

University of Houston -Victoria

School of Nursing



SCHOOL OF
NURSING
VICTORIA • SUGARLAND • KATY

Student Handbook
2011-2012

Table of Contents

Welcome and Overview.....	4
School of Nursing Organization & Purpose	5
Mission Statement	6
Philosophy and Conceptual Framework.....	6
Faculty Organization	8
Academic Programs & Degree Requirements	9
Bachelor of Science in Nursing.....	10
Program Goals:	10
RN to BSN Program.....	11
Second Degree BSN.....	13
Master of Science in Nursing	15
Program Goals:	15
Nursing Administration Track	18
Nursing Education Track	19
Post Master's Certificate in Nursing Education.....	19
RN to MSN Bridge.....	20
General Student Policies & Procedures	22
Academic Center Services.....	23
Academic Honesty.....	23
Attendance Policy.....	24
E-mail Accounts	24
Evaluation of Faculty and Course	24
Faculty Advisor	24
Financial Aid & Scholarship Information	25
Grade Appeal.....	25
Grading	25
Graduation	25
Grievance Procedure.....	26
Jurisprudence Exam.....	26
Licensure Eligibility	26
Minimum Technology Requirements.....	27

Pinning Ceremony	28
Professional Behavior	28
Progression	29
Readmission Standards	33
Special Accommodations	33
Standardized Tests and Remediation for Second Degree Students	33
Student Involvement in Curriculum and Evaluation	33
Transfers into the Nursing Program	33
Withdrawal	34
Clinical Policies & Procedures	35
Annual Student Clinical Requirements Part One	36
Attendance	42
Blood, Body Fluid, and Hazardous Exposure Policy and Protocol	42
Calculations Proficiency Tests	44
Clinical Agency Policies and Procedures	44
Clinical Conduct	45
Clinical Performance Evaluation	45
Confidentiality Statement	46
Dress Code	46
Grades	46
Student Evaluation of Clinical Faculty	47
Withdrawal	47
APPENDIX A: CDC Standard Precaution Guidelines	48

Welcome and Overview

Welcome to the University of Houston-Victoria (UHV) School of Nursing (SON). The SON has been offering educational, informational, and cultural opportunities to students from several South Texas counties since 2006. Located at campuses in Victoria, Sugar Land, and Katy the SON establishes educational partnerships with both rural and urban health care facilities. The nursing faculty utilizes many learning modalities to provide exemplary education across a continuum of cultural, educational, and generational learning concepts. Approved undergraduate programs of study include the RN to BSN and Second Degree BSN tracks. Approved graduate programs include the MSN Administration and Education tracks.

The nursing student handbook (SHB) contains policies specific to the SON programs that supplement those found in course syllabi, the UHV Catalog, and the UHV Student Handbook. Students are responsible for using the Handbook as a resource when questions arise and as a guide to academic and nonacademic policies and procedures.

The information in this handbook is updated annually, however; changes may also be made throughout the academic year. If a change occurs, an announcement will be posted on the SON website and in Blackboard nursing course sites; students will also be notified via UHV e-mail.

Congratulations on your decision to advance your education. The faculty and staff are here to help you reach your goal!

School of Nursing Organization & Purpose

Mission Statement

The mission of the SON is to provide innovative and flexible programs for entering or advancing a career in nursing to produce respected graduates and leaders. The SON is committed to serving educational needs and advancing quality of life while enhancing economic, cultural life and health of communities served. The SON expands knowledge through scholarship, leadership, and life-long learning and through service that benefits multiple communities while promoting the image and growth of the profession.

Philosophy and Conceptual Framework

The following values and beliefs govern each educational program in the SON. They are the framework for all faculty and student activities, including the design of the curriculum, selection of teaching strategies, and participation in scholarship, community service, and practice activities.

The conceptual framework of the SON is based on the recognition the students who enter it will already be members of a profession. They come to the program with expertise and experience. Most are practicing professionals employed either full-time or part-time in nursing or other fields. The decision to pursue a nursing degree represents a major commitment to furthering their education.

The program is designed to recognize and value the educational background and experience of these students both by incorporating previous education and by emphasizing self-directed learning and collaboration. This role will enable the graduate to assume a leadership role in various health care settings. The program will recognize the demands on the time and energies of the students. Classes will be Web-enhanced to accommodate the students' ability to arrange work and study schedules in order to attend classes.

The focus of the SON is healthcare in diverse settings. The graduate will utilize scientific inquiry, evidence-based practice and nursing leadership concepts.

Persons are holistic beings of intricate worth who are affected by physiological, psychological, socio-cultural, developmental and spiritual variables. A person interacts with and reacts to environment, family, groups, and the community to move toward fulfillment as members in society.

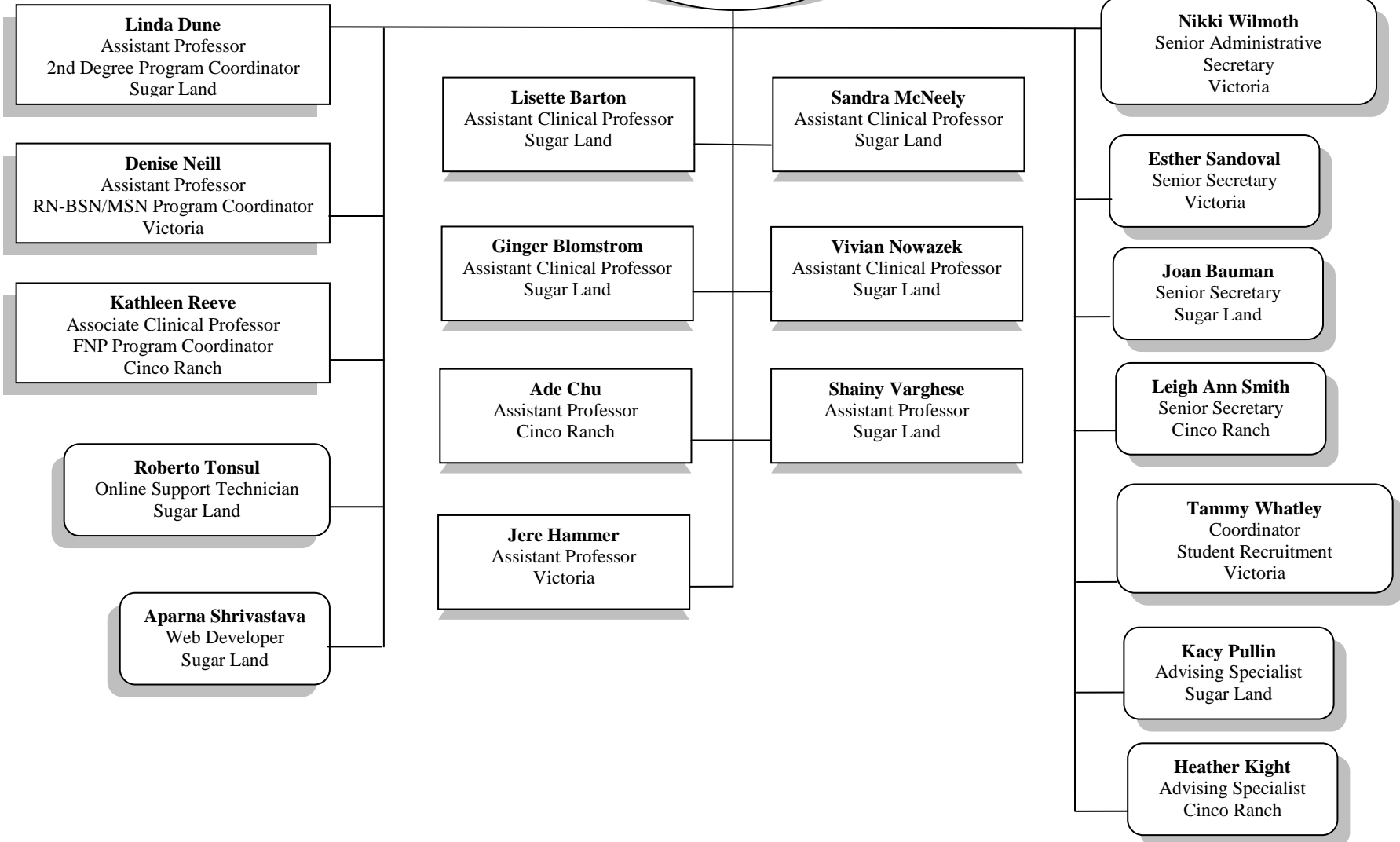
Health is a dynamic state of being in which the individual, family, or community realizes optimal well-being. Individuals, families, and communities have worth, the right and responsibility to participate in decisions regarding the management of health, and access to teaching-learning consistent with their culture and beliefs. Health is experienced by the individual, family, or community on a wellness-to-illness continuum.

