The University of Tampa
Department of Nursing
BSN Student Handbook

NURSING

Academic Year

2024-2025

WELCOME TO THE BSN PROGRAM

Welcome to the Department of Nursing (DON). Many exciting learning experiences await you in your academic journey towards becoming a registered nurse. We will give you the opportunity to prepare yourself to practice safely and with competence and skill in your future nursing career.

The nursing program is an essential part of the University of Tampa and has a long history in the Tampa Bay area. Previous faculty and students who came before you have created an outstanding reputation in Florida as well as across the country. The DON faculty and staff will provide you with the guidance you need to carry on UT's legacy of excellence.

The UT DON is a community, and like any community, there are policies and regulations to follow to help keep you on track in becoming a professional nurse. This handbook includes several policies you need to know to stay on the most direct route to success. Please read it carefully and refer to it when you have questions during your nursing education. It is always a great idea to avoid rumors and hearsay that place unnecessary stress and anxiety on both students and faculty. Therefore, if you have questions at any time, please discuss them with your nursing faculty advisor as soon as possible.

As you progress through the nursing program at UT you will begin to feel the "UT experience." That experience results from connections you will make with fellow classmates and caring interactions from the DON faculty and staff. You will work hard in this rigorous program but know that we are here to both encourage and support you all the way... Stay focused on your goal to become a registered nurse. You are here to be successful, and we are here to facilitate your success.

Welcome to our future Spartan Nurses!

NURSING

NURSING

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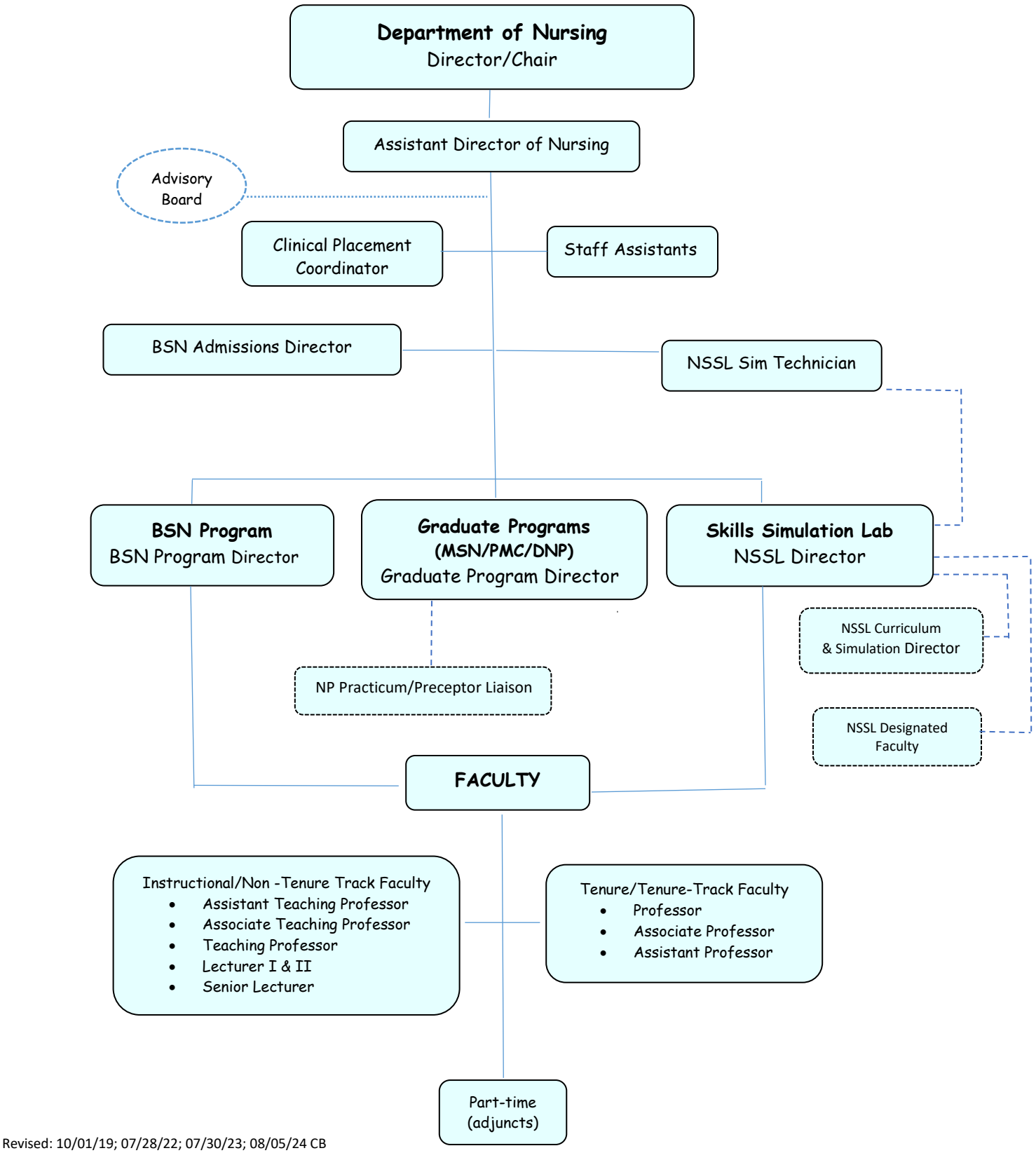
DON Organizational Chart (2024-2025)



Revised: 10/01/19; 07/28/22; 07/30/23; 08/05/24 CB

SECTION I:

Mission, Goals and Outcomes
BSN Program Overview

INTRODUCTION

This handbook was developed to facilitate your study and student life. The electronic version of the DEPARTMENT OF NURSING BSN STUDENT HANDBOOK is located on the BSN Student Canvas/Spartan Learn site. It is the responsibility of all nursing students to read, understand, and comply with all the nursing department policies and procedures contained in the BSN Nursing Student Handbook.

The Department of Nursing BSN Student Handbook is revised according to need or circumstance, and student/public safety concerns. Therefore, it is considered to be a "living document". Students will be made aware of any changes as they occur and will be held accountable for the current version as posted on the BSN Student Canvas/Spartan Learn site. Please be advised that the faculty and administration will be responsive to your questions and concerns as they are brought to our attention. Your observations about the program or suggested improvements for this reference are always appreciated. We wish you every success in your studies.

MISSION STATEMENT

The primary mission of the Department of Nursing is to offer programs of study in nursing science at the baccalaureate, master's and doctoral level that prepare graduates from entry into professional nursing practice to advanced levels of nursing practice and knowledge. Through clinically relevant teaching, learning, research and active application of evidence-based practice, students are prepared to practice competently as providers and managers of care, and members of the profession in a complex, diverse, and evolving healthcare environment.

