrawn from the program. Those seeking re-entry must reapply to the College of Nursing.

10. Students must complete the last **60** hours of credit offered for a bachelor's degree at an accredited senior college. The last **30** hours must be taken at the University of Tennessee. Students must have earned at least **60** hours at UT in order to qualify for honors.

Only **6** hours of correspondence work may be taken as part of the senior year's work, and these hours must be from the University of Tennessee. If the student is a senior transfer, no credit for graduation may be earned by correspondence.

11. Before enrolling in upper division nursing courses with a clinical practice component registered nurses must submit the following documentation to the Student Services Office:
 - A. Evidence of current licensure to practice nursing in Tennessee;
 - B. Proof of current professional liability insurance;
 - C. Health status form (available from the Student Services Office);
 - D. Evidence of current certification in 2-person CPR.
 - E. Evidence of current health insurance.

These documents must be presented to the secretary in the Student Services Office **before classes begin**.

12. For clinical practice, registered nurse students wear the white uniform of their choice, or the type of uniform specified by the agency. Name pins can be purchased at the bookstore and should read as follows:

Line 1 - _____,RN
 First Name Last Name

Jane Doe, RN UT Nursing Student

Line 2 - UT Nursing Student

REGISTRATION AND ADVISEMENT POLICIES

1. Each upper division nursing student is assigned to a faculty advisor within the College of Nursing. Ordinarily, students will retain the same advisor throughout their academic program. **Students are required to have an appointment with their advisor prior to registration each semester.**
2. Courseload: Permission of the Dean, Associate Dean of the College of Nursing or the Chair of the Undergraduate Program is required if a student wishes to carry more than nineteen (19) credit hours in any semester.
3. Please refer to the UT Undergraduate Catalog and current timetable for classes for policies related to withdrawal and dropping and adding classes.
4. Students may not register for any course for which they lack required prerequisites or corequisites.

5. All upper division courses with the exception of N314, N351, N400, N402, N406, and N480 are restricted to students who have been approved for progression.
6. All required courses at the junior level must be completed before students may begin nursing courses at the senior level.
7. Students registering for Independent Study must complete the "Independent Study" form with their supervising faculty (see appendix) and the supervising faculty must file a copy in the official student file.
8. All questions related to registration and advisement should be referred to the Director of Student Services.

Registration Procedures

Please register by logging on to Circle Park Online, www.cpo.utk.edu, by supplying your net ID and password. Questions should be directed to 974-4471. Students are responsible for registering for the correct section of courses. Please see full text timetable for up-to-date class and section information at <http://registrar.tennessee.edu/timetable/>. Remember to call up the correct term when checking the timetable.

GRADING AND CONTINUATION POLICIES

Introduction: Nursing Student Responsibility for Engagement in Learning

Nursing education requires active engagement in classroom, skills lab, and clinical learning. These experiences are carefully planned, sequenced, and orchestrated to provide effective and efficient teaching and learning. These educational and clinical resources are limited and must be used judiciously. Therefore, it is imperative that students be prepared and able to fully participate in all experiences. It is rare that a student can be excused from any learning experience. In the event of significant illness or family emergency, faculty will assist a student in developing a plan to successfully meet course objectives. One exception where students may be excused from a class or clinical experience is to represent the College of Nursing at professional meetings or conferences (i.e., SNA). In order for a student to be approved to participate in an off-site SNA experience, the student must be in good academic standing.

1. The minimum acceptable grade for any course used to meet degree requirements is a "C."
2. To pass any clinical course, a student must achieve a minimum average of 70% across all examinations in the course, regardless of any other grades earned in other components of the course. If a student fails to achieve the minimum 70% average of course examinations, the final course grade recorded will be either D (60-69%) or F (under 60%).
3. No nursing course may be repeated more than once. If a "D" or "F" or "NC" is earned on the second attempt the student will be required to withdraw from the program.
4. Any student who achieves a grade of a "D" or "F" for two (2) nursing courses will be required to withdraw from the program even if the previous course for which "D" or "F" was awarded has been repeated with a grade of "C" or higher.

5. If a student receives an "Incomplete" in a nursing course, the "Incomplete" must be removed prior to enrolling in any course for which the incompleting course is a prerequisite.
6. For undergraduate nursing students. 75% is the passing average grade in all nursing courses. To pass any clinical course, a student must achieve a minimum of 75% across all examinations in the course, regardless of any other grades earned in other components of the course. If a student fails to achieve the minimum 75% average on course examinations, the final course grade will be either D (67-74) or F (under 67). The following grading scale applies to all undergraduate nursing courses:
 - A = 92-100
 - B+ = 88-91
 - B = 83-87
 - C+ = 79-82
 - C = 75-78
 - D = 67-74
 - F = ≤ 66
7. If a student's clinical laboratory performance for any nursing course is deemed unsatisfactory, the grade for that course will be an "F" regardless of any grades earned in other components of the course. If the unsatisfactory clinical performance is characterized by unethical, unprofessional, or unsafe behavior that actually or potentially places the client in jeopardy, the student will be required to withdraw from the program.
8. The Satisfactory/No Credit grading option is not permitted to meet degree requirements in nursing unless that is the only way the course is offered, except for those noted for RN to BSNs.
9. Computation of Grades in Courses Repeated: For the first three repeated lower-division courses (100-200 level), only the last grade earned in the repeated courses will be counted in computing the grade point average. If the same course is repeated more than once, the additional repeats count as part of the three total. For all courses repeated after the first three, all grades will be included when computing the grade point average. All grades for all courses remain on the transcript.
10. "HESI" policy. At periodic intervals specified by the faculty, students must take comprehensive examinations designed to predict success on the NCLEX (licensure) examination. Any student scoring less than 850 at the end of the junior year must take a one-hour independent study course during the summer before starting the senior clinical courses. Seniors will have two opportunities to achieve 850 on an exit exam given prior to graduation. A student who does not score 850 on the second exit exam at the end of spring term will be given an "I" in 490 (Specialty Preceptorship). The student will be given the opportunity to remediate and take a third exit exam no sooner than six weeks after the second exit exam. If the student does not score 850 on the third exit exam, the student will receive a failing grade for 490 and may be eligible to retake 490 in the fall term. If a failure of 490 is a second failure in the nursing program for this student, then the student is dismissed from the BSN program.

ABSENCE AND TARDINESS

1. **Attendance at the first session of all nursing classes is mandatory.** Students may be dropped from a class if they do not attend the first session. Although class attendance is not mandatory at other times, students are responsible for all material presented in their absence and for meeting all course requirements including, but not limited to: course assignments, quizzes and exams. In the absence of an immediate and acceptable explanation for missing any scheduled assignments, quizzes or exams a grade of zero will be recorded. Opportunities to submit assignments or take quizzes or examinations at other than scheduled times may be provided at the discretion of the faculty.
2. **Attendance at all scheduled clinical laboratory experiences is mandatory.** Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis considering such factors as previous patterns of reliability and responsibility demonstrated by the student, availability of facilities, availability of faculty, and reason for the absence.
 - A. **Punctuality is expected.** When a student is tardy for any scheduled clinical lab, appropriate action will be determined by the faculty and might consist of dismissal from the clinical lab for that day and/or an additional assignment.
 - B. Repeated unexcused tardiness and/or absence from scheduled clinical laboratory experiences will result in dismissal from the College of Nursing.
 - C. If illness or other conditions occur that prevents participation in a scheduled clinical laboratory, it is the student's responsibility to follow course guidelines published in syllabi for notifying the faculty and the agency. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical.
 - D. A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is indicated, the student should follow up with recommendations from a health care provider. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical.

INCLEMENT WEATHER POLICIES

1. The University of Tennessee will remain open except in the most severe weather conditions.
2. The Chancellor may officially close or suspend selected activities of the University because of extreme weather conditions. When a decision to close is reached, campus and local radio and TV stations will be notified so that appropriate announcements may be made.
3. If the university is open and a clinical activity is canceled by a faculty member due to severe weather, students will be notified by a prearranged mechanism, (e.g., a telephone chain or call to the faculty member's voice mail).

CLINICAL EXPERIENCE INSTRUCTION INFORMATION

CLINICAL COURSE FEES

It is the policy of The University of Tennessee that special course fees may be imposed in specific courses for use of special equipment, materials or other specific university resources. Due to the cost of clinical instruction, a \$75 clinical course fee is assessed for every clinical/laboratory course in nursing at both the undergraduate and graduate levels.

PHOTO IDs

For safety and security reasons, nursing students engaged in clinical learning experiences must wear a University of Tennessee photo ID badge while in the clinical area. Upon entering a degree program the student is provided with the photo ID. Should a student lose the photo ID, the student is responsible for reporting that to the Dean's Office and paying an \$8 replacement fee.

CARDIOPULMONARY RESUSCITATION (CPR) COMPLETION

Students are required to show proof of completion of a 2-person CPR course prior to enrolling in each clinical nursing course each semester. A copy of your CPR card must be in the CON Student Services office (CN203) by the beginning of fall semester. **Students who do not show proof will not be allowed to continue in their clinical course work.**

CPR courses are offered regularly in most communities by the American Red Cross (CPR for Professionals course), the American Heart Association (CPR for Health care Providers course) or local hospitals. These agencies should be contacted for information such as dates, times, and cost. Courses taken must include a cognitive and skills evaluation. Information received by the College of Nursing about CPR courses can be obtained from the Student Services office. The American Heart Association offers 2-year certification courses.

STUDENT PROFESSIONAL LIABILITY INSURANCE

1. The College of Nursing requires that all students have professional liability insurance coverage before enrolling in clinical nursing courses in the junior and senior years. The university, under its Liability Insurance Program, will provide the necessary coverage at the lowest possible cost.
2. This insurance coverage is limited to clinical laboratory experiences (all locations on and off campus) that are a component of nursing courses planned and supervised by faculty and does not cover student employment in clinical facilities.
3. Non-RN nursing students must pay the university insurance premium (\$27.00) during registration for fall semester in the junior and senior years or at the beginning of spring semester for juniors and seniors who are returning to course work.