The environment is the internal and external influences acting on the individual, family, or community. It encompasses the person and nursing within the health-wellness continuum. The

faculty believes that the person is an active participant in the lifelong teaching-learning process and is responsible for their own learning.

Nursing is the protection, promotion and optimization of health and abilities. Nurses prevent illness and injury and alleviate suffering through the diagnosis and treatment of human responses and advocacy in the care of individuals, families, communities and populations to actual or potential problems affecting health (ANA, 2004 p. 7). The graduate will have the knowledge and skills to implement evidence-based care and manage macro and microsystems of care to provide for the health care needs of the patient, family and community. Professional nursing is the application of this knowledge in a caring and collaborative partnership with the individual, family, or community across the lifespan to maintain, promote or restore health, or to achieve a peaceful death.

Faculty Organization



Academic Programs & Degree Requirements

Bachelor of Science in Nursing

The objective of the BSN program is to produce graduates for professional nursing practice who can draw upon knowledge from the biological sciences, social sciences, humanities and nursing to critically analyze human responses to actual and potential health problems and provide appropriate nursing interventions. The curriculum provides graduates with strong critical thinking skills, leadership, management skills, and the ability to incorporate research findings into nursing practice.

Program Goals:

- Synthesize knowledge from the humanities, biological, social and behavioral sciences to provide appropriate culturally sensitive nursing care to individuals, families and communities.
- Demonstrate effective interpersonal communication, leadership skills, quality improvement, patient safety and collaboration with other professionals.
- Assume accountability for client care outcomes related to disease prevention, health promotion, and evidence based nursing practice to restore health across the continuum of healthcare environments.
- Utilize clinical reasoning and critical thinking skills to evaluate the outcomes of nursing care provided to clients throughout their life span.
- Deliver quality patient care while utilizing knowledge and skills in information and patient care technology.
- Serve as client advocate by providing health education and monitoring healthcare policies that influence the ability to promote access to cost-effective care.
- Acknowledge the need for lifelong learning and create a foundation for advanced study.
- Integrate professional values and ethical, moral and legal aspects of nursing into practice in a variety of settings.

BSN students are expected to:

- Be familiar with the mission of this program and to comply with the expectations of them outlined in this catalog, new student orientation, and student handbook.
- Maintain high standards of academic honesty and ethical behavior as outlined in course syllabi.
- Ensure that degree plan requirements are understood and contact advisor promptly to resolve any questions regarding enrollment.
- Ensure contact information such as address and e-mail address is kept current in their PeopleSoft self service account.
- Comply with registration deadlines, financial aid deadlines, and tuition and fees deadlines.
- Apply for graduation by the published deadline for the semester in which they will complete degree requirements.
- Visit the school's web page (www.uhv.edu/nursing) regularly for important updates and to obtain information on course textbooks.

RN to BSN Program

The primary educational objective of the RN to BSN completion program is to increase the career and educational opportunities available to registered nurses in the University's service region. Graduates of the program will have a broader understanding of the nursing profession and will bring that understanding to the practice of nursing in their places of employment. Graduates will be prepared to assume some leadership and management roles.

The requirements that apply to all candidates for Registered Nurse to Bachelor of Science in Nursing degree are listed in the UHV Catalog: (<http://www.uhv.edu/catalog/>) and include:

- Graduate from an institution accredited by one of the six recognized regional accrediting associations, with an associate degree or completion of a diploma program.
- Evidence of a current Registered Nurse Texas license and current CPR license.
- A cumulative GPA of at least 2.0 and a GPA of 2.5 in natural, physical and behavioral sciences. (Students who have a GPA lower than 2.5 may appeal to the Dean of Nursing for conditional admission.)
- Satisfy Core Curriculum Requirements for students entering college in Fall 1999 or after. See "General Requirements for a Bachelor's Degree."
http://www.uhv.edu/catalog/Degree_req.asp#Bachelor%27s
- Satisfy the requirements for a Bachelor of Science in Nursing degree.
- http://www.uhv.edu/oar/pdf/TransferPlans/RN_to_BSN-2plus2_08-09.pdf
- Lower Division – 3 semester hours of speech and satisfy computer literacy/proficiency requirement; BIOL 1322 Nutrition; BIOL 2420 Microbiology; BIOL 2401 and 2402 Anatomy and Physiology; CHEM 1405 Introduction to Chemistry or CHEM 1411 General Chemistry I; MATH 1342 Elementary Statistical Methods; PSYC 2301 Introduction to Psychology; PSYC 2314 Human Growth and Development; SOCI 1301 Introduction to Sociology
- Students will be given 30 hours of advanced placement credit for successful completion of nursing courses and subsequent RN licensure.
- Upper Division – ENG 3430 Professional Writing; NUR 3210 The Role of Professional Nursing; NUR 3311 Health Assessment Across the Life Span; NUR 4312 Leadership and Management in Nursing Practice; NUR 4314 Nursing Research; NUR 3315 Pathophysiology; NUR 4320 Concept Integration of Complex Patient Care; NUR 4321 Community Health Nursing; NUR 4222 Trends and Issues in Professional Nursing; NUR 4421 Clinical Concepts in the Professional Role.

Lower-Level Prerequisite Courses	Semester Hours
ENGL 1301/ENGL 1302 English Composition	6
HIST 1301/HIST 1302 U. S. History	6
GOVT 2301/2306 and GOVT 2302/2305 Political Science (Federal and State)	6
Literature (any sophomore level Literature course)	3
Speech (may take any Speech course including Interpersonal Comm.)	3
COSC 1301 or equivalent Computer Literacy course	3
PSYC 2301 Introduction to Psychology	3
PSYC 2314 Human Growth and Development	3
SOCI 1301 Introduction to Sociology	3
Visual/Performing Arts (may select from Art, Drama, or Music)	3
MATH 1342 -Statistics	3
BIOL 1322 Nutrition	3
Chemistry (May take Introductory Chem. or General Chemistry)	4
BIOL 2401 and BIOL 2402 Human Anatomy and Physiology	8
BIOL 2420 Microbiology	4
Total Prerequisite Courses	61
Advanced Placement -Students will be given 30 semester hours of credit for successful completion of nursing courses and subsequent RN licensure.	
Upper-Level Degree Requirements	
ENG 3430 Professional Writing	4
NURS 3210 Professional Role Development and Practice Issues	2
NURS 3311 Health Assessment Across the Life Span	3
NURS 3315 Pathophysiology	3
NURS 4312 Leadership and Management in Professional Nursing Practice	3
NURS 4314 Nursing Research	3
NURS 4521 Community Health Nursing	3
NURS 4520 Concept Integration of Complex Patient Care	3
NURS 4322 Policy, Politics and Ethics in Professional Nursing Practice	3
Total Upper-Level Degree Requirements	31
Total Degree Requirements:	122

Second Degree BSN

The graduate will have the knowledge and skills to implement evidence-based nursing care and manage macro and micro systems of care to provide for the health care needs of the patient, family and community. The ability to use scientific inquiry, nursing leadership concepts will enable the graduate to provide nursing care in diverse health care settings.

Requirements for Second Degree Undergraduate Admission

Applicants to the Second degree BSN program must meet all requirements for undergraduate admission as outlined in the ADMISSIONS section of catalog.

<http://www.uhv.edu/catalog/Admissions.asp> Prospective students are urged to apply as early as possible in order to allow adequate time for record processing and counseling. The applicant is responsible for furnishing all necessary documentation to the Admissions and Records office by November 1st for Spring admission. Late applicants may be considered if spaces are available.

All applicants must:

- Complete an application for undergraduate admission.
- Submit official transcript(s) from EACH college or university attended, sent directly from each institution to UH-Victoria. (For timely and accurate processing, students should ensure that all official documents have been submitted prior to registration.)
- Have graduated from an accredited baccalaureate degree program.
- Have a cumulative GPA of at least 3.0 and a GPA of 3.0 in natural and behavioral science is expected. (Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated)
- Have completed all prerequisite course work prior to enrolling in the program.
- Pass a criminal background check. Program graduates are required to submit a set of fingerprints to the Board of Nursing for FBI criminal background check as part of the Texas licensure application process.
- Submit a Current CPR Healthcare Provider card.
- Pass the Nurse Entrance Test (NET) or Test of Essential Academic Skills (TEAS)
- Meet the following immunization requirements:
 - Two-step TB skin test
 - Tetanus-diphtheria toxoid (Td) within the last 10 years
 - Measles/Mumps/Rubella vaccinations(s)
 - Varicella vaccination(s)
 - Three-injection hepatitis B vaccination series or serologic confirmation of immunity to hepatitis B virus.
- Satisfy all university requirements for a bachelor's degree as found in the section UNIVERSITY DEGREE REQUIREMENTS <http://www.uhv.edu/catalog/> (summarized below):

Lower Division:

- 3 semester hours of statistics (may take psychology statistics or math statistics)
- 3 semester hours of nutrition
- 8 semester hours of human anatomy and physiology

- 4 semester hours of Chemistry (may take introductory chemistry or general chemistry)
- 6 semester hours of Psychology (PSYCH 2301 Introduction to Psychology, and PSYC 2314 Human Growth and Development)
- 3 semester hours of Sociology (SOCI 1301 Introduction to Sociology).