The Department of Nursing shares the commitment of the College of Natural and Health Sciences and the University to teaching, research, and service; preparing each student as a life-long learner and as a health professional providing quality, safe, evidence based and compassionate health care to the citizens of Florida, the nation, and the global community.

DON PROGRAM GOALS

1. Prepare BSN graduates as generalists in professional nursing who advocate for and provide safe, evidence-based, patient-centered care that reflects ethical and legally sound clinical judgement and inter-professional collaboration to diverse individuals, families, communities, and populations across the lifespan.

2. Prepare MSN graduates with strong interprofessional collaboration, critical thinking, and decision-making skills as advanced practice registered nurses in family primary care or adult/gerontology primary care.

3. Prepare DNP graduates to function at the most advanced level of nursing practice.

4. Promote academic and professional student success through the academic rigor of our programs, integrating best practices in nursing education, and addressing the needs of today's diverse learners.

5. Promote student inquiry into advanced study and nursing scholarship through life-long learning strategies.

6. Contribute to the University, the community, and profession of nursing with a faculty that engages in leadership, scholarship, and practice activities.

7. Build educational offerings and programs that meet the evolving needs of students and the health care environment.

BSN PROGRAM OUTCOMES
(BSN Student Learning Outcomes)

The program outcomes are the expected student learning outcomes, reflecting characteristics of the expected graduate of the BSN program and the key concepts selected by the UT Nursing Faculty. *The Nursing Program's Student Learning Outcomes (SLOs) describe the graduate as one who will be able to:*

BSN Program Outcome	AACN Essential Domains
1. Provide individual and population focused care, considering social determinants of health, and incorporating concepts of health promotion, disease, and injury prevention.	1, 2, 3, 5, 6
2. Provide compassionate care integrating evidence-based practice with clinical judgment and critical thinking as the foundation for nursing practice.	1, 2, 4, 5, 8
3. Integrate theories and concepts from nursing, the liberal arts, sciences, and humanities into professional nursing practice.	1, 2, 9
4. Apply professional, legal, ethical values and standards in the provision of globally congruent care that acknowledges cultural differences, the social determinants of health, and the special needs of the at-risk, underserved, and vulnerable populations.	3, 7, 9
5. Use management & leadership concepts in decision-making and advocating for the provision of safe, compassionate, and quality nursing care.	5, 7, 10
6. Integrate information and technology to achieve effective communication & promote collaboration among patients and interprofessional partnerships across the health care continuum.	6, 8
7. Apply quality improvement principles that incorporate best practices in care delivery, contribute to a culture of patient safety, and support the development of strategies/interventions designed to mitigate unsafe environments in diverse settings.	2, 5, 7
8. Apply knowledge of health care policy, trends, issues and strategies as they relate to the provision of optimal patient care and outcomes.	1, 3
9. Demonstrate the ability to generate new knowledge and critically appraise evidence-based studies for application to practice with diverse populations within different healthcare practice settings.	1, 4
10. Display actions that enhance the personal characteristics of self-reflection, holistic health routines, and the continued pursuit of knowledge that foster resilience, professional growth, and leadership in nursing.	9,10

AACN ESSENTIALS:

CORE COMPETENCIES FOR ROFESSIONAL NURSING EDUCATION- 10 Domains and Descriptors

Domain 1: Knowledge for Nursing Practice
Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

Domain 2: Person-Centered Care
Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Domain 3: Population Health
Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

Domain 4: Scholarship for Nursing Discipline
Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

Domain 5: Quality and Safety
Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Domain 6: Interprofessional Partnerships
Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

Domain 7: Systems-Based Practice
Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

Domain 8: Informatics and Healthcare Technologies
Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism
Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

Domain 10: Personal, Professional, and Leadership Development
Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

OVERVIEW OF BACCALAUREATE STUDIES

The Bachelor of Science in Nursing Program prepares graduates for professional roles in nursing, utilizing evidence-based research in the promotion and restoration of health and the prevention of disease and injury in a variety of settings. We hope you will discover the excitement of learning in an environment that honors traditions while embracing necessary changes that contribute to improved health care throughout the world.

The courses are arranged based on the principles of sequence, continuity, and integration. This allows for progressive building of knowledge, practice concepts, and research from the simple to the more complex with a focus on clinical reasoning.

Applications to the nursing program are accepted annually in the Fall semester for Spring entry into the nursing program.

Each student is assigned a nursing faculty advisor for academic guidance. This advisor will work with the student advisee to develop an individual program of study.

ACCREDITATION STATUS

The baccalaureate degree program in nursing, the master's degree program in nursing, the Doctor Nursing Practice program, and the post-graduate APRN certificate programs at The University of Tampa are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

SECTION II:
ADMISSIONS

GENERAL ADMISSION CRITERIA

The BSN Nursing Admissions Director (NAD) works closely with the UT Admissions Office and Academic Advising Office (AAO) with pre-nursing student admission, course progression, BSN Program application process, and the fielding of pre-nursing student and/or parent questions. The NAD has the main responsibility in ensuring the information and documents needed by the Department of Nursing's Undergraduate (UG) Admission & Progression (A&P) committee are available for cohort selection.

The BSN Program Admissions Director can be contacted by emailing BSNadmissions@ut.edu .

ADMISSION CRITERIA FOR BSN PPROGRAM

UT does not have a direct admission into the BSN program. A student seeking to enter the BSN program initially applies to UT as a regular undergraduate student with a pre-nursing major. With completion of most of the nursing prerequisites, the student applies for admission into the BSN program in the Fall of their sophomore year (3rd semester). Students can apply to the BSN program with prerequisites still pending if the remaining prerequisites are completed by the end of the fall semester in which the application is submitted. All prequisites must be passed with a grade of C or higher.

*** Admission to the University of Tampa does not ensure admittance to the Nursing Program***

Application requirements include completion of prerequisite courses and a minimum 3.25 cumulative GPA at the time of application to the BSN program and maintained at the end of the Fall semester prior to the BSN program Spring semester start date. The cumulative GPA for BSN program applicants include dual enrollment, or any college credits earned outside of UT. Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (IB) courses are awarded credit hours but **are not** part of the cumulative GPA. All prerequisite requirements must be completed by the end of the Fall semester in which they apply to the program to be eligible.

The BSN program is a competitive admission process. Being admitted to UT and meeting the minimum BSN program requirements **does not** guarantee admission into the BSN program. We strongly encourage students to earn higher than the minimum 3.25 cumulative GPA to be a more competitive candidate during the admission process.