Students who do not pay the premium for the required liability insurance will be excluded from clinical placements.

4. Registered nurses enrolled in the undergraduate program must either secure insurance coverage independently or enroll in the university Liability Insurance Program. Evidence of current independent coverage or university insurance must be submitted to the Student Services Office during registration prior to enrolling in clinical nursing course work. **Students who do not show proof of the required liability insurance will be excluded from clinical placements.**

POSOLOGY REQUIREMENTS

A posology examination (drug calculations test) will be given in the initial clinical nursing course, with opportunity provided for the student to take the exam as many as three times total if needed to achieve a passing score of 90%. Students who are not successful cannot meet the course objectives and are not allowed to proceed with the latter weeks of clinical when medications are administered, **i.e., the student not achieving a 90% score by the third attempt may drop the course or receive a clinical failure.**

In subsequent terms, a posology examination will be given at the beginning of each semester with two opportunities to pass with a 90% score. Failure to pass the exam in the specified number of attempts will preclude administering medications in the clinical area, resulting in a clinical failure. The student may drop the clinical course(s) or receive a clinical failure(s).

PERFORMANCE IN CLINICAL LABORATORIES

Students build knowledge and skill in the practice of nursing in Clinical Laboratory experiences under the instruction and guidance of nursing faculty. Clinical experiences include participation in the nursing care of patients/clients being served by health care agencies. As in all learning situations, occasional errors occur. To protect the legal/ethical rights of patients/clients and to facilitate learning, documentation of the conditions under which errors occur is required. To insure proper documentation, the student and faculty work together in the following procedure:

Upon recognition of an error, the student, under supervision of the instructor, must complete a hospital Incident Report as required by the hospital. This report is signed by the student and faculty member. For medication errors, a College of Nursing Medication Error Report is completed by the student and signed by both student and faculty member.

1. The faculty member will make copies of the Incident and/or Medication Error Report and immediately submit a copy to the coordinator of the course and provide the student with a copy to retain for her/his own records. The faculty member will assume the responsibility for assuring that the hospital form is submitted to the appropriate persons.
2. The student must contact the course coordinator within twenty-four (24) hours to make an appointment to discuss the error and its implications.
3. Following the student's appointment, the course coordinator submits the completed Medication Error Report to the Chair of the Undergraduate Program.
4. After discussion of the incident, disciplinary and remedial action, if appropriate, will be taken at the discretion of the Chair of the Undergraduate Program in collaboration with faculty involved and will be communicated to the student, faculty member, course coordinator, and the dean.

UNSAFE CLINICAL PERFORMANCE

A primary responsibility of faculty is to ensure the physical and emotional safety of clients under the care of nursing students. If a student's behavior is assessed to be potentially or actually unsafe, jeopardizing a client's welfare, the student may be dismissed from the clinical area immediately. This behavior may be related to factors such as physical or mental health problems, use of chemicals, knowledge deficits, problem solving skill deficits, or anxiety.

The faculty will advise the student about the unsafe clinical performance, document the behavior, notify the course coordinator of the situation, and refer the student to appropriate resources for evaluation and/or assistance if needed. The student will meet with the course coordinator regarding the unsafe performance. All faculty documentation and any written reports from the referral resources will be submitted to the Dean (or designee) of the College of Nursing.

The Dean (or designee) of the College of Nursing will make the final decision regarding the student's continuation in the clinical rotation. The decision, including any conditions regarding return to the clinical area must be made and communicated to the student within two weeks. As noted in the undergraduate and graduate catalogues, a student may receive an unsatisfactory grade in clinical due to unsafe clinical performance. Decisions regarding dismissal or suspension from the clinical area which result in a course failure can be appealed by the student. This appeal procedure is delineated in *Hilltopics*, the University Student Handbook.

The College of Nursing reserves the right to allow readmittance to the clinical area only if the recommended remedial actions have been accomplished by the student.

STUDENT UNIFORM

1. Professional decorum is essential for the professional practice of nursing. Patients form lasting impressions each time they interact with a student and, therefore, it is imperative that the student's appearance be impeccable. Hair should be trimmed, neat and well groomed. Long hair will be worn up on the head or pulled back at the nape of the neck and securely fastened to prevent it from falling forward toward the patient when leaning down. Jewelry will be kept to a minimum with no body piercing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) showing other than small single stud earrings in the earlobes. Tattoos will be covered.
2. All students enrolled in undergraduate clinical courses will wear a white uniform with the UT College of Nursing student patch on the left sleeve. Uniforms must be clean, pressed, and may not have any ribbed cuffs on either the pants or tops. Uniforms must be purchased from a professional uniform supplier. No T-shirt tops may be worn. No logo shirts may be worn as part of the uniform or as a t-shirt under a uniform.
3. Shoes must be plain white leather with no colored logos. These shoes should be worn exclusively for clinical practice. No open toe shoes or clogs will be worn. Socks or hose are to be worn in all clinical practice sites.
4. A white lab coat that falls below the hips is required. It should have straight cuffs (no ribbing).
5. A name pin must be worn on the uniform or lab coat whenever the student is in any clinical setting. The name pin may be purchased at the University Center Book and Supply Store and should be printed as follows:

Line 1 - First Name Last Name
Line 2 - UT Nursing Student

Jane Doe, UT Nursing Student

6. The uniform for Community Health Nursing courses consists of a khaki, navy/black skirt or slacks, tailored white or oxford blue blouse/shirt, black or navy shoes, neutral or dark hosiery/socks and the name pin.
7. Other courses may require different attire due to agency policy. Attire in those courses will be designated by course coordinators.
8. White lab coats over street attire may be required for observational experiences. The name pin should be affixed on the lab coat.
9. The lab coat and name pin must be worn at all times when in an agency preparing for the next day's clinical assignment (i.e., reading charts, assessing patients).
10. All jewelry on the hands that may interfere with the integrity of protective gloves should be removed when in a clinical area.
11. Since fingernails have been implicated in the transmission of infectious microorganisms, all who assist in patient care will adhere to standard hand and nail preparation and hand washing. Fingernails will be kept clean, and artificial fingernails will not be worn when providing patient care.

STUDENT HEALTH INFORMATION

STUDENT HEALTH INSURANCE

The College of Nursing requires that all students enrolled in a clinical course carry personal health insurance. Students must show evidence of current coverage before the first day of each clinical course. Student group insurance is available through the university. Contact Student Health Services (974-2251). This insurance may be purchased during a designated period at the beginning of each semester.

STUDENT HEALTH POLICIES

1. Faculty view maintenance of health as the responsibility of the individual. Completion of a Health Status Form is required of each nursing student prior to enrollment in clinical nursing courses. These forms are available from the Student Services Office. The history report of health status must be submitted on the form provided by the College of Nursing. Forms must be submitted to the Director of Student Services on or before first day of class for the Fall semester and on or before the first day of the Spring semesters.
2. Students must be physically, emotionally, and cognitively able to meet the requirements of clinical practice without threat to themselves or others. Students with disabilities are encouraged to contact the Office of Disability Services (ODS) at (865) 974-6087, fax: (865) 974-9552, e-mail: www-ods.edu. ODS is committed to providing equal opportunities for students. Please see of the current *UT Undergraduate Catalog* for further information about ODS. Faculty of the CON will work in concert with ODS and students with documented disabilities to provide reasonable accommodations to facilitate success.
3. Evidence of rubella and rubeola immunity, hepatitis B virus immunity, varicella immunity, and a negative PPD tuberculosis skin test (or chest X-ray if indicated) must be presented

prior to beginning clinical nursing courses. Students who choose not to obtain the hepatitis B virus vaccination must sign a refusal form and submit it to the Student Services Office so the College will be in compliance with OSHA requirements. The form is available from the Student Services Office.

4. After complying with the initial requirement of a PPD skin test, evidence of a yearly PPD skin test (or chest x-ray if appropriate) must be submitted to the Student Services Office. This is a CDC recommendation for all health care workers.
5. Responsibility for policy related to health clearance rests with the Health and Welfare Committee. All questions related to this requirement should be referred to the Director of Student Services.
6. A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is indicated, the student should follow up with recommendations from a health care provider. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical. (See policy re: Absence, Tardiness, Health Problem and Illness.)
7. Latex Allergy: The incidence of latex allergy among healthcare workers is approximately 10% and may be rising. Any student who has or who develops a latex allergy while enrolled in the College of Nursing should notify the course faculty who may have that student in a clinical/lab situation where latex exposure may occur. It is the student's responsibility to obtain a personal supply of latex free gloves to use in clinical/lab experiences. The College of Nursing will stock a limited supply of latex-free gloves for student use in the LRC lab.
8. Meningitis vaccine: The Centers for Disease Control recommends that students living in dormitory conditions consider vaccination against meningococcal disease. The vaccine protects against 4 out of the 5 strains of the disease which comprise nearly 70% of meningococcal meningitis on college campuses. College of Nursing students living in a dorm are advised to discuss the benefits and risks of vaccination with their health care provider and to make a personal decision about whether or not to be vaccinated. Up to date information about CDC recommendations can be obtained on the CDC web site (www.cdc.gov). Students who wish to receive this vaccination can obtain it at the Student Health Center for approximately \$70.00. Students should call in advance for an appointment.
9. Students injured or exposed to certain communicable diseases during clinical practice should follow student responsibility protocols described on the following pages and file appropriate forms found in the Appendix.