Upper Division: 61 semester hours of upper division Nursing courses:

- Synthesis of Nursing Professional Role I
- Synthesis of Nursing Professional Role II
- Synthesis of Nursing Professional Role III
- Pharmacology for Collaborative Nursing Practice
- Reading and Interpreting Scientific Literature, Introduction to Evidence-Based Nursing Practice
- Nursing Process for Symptom Management
- Nursing Process for Collaborative Practice I
- Nursing Process for Collaborative Practice II
- Clinical Nursing Practice I
- Clinical Nursing Practice II
- Clinical Nursing Practice III
- Nursing Research
- Special Topics course in Nursing

Lower-Division Prerequisite Courses	Semester Hours
ENGL 1301/ENGL 1302 English Composition	6
HIST 1301/HIST 1302 U. S. History	6
GOVT 2301/2306 and GOVT 2302/2305 Political Science (Federal and State)	6
Literature (any sophomore level Literature course)	3
Speech (may take any Speech course including Interpersonal Comm.)	3
COSC 1301 or equivalent Computer Literacy course	3
PSYC 2301 Introduction to Psychology	3
PSYC 2314 Human Growth and Development	3
SOCI 1301 Introduction to Sociology	3
Visual/Performing Arts (may select from Art, Drama, or Music)	3
PSYC 2317 or MATH 1342 - Statistics	3
BIOL 1322 Nutrition	3
Chemistry (May take Introductory Chem. or General Chemistry)	4
BIOL 2401 and BIOL 2402 Human Anatomy and Physiology	8
BIOL 2420 Microbiology	4
Total Prerequisite Courses	61

Upper-Division Degree Requirements	Semester Hours
NUR 3230 Synthesis of Nursing Professional Role I	2
NUR 3332 Synthesis of Nursing Professional Role III	3
NUR 3331 Synthesis of Nursing Professional Role II	3
NUR 3247 Pharmacology for Collaborative Nursing Practice	2
NUR 3337 Reading and Interpreting Scientific Literature	3
NUR 3440 Introduction to Evidence-Based Nursing Practice	4
NUR 3631 Nursing Process for Symptom Management	6
NUR 3736 Nursing Process for Collaborative Practice I	7
NUR 3637 Nursing Process for Collaborative Practice II	6
NUR 3633 Clinical Nursing Practice I	6
NUR 3734 Clinical Nursing Practice II	7
NUR 3635 Clinical Nursing Practice III	6
NUR 4314 Nursing Research	3
NUR 4200 Special Topics Course	2
Total Upper-Level Degree Requirements	60
Total Degree Requirements	121

Master of Science in Nursing

The primary educational objective of the Master of Science in Nursing (MSN) program is to increase the career and educational opportunities available to registered nurses. Graduates of the program will have a broader understanding of the nursing profession and will bring that understanding to the practice of nursing in their places of employment. Graduates will be prepared to assume some Leadership and management roles.

The MSN program is designed to build upon the BSN degree. Students in this program are prepared to function at advanced levels with an expanded knowledge of theory, research and clinical application. Graduates are prepared to provide evidenced based health care and to work on collaborative teams. Each graduate will be able to function in an advanced practice role as a Nurse administrator and for the role of a nurse educator.

Program Goals:

- Connect theory, evidence based practice, and research to practice.
- Assume advanced leadership roles in a variety of health care settings.
- Exemplify ethical, legal, and professional standards for advanced nursing practice.
- Integrate advanced knowledge of nursing and related disciplines in the roles of educator, administrator, or clinical expert.
- Participate in research and other scholarly activities to expand nursing knowledge.
- Work effectively in interdisciplinary relationships or partnerships to promote, maintain, and restore the health of multicultural clients; improve health care delivery systems; shape health care policy; or influence professional education.

MSN students are expected to:

- Be familiar with the mission of this program and to comply with the expectations of them outlined in this catalog, new student orientation, and student handbook.
- Maintain high standards of academic honesty and ethical behavior as outlined in course syllabi.
- Ensure that degree plan requirements are understood and contact advisor promptly to resolve any questions regarding enrollment.
- Maintain a GPA of 3.0 throughout the program, and receive no more than two Cs in MSN courses.
- Ensure contact information such as address and e-mail address is kept current in their PeopleSoft self service account.
- Comply with registration deadlines, financial aid deadlines, and tuition and fees deadlines.
- Apply for graduation by the published deadline for the semester in which they will complete degree requirements.
- Visit the school's web page (www.uhv.edu/nursing) regularly for important updates and to obtain information on course textbooks.

Requirements for Graduate Admission

Applicants to the graduate nursing programs must meet all requirements for graduate admission as described in the ADMISSIONS section of catalog.

http://www.uhv.edu/catalog/Admissions_GraduateAdmission.asp

In order to be considered for admission a student must send the following credentials to the Office of Admissions and Records:

- A completed application for graduate admission which includes the graduate studies action form.
- Applicants to the RN to MSN program must have completed a baccalaureate degree in a discipline other than Nursing.
- Applicants to the RN TO MSN program without a Baccalaureate degree must have graduated from an accredited by one of the six recognized regional accrediting associations as describe in the ADMISSIONS section of this catalog.
- Applicants to the RN to MSN program must provide evidence of current RN Texas licensure and current CPR certification.
- Official transcripts reflecting undergraduate coursework completed AND the baccalaureate (or higher) degree conferred, sent directly from each institution to UHV.
- Applicants to the MSN program must provide evidence of current RN Texas licensure and current CPR certification.
- Applicants to the MSN program must provide a short essay which includes career goals and expectations for the desired program of study.
- Two letters of recommendation.
- Transfer of graduate course work.

Credit may be transferred only for graduate credit courses completed with a grade of A or B. The transfer student must complete 75% of the coursework required for a degree program at UH-

Victoria. A total of 9 semester hours of graduate course work is allowed. A transfer student may transfer course work from another institution if the institution is accredited by one of the six recognized regional accrediting associations, the credit is of college level, and the credit is on the school's official transcript.

The prospective student is responsible for providing course description and course syllabi for consideration. Approval of transfer credit toward the MSN degree is by the appropriate academic advisor and SON Dean.

Courses required for attaining the Master of Science in Nursing Degree

Students must satisfy all university requirements for a graduate degree as found in the section http://www.uhv.edu/catalog/Admissions_GraduateAdmission.asp. In addition applicants must meet the following eligibility criteria:

- BSN degree from an accredited bachelor's degree or diploma program.
- Minimum overall undergraduate GPA of 3.0.
- Valid Texas RN licensure.
- Personal statement indicating reasons for applying to the program and career goals.
- Two letters of recommendation.
- Demonstrated English proficiency as stated in university catalog. (Please refer to Admissions section of catalog).
- Minimum Health Sciences Reasoning Test (HSRT) score of 15.

The core course requirements are summarized below:

Core Courses (12 Credit Hours)

Course Number	Title	Credit Hrs	Lab/ Practicum Hrs
NUR 6301	Advanced Inquiry and Nursing Research	3	
NUR 6306	Professional Role, Policy and Ethics	3	
NUR 6307	Nursing Theory	3	
NUR 6351	Evidenced-Based Practice Project	3	
	Core Total	12	

Specialization Requirements**Nursing Administration Track**

Students in this program will take the Nursing core courses, in addition to the courses listed below:

NURSING ADMINISTRATION CONCENTRATION COURSES (24 CREDIT HOURS)

Course Number	Title	Credit Hrs	Lab/ Practicum Hrs
NUR 6309	Advanced Nursing Leadership and Management	3	
NUR 6313	Theories and Methods of Teaching and Learning in Nursing	3	
NUR 6316/ MGT 6351	Health Care Organizational Behavior	3	
NUR 6317/ MGT 6374	Human Resource Management	3	
NUR 6318	Health Care Delivery Systems	3	
NUR 6319	Health Care Finance	3	
NUR 6320	Health Care Informatics	3	
NUR 6321	Leadership Practicum	3	135
	Concentration Total	24	
	TOTAL ADMINISTRATION PROGRAM	36	

Nursing Education Track

Students in this program will take the Nursing core courses, in addition to the courses listed below:

NURSING EDUCATION CONCENTRATION COURSES (24 CREDIT HOURS)

Course Number	Title	Credit Hrs	Lab/ Practicum Hrs
NUR6310	Advanced Clinical I	3	45
NUR6311	Advanced Clinical II	3	90
NUR6312	Measurement and Evaluation in Nursing Education	3	
NUR6313	Theories and Methods of Teaching and Learning in Nursing	3	
NUR6314	Development of Nursing Curriculum	3	
NUR6315	Practicum in Teaching in Nursing	3	135
NUR6320	Health Care Informatics	3	
	Elective*	3	
	Concentration Total	24	
	TOTAL EDUCATION PROGRAM	36	

* Electives can be selected from the following options:

- NUR 6304 Advanced Pathophysiology
- NUR 6305 Advanced Health Assessment
- NUR 6323 Foundations of Adult Education
- NUR 6318 Healthcare Delivery Systems & Organization
- NUR 6319 Health Care Policy, Finance and Economics
- NUR 6324 Diversity and Adult Education
- NUR 6300 Selected Topics

Post Master's Certificate in Nursing Education

Students who desire this additional certificate are required to complete the Nurse Administration requirements, in addition to the courses listed below:

- NUR 6312 Measurement and Evaluation in Nursing Education - 3hr
- NUR 6313 Principles of Teaching and Learning - 3hr
- NUR 6314 Curriculum Development - 3hr

Note: NUR 6315 Practicum in Teaching in Nursing will be an optional course for the post-master's certificate.