Primary consideration is given to current UT students. Applicants who have completed a minimum of 12 credits at UT during the preceding Spring and/or Summer semesters and are enrolled in a minimum of 12 credits for the Fall semester of application (for the purposes of the Department of Nursing admissions decision process) are considered a current UT student. Applicants who have not completed a minimum of 12 credits at UT during the preceding Spring and/or Summer semesters and are not enrolled in a minimum of 12 credits for the Fall semester of application are categorized as a transfer student.

The **prerequisite requirements** are listed below and must be completed by the end of the Fall semester in which a student applies to the BSN program. All prerequisites must be passed with a grade of C or higher.

- AWR 101 Writing & Inquiry
- AWR 201 Writing & Research
- MAT 160 College Algebra
- Anatomy & Physiology I & II (with labs) HSC 230, 231, 234, 235
- CHE 150 Chemistry for Health Care Professionals
- PSY 101 General Psychology
- PSY 210 or SOC 240 or EDU 206 (Child Psychology or Sociology of Childhood or Human Development and Learning)
- BIO 183 Microbiology
- SOC 100 Introduction to Sociology

The BSN Program Application process is completely online. **No hard copy paper documents are accepted.** The online application for the BSN Program will open on **July 15** and the deadline to apply with **all required completed documents submitted online is October 15 @ 11:59pm EST** of every year.

- **BSN Program Application**
- **Test of Essential Academic Skills (TEAS) ~** is a standardized exam administered by Assessment Technologies Institute (ATI) designed specifically to assess a student's preparedness for entering the health science fields. Questions are designed to test the basic academic skills you will need to perform successfully in the areas of: Reading, Math, Science, and English and Language Usage. Please visit ATI to register for the TEAS exam.

When registering for the TEAS, select The University of Tampa as the institution to receive your TEAS scores. Students can take the exam **twice in an application cycle (October 16 – October 15).** The two (2) attempts are super scored for each of the tested areas. There is no minimum required score for admission. However, to be considered competitive, a composite score of 72 or greater is recommended. Also recommended are scores greater than 80% in reading; 72% in math; 62% in science; and 70% in English. Achievement at or above the recommended percentile does not guarantee admission.

Students are typically notified by the end-of-the second week in November of the Department of Nursing's Admission and Progression Committee admission decisions. **Students are admitted to the nursing program on a "conditional" basis.** To be considered "full" admit and to be able to begin any required NUR level courses, the student must:

- Have maintained a minimum cumulative GPA of 3.25 at the **end of the fall semester** prior to the nursing program start date.
- Successfully completed all prerequisites with a grade of "C" or better by the **end of the fall semester** prior to the nursing program start date.
- Complete the medical clearance form and immunization form.

- Complete mandatory criminal background check with no disqualifying results.
- Complete mandatory drug testing with no disqualifying results.

Failure to complete or meet any of the above will result in the offer of admission being rescinded. Students seeking admission into the nursing program may appeal a specific application decision to the Department of Nursing's Admission and Progression Committee within five working days from when student selection notifications are sent out in November. However, the Department of Nursing's Admission and Progression Committee is the appeal of last resort therefore, their decision is final.

TRANSFER OF CREDIT

Upon admission, the student's transcripts of previous course work are evaluated by the Registrar's office. The student will receive a copy of this evaluation in the mail. Students should contact the Academic Advising Office (AAO) if this evaluation is unsatisfactory. No grade below a "C" will be transferred into The University of Tampa.

Transfer of Nursing Credits
If a student requests transfer or waiver of any nursing course (including upper division courses), this request must be accompanied by a written statement describing the rationale for the request and by all supporting materials (course syllabi, topical outlines, catalog descriptions, etc.). The course being presented for consideration must have awarded at least the same number of credits as the course being considered for waiver. The DON Director/Chair will review materials for currency and comparability to the University of Tampa nursing courses. No grade below a "C" will be transferred into The University of Tampa.

ACADEMIC ADVISEMENT & REGISTRATION

Upon admission to the nursing program, each student will be assigned a nursing faculty as their academic advisor. The student must request an appointment for advising. Nursing faculty advisors are available to help students schedule and sequence courses, assist with problems in scheduling, and for referral to other University resources. Appointments should be made with the advisor whenever the student has a need for this type of assistance. The faculty advisor must approve a student's schedule prior to registration. Each faculty member schedules a minimum of five hours per week for student conferences and advisement.

1. Students will meet with the advisor by appointment at least once per semester, preferably prior to the registration period. Students will not be cleared for online registration without an advising appointment.
2. Continued regular contact with the faculty advisor is necessary and students are encouraged to keep their advisor informed of problems or progress, in person or via e-mail.

STUDENT RESPONSIBILITIES

The student is responsible for:

1. Keeping informed about dates and processes for registration.
2. Meeting deadlines and actions for removing incomplete grades.
3. Notifying one's academic advisor of all courses carrying **incomplete** grades and date for completion.
4. Maintaining a current address and phone number on file with the University Registrar's Office and with the Department of Nursing.
5. Regularly reading and responding to one's UT e-mail. **Official UT and Nursing Department communications will be sent to students via their UT e-mail address only.**
6. Obtaining permission and completing all required documents to take courses at institutions other than those scheduled at UT.
7. Reviewing schedules with one's advisor prior to registration each semester.
8. Keeping one's advisor informed about changes and/or decisions relating to pursuit of the degree. If a student becomes inactive for a semester or more, he/she is expected to notify the advisor about his/her status.
9. Maintaining requirements to attend laboratory and clinical courses.
10. Regularly checking the "BSN Students" Canvas site and UT email to check for important updates, announcements, and program-specific information.
11. Remaining informed of and adhering to nursing department policies as communicated in the Department of Nursing Student Handbook.

SECTION III:
CURRICULUM &
PROGRAM PROGRESSION
REQUIREMENTS

BSN CURRICULUM OUTLINE

NURSING PROGRAM

The nursing program curriculum begins in the second semester of the sophomore year and the BSN program requires 125 credits for graduation (59 credits in general education and 66 credits in nursing). The following is an **example** of one course sequence of the nursing curriculum; course sequences may vary depending on the clinical rotation you are assigned to for the semester.