POST EXPOSURE PROTOCOL FOR BLOODBORNE COMMUNICABLE DISEASE
STUDENT PROTOCOL

This protocol is specific for UT, College of Nursing and is consistent with:

1. Rules and Regulations of the Department of Labor, Occupational Safety and Health Administration, Part II as published in the *Federal Register*, Vol. 54, No. 235, December 6, 1991; and the
2. Campus Bloodborne Pathogen Control Plan, revised March 1995.

Faculty and students must report contact with potentially infectious material by:

1. breakage of intact skin (puncture or cut),
2. splash into eyes or mouth, or
3. exposure of non-intact skin

Potentially infectious materials include: blood and blood products, semen, vaginal secretions, other body fluids containing visible blood, other normally sterile body fluids (cerebrospinal, synovial, peritoneal, pericardial, amniotic), tissues and organs other than skin.

The following are not considered infectious for bloodborne pathogens, but may contain other infectious agents: feces, nasal secretions, sputum, sweat, tears, urine, vomitus, saliva. Any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids should be considered infectious. The reporting process must be adhered to regardless of age of patient or known HIV or hepatitis B status of patient, student, or faculty involved in the exposure.

Student Responsibilities:

1. The student must notify the supervising faculty member promptly.
2. The student must make an immediate report of the incident to the appropriate individuals within the agency in which the accident occurred and complete any records required by agency policy.
3. The student may receive immediate testing/treatment at the agency if offered OR report immediately by phone to the physician staff of Student Health Services, University of Tennessee Emergency Room (UTMCER) if after 4:30 PM. Immediate report will allow initiation of the process of appropriate follow-up of possible exposure to bloodborne pathogens as well as provide for timely administration of appropriate therapy in the event of known HIV/Hepatitis B or other infectious exposure.
4. The student and faculty together must within 72 hours of the incident complete the College of Post Nursing Exposure Incident Form for Bloodborne Communicable Diseases. (See Appendix.) This Incident Form contains a refusal for follow-up waiver on the back.
5. The student will have financial responsibility for testing and any ensuing treatment.

Faculty Responsibilities:

1. The supervising faculty member will assist the student in the above reports and clarify the student's understanding of the recommendations of the agency's treating personnel, the university Student Health Services or the UTM CER physician.

2. The supervising faculty member will make the course coordinator aware of the incident and will file the CON Post Exposure Incident Form with the College's Health/Safety Policy Officer.
3. The Health/Safety Policy Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.

POST EXPOSURE TO TUBERCULOSIS PROTOCOL

Student Responsibilities:

1. The student must notify the supervising member of a confirmed exposure to tuberculosis.
2. The student must report the exposure incident to the appropriate individuals within the agency.
3. A PPD skin test should be obtained for baseline data (provided the student had a previous negative skin test). If the agency does not provide this service for the student, the student may go to the University Student Health Service where the testing is available free of charge. PPD testing is also done at the local health department, but there is a \$5 testing fee for those over the age of 21 years. If PPD testing is done at the health department, the reading must also be done there. They will not accept a reading report from anyone else.
4. A repeat PPD should be done three (3) months later. If the PPD is positive, a chest x-ray should be taken. At this time a decision will be made regarding prophylactic medication and appropriate medical follow-up. The health department provides x-rays free of charge.
5. If the student has a current positive PPD, he/she should not have a PPD done, but wait 3 months and have a chest x-ray.
6. The student will complete a College of Nursing Post Exposure for Tuberculosis form at the time of exposure.
7. The student assumes financial responsibility for testing and any ensuing treatment.

Faculty Responsibilities:

1. The supervising faculty member will assist the student in obtaining the necessary testing and clarify the student's understanding of the recommendations for follow-up.
2. The supervising faculty member will make the course coordinator aware of the incident and file the completed College of Nursing Post Exposure for Tuberculosis form with the Health/Safety Policy Officer. The student is to receive a copy of the form for reference in obtaining 3 month follow-up care.
3. The Health/Safety Policy Officer will keep a record of all such exposures.

POST OCCURRENCE PROTOCOL FOR AN INCIDENT OTHER THAN A BLOODBORNE COMMUNICABLE DISEASE OR TUBERCULOSIS

Student Responsibilities:

1. The student must notify the supervising faculty member promptly.

2. The student must make an immediate report of the incident to the appropriate individuals within the agency and complete any records required by agency policy.
3. The student may receive immediate treatment at the agency if offered OR report immediately by phone to the physician staff of student Health Services (or UTM CER if after 4:30 PM).
4. The student and faculty together must within 72 hours of the incident complete the College of Nursing Post Occurrence Form.
5. The student will have financial responsibility for any ensuing treatment.

Faculty Responsibilities:

1. The supervising faculty member will assist the student in the above reports and clarify the student's understanding of the recommendations of the agency's treating personnel, the university Student health Services or the UTM CER physician.
2. The supervising faculty member will make the course coordinator aware of the incident and will file the CON Post Occurrence Form with the College's Health/Safety Policy Officer.
3. The Health/Safety Policy Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.

POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE

The following policy is excerpted from *Hilltopics*. Please refer to *Hilltopics* for the complete policy.

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, The University of Tennessee is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on June 21, 1990.

It is the policy of The University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on University property or during University activities.

Violation of this policy is grounds for disciplinary action--up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug-and alcohol-related violations which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. Aside from any University policy considerations, the use of illicit drugs and/or alcohol may be harmful to your health.

Individuals who are paid by The University of Tennessee from federal grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring in the

workplace within five days after such conviction. The University is, in turn, required to inform the granting agency of such violation within ten days of the University's receipt of notification. Employees and their families needing treatment information should call their local Personnel Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468-8369). Students needing treatment information should contact their campus Student Affairs Office, student health center, or counseling center.

STUDENT RESOURCES

USE OF THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is located in CN 207 and is comprised of two major sections: the audio-visual media center and the simulated clinical practice laboratory.

The LRC is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Evening hours are announced at the beginning of each semester. The staff in CN 207A (office and circulation area) can help students locate materials and clarify policies. Student responsibilities in regard to these facilities are as follows:

1. No food or drink is permitted in either the media center or the clinical laboratory because of potential damage to carpeting and expensive equipment.
2. Audiovisuals such as videotapes, slides and computer software may be used only in CN 207. Students will be required to leave their I.D. with the secretary until materials are returned.
3. Equipment such as stethoscopes, community health bags, and B.P. cuffs, may be checked out, but require a signed faculty request form. It is expected that all equipment will be returned in the same condition as it was received by the student.
4. Students requesting the use of audio-visual equipment for class must have a signed request form from a faculty member in that course.
5. Materials checked out must be returned promptly. Course instructors will be notified if any students have not complied with the return policy. Grades may be withheld pending appropriate action.
6. Students using the clinical laboratory are expected to straighten the area after use and return all equipment to its proper, secure place.
7. Materials and services in the Learning Resource Center are intended for use by College of Nursing students, faculty, and staff. Any use by those outside the college must be approved in advance by the Dean of the college or his/her designee.

POLICY FOR STUDENT/CLIENT AUDIOTAPES, VIDEOTAPES, AND PHOTOGRAPHS

Whenever an interaction with a client is to be recorded by audiotape or videotape:

1. The faculty member will determine if recorded interactions are consistent with the policies of the institution where the recording will occur.
2. Students and faculty will adhere to institutional policy.

3. Strict confidentiality will be maintained.
4. The purpose of the recording will be explained to the client(s).
5. The client will be informed that he/she may decline from being recorded, before or during said recording, without consequences.
6. In cases where clients are not associated with an agency, written informed consent from the client will be obtained and retained on file in the Dean's office.

Whenever photographs of clients or others are taken:

1. A nursing faculty or professional staff member will determine if the proposed photography activities are consistent with the policies of the institution if appropriate.
2. Students and faculty will adhere to institutional policy whenever these exist.
3. The intended use of the photographs will be explained to the client(s).
4. Informed consent forms will be signed by individuals being photographed and will be retained on file in the Dean's office.

COMMUNICATIONS TO BE POSTED ON BULLETIN BOARDS

1. Bulletin Boards are a major tool for faculty student communication. Check them daily.
2. Students are responsible for reading and responding, if indicated, to all information posted on bulletin boards located in the College of Nursing first floor lounge area.
3. Course faculty may have additional requirements for communication via course web sites.
4. Bulletin board space is provided for each of the following student groups: freshman/sophomore, junior, senior, RN, graduate*, and the Student Nursing Association.
5. These boards are for **official** communications only. **Unofficial** communications will be removed. Additional bulletin boards have been placed in the student lounge area for informal communications.

* in Graduate Reading Room

STUDENT LOCKERS

1. Lockers on the ground floor will be available for use by RN, junior, senior and graduate students on a first come - first serve basis.
2. Students are responsible for providing their own locks.

3. The University of Tennessee, College of Nursing is not responsible for loss, theft or destruction of locker contents.

MAILBOXES

Faculty & staff mailboxes are located in Rm 338. Please give materials to be placed in faculty mailboxes to one of the secretarial staff members. We have access 24 hours.

Student mailboxes are located on the ground floor lounge area and are accessible until evening classes are over and the building is secured. Timely department communications and announcements will be communicated by via mail and students are responsible for checking their mailboxes regularly.

STUDENT NURSES' ASSOCIATIONS

UT Student Nurses' Association (UT SNA): is a voluntary organization of UT nursing students. The organization elects officers, establishes dues, holds meetings, and carries out a variety of activities. These activities have included a stethoscope sale and sweatshirt sale fund-raisers, sponsoring junior/senior siblings, decorating and sponsoring a yearly Homecoming window, coordinating senior pictures/composites, coordinating a senior party, keeping a school scrapbook, and performing community service activities. Faculty advisors are elected by the students. When you join the UT SNA you have the option to pay dues to the Tennessee Student Nurses' Association. Check the UT SNA bulletin board space for announcements.