RN to MSN Bridge

The RN to MSN bridge program is designed to allow the associate degree nurse, diploma nurse, and non-nursing baccalaureate graduate to obtain a master's degree with a focus as nurse administrator, nurse educator, or clinical leader in the most streamlined manner possible.

During the first two semesters of study, these registered nurses complete undergraduate bachelor's level nursing courses that provide the bridge to a master's in nursing. An additional semester will be required for those students interested in becoming a nurse educator. This special classification of students will not receive a Bachelor of Science in Nursing degree.

REQUIRED SPECIFIC UNDERGRADUATE NURSING COURSES (24 HOURS)

Course Number	Title	Credit Hrs	Lab/ Practicum Hrs
ENG 3430	Professional Writing*	3	
NUR 3440	Introduction to Evidence-Based Nursing Practice	4	
NUR 4314	Nursing Research	3	
NUR 4312	Leadership and Management in Nursing Practice	3	
NUR 4320	Integration of Concepts in Complex Patient Care	3	
NUR 4321	Community Health Nursing	3	
NUR 4421	Clinical Concepts in the Professional Role	4	

*Professional Writing is not a requirement for RN to MSN Bridge program students who have completed a baccalaureate degree in another discipline.

REQUIRED SPECIFIC GRADUATE NURSING COURSES (12 HOURS)

Course Number	Title	Credit Hrs	Lab/ Practicum Hrs
NUR 6301	Advanced Inquiry and Nursing Research	3	
NUR 6306	Professional Role, Policy and Ethics	3	
NUR 6307	Nursing Theory	3	
NUR 6351	Evidenced-Based Practice Project	3	
	Core Total	12	

ACADEMIC CONCENTRATION

Choose one of the following:

Nursing Administration: RN to MSN Bridge students interested in Nurse Administration will take the Nursing core courses, in addition to the courses listed below:

- NUR 6309 Advanced Nursing Leadership and Management
- NUR 6313 Theories and methods of Teaching and learning in Nursing
- NUR 6316 Healthcare Organizational Behavior (cross-listed as MGT 6351)
- NUR 6317 Human Resource Mgmt in Healthcare (cross-listed as MGT 6374)
- NUR 6318 Healthcare Delivery Systems & Organization

- NUR 6319 Healthcare Policy, Finance & Economics
- NUR 6320 Healthcare Informatics
- NUR 6321 Leadership Practicum I
- NUR 6322 Leadership Practicum II

TOTAL PROGRAM REQUIREMENTS

REQUIRED UNDERGRADUATE NURSING COURSES 24 hours

REQUIRED SPECIFIC GRADUATE NURSING COURSES 9 hours

ACADEMIC CONCENTRATION 27 hours

TOTAL 60 hours

Nursing Education: RN to MSN Bridge students interested in Nurse Education will take the Nursing core courses, in addition to the courses listed below:

- NUR 6310 Advanced Clinical I
- NUR 6311 Advanced Clinical II
- NUR 6312 Measurement and Evaluation in Nursing Education
- NUR 6313 Principles of Teaching and Learning
- NUR 6314 Development Of Nursing Curriculum
- NUR 6315 Practicum in Teaching
- NUR 6320 Healthcare Informatics

* Elective

* Electives can be selected from the following Options:

- NUR 6304 Advanced Pathophysiology
- NUR 6305 Advanced Health Assessment
- NUR 6318 Healthcare Delivery Systems & Organization
- NUR 6319 Health Care Policy, Finance and Economics
- NUR 6320 Healthcare Informatics
- NUR 6323 Foundations of Adult Education (taught by School of Education and Human Development as Adult Education Certificate course)
- NUR 6324 Diversity in Adult Education (taught by School of Education and Human Development as Adult Education Certificate course)

TOTAL PROGRAM REQUIREMENTS

REQUIRED UNDERGRADUATE NURSING COURSES 24 hours

REQUIRED SPECIFIC GRADUATE NURSING COURSES 9 hours

ACADEMIC CONCENTRATION 27 hours

TOTAL 60 hours

General Student Policies & Procedures

Academic Center Services

The Academic Center offers writing assistance to all UHV students in the form of paper reviews by peer tutors. Tutors will aid students in looking more critically at their own writing to examine issues such as organization, structure, and development of ideas. Online sessions are available by e mailing tutor@uhv.edu with your instructor's guidelines and your paper as a Word or WordPerfect attachment. Visit the Center's Web site at <http://www.uhv.edu/ac> or stop by Room 122 (University West in Victoria) for more information.

Academic Honesty

The importance of academic honesty can never be overemphasized. As a critical matter that warrants severe sanction in the conventional setting, academic dishonesty in any of its forms is totally unacceptable in the University of Houston-Victoria SON setting, where all students pursuing a nursing degree are held to high ethical, moral, & professional standards inherent to the nursing profession.

When preparing course assignments, students must be careful to differentiate between their ideas & those derived from other sources by correctly following the American Psychological Association (APA) guidelines for citation of materials and quotes.

Whenever ideas or facts are obtained from a student's reading, research, other students or faculty sources they must be properly cited according to standards set by UHV & the current edition of Publication Manual of the American Psychological Association (APA Manual).

- Plagiarism is a violation of academic honesty.
- Plagiarism is the academic equivalent of stealing.
- Plagiarism is using another person's work or ideas without giving credit and includes incorrect citation of quoted material.
- Plagiarism is dishonest because it misrepresents the work of another as your own.

Sanctions for plagiarism will be applied no matter how minor, intentional, or unintentional the infraction. Consequences will range from a significant grade reduction for a minor offense, to a "0" on the assignment or failure in the course for a moderate offense, to being dismissed from the Nursing program and University for a major infraction or a repeat offense. Any evidence indicating student involvement in academic dishonesty will be referred to the Dean of the SON. The student will be informed in writing of this referral. Any second offense will be reported to the University Academic Council according to UHV policy.

Refer to the UHV policy on Academic Dishonesty in the Student Handbook available at:

<http://www.uhv.edu/handbook/34.aspx>

Attendance Policy

For successful course completion, all course objectives must be met, and absences may prohibit a student from meeting the objectives. When absent, the student is responsible for contacting the faculty member.

When a class absence(s) prohibits a student from meeting one or more course objectives, the absence(s) must be made up. Depending upon the nature and extent of the absence(s), a faculty member may require a make-up assignment. If family difficulties, financial concerns, work obligations, or life stressors are barriers to class attendance, the student should seek assistance from UHV Student Solutions.

When repeated absences or failure to make up absences occurs and prohibits achievement of course objectives, refer to the UHV class attendance policy: "A student whose absences are determined by the instructor to be excessive shall be dropped prior to the last day to drop a course or withdraw from UHV with a grade of W or F."

E-mail Accounts

The university provides email accounts to all current students. Students are required to use their UHV email address for the purpose of communicating with the SON faculty and staff who will exclusively utilize UHV email addresses in communicating with students.

Evaluation of Faculty and Course

Evaluations are most helpful when they are honest, fair, constructive and pertinent to the class, clinical experience, or course. Each faculty seriously considers student evaluations in making modifications in the course, specific classes and clinical experience. Evaluation of class, laboratory and clinical teaching effectiveness are used by individual faculty in identifying areas of strength and areas of needed improvement. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. Links to online course evaluations will be sent via UHV email accounts to each enrolled student.

Faculty Advisor

All students must be advised prior to registering for any courses in any given semester. Upon initial acceptance to a nursing program, the student should contact the SON to set up an advising appointment.

Currently enrolled students will be assigned a faculty advisor prior to the advising period for pre-registration for the Summer-Fall semesters and Spring semester. A student may contact the advisor at any time regarding questions about the curriculum requirements, etc. However, it is ultimately the responsibility of the student to be sure requirements for the degree are met.