Semester I of nursing program (Sophomore)	NUR 201: Foundation of Nursing	3
	NUR 210: Introduction to Pathophysiology	3
	NUR 213: Professional Skills	3
	NUR 213L: Professional Skills Lab	2
	NUR 218: Health Assessment	4
	NUR 218L: Health Assessment Lab	0
	Total hour = 15 credits	
Semester II of nursing program (Junior)	NUR 317: Nursing Care of Adult & Older Adult	4
	NUR 317L: Nursing Care of Adult & Older Adult Lab	2
	NUR 345: Pharmacology	4
	NUR 347: Clinical Nutrition	2
	Total hour = 12 credits **	
Semester III of nursing program (Junior)	NUR 314: Nursing Care of Developing Family	2
	NUR 314L: Nursing Care of Developing Family Lab	1
	NUR 315: Nursing Care of Children	2
	NUR 315L: Nursing Care of Children Lab	1
	NUR 322: Contemporary Issues in Health Care	3
	Total hour = 9 credits ** ***Need to have taken a statistics course before start of Semester IV (Senior) year in the nursing program	
Semester IV of nursing program (Senior)	NUR 432: Introduction to Nursing Research	3
	NUR 412: Nursing Care of Medically Complex Patient	4
	NUR 412L: Nursing Care of Medically Complex Lab	2
	NUR 410: Mental Health Nursing	2
	NUR 410L: Mental Health Nursing Lab	1
	Total hour = 12 credits**	
Semester V of nursing program (Senior)	NUR 415: Leadership & Management	3
	NUR 452: Clinical Preceptorship	4
	NUR 454: Senior Seminar	3
	NUR 422: Principles of Community Health	3
	NUR 422L: Principles of Community Health Lab	2
	Total hour = 15 credits	

**** Completion of baccalaureate experience requirements (i.e. humanities/WI/IG-NW) can to be done during these semesters. Discuss with your nursing faculty advisors what courses you have remaining.**

PROGRAM PROGRESSION REQUIREMENTS

ADMISSION	PROGRESSION	GRADUATION
• GPA: minimum of 3.25 cumulative GPA at the time of application submission, GPA of 3.25 must be maintained at end of Fall semester prior to admission. • A grade of C or better in all prerequisite courses at the end of Fall semester prior to admission. • Consistent academic progression without patterns of withdrawals, grades below C, or repetition of prerequisite courses. • TEAS exam • Clear criminal background check. • Negative/clear drug screen. • Medical clearance and Immunization form.	• Meet exam grading criteria. • Use of ATI Standardized Assessments including Fundamentals, Medical/Surgical, Pharmacology, Maternal Newborn, Nursing Care of Children, Nutrition, Community Health, Leadership, Mental-Health • Dosage Calculation Proficiency Exams in NUR 314L/315L, NUR 317L, NUR 412L, NUR 452 • Progression without failure of nursing courses • Successful competency performance exam (CPE) in NUR 213L • Successful performance of integrated bedside assessment (IBA) in NUR 218L • ATI Critical Thinking Assessment (Entrance) • Avoidance of behaviors listed in the criteria for dismissal. • Cumulative GPA 2.5	• Critical thinking exam: exit. • NCLEX comprehensive predictor exam. • Completion of NCLEX-RN review course. • Completion of program within the 7-semester time limit. • Completion of total of 125 credit hours.

PROGRAM PROGRESSION REQUIREMENTS

Testing Policy

A process of progression testing and evaluation is in place in the Department of Nursing. The process assists faculty and students in identifying areas of student knowledge that require attention in order to successfully complete the nursing program. This also assists BSN graduates to successfully pass the NCLEX-RN licensure examination.

Exam Grading Criteria

Course grading is based primarily on examinations, and students must achieve an overall weighted average of C (75%) or better in all exams and quizzes before other graded items will be included in the final course grade. Exceptions to this policy are NUR 322, NUR 432, NUR 415, and NUR 454. In NUR 454, alternate grading criteria is used, and the passing grade is B or higher.

Final Course Grading

Final course grades are rounded up for 0.5 or higher only. For example, a final course grade of 93.5 would be rounded to 94 = A; whereas a grade of 93.49 stays at 93.49 = AB. Individual exams, quizzes and assignments are not rounded. Only the final course grade is rounded. In addition, requests to review previously graded work for grade change are not allowed once the final course grade is recorded. Extra credit opportunities after the course has concluded are not offered as it is the determination of the department that the course grade is earned during the pendency of the course and will not be altered after the end of the course when the final earned results are known. These policies are in place to ensure consistency and to be equitable to all students.

Extra Credit

Extra credit on exams and quizzes that count towards the 75% test/quiz weighted average is **not allowed**. The 75% test/quiz grade weighted average course requirement was created to ensure that students have fundamental knowledge and are meeting the minimum requirements for patient safety. If faculty want to offer extra credit for the course, points may be awarded to assignments (such as case studies, minute clinics, etc.) or professionalism. No extra credit points are awarded towards the final course grade.

Competency Performance Exam (CPE)

The purpose of the CPE is to assess the student's performance of required nursing practice/skills competencies in NUR 213L. The student will be allowed three (3) attempts to demonstrate competence of each of the required psychomotor skills. If the student does not pass the CPE by the third attempt, regardless of their current NUR 213L course grade, they will receive a grade of "U" unsatisfactory in the NUR 213L course and the student will need to repeat both NUR 213L and NUR 213 the next time they are offered. NUR 213 and NUR 213L are linked courses and failure in one requires both to be retaken concurrently. Please be advised that students receiving a "U" will not be able to progress to any required NUR 300 level courses until NUR 213L and NUR 213 have been successfully completed.

Integrated Bedside Assessment (IBA)

The student will demonstrate competency in the skills necessary to complete an integrated physical bedside assessment at the end of the semester in NUR 218/L. A score of 80% or higher must be achieved on the IBA to pass the NUR 218/L course. Any student who receives a grade less than 80% on this clinical exam will be allowed one (1) additional attempt after appropriate remediation (remediation and re-test will be addressed on an individual basis). The second attempt must be retaken within the last week of the semester. Failure to pass the assessment on the second attempt will result in a failure of the NUR 218/L course. Regardless of the current grade in the lecture component of NUR 218/L course, a grade of CD will be recorded as the final grade and the student will be required to repeat NUR 218/L the next semester it is offered. Please be advised that students will not be able to progress to any required NUR 300 level courses until NUR 218/L has been completed successfully.

Dosage Calculation Proficiency Policy

An essential component of safe medication administration is the ability to demonstrate competency in dosage calculations. Many medication errors are directly related to the administration of either an incorrect dose or incorrect infusion rate caused by calculation errors; therefore, for patient safety, dosage calculation proficiency is evaluated throughout the curriculum.

1. All students must pass a faculty created Dosage Calculation Proficiency Exam with a minimum of 90% accuracy at the start of the semester in NUR 317L, NUR 314L and/or NUR 315L (depending on the associated clinical group they are in at the start of the semester), NUR 412L and NUR 452 before they are allowed to administer medications in their clinical rotation or preceptorship.
    a. The exam will be given during the first week* of the semester in:
        - NUR 317 for NUR 317L
        - NUR 315 for NUR 314L/315L (depends on the first 7-week clinical taken)
        - NUR 412 for NUR 412L
        - NUR 454 for NUR 452 preceptorship

*Students will be notified of the exam date and time at least two weeks prior to the start of the semester.