Tennessee Association of Student Nurses (TASN): This is a voluntary organization for nursing students in the State of Tennessee who are enrolled in state approved programs leading to licensure as a registered nurse. The organization provides tri-level membership. When you elect to become a member, you will belong to the National Student Nurses' Association (NSNA), the Tennessee Association of Student Nurses, and the local chapter - The University of Tennessee, College of Nursing, Student Nurses' Association. TSNA members address nursing education issues as well as issues facing the professional nurse through their house of delegates at the annual TASN and NSNA conventions. The annual TSNA dues provide:

- ◆ Imprint, the official magazine of NSNA.
- ◆ Eligibility for NSNA scholarships.
- ◆ Reduced rates for the TASN and NSNA conventions, reduced rates for the *American Journal of Nursing*, the American Nurses' Association convention, and the Tennessee Nurses' Association convention programs.

National Student Nurses' Association (NSNA): This is a voluntary organization of nursing students across the nation. Paid membership in your state organization qualifies the student for NSNA membership.

Minority Nursing Students Organization (MNSO) is a newly formed group (Spring 2004), whose purposes include: to promote collegiality among all nursing students, to facilitate academic success of minority students in the nursing curriculum, and to provide expanded leadership opportunities for minority students in nursing. Check the student bulletin boards for more information.

SIGMA THETA TAU
INTERNATIONAL HONOR SOCIETY OF NURSING

Membership in Sigma Theta Tau is an honor conferred upon selected students in the baccalaureate and graduate programs who have demonstrated excellence in their nursing programs (minimum 3.0 GPA - undergraduate and 3.5 at the graduate level). Graduates of nursing programs who had good records as students and whose professional careers demonstrate commitment to the ideals and purpose of the profession and the Honor Society are also eligible for membership. The total membership includes students, graduates of the college, transfer members from other chapters, and nursing leaders from the community. More information about eligibility and invitation to apply will be made available during your program.

The purposes of Sigma Theta Tau are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage high professional standards.
5. Strengthen commitment to the ideals and purposes of the profession.

CEREMONIES/TRADITIONS/EVENTS

Homecoming: is a University celebration each Fall. A program specifically for College of Nursing students and alumni occurs during Homecoming week. Traditionally, students decorate the front window of the College of Nursing on the Homecoming theme. Students are encouraged to participate in Homecoming activities.

Fall Education Conference: is sponsored annually by the CON usually during Homecoming weekend. Faculty will provide more information in Fall.

Convocation is a bi-annual ceremony where nursing pins are awarded to graduating students by the Dean of the College of Nursing. The College of Nursing provides the bookstore with a list of students eligible to purchase the pin unique to the UT College of Nursing. Academic attire (cap and gown) are worn by graduating students at the ceremony.

Commencement: Commencement is held by the University each Fall and Spring semester. Graduating nursing students are encouraged to participate in the ceremony. Academic attire is worn at both the convocation and commencement is rented through the U.T. Book and Supply Store. Arrangements to rent caps and gowns should be made approximately one month prior to commencement and be picked up at the bookstore several days before graduation.

Research Day: is an event held each year during Spring Semester to promote the dissemination of research. A keynote speaker highlights an aspect of nursing research; and nurses in the community, faculty and graduate students present research projects.

Nurses' Week Activities: A week in early May each year includes a variety of activities (May 12 is Florence Nightingale's birthday). An Open House is held at the College during this week. Other events are scheduled throughout the year. Please check the bulletin boards and TV monitor for additional events. Plan to participate in as many of these events as you can!

ESTIMATED ANNUAL COSTS ASSOCIATED WITH NURSING PROGRAM

(Subject to change)

CON Fall Educational Conference*

\$ 25

Nat Student Nurses Assoc. (NSNA) annual dues*	\$ 85 for two years
NSNA Annual Convention*	Reg Fee & Travel \$.
Tenn. Nurses Assoc/Tenn. Assoc. of Student Nurses Conv*	Reg Fee & Travel \$.
UT Student Nurses Assoc(SNA) annual dues*	\$ 10
Books & Supplies, per year	\$700 (Junior) \$350-\$400 (Senior)
Uniforms/Shoes/Patch/Name Pin/Lab Coat	\$150
Stethoscope/Bandage Scissors/Watch	\$155
CPR Class	Variable
Liability Insurance, annual	\$ 27
Personal Health Insurance	\$600 (if purchased through University)
Hepatitis B and other immunizations	\$175-200
Pin* ("awarded" at Convocation)	\$ 50-\$100 + tax
Class Picture*	\$ 35
Commencement Cap & Gown Rental	\$ 13
State Board Exam NCLEX and Tenn. Bd. of Nursing fees	\$300
NCLEX Review	\$275
Transportation to clinical sites	30-90 miles per week
Clinical Course Fee	\$75 per clinical course

*Optional

ROTC PROGRAMS

All questions related to the Military Science programs should be directed to the Army ROTC (office 210) or Air Force ROTC (office 205) Stokely Athletics Center. Additional information on these ROTC programs is found on the CON web site section on scholarships.

PUBLICATIONS

Nursing Report: The Nursing Report is published annually for alumni and friends by the UT College of Nursing. The publication is primarily devoted to report the state of the college and its alumni, students, and faculty.

SCHOLARSHIPS/AWARDS/RECOGNITIONS

A number of awards and scholarships are administered through the College of Nursing. The College does not administer any loan programs. Students who would like information on loans, financial aid, and other scholarships should contact the University Financial Aid Office.

Army ROTC Nursing Scholarships and Air Force ROTC Nursing Scholarships are available through the University of Tennessee ROTC programs. For more information contact the Army ROTC, Stokely Athletic Center, Room 210, 974-5371 or Air Force ROTC, Stokely Athletic Center, Room 205, 974-8865.

Scholarships

Information regarding College of Nursing Scholarships can be found on the College website (click on students then Financial Aid). Applications forms are available at this site. Forms should be printed, completed, and submitted to Allie Brown, Room 237. On-line submission is not available at this time. Once an application is completed and submitted, students will be considered for all scholarships for which they meet the criteria. Some scholarships require the submission of a written essay and/or interview.

Recipients of College of Nursing scholarships are selected by the Scholarship Committee in the Spring semester, funds are distributed the following Fall semester. The dollar amount of these stipends varies depending on availability. Recipients of the College of Nursing scholarships must have completed at least one semester of the junior year.

The following scholarships are administered by the College of Nursing:

The **Baptist Health System of East Tennessee and Fields Family African-American Undergraduate Nursing Scholarship**: Qualified African-American students must submit a brief essay stating the student's desire to make application, why he/she wants to be a nurse, and his/her professional goals. Preference is given to native Tennesseans. (UG)

The **Fraker Family Nursing Scholarship**: First preference will be given to a student with Tennessee ties who has demonstrated financial need. (UG, G)

The **Dale H. Goodfellow Scholarship** is awarded annually to a rising senior nursing student with above average academic performance and demonstrated excellence in acute care nursing practice. (UG)

The **Betty Jo McAfee Greene Nursing Scholarship** is open to all nursing students with financial need being the primary consideration. (UG, G)

The **Sylvia Hart Scholarship** Endowment is open to all full-time nursing students who have demonstrated the following: BSN - 3.25 GPA with 90 semester hours completed; all junior level nursing courses completed with "B" or higher. MSN - 3.5 GPA with 12 graduate credit hours completed with a grade of B or higher for each course. PhD - 3.75 with 18 post masters credit hours completed with a grade of B or higher in each course. The student must submit a letter of application for the scholarship that includes a statement of personal philosophy of nursing, career aspirations and hopes, and dreams for the nursing profession. These statements will be compared within, but not across program levels, to determine the recipients. (UG, G, PhD)

The **Knoxville Academy of Medicine Alliance Scholarship** (KAMA) Funds are available to junior and senior nursing students with a minimum G.P.A. of 2.5 and demonstrated financial need. Priority is given to Knox County residents. (UG)

The **Edwin Schaumburg Scholarship Fund** will be available to students who are currently enrolled or have been admitted to the University of Tennessee, Knoxville College of Nursing. The student(s) awarded this Scholarship shall have demonstrated successful academic performance and have an interest in pursuing orthopedic nursing as a career.

The **Susan Maples Scholarship** awarded to a junior year student at the University of Tennessee, College of Nursing who has proven academic achievement in the first semester of the of the junior year or a rising senior who has demonstrated his/her abilities in the classroom and clinical area. The award of this scholarship is based on a combination of financial need and academic achievement. Preference is given to graduates of Knox County (TN) graduates. (UG)

The **Susan Moellar Scholarship** is awarded each year to a rising senior student having a G.P.A. of 3.0 or better in all nursing courses. The student must show leadership qualities and a commitment to the Nursing profession. (UG)

The **Robert Profitt Memorial Scholarship** is open to all students pursuing a career in trauma care or community health, or has displayed a commitment to the prevention of gun violence. (UG,G)

The **Sally E. Townsend Scholarship** is awarded to a student who has proven academic achievement in the first semester of the junior year or a rising senior who has demonstrated his/her abilities in the classroom and clinical area. (UG)

The **University of Tennessee Hospital Auxiliary Nursing Scholarship Funds** are available for either a junior or senior students based primarily on demonstrated financial need. Preference is given to in-state students.

The **Dr. and Mrs. Lee Alton Absher Undergraduate Memorial Endowment** is available to undergraduate students who are currently enrolled or have been admitted to the University of Tennessee, Knoxville College of Nursing and demonstrate successful academic performance.

The **Sam Burge Nursing Scholarship Endowment Fund** is awarded to UTK Medical Center employee(s) who meet admission requirements or are enrolled in the UT College of nursing and are pursuing a bachelor of science or master's degree. Recipient must maintain a minimum 3.0 average GPA and in good standing as an employee at UTK Medical Center for at least one year.