Financial Aid & Scholarship Information

There are a wide variety of financial resources are listed in the University of Houston Victoria website to assist you in meeting your educational goals. You may be eligible for both merit and need-based financial aid. For more information, visit <http://www.uhv.edu/ofa>

SON scholarships are awarded each semester to qualified, newly admitted and continuing undergraduate and graduate students. The most current description of various scholarships, a reference chart to determine eligibility, and the application process are available at the SON website (<http://www.uhv.edu/nursing/scholarship.htm>).

Grade Appeal

Refer to the UHV Student Handbook for grade appeal guidelines at <http://www.uhv.edu/HandBook/default.aspx>.

Grading

Grading for nursing courses follows the general UHV grading policy and each course syllabus will have course specific grading policies. However, in courses with clinical or skill laboratory components, students are required to pass the skill laboratory and clinical components of the course in order to pass the entire course. In the event that the student passes the didactic (classroom) portion, but fails the clinical portion, the grade for the course will be recorded “F.” For specific course grading criteria see the course syllabus.

Nursing students in both undergraduate and graduate programs are evaluated on a grading scale that differs slightly from the standard university grading scale. The grading scale in the SON is as follows:

- A 90 – 100
- B 80 – 89
- C 75 – 79
- D 60 – 74
- F 59 and below

Information on the grading scale is replicated in all course syllabi and consistently applied. A minimum course grade of 75 is required to pass a didactic (classroom) nursing course unless otherwise stated in the course syllabus.

Graduation

Refer to the *UHV Student Handbook* for graduation guidelines at <http://www.uhv.edu/handbook/48.aspx>

Grievance Procedure

In accordance with the *Student Grievance Procedures at the University of Houston Victoria*, it is the policy of the SON to receive, process, and resolve student grievances in a fair and prompt manner. The *UHV Student Handbook* distinguishes between *non-academic grievances* <http://www.uhv.edu/handbook/100.aspx> and *grade appeals* <http://www.uhv.edu/handbook/36.aspx>. Any student with a concern or grievance should follow the applicable procedure in the *UHV Student Handbook*.

Jurisprudence Exam

Each Second Degree BSN student is required to pass the Texas Board of Nursing Jurisprudence Exam with a minimum average score of 75 prior to being eligible for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). In addition to the exam preparation provided in the SON curriculum, there will be an online preparatory course provided by the Texas Board of Nursing.

Licensure Eligibility

Candidates for the licensure examination after graduation that do not meet the requirements for initial licensure are **not eligible for licensure** in the State of Texas. The Texas Board of Nursing (BON) may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual that has been convicted of or received a deferred disposition for a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation. (Texas Board of Nursing, Rule 213.30)
<http://www.bon.state.tx.us/olv/pdfs/DOapp.pdf> .

If you have questions about your eligibility for licensure contact the Texas Board of Nursing at www.bon.state.tx.us.

VERIFICATION OF STUDENT UNDERSTANDING FOR NCLEX-RN ELIGIBILITY

I, _____, understand and have read the Texas Board of Nursing rules and regulations regarding eligibility to sit for the NCLEX-RN exam**.

Student Signature

Date

**Information can be found at: http://www.bon.state.tx.us/nursingeducation/faq_students.html

Minimum Technology Requirements

Students ***must*** have continuous access to a computer and the Internet in order to take full advantage of the instructional delivery opportunities provided by the various nursing programs. As a result of the increasing emphasis on mobility in today's technology marketplace, a notebook computer (laptop) is strongly recommended.

Email Accounts

Upon admission to the University, students are issued UHV email accounts. A student's email name and password will allow access to UHV email, Webmail, and the electronic Library. Additionally, all formal University communication is conducted through the UHV email account.

Minimum Recommended Computer and Software Specifications

Students ***must*** have individual and personal access to a computer with Internet connectivity for file management, email, and online course activities. High-speed Internet access is ***strongly*** recommended if available.

The following hardware and software specifications are recommended:

Hardware	
<p>PC Configuration</p> <ul style="list-style-type: none"> • Processor: 2 GHz Pentium 4 (compatible) or higher • Operating System: Windows 7 (recommended) or Windows XP • Memory: 1 GB RAM or higher • Hard drive: 60 GB or higher • 56 kbps modem minimum; however high-speed strongly recommended, e.g., cable modem, DSL or LAN network interface • DVD-ROM/CD-RW minimum; DVD-RW recommended • USB port(s); USB 2.0 or 3.0 • Sound card with speakers • Screen resolution set to 1024x768 or higher • Webcam [requires high-speed Internet connection] • Headset microphone • USB Flash drive for data storage/transfer; 1 GB or higher recommended 	<p>Mac Configuration</p> <ul style="list-style-type: none"> • Processor: Intel 1.33 GHz or higher • Operating System: Mac OS X - 10.5 or higher • Memory: 1 GB RAM or higher • Hard drive: 60 GB or higher • 56 kbps modem minimum; however high-speed strongly recommended, e.g., cable modem, DSL or LAN network interface • DVD-ROM/CD-RW minimum; DVD-RW recommended • USB port(s); USB 2.0 or 3.0 • Sound card with speakers • Screen resolution set to 1024x768 or higher • Webcam [requires high-speed Internet connection] • Headset microphone • USB Flash drive for data storage/transfer; 1 GB or higher recommended

Software
<ul style="list-style-type: none"> • Microsoft Office Suite 2007 or higher (Office Home or Student 2007 version acceptable with Word, Excel, PowerPoint) • Adobe Acrobat Reader 10.x or higher (free) • Adobe Flash Player 10.x or higher (free) • QuickTime Player 7.x or higher (free) • Windows Media Player 10 or higher (free) • Java 1.6.x (free) • Up-to-date anti-virus software (free or paid) • Up-to-date anti-spyware software (free or paid) • Compression (zip) utility software (free or paid) • Internet Browser(s): <ul style="list-style-type: none"> ○ Internet Explorer 8 or higher (free) WIN ○ Firefox 3.6 (free) WIN/MAC ○ Safari 3 or higher (free) MAC

Pinning Ceremony

The faculty of the SON wishes to recognize the achievements of all students completing degree requirements. Only students who have met requirements for graduation may participate in the pinning ceremony.

The pinning ceremony will be scheduled at the end of the Fall and Spring semesters to coincide with the university's graduation commencement ceremony. Academic regalia will be worn at the graduation commencement ceremony; however, business attire may be worn to the pinning ceremony.

The SON will provide pinning ceremony invitations to eligible participants and printed programs at the ceremony. During the ceremony students will receive a nursing pin and will have the opportunity to acknowledge families for their support. A reception with light refreshments will follow the pinning ceremony.

Professional Behavior

The following guidelines are applicable to all UHV nursing students. The guidelines apply to the educational preparation, experience, knowledge, and ability of the professional nursing student enrolled in the SON. Failure to adhere to this policy will result in counseling and other actions as decided by faculty and administration.

Professional student nurses are expected to treat all persons with respect and to conduct themselves in a professional manner.

Standards of Student Nursing Practice: These standards for professional student nursing practice shall establish a minimum acceptable level of professional student nursing practice. The professional nursing student shall:

- Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, sexual orientation, national origin, race, religion, or health problem of the client served.
 - Use a systematic approach to provide individualized, goal-directed nursing care by:
 - Performing nursing assessments regarding the health status of the client;
 - Making nursing diagnoses which serve as the basis for the strategy of care;
 - Developing a plan of care based on assessment and nursing diagnoses;
 - Implementing nursing care;
 - Evaluating the client's responses to nursing intervention;
 - Revising plan of care based on evaluation.
- Institute the appropriate nursing interventions, which might be required to stabilize a client's condition and/or prevent complications.
- Clarify any order or treatment regimen that the professional nursing student has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner.
- Know the rationale for the effects of medications and treatments and shall correctly administer the same.
- Accurately report and document the client's symptoms, responses, and progress in a timely manner.
- Implement measures to promote a safe environment for clients and others.
- Implement measures to prevent exposure to infectious pathogens and communicable conditions.
- Respect the client's right to privacy by protecting confidential information unless obligated or allowed by law to disclose the information.
- Promote and participate in client education and counseling based on health needs.
- Collaborate with the client, members of the health care team, and when appropriate, the client's significant other(s) in the interest of the client's health care.
- Consult with the appropriate licensed practitioner to make referrals to appropriate community agencies and health care resources to provide continuity of care.
- Accept only the nursing assignments that are commensurate with one's own educational preparation, experience and knowledge and ability.
- Obtain instruction and supervision as necessary when implementing nursing procedures and practice.
- Be responsible for one's own continuing competence in nursing practice and individual professional growth.

Adapted from [Statutes Regulating the Practice of Professional Nursing](#), Texas Board of Nursing (Rule 217.11). "Standards of Professional Nursing Practice"; Rule 217.12 "Unprofessional Conduct".