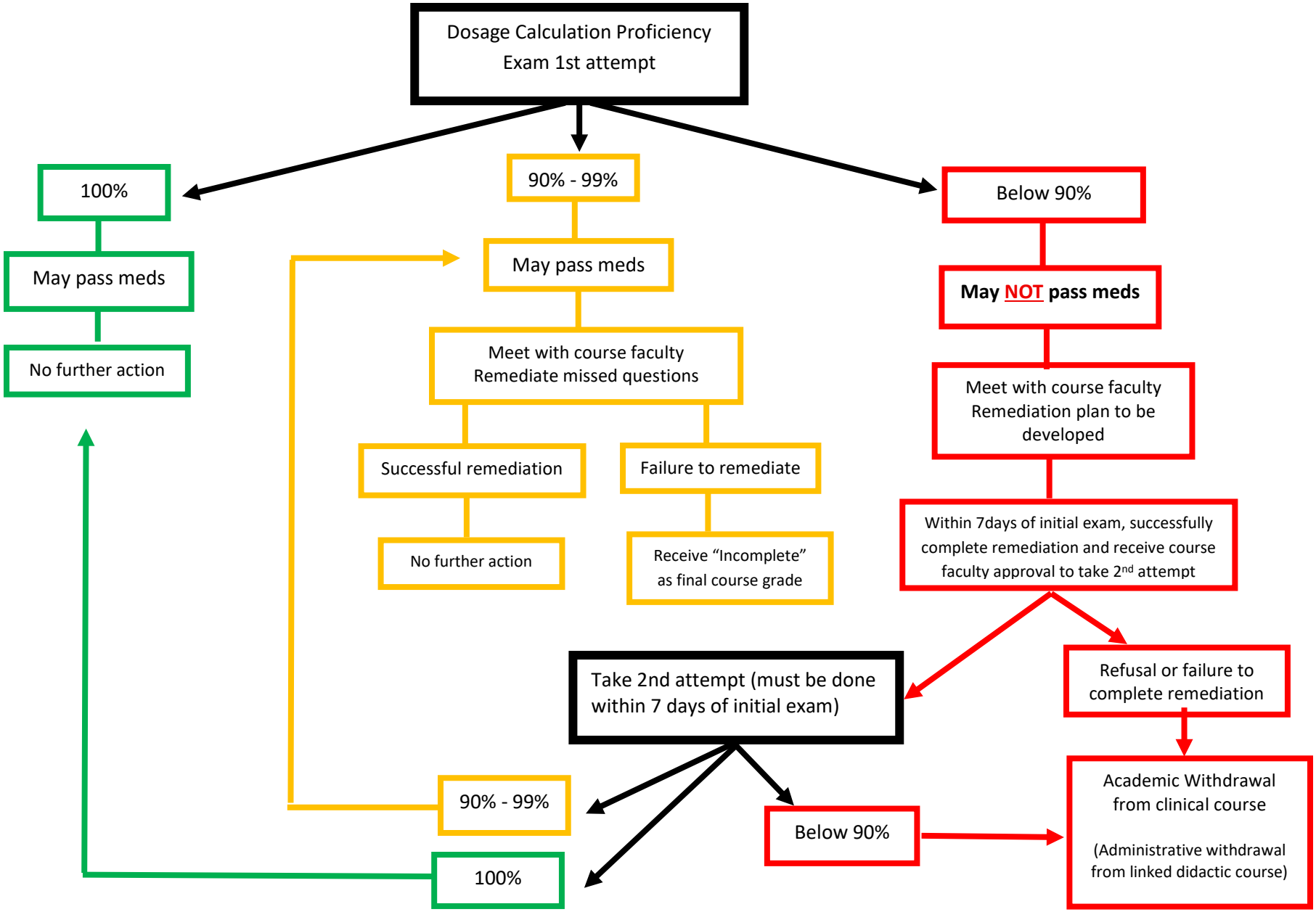
2. If a student gives medications before passing the Dosage Calculation Proficiency Exam, this will result in immediate clinical failure and the student will receive a final grade of "F" for the course.
    a. This will also result in the student having to withdraw from the associated didactic course as they are linked and must be taken concurrently.
    b. Students are responsible for informing their clinical instructor that they have not passed the Dosage Calculation Proficiency Exam if they are assigned to give medications.

3. If the student achieves 90% or above on the first attempt, they are allowed to administer medications in clinical, but must remediate the questions missed as determined by the course faculty.

4. If the student achieves below the 90% benchmark the student must complete a full remediation and complete the 2nd attempt within 7 days of the initial examination. The student will not be allowed to administer medications in clinical during this time.

5. If the student fails to achieve 90% or above on the 2nd attempt or fails to qualify for the 2nd attempt due to incomplete remedial work, the student will be academically/administratively withdrawn from the clinical course.
    a. The student will also be withdrawn from the associated didactic course as they are linked and must be taken concurrently.
    b. If the student achieves 90% or above on the 2nd attempt, they are allowed to pass medications in clinical, but must remediate the questions missed as determined by the course faculty.

See algorithm for dosage calculation proficiency process on next page.


Dosage Calculation Proficiency Exam 1st attempt
100%
May pass meds
No further action
90% - 99%
May pass meds
Meet with course faculty Remediate missed questions
Successful remediation
No further action
Failure to remediate
Receive "Incomplete" as final course grade
Below 90%
May NOT pass meds
Meet with course faculty Remediation plan to be developed
Within 7days of initial exam, successfully complete remediation and receive course faculty approval to take 2nd attempt
Take 2nd attempt (must be done within 7 days of initial exam)
Refusal or failure to complete remediation
Academic Withdrawal from clinical course
(Administrative withdrawal from linked didactic course)
90% - 99%
Below 90%
100%

Psychomotor Skills Maintenance Plan

This plan was created to address the issue of psychomotor skill degradation in students after the initial instruction during the sophomore semester in Professional Skills in Nursing course (213L). Students are required to demonstrate initial competency in ten high stakes psychomotor skills to successfully pass 213L. They include:

1) Vital Signs
2) IM Injection
3) SQ Injection
4) Priming a mainline IV
5) IV insertion
6) Phlebotomy
7) Sterile Wet to Dry Dressing,
8) Insertion of an Indwelling Urinary Catheter (female)
9) Tracheal Suctioning
10) Tracheostomy Care.