The **Dr. Theresa S. Dyer and Harold K. Dyer Graduate Nursing Scholarship Fund** is awarded to students who are native to East Tennesseans (born in East Tennessee) or who plan to work in East Tennessee for a minimum of three years after graduation. Students who have been accepted for admission or are enrolled at the University of Tennessee, Knoxville in one of the graduate programs of the College of Nursing (masters or doctorate).

The **Knoxville Neonatal Associates Excellence in Nursing Endowment Fund** is awarded to a graduating student(s) pursuing a master's degree who have demonstrated outstanding skills, knowledge and professional judgment in any area of specialty. Student who is currently enrolled or have been admitted to the university of Tennessee, Knoxville, College of Nursing, in pursuit of a Masters degree with a specialty in pediatrics.

The **Artie Ruth Reilly Scholarship** is open to any deserving female student from the Appalachian region of East Tennessee demonstrating good citizenship with the following restrictions: Recipients are admitted as a full-time degree-seeking student into the University of Tennessee College of Nursing. Recipients are required to maintain at least an overall B average (3.0 on a 4.0 scale) and maintain an academic good standing status.

The **UT Federal Credit Union Academic Scholarship** is awarded to an undergraduate student enrolled as a full time student and must have a minimum cumulative GPA of 2.0 or meet the admission requirement for the University of Tennessee.

The **Judith H. Watson Memorial Scholarship Fund** will be available to students Classified as seniors who are currently enrolled or have been admitted to The University of Tennessee, Knoxville and are majoring in the College of Nursing and must have a minimum 3.0 GPA and an interest in

pursuing a career in public health and show professional promise as evidenced through active participation in various nursing organizations such as the Student Nurses Association and Sigma Theta Tau Honor Society. Preference shall be given to students from in East Tennessee.

Student Awards

The following student awards are available from the UT College of Nursing:

Dean's Award. This award is presented each year at Convocation to the graduating senior(s) who best reflects the philosophy of the College of Nursing. All graduating seniors are eligible, and selection is determined by both faculty and student vote.

The Heins/Lansing Leadership Award: Recipients are selected from letters submitted by the faculty and fellow students. Criteria include: Student has (1) had a significant, positive impact on the College of Nursing; (2) demonstrated adherence to the honor code as well as to ethical principles of clinical practice; and (3) maintained a GPA 2.5. (UG)

Student Recognitions

UT College of Nursing students are selected by the college for recognition by various groups. Students need to complete their Student Activity Form available in the Student Services Office to be considered for these various recognitions. Some of these recognitions are:

Who's Who of American College Students. The CON Student Services Committee selects UT nursing students each year for inclusion in this publication.

TNA District Leadership Award and TNA District Scholarship Awards. The Student Services Committee selects a senior nursing student for a TNA District Leadership Award and a junior nursing student for a TNA District Scholarship Award each year.

The Sylvia Hart Award is presented by Sigma Theta Tau Gamma Chi Chapter to a graduating senior who displays the most promise of future excellence in practice. The recipient must be a member of Sigma Theta Tau and is selected by members of the Gamma Chi Awards Committee.

Students desiring more information about any of the above awards should contact the Student Services Office in the College of Nursing or the Chair of the Undergraduate Program.

The University provides the college with a list of students graduating with honors. Those students can purchase the honor cord appropriate for their level of honors designation at the U. T. Book and Supply Store.

Faculty Awards

Two faculty awards are presented each year at the UT College of Nursing spring convocation:

Outstanding Classroom Teacher Award. The recipient of this award is selected each year by the graduating seniors and presented at convocation. Selection is made from the faculty members who provide classroom instruction to undergraduate nursing students.

Outstanding Clinical Instructor Award. The recipient of this award is selected each year by the graduating seniors and presented at convocation. Selection is made from those faculty members who provide clinical instruction to undergraduate nursing students.

STUDENT RESPONSIBILITIES

FIRE AND SMOKING POLICIES

1. If a student suspects a fire or smells smoke in the building he/she should not hesitate to pull the fire alarm.
2. In the event of a fire alarm all occupants of the building should immediately evacuate the building through the nearest exit. Occupants must use the stairs and not attempt to use the elevator. Doors should be closed after all persons have exited.
3. No one should re-enter the building until instructed to do so by fire safety or college administrative officials.
4. For the health and safety of students and faculty, smoking is not permitted anywhere within the College of Nursing.

NCLEX-RN EXAMINATION FOR LICENSURE

APPLICATION PROCEDURE FOR NCLEX-RN EXAMINATION FOR LICENSURE

1. Professional nurses are prohibited by law from the practice of nursing until they have been licensed by a state. Graduates must pass the National Council Licensure Examination (NCLEX). The examination is administered via computer at a Pearson Professional Center to eligible applicants.
2. Upon completion of degree requirements, each graduating student must make application for licensure by examination to a Board of Nursing* and register for the NCLEX-RN. More information will be provided by the CON Student Services Office during the last semester of the program.
3. The College of Nursing receives from the Tennessee Board of Nursing in Nashville the appropriate application forms and the NCLEX-RN registration forms. The Student Services Office distributes them to individual students the semester they are expected to graduate.
4. Students are required to complete the applications by a designated date; detailed directions will be provided:
 - a. Tennessee Board of Nursing--Application for a Licensure as a Registered Professional Nurse by Examination. This form is filled out and returned to the Student Services Office with a money order or cashier's check for \$100 payable to the Tennessee Board of Nursing. The Board of Nursing will not accept personal checks.
 - b. One passport-type photograph that includes head and shoulders; size not to exceed 2 ½" x 2 ½"; can be black and white or color; it must be signed and dated on the front by the applicant and Dean.
 - c. The NCLEX application form is also completed by the applicant and mailed with a money order, certified check, or cashier's check for \$200.00 payable to the National Council of State Boards of Nursing.

* Graduating students who wish to write the examinations in a state other than Tennessee should contact the Board of

Nursing in the state in which they are seeking licensure for instructions and application forms. Web site for the National Council of State Boards of Nursing <http://www.ncsbn.org> will include contacts for all state boards of nursing.

NOTE: All fees are subject to change.

ACADEMIC HONESTY
CODE OF ETHICS

Expectations of student conduct is based on the Rules of the University of Tennessee as promulgated by the Legislature as follows:

Chapter 1720-4-8
Maintenance of Ethical and Professional Standards - Nursing

Table of Contents

1720-4-8-01 Introduction
1720-4-8-02 Reasons for Suspension or Remedial Action

1720-4-8-01 **INTRODUCTION**, Failure to maintain the high ethical and professional standards of the nursing profession may subject a student in the College of Nursing to permanent dismissal or other appropriate remedial action by the University.

Authority: Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807. Chapter 64, Administrative History:

1720-4-8-02 **REASONS FOR DISMISSAL OR REMEDIAL ACTION**

- (1) A student enrolled in the College of Nursing is subject to disciplinary action up to and including permanent dismissal for engaging in the following acts of misconduct:
 - Commission of any offense classified as a felony by Tennessee's criminal statutes or by Federal criminal statutes.
 - Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
 - Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.
 - Violation of the Standards of Conduct listed in Section 1720-4-3-03(1).
 - Other unprofessional or unethical conduct which would bring disrepute or disgrace upon student or profession or which would tend to substantially reduce or eliminate the student's ability to effectively practice his/her profession.
- (2) A student applying for admission to the College of Nursing shall also be subject to the above provisions and may be denied admission on the basis of

his or her failure to maintain the aforementioned ethical and professional standards.

Authority: Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64, Administrative History.

Preamble

In accordance with their stated philosophy, the faculty and students of The University of Tennessee, College of Nursing believe that nursing has as its central focus human beings, society, and wellness. To best function as faculty and students in the promotion of wellness, prevention of illness, and care and rehabilitation of the sick, high ethical and professional standards must be maintained by those associated with the College of Nursing. These standards shall apply to the delivery of responsible nursing care, to faculty and student relationships, and to the maintenance of conduct that in no way detracts from the image of the profession or reputation of the College.

For this purpose, the UT College of Nursing Code of Ethics was developed using the American Nurses' Association's *Code for Nurses* (1985) as a guideline.

Faculty, students, and staff are equally responsible for adherence to the Code and are accountable for all acts in violation of it.

The need for health care is universal, transcending all national, ethnic, racial, religious, cultural, political, educational, economic, developmental, personality, role, and sexual differences. Nursing care is delivered without prejudicial behavior. Individual value systems and life-styles of the client should be considered in the planning of health care with and for each client.

The nurse's concern for human dignity and the provision of quality nursing care shall not be limited by personal attitudes or beliefs. If ethically opposed to interventions in a particular case because of the procedures to be used the nurse is justified in refusing to participate. Such refusal should be made known in advance and in time for other appropriate arrangements to be made for the client's nursing care. If the nurse becomes involved in such a case and the client's life is in jeopardy, the nurse is obliged to provide for the client's safety, to avoid abandonment, and to withdraw only when assured that alternative sources of nursing care are available to the client (ANA, 1985, p. 7).

It is the responsibility of the student to communicate his/her needs, concerns, and changes in health status to the faculty in professional manner. In making assignments, faculty are committed to being sensitive to these factors.

The right to privacy of students, faculty, staff, patients, families, and other health professionals should be judiciously protected by those associated with the College of Nursing. When knowledge gained in confidence is relevant or essential to others, professional judgment shall be used in sharing it.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual. When an authorized person wishes to use a client's record for research or nonclinical purposes in such a way that the individual may be identified, the client's written consent must first be obtained.

All faculty and students automatically assume responsibility and accountability for their individual and group professional judgments and actions. The individual shall develop and maintain collective

competence commensurate with his or her level of preparation and responsibility.