Progression

The School of Nursing (SON) is committed to ensuring that nursing students are afforded due process in all progression related issues. The SON Progression Committee provides a method

whereby students can bring forth progression issues to be examined for fairness, policy adherence, and accuracy.

Procedure

1. Students may submit a petition to the Progression Committee for progression issues of which are listed here but not limited to
 - a. Course failures
 - b. Attendance Issues/Tardies that result in loss of progression
 - c. Student Boundary Issues resulting in loss of progression
 - d. Malpractice issues resulting in loss of progression
 - e. PASS assigned Course Grades
 - f. Incivility/Unprofessional behaviors resulting in loss of progression
 - g. Academic dishonesty issues resulting in a loss of progression

2. Progression issues will be addressed in a 4 tiered process as follows:

Tier 1: The course faculty will determine progression in all individual courses.

Faculty may also determine progression based on issues that occur anytime a student is representing themselves as a UHV student and/or engaged in activities associated with UHV.

Tier 2: Students who are not satisfied at Tier 1 may petition the Progression Committee (see process below). The Progression Committee will review the petition and make a determination by supporting the Tier 1 decision or offering an alternative resolution.

Tier 3: Students who are not satisfied at Tier 2 may petition the Program Coordinator. The Program Coordinator will review the petition and make a determination by supporting the Tier 2 decision or offering an alternative resolution.

Tier 4: Students who are not satisfied at Tier 3 may petition the Dean. The Dean will review the petition and make a determination by supporting the Tier 3 decision or offering an alternative resolution.

3. All student petitions will be addressed at the Tier 2 level prior to the last day to register without penalty.
 - a. Students will not be allowed to register for courses at the Tier 2, 3, or 4 levels unless a resolution has been granted that allows progression.
 - b. Student petition at Tier 1:
 - i. All students will be encouraged to resolve progression issues at the faculty/course level.
 - ii. If a student is not satisfied at Tier 1 and a resolution cannot be made, students should be directed to the Tier 2 process. Each Tier can only be accessed in order.
 - c. Student petition at Tier 2:
 - i. The student will complete the Progression Petition Form and submit it to the Committee Chair via a dedicated Email site located on the SON website.

- ii. Upon receipt of a student petition, the Chair will call a Progression Committee meeting by selecting 2 faculty members from a random list and notifying them of the meeting time and place.
 - iii. The Committee will meet and review the petition.
 - iv. The Committee will apply current policy, procedures, and evidence to develop a resolution.
 - v. The Chair will complete the Progression Petition Resolution Form.
 - vi. The Chair will place a copy of the form in the student's permanent School of Nursing file and send a copy to the student via UHV Email.
 - vii. If progression is denied, a registration hold will be placed by the Chair.
- d. Student petition at Tier 3
- i. The student will send the Progression Petition Form to the Program Coordinator via the dedicated Email site located on the SON website. The chair will forward the Email to the Program Coordinator.
 - ii. Upon receipt of a student petition, the Program Coordinator will review the petition and the Progression Petition Resolution Form located in the student's file.
 - iii. The Program Coordinator will uphold the Progression Committee's resolution or complete a new Progression Petition Resolution Form.
 - iv. The Program Coordinator will send the Progression Petition Resolution Form to the Chair who will place a copy of the new forms in the student's permanent School of Nursing file and send a copy to the student via UHV Email.
- e. Student petition at Tier 4
- i. The student will send the Progression Petition Form to the Dean via the dedicated Email site on the SON website. The Chair will forward to the Dean.
 - ii. Upon receipt of a student petition, the Dean will review the petition and the current Progression Petition Resolution Form in the student's file.
 - iii. The Dean will uphold the Program Coordinator's resolution or complete a new Progression Petition Resolution Form.
 - iv. The Dean will send the Progression Petition Resolution Form to the Chair who will place a copy of the new forms in the student's permanent School of Nursing file and send a copy to the student via UHV Email.

Progression Petition Form

Purpose: Students will provide written documentation of the progression issue and petition for review.

Directions: Complete all items on the form. Incomplete forms will not be reviewed. Submit to the Progression Petition Link on the SON website as a Word Document Email attachment.

Student Name: _____

Semester/Year: _____

Program: _____

Provide a clear concise description of the progression issue:

Provide the evidence to support this issue (may provide attachments as well):

Describe actions taken to resolve at Tier 1 (course/faculty level):

Provide a realistic resolution to the progression issue:

Student Signature _____ (may type name)

Date of Petition Submission _____

Readmission Standards

Students who meet any of the following criteria will no longer be enrolled in the nursing program and must apply for readmission:

- Students who make below a C in a nursing course
- Students who have an interruption in the normal progression of their nursing studies as a result of withdrawal from a nursing course(s) in more than one semester

Individuals who request and are approved for readmission to the nursing program may be reinstated only once. Recommendation from the nursing faculty and an overall grade point average of 3.0 or better are required for readmission. Readmission is on a space available basis.

Special Accommodations

If student need special accommodation pursuant to the Americans with Disabilities Act (ADA), please contact an ADA coordinator to begin the accommodation process. See <http://www.uhv.edu/sas/guidelines.aspx> for procedures and guidelines.

Standardized Tests and Remediation for Second Degree Students

A series of computerized, standardized assessments will be required throughout the Second Degree BSN program. The assessments are proctored exams designed to evaluate student progress. Students are assessed in nine areas of study throughout the nursing program concluding with a comprehensive assessment of all subjects at the end of the program. Students are required to contact their faculty advisor regarding any score less than Proficiency Level 2 on proctored assessments.

Student Involvement in Curriculum and Evaluation

Nursing student representatives have the opportunity to attend the SON faculty meetings. One student representative from each undergraduate and graduate nursing program will be elected. Student representatives will be invited to attend monthly faculty meetings during general discussion and will be dismissed prior to discussion of student progression or other sensitive issues.

Transfers into the Nursing Program

Any student requesting transfer into the UHV SON from another nursing program must submit an application for admission, copies of syllabi from all nursing courses previously completed, and any other relevant information to the University registrar. The application and accompanying information will be forwarded to the Dean of Nursing for review. All proposed transfer courses must be approved by the Dean. Only courses with a grade of "C" or higher will be approved for transfer.

Withdrawal

The university policy on dropping courses and/or withdrawal from the University can be found in the current UHV catalog <http://www.uhv.edu/Catalog/> . Deadlines for dropping classes with a grade of “W” can be found online at <http://www.uhv.edu/oar/Calendar.aspx>.

Clinical Policies & Procedures

Annual Student Clinical Requirements Part One

The School of Nursing (SON) is committed to ensuring that all UHV nursing students entering clinical sites for educational opportunities are compliant with The Joint Commission (TJC) and Centers for Disease Control and Prevention (CDC) guidelines for personnel providing nursing care. This policy establishes processes for implementation of annual verification of clinical requirements as set forth by the Texas Medical Center. Part Two of this policy will pertain to the annual clinical training requirements.

Goals

1. All clinical eligibility requirements will be obtained prior to admission to a nursing program at UHV at the expense of the student.
2. All students will meet clinical eligibility requirements annually while enrolled in courses in nursing programs at UHV.
3. All student data on clinical requirements will be compiled and tracked by a member of the UHV SON staff as designated by the Dean.
4. Students will be held accountable for complying with the clinical eligibility requirements and may be removed from the program if compliance is not maintained.
5. Each clinical affiliate will be provided with a report of all clinical requirement data for students who are scheduled to rotate in their facilities upon the request of the course faculty.

Guidelines

A. Immunizations

1. Screening of immunization is required by the Texas Department of Health Texas Administration Code Title 25 Part 1 Chapter 97 Subchapter B Rules 97.61-.97.72. <http://www.dshs.state.tx.us/immunize/forms/6-103.pdf>. Failure to adhere to the guideline is a violation to the Texas Administrative Code Title 25 Part 1 Chapter 97 Subchapter B Rules 97.61-.97.72.
2. If additional vaccines during vaccine-preventable disease outbreaks such as the flu vaccine are instituted by the individual practicum sites or by the State of Texas, students will be required to comply.
3. All SON applicants will be required to submit a **UHV SON Student Immunization Verification** form signed by a physician, a physician's assistant, or a nurse practitioner to be considered for admission. The SON will not receive original documents. This form must be submitted to the SON prior to the program application deadline.
4. Students will be responsible for maintaining compliance with the immunization requirements throughout their program. In the event that a student does not meet the requirements at any time during the program, they may be removed from the nursing program.