To promote the maintenance of essential nursing skills:

- An annual fall skills "bootcamp" to review and practice high risk/low frequency skills for all junior and senior nursing students during the first week of the fall semester.
- Additionally, each of the following clinical courses (see below) will have one assigned psychomotor skill where students are required to demonstrate competency during the semester.

Skills to be validated for competency per clinical course		
Course	**Psychomotor Maintenance skill**	**Method for evaluation**
NUR 314L Nursing Care of the Family	Insertion of indwelling foley (female) and IV insertion.	Students will review/practice (to be directed by the course coordinator) skills prior to orientation. During the 4–5-hour orientation block, students will demonstrate competency of this skill through direct observation from a clinical instructor. If unsuccessful on the first attempt, the student will upload a video of them performing the skill to their instructor for approval prior to their first clinical day.

NUR 317L Nursing Care of the Adult/Older Adult	Trach care and suctioning	Students will be required to come to open lab prior to the simulation for independent practice of this skill. Students will demonstrate competency of the skill through direct observation with a clinical instructor on the same day as the scheduled simulation.
NUR 412L Nursing Care of the Complex Patient	Central line dressing change	Students will be required to come to open lab prior to the simulation for independent practice of this skill. Students will demonstrate competency of the skill through direct observation with a clinical instructor on the same day as the scheduled simulation.
NUR 422L Community Health Nursing	Sterile wet to dry dressing	Students will be required to come to open lab prior to their scheduled simulation for independent practice of this skill. Students will demonstrate competency of the skill with direct observation with a clinical instructor on the same day as the scheduled simulation.
NUR 452 Preceptorship	Random assignment of **ONE** of the following skills: Trach suction, trach care, male or female Foley insertion, central line dressing change, IV insertion, phlebotomy, mainline IV prime	Students are to upload the assigned video demonstrating competency to the clinical course/clinical instructor of record before the end of week #2 of the semester.

Implementation of Skills Maintenance Plan

- All competency validations will be completed utilizing the skills checklists developed by the University of Tampa NUR 213L/lab faculty.

- The course associated psychomotor maintenance skill first attempt will be carried out as outlined above and will be evaluated by a clinical instructor.

- **If the student is unsuccessful with the first attempt,** they will remediate independently using the ATI skills lessons/post-test (1 hour) **and** 1 hour of practice time in the lab. The skill may not be performed in clinical until successful competency demonstration.

- The second attempt will consist of a recorded video demonstrating competency of the skill, uploaded to the clinical course within one week of the first failed attempt. The clinical instructor will evaluate the recorded video CPE for success/failure.

- **If the clinical instructor deems the student unsuccessful with the second attempt,** the recorded video will be evaluated by the course coordinator. The course coordinator has the final decision regarding student performance.

- If the student is unsuccessful, the student will be referred to the NSSL faculty for a guided remediation plan. NSSL faculty will have access to the recorded video to assist with the student's specific area/s of weakness.

- After the student completes the guided remediation plan, the student will submit a recorded video demonstrating competency (third attempt), which must be completed by the end of the clinical course. The course coordinator will evaluate the recorded video CPE for success/failure.

- **If the student is unsuccessful on the third attempt,** this constitutes a failure in the clinical course, and the student will need to repeat the course the next time it is offered.

Assessment Technologies Institute (ATI)

The nursing program utilizes Assessment Technologies Institute (ATI) an online learning and standardized testing product. The purchase of this product is mandatory and required of ALL nursing students. There are five (5) semester payments, each will unlock the required learning and assessment material for that semester.

Prior to each semester's start, students will receive an email with a "payment memo" that must be paid by the due date indicated on the memo. Payment dates can also be found on the BSN canvas site. Payments must be made prior to the first day of the semester as students are expected to utilize this resource from the start of the semester and as courses may have early assignments to be completed on ATI. Payment is the responsibility of the student and failure to pay prior to the first day of the semester may result in administrative withdrawal from the course which will impact progression and timely graduation. Please note that purchase failures that delay access to the ATI products will not be considered an acceptable reason for late or non-submitted assignments.

Critical Thinking Assessment

This assessment is administered to measure critical thinking skills upon entry and exit from the nursing program. The data assists in the determination of the impact of the nursing program on students' critical thinking abilities. This assessment is administered during the student's first and last nursing semesters. The results of the critical thinking assessment are used as part of the total program evaluation.

ATI – RN Content Mastery Series (CMS) Assessments

Learning opportunities are designed to promote patient safety and content mastery by students to meet benchmarks established by the Nursing Department, for the following courses:

Course #	Course Name	ATI CMS Assessment
NUR 201	Foundation of Nursing Practice	Self-Assessment Inventory Critical Thinking Assessment Entrance
NUR 213	Professional Skills in Nursing	Fundamentals (1st Attempt)
NUR 314	Nursing Care of the Developing Family	Maternal Newborn
NUR 315	Nursing Care of Children	Nursing Care of Children
NUR 317	Nursing Care of Adult and Older Adult	Fundamentals (2nd Attempt)
NUR345	Pharmacology	Pharmacology (1st Attempt)
NUR 347	Clinical Human Nutrition	Nutrition
NUR 410	Mental Health Nursing	Mental Health
NUR 412	Nursing Care of the Medically Complex Patient	Adult Medical Surgical
NUR 412L	Nursing Care of the Medically Complex Patient ~ Clinical	Pharmacology (2nd Attempt)
NUR 415	Leadership & Management	Leadership
NUR422	Principles of Community Health	Community
NUR 454	Senior Seminar	Targeted Medical Surgical Assessments NCLEX Comprehensive Predicator

The ATI CMS assessment for each of these courses will constitute a maximum of 10% of the course grade (but is not included as part of the overall weighted score of 75% of course exams and quizzes needed in the course for other graded items to be added).

If the Level 2 Benchmark for the assessment is not achieved, students are required to complete a formal remediation plan. Remediation will be directed by the faculty of each course. Faculty may utilize ATI integration best practice for remediation which includes a combination of time in Focused Review and completion of the associated Active Learning Templates for each topic missed. Additional remediation approaches may be added at the discretion of the faculty which may include selected components of ATI Content Mastery Series review modules, non-proctored online practice assessments, tutorials, critical thinking exercises in the ATI textbooks, and other course material. Failure to successfully complete the remediation plan within the specified timeframe may affect the student's ability to progress to the next level of courses. All students will have opportunities to take online ATI practice exams each semester to assist with preparation in successfully meeting the Level 2 benchmark on the CMS proctored exams

ATI Fundamentals Exam

The 1st Attempt of this exam will be administered at the end of the first semester of the nursing program as a freestanding assessment to measure integration of basic nursing knowledge associated with the NUR 200 level courses. Therefore, the ATI CMS Fundamentals Assessment will constitute a portion of the final grade in each of the following NUR 200 level courses.