In the role of client-advocate, the nurse acts to safeguard the client and the public. When health care and safety may be adversely affected by the practice of any person, responsible action may include, but is not limited to:

1. Reporting to appropriate persons, student, faculty, or staff behavior that could adversely affect the client (including but not limited to alcohol or drug abuse).
2. Questioning a potentially harmful medical or nursing order.
3. Seeking testing for potentially infectious diseases if participating in personal behaviors or professional activities that place the individual at risk.
4. Withdrawing from professional activities that pose an identifiable risk of transmission of infection from the individual to the patient (according to CDC guidelines in effect at the time of the activity).

The faculty, students, and professional staff in the College of Nursing shall avoid any conduct that would bring disrepute and disgrace to the students, faculty, college, or nursing profession or that would adversely affect the teaching/learning environment. Such conduct may include, but is not limited to:

1. Commission of a misdemeanor or felony.
2. Fraud or deceit in filing an application.
3. Pilfering clinical or academic materials.
4. Acts which violate the accepted social norms regarding conduct of one person towards another. Social norms refer to the laws, written or unwritten, which protects the individual from unwanted acts or another, such as lying, slander, or gossip.

Every nursing student and faculty member has the responsibility to promote the highest standards of academic honesty, which should include whatever kind of personal intervention necessary to eliminate dishonest conduct. Specific guidelines for university policy regarding penalties for academic dishonesty are outlined in the current issue of *Hilltopics*.

References: American Nurses' Association. (1985). *Code for Nurses*. Kansas City, MO: author.
The University of Tennessee. *Hilltopics*. 2006-2007 Student Handbook. Knoxville, TN: author.

THE HONOR STATEMENT

An essential feature of the University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. The honor statement to which students at the University of Tennessee are required to affirm is: **As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.**

It is a rare student who plagiarizes deliberately. Most students need only to be on guard against

unintentional plagiarism. With such examples as are provided by these pages, every student capable of doing college work is capable of avoiding even an accidental infringement.

Since education is meaningless for anyone who lacks intellectual honesty, the person who deliberately plagiarizes has no right to the privileges of membership in a college or university. All institutions and all members of their facilities regard plagiarism as a serious offense to be punished when the occasion arises by serious penalties.

WHAT IS PLAGIARISM? *

Plagiarism is:

Copying someone else's work and passing it off as your own.

Either quoting or copying directly from a source (book, magazine, etc.) without proper acknowledgment in a footnote.

Borrowing the ideas of someone else, even though you have put them in your own words without proper acknowledgment in a footnote.

Making use of an author's words without using quotation marks even though there is proper acknowledgment in a footnote.

You must be careful not only acknowledge the use of the material of others in footnotes, but also not borrow the words of the author without using quotation marks. Since you should use quotation sparingly in your paper, you must be sure that you put the ideas of others in your own words.

The following example illustrates this type of plagiarism:

ORIGINAL MATERIAL

America was not only shoveling coal during these decades, it was helping fashion a New South. One feature of that New South was the cotton mill. It was largely sustained by the labor of women and children, many of them from mountain counties. Appalachian "hillbillies" mingled with poor whites of the lowlands to form clusters of mill villages in their mutual search for a better existence. The search was grueling. In 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13 (Dykeman, 1977, p. 35).

PLAGIARIZED VERSION IN RESEARCH PAPER

America was helping fashion a New South during these decades. The cotton mill, largely sustained by the labor of women and children from mountain counties, was one feature of that New South. In their search for a better existence, "hillbillies" mingled with poor whites to form mill villages. Their search was grueling since many of the children working in Southern cotton mills were between the ages of 10 and 13 (Dykeman, 1977, p. 35).

This is a plagiarized paragraph even though acknowledgment to the author has been given. The wording is too much like the original. Sentences from the original have been inverted or combined or some words omitted, but the words and the phrases are the original author's, not those of the author of the research paper. Compare this plagiarized paragraph with the legitimate version which follows.

LEGITIMATE VERSION Wilma Dykeman refers to the influence of the cotton mill on the New South and on the Appalachian mountain families who came to work in the mills. The "hillbillies," as well as the poor whites of the lowlands hoped that industrialization would mean a better life. The grueling existence they found instead is revealed in the fact that "in 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13" (Dykeman, 1977, p. 35).

* Reproduced by permission from Davis, Beulah. "The research paper," *A Brief Composition Handbook*, Roane State Community College.

THE USE OF QUOTATIONS

Use quotations sparingly in your research paper. You may want to quote an expert opinion or an important person. A quotation is also appropriate if the original version is written so well that your feel a paraphrase would destroy its impact. However, you must be very selective in your use of quotations. If you have too many quotations in your paper, it will appear that you have not digested or understood the information from your sources, or that you are too lazy to paraphrase the materials.

All quotations must be integrated smoothly into the text of your paper. One way of doing this is to introduce the quotations by referring to the author:

As Samuel Johnson said, "Dictionaries are like watches: the worst is better than none, and the best cannot be expected to go quite true."

Rather than quoting an entire sentence, you may find it easier to integrate a partial quotation.

WRONG: "Neither did they want imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

RIGHT: Loyal James comments that the Appalachian people do not desire "imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

If you do not want to refer to the author, or there is no author, you can use introductory phrases such as these:

According to some critics
One source declares that.
Some authorities feel that.
Opponent of the plan insist that. . . .

Another good way to integrate a quotation is to work a partial quotation into your own paraphrased sentence.

To Darl the water is "like hands molding and probing at the very bones."

A mirror for Appalachia is needed, which will help Appalachians to become "aware of who we are and why, and be at ease with this knowledge."

Remember that you must reproduce quotations exactly as they appear in the original. If there is a misspelled word, you must reproduce the error just as it is but indicate that you are aware of the error by inserting the Latin word sic in square brackets immediately after the error. Otherwise, the reader

will assume the error is yours.

Any other explanatory matter can be inserted in square brackets.

EXAMPLE:

The strides made by the Eastern Cherokees can perhaps best be summarized in a statement by Ted Krenske, a former Indian agent at Cherokee: "The Eastern Band of Cherokees can be rated among the top 10 percent of all such Indians today [those living on reservations]..in employment, personal income, educational services, housing, recreation, health and all kinds of community service."

ELLIPSIS MARKS

Use ellipsis marks, three spaced periods (. . .), to indicate omissions within quoted materials. Ellipsis marks are not used with quoted words or phrases since it is evident that an entire sentence is not being quoted.

EXAMPLE:

"A dictionary.... is an inventory of the language.... It is no task of the maker of it to select the good words of a language."

Notice that there four periods after language, one to end the sentence and three for the ellipsis marks.*

*The material from Davis, Beulah, ends here.

Additional resources are available online through the University Libraries Homepage at <http://www.lib.utk.edu/instruction/plagiarism/students.html>

STUDENT RIGHTS

RELEASE OF INFORMATION

The Family Rights and Privacy Act, 1974, Code of Federal Regulations 99.1, through the "Buckley Amendment," supported by Tennessee Statute Title 15-305, Sub (2), applies to the dissemination of student information. Strict obligations are set forth to ensure control of all student data.

It is the policy of the UT College of Nursing to meet both the letter, as well as the spirit of the law. To achieve this goal, the following UT College of Nursing forms have been developed: Authorization For Release of Information* form, or an equivalent form from the requesting agency, must be completed by the student before information is released by the College of Nursing.

It is the student's responsibility to complete and keep current a Student Activity Form which can be obtained in the Student Services Office. This information is utilized to assist in determining some student scholarships, awards, and recognitions. The information can also be used to assist in writing student references.

*Available in CN 203 - Student Services Office.

DISCIPLINARY PROCEDURES AND APPEALS

ALLEGED CODE OF ETHICS VIOLATIONS, ACADEMIC DISHONESTY AND PLAGIARISM

1. As described in *Hilltopics*, a student accused of violating the College's Code of Ethics, academic dishonesty, or plagiarism will be notified in writing by the faculty member who is reporting the incident. The letter will be signed by the faculty member and by the dean. The letter will describe the incident and the professional penalty to be imposed. A copy of the letter will also be sent to the Dean of Students Office, the administrative head of the instructors academic unit and where different, the head of the academic unit where the student is enrolled.
2. The student has the right to appeal the alleged violation or penalty by following the timetable and procedures outlined in the current issue of *Hilltopics*.

EMERGENT SITUATIONS

An emergent situation is one which could result in harm to either the person making the evaluation or to the person(s) being evaluated. This type of situation will be handled in the following manner:

- The individual making the assessment of an emergent situation will attempt to have the assessment confirmed by one of the following: a College of Nursing faculty member, a College of Nursing staff member, a member of the Department of Safety and Security, and/or an emergency services dispatch operator from E-911.
- The individual making the assessment will implement whatever intervention is felt to be the least invasive/intrusive, but which provides safety for all concerned.
- The individual making this decision will be responsible to report the action to the course coordinator, program chair, and the associate dean (if a student) or immediate superior (if a faculty member or staff member) as soon as the situation under action allows.
- Student situations of an emergent nature must be reported to the University Office of Judicial Affairs by the Associate Dean for Academic Affairs and/or the Dean.

DUE PROCESS FOR SETTLING DISPUTES

Students, faculty, and staff are bound by administrative policies that clearly detail the proper procedures to be followed in the event that individual parties cannot resolve matters in mutually acceptable fashion. These procedures and descriptions appear in multiple official university publications and all parties are expected and bound to have an adequate familiarization and understanding of these publications and their content. These policies and procedures govern actions in both formal and informal proceedings involving agents of the university (including students). Examples of university documents that contain such materials include, but are not limited to, *Hilltopics*, the *College of Nursing Undergraduate Nursing Student Handbook*, faculty handbooks, and departmental policies.

For simplicity and clarity, however, the following steps shall be followed by College of Nursing faculty, staff, and students when attempting to resolve a dispute or address an academic issue (excluding final grade appeals), a clinical issue, or a student's mental or physical health concern that is not emergent in nature.