Table 1 Immunizations Required for Admission to UHV SON

Immunizations	Requirements
Varicella (Chickenpox)	Any one of the following: <ul style="list-style-type: none"> Signed statement by the student or student's physician stating past history of chickenpox exposure. Series of 2 vaccinations at least 30 days apart. laboratory report of positive Varicella titer
Mumps	Any one of the following: <ul style="list-style-type: none"> 1 dose on or after 12 months of age. laboratory report of proof of serologic immunity to mumps Validated report from physician stating history of the disease.
Measles (Rubeola)	Any one of the following: <ul style="list-style-type: none"> Students born on or after January 1, 1957 must have 2 doses on or after 12 month of age, with each dose at least 30 days apart. laboratory report of positive titer test
Rubella	Any one of the following: <ul style="list-style-type: none"> 1 dose on or after 12 months of age laboratory report of proof of serological immunity to rubella
*2 MMRs OR some combinations of 2 Measles, 1 mumps and 1 Rubella vaccination (e.g. 1 MMR and 1 Measles shot fulfill the requirement). Students born before 1956 may only require 1 MMR.	
Tetanus/Diphtheria	<ul style="list-style-type: none"> 1 dose within the past 10 years
Hepatitis B	Any one of the following: <ul style="list-style-type: none"> 3 dose regimen (the first dose must be received prior to program admission). Dose 2 and Dose 3 must be received at 30 days and 6 months respectively. Positive Hepatitis B antibody titer Signed Hepatitis B Declination Statement
Tuberculosis Skin Test [Purified Protein Derivative (PPD)]	Any one of the following: <ul style="list-style-type: none"> Every 12 months evidence of a negative PPD skin test Yearly chest x-ray report that is negative for TB disease [evidence of Bacillus Calmette-Guerin (BCG) does not meet this requirement]

B. Background Check

- All students will be required to undergo and pass a criminal background check prior to admission.
- The results will be shared with the Dean and the Program Directors of the SON.
- Any student convicted of or who receives adjudication for any criminal offense while in the program, will be required to obtain a Declaratory Order from the Texas Board of Nursing that states the student is eligible for initial licensure or licensure renewal before progression in the nursing program can resume.

C. CPR

1. All students must submit a non-expired copy of CPR certification prior to the program application deadline. Students must be certified in one of the following classifications of CPR approved by the SON. Online certification will not be accepted.
 - CPR for Health Care Provider (BLS), American Heart Association
 - CPR for the Professional Rescuer, American Red Cross
2. Students will be responsible for maintaining bi-yearly compliance with the CPR requirements throughout their program. In the event that a student does not meet the requirements at any time during the program, a course registration hold will be implemented until the requirement is met.

D. Health Insurance

1. All students enrolled in the SON must carry health insurance and provide a copy of the policy or insurance card prior to program admission.
2. Students will be responsible for maintaining compliance with the health insurance requirements throughout their program. In the event that a student does not meet the requirements at any time during the program, a course registration hold will be implemented until the requirement is met.

E. Malpractice Insurance

All students are provided with malpractice insurance through the UHV SON.

F. Drug Screen

If drug screening is required by the individual practicum sites or by the State of Texas, students will be required to comply. Faculty may require a student to submit to a random drug screen at any time from a school approved agency. A positive drug screen may result in removal from the nursing program.

G. HIPAA Training

1. All students must provide evidence of HIPAA training prior to program admission.
2. Students will be responsible for maintaining compliance with yearly HIPAA requirements throughout their program. In the event that a student does not meet the requirements at any time during the program, a course registration hold will be implemented until the requirement is met.

University of Houston-Victoria School of Nursing
Student Immunization Verification

Name _____ Date of Birth _____
Last First MI

Current Mailing Address _____
Street

_____ Phone () _____
City/State Zip

Nursing Program: Second Degree RN-BSN MSN DNP

Student Instructions:

Make an appointment with a primary care provider of your choice such as a physician or a nurse practitioner. Bring this form to the provider to be filled out and signed when all of the requirements have been met. Plan to provide the provider with evidence of the requirements or obtain the requirements at the appointment(s). Complete the appropriate information at the bottom of the form. The cost of obtaining these requirements is the responsibility of the student. Mail this completed and signed form to the UHV School of Nursing one week prior to the application deadline.

Provider Instructions:

Thank you for evaluating the immunization status of a UHV School of Nursing applicant. Please indicate if the student has met each of the following requirements by filling in the information requested and then completing the information at the bottom of the form.

Immunizations Required for Admission to UHV SON	
Immunizations	Requirements
Varicella (Chickenpox)	Date of first immunization _____ THEN Date of second immunization _____ (not required for admission) OR Date and result of Varicella Titer _____ Immune _____ Not immune _____ OR Date of disease _____ (verbal report is not acceptable proof of disease)
Mumps	Date of mumps vaccine _____ OR Date and Result of mumps titer _____ Immune _____ Not immune _____
Measles (Rubeola)	Date of first measles vaccine _____ AND Date of second measles vaccine _____ OR Date and Result of measles titer _____ Immune _____ Not immune _____
Rubella	Date of rubella vaccine _____ OR Date and Result of rubella titer _____ Immune _____ Not immune _____
Tetanus/Diphtheria	Date of tetanus/diphtheria vaccine _____ OR Date and Result of tetanus/diphtheria titer _____ Immune _____ Not immune _____
Hepatitis B	Date of first immunization _____ THEN Date of second immunization _____ (not required for admission) THEN Date of third immunization _____ (not required for admission) OR Date and result of hepatitis B titer _____ Immune _____ Not immune _____
Tuberculosis Skin Test (PPD)	Date of Tb skin test _____ AND Date of Tb skin test reading _____ POS _____ NEG _____ OR Date of Chest X-Ray _____ Results _____ (evidence of BCG vaccination does not meet this requirement)
Flu Shot	Date of influenza vaccine _____

Attendance

Students are responsible for meeting all objectives and contact hours in each clinical course. If extenuating circumstances prevent a student from attending a clinical assignment, the student may only be “excused” by the clinical instructor.

A clinical absence may be excused if the absence is the result of illness of the student or an immediate family member, a religious holiday, or the result of an unforeseen catastrophic event. If so directed by the instructor, the student must submit a written excuse from the health care provider.

In the event of an imminent absence, the student will:

1. Call the specific assigned area in the clinical facility or follow the policy set by the agency for notification of absence.
2. Notify the agency at least one (1) hour prior to the scheduled clinical experience.
3. Notify the clinical faculty according to written instructions in course syllabi.
4. Leave a telephone number where the student can be reached during the absence.
5. Contact the faculty immediately upon returning to the clinical area for clearance and further directions.

An unexcused absence will be documented as unprofessional clinical performance.

Blood, Body Fluid, and Hazardous Exposure Policy and Protocol

It is the policy of the University of Houston-Victoria that any student engaging in a university sponsored program receive prompt medical attention, counseling, advisement and follow-up testing, if indicated, upon sustaining a skin injury from needle stick/sharps or mucous membrane splash from potentially contaminated person’s blood or bodily fluids.

Exposure to another person’s blood or body fluids by needle stick, splash or other exposure may place the student at risk for exposure to HIV, Hepatitis B, Hepatitis C or other infectious agents. Students are expected to follow the Centers for Disease Control and Prevention recommendations for Standard Precautions to reduce the risk of exposure (attached to this policy).

Step 1 – Immediate Treatment Protocol

Percutaneous and Non-Intact Skin Injuries – Injuries from needles or other sharp objects where the integrity of the skin has been broken or where there is the suggestion that the integrity of the skin has been broken by a potentially contaminated item:

1. Wash the skin exposure site well with sudsy soap and running water. (Soap directly reduces the virus’s ability to infect.)
 - a. Betadine soap is acceptable for this step.

- b. If water is not available, use alcohol.
 - c. Avoid using damaging substances such as bleach.
2. Remove any foreign materials embedded in the wound, if possible.
3. Do not bleed tissue (There is no evidence that squeezing the wound reduces the risk of viral transmission).
4. Rinse well.
5. Proceed to Step 2 below.

Mucous Membrane Exposures – Exposures of eyes, nose or mouth to blood, bodily fluids or other potentially contaminated items:

1. Treat a splash to the eye or mouth immediately with a water/bath rinse to the area with tap water, sterile saline or sterile water.
2. Proceed to Step 2 below.

Intact Skin Exposure – Where there is no suggestion that the integrity of the skin has been compromised by contaminated fluids:

1. Thoroughly clean and wash exposed intact skin.
2. Exposure of intact skin to potentially contaminated materials is not considered an exposure of any significant risk. Nor is the person considered to be exposed or in need of evaluation.
3. Proceed to Step 2 below.