Course	Course Name	Percentage % of Final Grade
NUR 201	Foundations	10%
NUR 213	Professional Skills (Theory)	10%
NUR 213L	Professional Skills (Lab)	Not included ~ Pass/Fail Course
NUR 210	Pathophysiology	N/A
NUR 218	Health Assessment	5%

ATI Fundamentals Remediation

Students who do not meet the required Level 2 benchmark on the ATI CMS Fundamentals Assessment will receive a grade of Incomplete (I) in NUR 213 and must complete a formal remediation plan of study by June 30th.

- Remediation is not to interfere with end-of-semester work or finals, therefore student work on remediation will be done between May 15th and June 15th. The schedule for remediation is as follows:

  May 15th: 1st day students may submit templates.
  May 30th: 50% of templates due
  June 15th: remaining 50% of templates due.

No remediation will be accepted prior to May 15th and after the June 15th deadline.

- Any expenses incurred to complete remediation will be the responsibility of the student.
- Failure to successfully complete the remediation plan by the designated due date of June 15th will result in the conversion of the NUR 213 grade of Incomplete (I) to a (C/D), which is a course failure.
- If the NUR 213 grade converts to a (C/D), the student will not be able to progress to the next nursing course level and must re-take NUR 213 and NUR 213L the next time they are offered. This will result in the student becoming out-of-sequence and will delay graduation by one year.

NUR 454 (Senior Seminar) and NCLEX-RN Comprehensive Predictor Assessment

Senior Seminar (NUR 454) is a course addressing the student's transition to the role of the professional nurse and assists the student in preparing for the NCLEX-RN licensure examination. As a component of the NUR 454 course, a **mandatory** NCLEX and Pharmacology Review will be completed by all seniors. This review will be scheduled by the Nursing Department during the final semester and before taking the required ATI RN Comprehensive Predictor Assessment. The ATI RN Comprehensive Predictor Assessment score is a component of the final grade for NUR 454. For the comprehensive NCLEX-RN Predictor Assessment, students are expected to meet The University of Tampa, Department of Nursing (DON) benchmark of 74.7% which correlates to a 95% predicted probability of passing the NCLEX-RN licensure examination.

- The ATI RN Comprehensive Predictor exam will constitute 15% of the NUR 454 course grade.
- If a student is unsuccessful at meeting benchmark on the ATI RN Comprehensive Predictor Assessment on first attempt, the student will be required to complete a mandatory remediation.
- The student will retake the ATI RN Comprehensive Predictor Assessment during finals week. The score obtained on the retake will be entered as the ATI RN Comprehensive Predictor Assessment grade.
- If unsuccessful to reach benchmark on the 2nd attempt, the student will meet with faculty to formulate a learning plan and discuss resources available to help prepare for NCLEX-RN success post-graduation.
- **A final grade of 84% (B) is required to pass the NUR 454 course.** Failure to achieve a B (84%) or higher constitutes a nursing course failure and the student will be ineligible to graduate. The student will need to retake NUR 454 the next time it is offered to be eligible to graduate.

GENERAL DON PROGRESSION GUIDELINES

Academic

- All pre and co-requisites for courses must be met before the student progresses to the next specified course.

- Graded items are not optional and are required to be completed and submitted to satisfy course requirements. If a graded item is late the completion and submission is still required even if the time has passed to earn points. If a graded item is not completed and submitted, you will be given an incomplete (I) as a final grade in the course, this will prevent progression in the program. The (I) will be changed to a grade with submission of the required item by the deadline set by the course instructor.

- Students are required to earn a minimum grade of "C" in each nursing course, except for NUR 454 in which a minimum grade of "B" is required, and NUR 213L in which a satisfactory (S) is required. Failure to achieve a (C) or better in a nursing course (or (B) in NUR 454 or (S) in NUR 213L constitutes a failure in that course.

- A student failing a course for the first time must repeat the course in the subsequent term that the course is offered. The student may not progress in the nursing program until successful completion of the course.

- A student is only permitted one failure in a nursing course. A student obtaining a second "C/D" or below in a nursing course (or a "B/C" or below in NUR 454 or "U" in NUR 213L) is not eligible to continue the program of study and will be academically dismissed from the nursing program.

- The student must maintain a cumulative grade point average of 2.5 to progress to the next term. Any student whose GPA falls below 2.5 must meet with his or her nursing academic advisor to develop a written plan for academic improvement. In the case that a student does not improve the GPA to 2.5 by completion of the next semester, the student will be academically dismissed from the nursing program.

- A student must complete the nursing program within seven (7) semesters.

- Linked didactic and clinical courses:
    - NUR 213/213L
    - NUR 218/218L
    - NUR 314/314L
    - NUR 315/315L
    - NUR 317/317L
    - NUR 410/410L
    - NUR 412/412L
    - NUR 422/422L

The student must achieve a passing grade in the clinical learning experiences and in the theory (didactic) portion of the course in order to pass the course. Failure in one of the linked courses necessitates the students repeat ***both*** the didactic and clinical courses successfully in order to progress in the program. When the linked course is repeated, the original grade of the linked course is not removed.

ATTENDANCE & ABSENCES

Class & Exam Absences

Attendance for all **classes** is expected. Absences are not permitted except for verified emergencies or illness.

Students are expected to be present for scheduled **examinations and quizzes.** Students who are absent for an examination or quiz will receive a zero (0) for that exam. If a student is absent on the day of the scheduled exam or quiz, he/she must contact the instructor **before** the test is given except under extreme circumstances (see extenuating or extreme circumstances policy).

- Make-up examinations and quizzes will be administered at the discretion of the course faculty. The course faculty will make the decision to grant or deny the request based on a case-by-case review of individual circumstances.
- If permission to take a make-up exam or quiz is granted, the time and type of examination will be determined by the faculty. Make-up exam items may be of any type, including short answer and essay.
- Students who arrive late for an exam may or may not be admitted to the exam at the discretion of the course instructor. If admitted, the student will have only the remaining time to complete the exam.

Attendance for **clinical experiences (including skills/simulation labs)** is critical. Absences are not permitted except for verified emergencies or illness.

- A student who misses more than two clinical days (whether excused or unexcused) significantly jeopardizes their clinical grade.
- The student is expected to notify the faculty member and the agency at least one hour **prior** to the scheduled clinical experience if illness or emergency prevents them from attending the clinical experience.
- Clinical experience make-ups are required and are arranged at the discretion of the clinical course coordinator and instructor.
- Multiple absences (no matter what the reason and even with make-ups) may result in an incomplete, withdrawal from the course or even failure of the clinical course.