Step # 1: When a situation, either real or perceived, is identified that requires attention of a student, faculty member, or staff member, the individual with the dispute or issue will speak directly with the party involved. If a mutually agreeable plan of action can be developed at this point, no further escalation is necessary. When each party satisfactorily fulfills all portions of the mutually agreed-upon plan, the situation is considered resolved. If either party does not fulfill any portion of the mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to Step # 2.

Step # 2: Within 5 business days of the determination that a situation is not resolved or a party to the situation is not responsive to any request to resolve it, the individual who has the dispute will notify (in writing) (1) the party with whom he/she has the dispute and the (2) course coordinator (if the dispute is of a clinical or didactic nature). All parties will make an arrangement to meet face-to-face within 5 business days following this notification. Each party is expected to be present with any and all materials which support their side of the dispute. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of a mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to Step # 3. If one of the parties of the dispute (at this level of involvement) is the course coordinator, the situation is immediately elevated to Step # 3.

Step # 3: Within 5 business days of the determination that a situation is not resolved at the second level of the due process, the individual who has the dispute will notify (in writing) the Chair of the Baccalaureate Program. Within 5 business days of notification, the Chair of the BSN Program will call a meeting between the parties who have the dispute. Each party is expected to be present with any and all materials that they possess which make a case for their side of the dispute. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of a mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to Step # 4.

Step # 4: Within 5 business day of the determination that a situation is not resolved at the third level of the due process, the individual who has the dispute will notify (in writing) the Associate Dean for Academic Affairs. Within 5 business days of this notification, the Associate Dean will call a meeting between the parties who have the dispute. Each party is expected to be present with any and all materials that they possess which make a case for their side of the dispute. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of a mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to a formal hearing by the Academic Review Board as detailed in the *College of Nursing Undergraduate Nursing Student Handbook*.

GRADE APPEAL PROCESS

Students may appeal a final grade that has been assigned to them for any nursing course in accord with the Undergraduate Grade Appeal Process described in *Hilltopics* and outlined below:

Students may appeal grades on the basis of one or more of the following grounds:

1. A clearly unfair decision (such as a lack of consideration of circumstances beyond the student's control, e.g., a death in the family, illness or accident);

2. Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper, examinations, or class attendance);
3. Inability of instructor to deal with course responsibilities; or
4. An exam setting which makes concentration extremely difficult.

To appeal a grade, the following steps should be taken:

1. First consult with the instructor and if an agreement cannot be reached, appeal to the Chair of the Undergraduate program in writing no later than (5) working days after grades are made available by the Registrar's office. The letter must describe the nature of the appeal and provide the rationale for it.
2. The Chair will review the circumstances surrounding the assignment of the grade and determine if the grade should be changed. If the Chair recommends that a grade be changed and the instructor elects NOT to do so, the chair may refer the matter to the Associate Dean and/or the Dean for further review and resolution. If the matter cannot be resolved to the satisfaction of all parties, the Dean will refer the matter to a grievance committee consisting of three nursing faculty members and three nursing students. Ordinarily these faculty members and students will be the current members of the college's Academic Review Board. However, if any of the members of the review board have conflicts of interest, the Dean may appoint student or faculty alternates.
 - A. The Chair of the UG Program will chair the committee as a non-voting member. **A two-thirds vote to recommend upholding the grade or changing it is required.** The committee forwards its recommendation to the Dean of the college with rationale for its decision. The Dean will recommend to the faculty member who awarded the grade that 1) the original grade be retained, or 2) that the grade be changed. The final decision about the grade rests with the faculty member who awarded it.
 - B. During deliberations the committee may, at their discretion or choice, interview or hear testimony from any person directly involved with the case, i.e., the student who received the grade and is appealing, the faculty member who awarded the grade, other faculty members who taught the student in any component of the course. The committee may also request to review any or all tests or other written materials submitted by the student to meet course requirements as well as any or all materials written by faculty to document the extent to which course objectives were achieved.
 - C. Persons not directly involved with the case, (i.e. parents, spouses, attorneys), may not be present during any part of the deliberations or testimony. Persons who provide testimony may not be present before or after they present their testimony.
3. If the issue is still unresolved, the student may initiate the formal Undergraduate Council appeals procedure by forwarding a written request to the Dean of Undergraduate Academic Affairs of the University, 974-3564.

STUDENT MEMBERSHIP ON COMMITTEES

Curriculum Committee:

1. Membership: Membership of the Curriculum Committee shall be 9 voting members, including the chair, and one student representative from each program (BSN, MSN, PhD) who shall serve as non-voting members. Faculty membership shall be representative of the academic programs of the college. Essential members shall also include the College of Nursing's representatives to the university's Undergraduate and Graduate Councils. The Associate Dean for Academic Affairs and the program chairs. Membership will be for a three year term with one-third of the members rotating off of the committee each year.
2. Purposes: Periodically review, monitor, and evaluate curricula and propose revisions.
3. Functions:
 - A. Systematically evaluate the curricula in relation to professional accountability, standards of nursing practice, and accreditation criteria.
 - B. Review proposed curricular revisions and recommend curricular revision when deemed appropriate.

Academic Review Board:

1. Membership: The membership of the Academic Review Board, as described in *Hilltopics*, the official university student handbook, will be composed of three elected faculty members with one rotating off each year and three students nominated by the junior and senior classes and elected by the junior year nursing faculty. Two faculty alternates and four student alternates will also be elected.
2. Procedure for determination of student membership:
 - A. At the beginning of the fall semester, members of the senior class will nominate eight (8) students. Using the list of nominees submitted by the seniors, the junior year nursing faculty will elect two (2) senior student members and two (2) senior student alternates. Those senior students elected will serve from fall semester through May graduation of that academic year.
 - B. At the beginning of the spring semester, the junior class will nominate six (6) students. Using the list of nominees submitted by the juniors, the junior year nursing faculty will elect one (1) junior student member and two (2) junior student alternates. Those junior students elected will serve from January of election through the election of new junior members the following January.
 - C. Following each election, the junior year nursing faculty will submit the names of elected students to the Chair of the Undergraduate Program. All students will be notified in writing by the Chair of the Undergraduate Program and their names entered on the appropriate committee membership lists.
 - D. If the appropriate number of students is not available when the board needs to convene, due either to prior commitments, ineligibility, or graduation; either the Dean of the College of Nursing or the Chair of the Undergraduate Program is authorized to appoint a sufficient number of students to establish a quorum.

3. Purpose: The purpose of this board is to implement a system for monitoring, supervising, and guaranteeing the essentials of academic and professional integrity.
4. Functions:
 - A. To hear charges of alleged academic cheating or plagiarism.
 - B. To hear appeals by students against whom a penalty has been assessed by an instructor for alleged academic misconduct.
 - *C. To hear appeals of students alleging unfair evaluation by nursing faculty in a nursing course. Students are requested to submit appeals within five (5) working days of the time of evaluation notification.
 - *D. To review student behavior when such may adversely affect the profession and make recommendations to the dean and appropriate board and/or committee.
 - *E. To make recommendations to the dean on student requests for waiver of college policy.
 - *F. To hear appeals relative to denial of progression.
 - G. To select member(s) to meet with representatives of other Academic Review Boards to review the status of academic integrity on The University of Tennessee campus.

* In these cases the board acts as a grievance or appeal committee and the Office of Student Conduct is not involved.

Dean's Student Advisory Council (DSAC):

1. Membership: Two seniors elected by the senior class at the first class meeting of the fall semester; all students who are serving on the Health and Welfare Committee; the upper-division students who are the college's representatives to the university's Undergraduate Academic Council; the graduate student from the Health and Welfare Committee who is the graduate student representative to the Graduate Student Association, and two masters students (to include one Master's Entry Student), and a doctoral student elected by their peers.
2. Purpose: To provide a mechanism for systematic dialogue between the Dean of the College and the students.
3. Functions:
 - A. Advise dean about general student problems, issues, and concerns.
 - B. Advise dean about matters being considered by the Undergraduate Academic Council and the Graduate Student Association.
 - C. Discuss implications of current or pending college policies and procedures.

Health and Welfare Committee:

1. Membership: The membership of the Health and Welfare Committee shall be 12 members including the chair. Essential members shall include the Director of Student Services, the Treasurer of the Organization, the Health/Safety Policy Officer and five student representatives (2

juniors, 2 seniors, and the graduate student representative to the Graduate Student Association). Four other faculty members, representative of the graduate and undergraduate programs, shall be elected for a two year term with one half rotating off each year.

2. Purposes: Provide for continuous review of health and welfare matters concerning faculty and students and make recommendations; develop, review, and recommend other non-academic policies and procedures pertaining to faculty and students; meet the social responsibilities of faculty, staff, and students.
3. Functions:
 - A. Review student and faculty health policies and make recommendations.
 - B. Insure that the College of Nursing is in compliance with university, local (clinical agencies), state (TOSHA), and federal (OSHA) regulations and policies.
 - C. Provide the required in-service training regarding bloodborne pathogens.
 - D. Plan and conduct activities to meet the social obligations and needs of the faculty, staff, and students.
 - E. Develop, review, and recommend non-academic policies and procedures pertaining to faculty and students.
 - F. Review policies and make recommendations regarding guidelines for disposition of organization funds.

CALENDAR FOR SELECTION OF COMMITTEE MEMBERS BY SEMESTERS

All committees are to be elected or appointed according to specifications in the Constitution and Bylaws of The University of Tennessee, College of Nursing. The following is a chronological summary of elections/appointments.

Fall Semester: **Election of Student Representatives**

From the Undergraduate Program:

The junior class elects 2 juniors to serve on the Health and Welfare Committee. (These students also serve on the Dean's Student Advisory Council).

The senior class elects 2 seniors to serve on the Health and Welfare Committee (these students also serve on the Dean's Student Advisory Council).

The senior class elects 1 senior to serve on the Curriculum Committee

The senior class elects 2 seniors (one whom is an RN) to serve on the Dean's Student Advisory Council.