Step 2 – Exposure Reporting Protocol

1. Notify the supervisory faculty member immediately. The faculty member will advise you.
2. Notify the Supervisor of the host facility immediately.
3. After notifying the Supervisor of the host facility, leave the facility (clinical) area immediately to obtain additional medical care and advice from your own primary care health care provider.
 - a. Remind others (while you seek immediate medical attention) to obtain consent and test source individual's blood/fluids (requesting a rapid HIV antibody test) immediately or as soon as possible if the individual is not on the premises.
 - b. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
 - c. Identify and document the source individual, unless identification is infeasible or prohibited by law.
4. Depending on the nature of the exposure, it may be necessary to begin drug treatment within hours of the exposure. For this reason, it is recommended that students seek medical advice immediately after informing the faculty member and the clinical supervisor of the host facility.
5. Within 24 hours of the incident, not later than the next business day if possible, complete the UHV Safety and Risk Incident Report form. The Safety Report is available on UHV web site at: <http://www.uhv.edu/Business/Forms/IncidentRep07.pdf>
6. Proceed to Step 3 below.

Step 3 – Medical Treatment Follow-Up

1. When seen by a health care provider for a blood or body fluid exposure, a follow-up appointment will be given.
2. Upon follow up, lab results for yourself and the individual source of exposure will be given.
3. Further follow up and testing depends on the above results.

Student Financial Responsibility

Neither the host (clinical) agency nor the University is responsible for the cost of the care that is involved in the treatment, management or surveillance of exposure to blood or body fluids. UHV students are financially responsible for all medical visits, lab tests and prescriptions ordered for treatment of an exposure.

Students who need health insurance may contact the following provider (or any provider of their choosing): <http://www.macori.com/States/TX/UHVictoria.asp>
See http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html for Standard Precaution guidelines or refer to excerpt in Appendix

Calculations Proficiency Tests

Each Second Degree nursing student must pass a calculations proficiency test with 90% accuracy prior to administering medications to patients in the clinical setting during NURS 3633 - Clinical Nursing Practice I, NURS 3634 - Clinical Nursing Practice II, and NURS 3735 - Clinical Nursing Practice III.

Each test consists of 10 questions on dosages and solutions. Students complete practice and self-diagnostic tests in NURS 3247 Pharmacology for Collaborative Nursing Practice prior to taking the first calculations proficiency test in NURS 3633 during the first semester.

Students have two attempts to obtain the required score. Students who are identified at risk will be advised to take advantage of UHV tutoring services. Students that do not obtain the required score on the second attempt will be administratively withdrawn from the course with a grade of “W.”

Clinical Agency Policies and Procedures

As a guest of the clinical agency, the student is responsible for following agency policies and procedures in all matters pertaining to client contact and other learning activities. Individual agencies may have unique clinical requirements such as completion of learning modules or classes related to restraints, blood glucose monitoring, etc. Select hospitals have a mandatory random drug testing policy which includes nursing students. The student's clinical instructor will inform students of these miscellaneous requirements.

Clinical Conduct

The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct. The purpose of these rules is to identify unprofessional or dishonorable behaviors of the professional student nurse, which the faculty of the school believes are likely to deceive, defraud or injure clients or the public. These behaviors include but are not limited to:

- Failing to assess and evaluate a client's status or failing to institute nursing intervention which might be required to stabilize a client's condition or prevent complications;
- Failing to administer medications or treatments or both in a responsible manner;
- Failing to accurately or completely report and/or document a client's status including signs, symptoms, or responses and nursing care delivered;
- Failing to make entries, destroying entries, and/or making false entries in records pertaining to care of clients;
- Causing or permitting physical, emotional or verbal abuse or injury to the client or the public or failing to report the same to the appropriate licensed practitioner;
- Disclosing confidential information or knowledge concerning the client except where required or allowed by law;
- Accepting an assignment when one's physical or emotional condition prevents the safe and effective delivery of care or accepting an assignment that does not take into consideration patient safety or for which one lacks the educational preparation, experience, knowledge or ability;
- Failing to obtain instruction or supervision when implementing nursing procedures when one lacks educational preparation, ability, knowledge and/or experience;
- Leaving a nursing assignment without notifying one's appropriate unit nursing supervisor [and faculty];
- Failing to follow the policy and procedure for the wastage of medication in the facility where the student is functioning at the time of the incident;
- Misappropriating, in connection with the practice of nursing, medications, supplies, equipment, or personal items of the client, employer, or any other person or entity or failing to take precautions to prevent such misappropriation;
- Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly, any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional student nursing duties;
- Providing information that was false, deceptive, or misleading in connection with one's practice as a professional student nurse.

Adapted from [Statutes Regulating the Practice of Professional Nursing](#), Texas Board of Nursing (Rule 217.11). "Standards of Professional Nursing Practice"; Rule 217.12 "Unprofessional Conduct."

Clinical Performance Evaluation

Each student will receive weekly clinical feedback and a written clinical evaluation at the completion of each clinical course or for courses with a clinical component. The written

evaluation will be discussed with the student. The student will be asked to sign and date the final clinical evaluation before it is filed in the permanent record. If for any reason, the student disagrees with the clinical evaluation, the student may challenge the evaluation by following UHV student “Rights and Responsibilities” policy on resolution of student grievance of academic evaluation. <http://www.uhv.edu/handbook/110.aspx>

Confidentiality Statement

Any information, either written or oral, having any relevance to patient care is considered strictly confidential. Discussion regarding patients is restricted to the proper professional environment under supervision of appropriate health care professionals. Under no circumstance is discussing one patient with another patient, nor to discuss a patient case in a public area. A breach of confidentiality may be grounds for dismissal from the nursing program. All students will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training sessions during clinical orientation.

Dress Code

Each student will wear the designated nursing student uniform provided by UHV SON that includes red scrub pant set or knee length scrub dress, and white finger-tip length lab coat.

- The uniform will be clean and wrinkle free.
- The UHV SON student photo ID will be visible on the left chest of the scrubs or lab coat at all times.
- Shoes must be all leather with closed toes and heel straps or closed back. Approved colors are white, black, royal or navy blue with white or matching hose or socks.
- Students will follow nursing unit or facility policies on personal grooming
- Shoulder length hair must be pulled back
- Perfume or fragrant lotions are prohibited
- Body piercing rings must be removed
- Tattoos must be covered in most facilities
- No nail polish or artificial nails

Grades

Program clinical hours may be integrated with or separate from didactic courses. Specific clinical grading criteria and weights will be described in the syllabus of each course that includes clinical hours.

At the end of each course with clinical hours, students should schedule an appointment with the faculty of record to review the final clinical evaluation after completing the student evaluation of clinical faculty.

Student Evaluation of Clinical Faculty

Students will have an opportunity to evaluate each clinical faculty. The purpose of student evaluation of clinical faculty is to ensure and maintain the quality of clinical instruction, to identify areas of strengths and weaknesses in clinical instruction and to provide individual faculty with feedback on student's evaluation of critical experiences and clinical instruction.

The following procedure will apply:

- Students will evaluate clinical faculty at the end of each clinical course prior to receiving their clinical evaluation and grade.
- The completed forms will be returned to the Dean's office by a member of the class.
- The clinical faculty may review the results of the evaluation at the end of the course.

Withdrawal

Students who cannot participate in clinical rotations for any reason are unable to fulfill the requirements of the program and must withdraw from the program.

The university policy on dropping courses and/or withdrawal from the University can be found in the current UHV catalog <http://www.uhv.edu/Catalog/>. Deadlines for dropping classes with a grade of "W" can be found online at <http://www.uhv.edu/oar/Calendar.aspx>.

APPENDIX A: CDC Standard Precaution Guidelines

Excerpt from <http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf>

RECOMMENDATIONS FOR APPLICATION OF STANDARD PRECAUTIONS FOR THE CARE OF ALL PATIENTS IN ALL HEALTHCARE SETTINGS

COMPONENT	RECOMMENDATIONS
Hand hygiene	After touching blood, body fluids, secretions, excretions, contaminated items; immediately after removing gloves; between patient contacts.
Personal protective equipment (PPE)	
Gloves	For touching blood, body fluids, secretions, excretions, contaminated items; for touching mucous membranes and nonintact skin
Gown	During procedures and patient-care activities when contact of clothing/exposed skin with blood/body fluids, secretions, and excretions is anticipated.
Mask, eye protection (goggles), face shield*	During procedures and patient-care activities likely to generate splashes or sprays of blood, body fluids, secretions, especially suctioning, endotracheal intubation
Soiled patient-care equipment	Handle in a manner that prevents transfer of microorganisms to others and to the environment; wear gloves if visibly contaminated; perform hand hygiene.
Environmental control	Develop procedures for routine care, cleaning, and disinfection of environmental surfaces, especially frequently touched surfaces in patient-care areas.
Textiles and laundry	Handle in a manner that prevents transfer of microorganisms to others and to the environment
Needles and other sharps	Do not recap, bend, break, or hand-manipulate used needles; if recapping is required, use a one-handed scoop technique only; use safety features when available; place used sharps in puncture-resistant container
Patient resuscitation	Use mouthpiece, resuscitation bag, other ventilation devices to prevent contact with mouth and oral secretions