The senior class nominates 8 students to serve on the Academic Review Board. From these nominations, junior year nursing faculty will elect 4 students (2 members, 2 alternates).

Spring Semester:

During the first 2 weeks of spring semester the junior class nominates 6 students. From these nominations, the junior year nursing faculty elect 3 students (1 member, 2 alternates) to serve on the Academic Review Board.

APPENDICIES

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

INDEPENDENT STUDY AGREEMENT

NAME: _____

COURSE NUMBER: _____ CREDITS: _____ SEMESTER: _____

OBJECTIVES:

METHODS OF ACHIEVING OBJECTIVES:

EVALUATIVE CRITERIA:

I AGREE TO THE ABOVE REQUIREMENTS FOR THIS COURSE.

SIGNATURE OF STUDENT

I AGREE TO SPONSOR THIS STUDENT FOR INDEPENDENT STUDY.

SIGNATURE OF FACULTY MEMBER

DATE

To Faculty: Please file a copy of this form in official student file in CON Student Services office.

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

**ACADEMIC INTEGRITY
ACKNOWLEDGMENT FORM**

I. Plagiarism

I have received and read the paper entitled "What Is Plagiarism?" and I am aware that throughout all my academic pursuit I am expected to follow the course of intellectual honesty as interpreted in this paper.

Name (please print)_____

Signature_____

Date_____

II. Code of Ethics

I have received and read the UT College of Nursing's Code of Ethics and agree to abide by these guidelines for behavior while a student at this institution.

Signature_____

Date_____

III. Undergraduate Nursing Student Handbook

I have received and read the UT College of Nursing's Undergraduate Nursing Student Handbook and agree to abide by these guidelines and policies while a student at this institution.

Signature_____

Date_____

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

MEDICATION ERROR REPORT

Date of Error_____ Student Involved_____

Course_____ Course Coordinator_____

Clinical Instructor_____ Clinical Site_____

Student Report

Medication/Parenteral Fluid Order_____

Patient Age_____ Diagnosis_____

State exactly what happened including why you believe the error occurred:

What harm could have occurred as a result of this error?

Student Signature_____

Clinical Instructor's Comment:

Instructor Signature_____

Course Coordinator's Comments:

Coordinator's Signature_____ Date of Conference_____

Submit to the Chair of the Undergraduate Program when complete

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

**UNSAFE CLINICAL PERFORMANCE
INCIDENT FORM**

Description/documentation of unsafe clinical performance:
(Use back of sheet or additional pages if necessary)

Referral/outcome: (Check all that apply for student follow-up)

- Immediate dismissal from clinical area after faculty conference _____
- Faculty consultation/remedial work assignment (to be determined by faculty) _____
- Additional clinical time requirement _____
- Conference with course coordinator _____
- Conference with faculty, course coordinator, dean _____
- Referral for outside medical/counseling assistance _____
- Return to the clinical area is dependent upon accomplishment of remedial actions recommended by the faculty, course coordinator, or dean _____

Faculty notified student: Date ____ Time ____
(Copy of this report to be given to student)

Course coordinator notified: Date ____ Time ____
(Copy of this report to be sent to coordinator's office)

Dean's office notified: Date ____ Time ____
(Copy of this report to be sent to Dean's office)

Student signature: _____

Faculty signature: _____

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

POST OCCURRENCE FORM

Date of Report _____ Time of Report _____
Name _____ SS# _____ Phone# _____

Date of last tetanus _____

Date of Incident _____ Time _____

Facility _____

Type of Incident: (please check or complete)

Injury _____ No injury _____ Property Damage _____ Complaint _____
Confidentiality Breach _____ Missing Article _____
Potential Hazard _____ Other _____

Exact Location of Incident _____

Description of Incident: (Use separate page if necessary and include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures taken to prevent re-occurrence, witness(es) name & phone number)

Student responsibilities:

1. Notified supervising faculty: Date _____ Time _____
Name of supervising faculty: _____
2. Completed incident report at facility: Date _____ Time _____
3. Completed College of Nursing Incident Form:
Date _____ Time _____

Please check: Did student obtain _____ refuse _____ examination and/or treatment.
Not applicable _____

Student Signature: _____

Faculty Signature: _____

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

POST EXPOSURE FOR TUBERCULOSIS INCIDENT FORM

Date of Report _____

Name _____ SS# _____ Phone# _____

Date of Exposure Incident _____

Facility _____

Exact Location of Incident _____

Description of Exposure

Incident: _____

Student Responsibilities:

1. Notify supervising faculty: Date _____ Time _____

2. Incident report at facility: Date _____ Time _____

3. Receive a PPD skin test (if previously negative):

Date _____ Place _____ Results _____

Health Care Provider Signature _____

4. If currently have a positive PPD, get chest x-ray in 3 months.

5. I have discussed the remainder of my follow-up care with my supervising faculty and understand that I am responsible for obtaining this care:

Date _____ Signature _____

6. Give original form to supervising faculty at this point, but keep copy for reference regarding three month follow-up care. Faculty give copy of form to the Health/Safety Policy Officer.

7. Three (3) months after exposure incident:

Repeat PPD skin test: Date _____ Results _____

Chest x-ray: Date _____ Results _____

Prophylactic medication: _____

Health Care Provider Signature _____

8. Report 3 month follow-up results to the College of Nursing.

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

**BLOODBORNE PATHOGEN EXPOSURE
REFUSAL OF FOLLOW-UP**

I understand that due to my exposure to blood or other body fluid, possibly infected with bloodborne pathogens, I am being offered medical/counseling follow-up services. However, I decline the follow-up services at this time. I understand that by declining the service, I continue to be at risk of acquiring hepatitis B virus or other bloodborne pathogen infection. If in the future I decide to take advantage of the follow-up services, they will at that time be made available to me.

STUDENT NAME (Print)_____

STUDENT'S DEPARTMENT_____

STUDENT SIGNATURE_____

Original: Department Files

Copy: Department of Environmental Health and Safety

Employee/Student

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

**POST EXPOSURE INCIDENT FORM
FOR BLOODBORNE COMMUNICABLE DISEASES**

Date of Report _____ Time of Report _____

Name _____ SS # _____ Phone# _____

Hepatitis B Vaccination Series Record _____

Date of Exposure Incident _____ Time _____

Facility _____

Exact Location of Incident _____

Description of Exposure Incident:(use separate page if necessary)

Student Responsibilities:

1. Notified supervising faculty: Date _____ Time _____

2. Incident report at facility: Date _____ Time _____

3. Reported for testing/treatment:
Physician on site Date _____ Time _____

OR...
Physician at Student Health Services
Date _____ Time _____

OR...
UTMC ER if after 4:30 PM: Date _____ Time _____

4. Name/Signature of attending physician/health care provider:

(Print Name) (Signature)

5. Completed College of Nursing Exposure Incident Form:
Date _____ Time _____

Student Signature: _____

Faculty Signature: _____

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING**

HEALTH STATUS FORM

Student Name _____ SS # _____

Home Address _____ Home Phone _____

_____ Campus Phone _____

REQUIRED ITEMS PRIOR TO JULY 14, 2006

I, _____ (licensed health care provider) certify that _____
(nursing student) is physically able to meet the requirements of clinical practice without threat to
her/himself or others.

1. Rubella Immunity Status:

MMR vaccine: _____ (date) and _____ (date)
(Two immunizations given after 12 months of age)

or

Rubella Titer: Immune/Non-immune (circle one) Date _____
(Any student who tests non-immune must attach evidence of a recent rubella (or MMR)
immunization)

Precautions for rubella immunization: Pregnancy; history of anaphylactic reaction following
receipt of neomycin; immunosuppression.

FOR THOSE STUDENTS BORN PRIOR TO 1957:

One MMR or MR vaccine: _____ (date)

2. Rubeola (red measles) Immunity Status:

Documented evidence of two MMRs after the age of 12 months (noted above), or documented
laboratory evidence of immunity, or documented **diagnosed** measles disease (CDC guidelines).
Such documentation should be attached to this form. Any student who cannot document immune
status must have the rubeola (or MMR) immunizations. Exception: birth before 1957 (in which
case, one MMR or MR is needed for rubella immunity).

Precautions for rubeola immunization: Pregnancy; history of anaphylactic reaction following
egg ingestion or receipt of neomycin; immunosuppression.

Signature of health care provider _____

Name _____

Address _____

3. Hepatitis B Immunity Status:

Hep #1 _____ (date); Hep #2 _____ (date); Hep #3 _____ (date)

Signature of health care provider _____

Name _____

Address _____

Students must have at least two of the three vaccinations by the time classes begin in August.

It is to be understood that by declining this vaccine there is a continued risk of acquiring hepatitis B, a serious liver disease which can lead to life-threatening diseases such as cirrhosis and cancer.

Students who refuse to obtain the hepatitis B virus vaccination must sign a refusal form and submit it to the Student Services Office. This form is available from the Student Services Office.

4. Varicella Immunity Status: (All students must have a titer)

Varicella titer: Immune/Non-immune (circle one) Date _____

Varicella immunizations are required for any student who tests non-immune.

The Varicella immunization series must be completed by the beginning of the Fall Semester.

Varicella vaccine #1 _____ (date) and #2 _____ (date)

Signature of health care provider _____

Name _____

Address _____

5. PPD Tuberculin Skin Test Result: _____ Date read: _____

(Multi-puncture skin tests for tuberculosis are not acceptable.)

The PPD tuberculin skin test must have been performed within the past year.

NOTE: Students who have had a positive skin test in the past or who have received BCG must have a negative chest X-ray within the past year.

If Applicable: chest X-ray results _____ Date _____

Signature of Skin Test and/or X-ray examiner

Signature of health care provider _____

Name _____

Address _____

Revised February 2006