Clinical Make-up Assignments

Clinical make-up (virtual assignments), care plans, and observation assignments are mandatory assignments. These assignments are utilized to enhance clinical judgement and competencies of the student nurse. If the virtual assignments are not turned in by designated course due date the student will receive a zero for each assignment as well as zeros in the areas of communication, accountability and adhering to professional policies and regulations, which will result in a clinical course failure.

Extreme Extenuating Circumstances

Occasionally, unforeseen, uncontrollable extenuating circumstances cause absence or tardiness for class or clinical laboratories; however, a pattern of tardiness shows a lack of respect for

others, irresponsibility, and is unacceptable. Below are listed some circumstances which might lead to an isolated incident of absence or tardiness. When making a request for an exception to policy, students must attach the required documentation to the letter of request.

- Unforeseen illness or medical treatment of student or immediate family member requiring the student's care. Documentation will consist of medical statement with date, letterhead, and signature of care provider.
- Death of a family member. Documentation will consist of the newspaper obituary, death certificate, or funeral home documents.
- Unforeseen emergencies preventing the student from attending class or lab might include but are not limited to house fire, vehicle collision, and jury duty. Documentation will consist of an official record from the appropriate agency or office.

Other Guidelines

IMPORTANT: Please refer to "PREREQUISITIES FOR PARTICIPATION IN CLINICAL EXPERIENCES," located in Section V: CLINICAL AND PRACTICUM GUIDELINES

GRADUATION

For pre-licensure BSN students, the entire program must be completed within seven semesters of successfully passing NUR 201. Students in the Department of Nursing must meet the graduation requirements and application for graduation deadlines found in *The University of Tampa Catalog* and Department of Nursing Student Handbook. It is the ultimate responsibility of the student to be aware of and meet all deadlines for graduation.

PREPARATION FOR LICENSURE

Students are required to attend ALL NCLEX_RN review sessions made available by the Department of Nursing. Students are required to pay for and complete a formal NCLEX-RN review course prescribed by the Department of Nursing during the final semester of study, and other expenses deemed necessary by the Department of Nursing.

PROFESSIONAL LICENSURE

The UT Program in Nursing prepares students to practice in a field with professional licensure However, specific licensure and certification requirements will vary by state. The BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Florida State Board of Nursing. The BSN program will meet the educational eligibility criteria for the National Council for Licensure Examination for Registered Nurses (NCLEX-RN) for obtaining a license to practice as a registered nurse in Florida. By virtue of CCNE accreditation, the nursing program offers a curriculum necessary for licensure in all 50 states. It is the individual graduate's responsibility to apply, complete and pass the NCLEX-RN licensure exam after graduation. However, other states may have additional requirements to obtain state licensure. It is the individual graduate's responsibility to apply for state licensure and meet other requirements for the state in which they choose to practice as a registered nurse.

FLORIDA LICENSURE

According to Florida Statutes, Chapter 464, "The Law Governing the Practice of Nursing and Nursing Education in Florida":

- It is unlawful for any person to practice nursing unless such person has been duly licensed and registered under the provision of this chapter.
- It is also unlawful to knowingly employ unlicensed persons in the practice of nursing and knowingly conceal information relative to violations of this chapter.

In order to comply with the Florida Nurse Practice Act and the Rules and Regulations of the Board of Nursing, the following should be kept in mind:

- Admission to the RN Licensure Examination (NCLEX-RN) is governed by the State of Florida Board of Nursing.
- It is administered on a year-round basis with computerized adaptive testing (CAT) format.
- Policies and procedures for the examination are established by the Board of Nursing.
- Applications may be retrieved at the Department of Health website (**http://www.floridasnursing.gov**).
- Submission of the materials to the Florida Board of Nursing is the responsibility of the student.
- The Board of Nursing determines eligibility to sit for the NCLEX-RN examination.
- In order to obtain a nursing license, a Social Security number is required.
- Anyone wishing to take the NCLEX-RN in another state should contact the Board of Nursing in that state for an application and information as soon as possible, since each state has individual licensure requirements.

Please note that students with criminal records are advised that successful completion of the nursing program does not guarantee eligibility for licensure as a registered nurse. Applications for licensure by the Board of Nursing require "that anyone who has been convicted of any offense other than a minor traffic violation is to indicate so on the application." A copy of the arrest record is required.

For more information, all potential licensees are encouraged to check the "criminal and disciplinary history" section of the Florida Board of Nursing web site located at: **http://www.floridasnursing.gov.**

SECTION IV:
ACADEMIC POLICIES AND PROCEDURES

FULL-TIME STATUS
BSN: Students must register for a minimum of 12 semester hours to be considered full-time. A minimum of 6 semester hours must be taken to be eligible for financial aid.

RESIDENCY REQUIREMENT
BSN: The last 31 credits must be taken in sequence on the University of Tampa campus. CLEP exams cannot be taken during this residency period.

COMPLETION TIME REQUIREMENT
BSN: Must be completed within 7 semesters after initial admission to the Nursing Program.

EVALUATION/GRADING STANDARDS
The Department of Nursing uses the following grade scale:

94-100	A
90-93	AB
84-89	B
80-83	BC
75-79	C
70-74	CD
64-69	D
0-63	F

Evaluation methods in didactic and clinical courses are subject to change and apply to all students regardless of their choice of catalog.

BSN PROGRAM EXAM AND TESTING POLICY & PROCEDURES

Testing Environment:

- All backpacks, books and personal belongings are to be placed at the front of the room. (This includes drinks, cell phones and digital watches with internet access.)
- All phones are to be placed off.
- Students are prohibited from wearing hoodies, caps, or ear buds during the exam.
- Students are not allowed to leave the room once the exam has started except with faculty approval for an extenuating circumstance.
- Only calculators provided by the Department of Nursing may be used **OR** calculators may be enabled on testing computers. Simple non-graphing calculators without memory are used for dosage calculations.
- Students are allowed one blank sheet of paper provided by the faculty, for computations/notes. All scratch paper will be collected and destroyed at the end of the exam.

- Ear plugs may be offered to the students and dispersed from the Department of Nursing at the discretion of the faculty.
- Students are to bring their own computers to class for computerized exams.
    - In the case of computer failure or inability to access the exam, students may use the PC at the front of the class at the discretion of the faculty or faculty may provide a paper copy of the test. Otherwise, students will be directed to the library to check out a computer for the exam.

Academic Integrity Concerns

A student who violates the above listed procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be directed to stop the test and leave the room. The results of the exam/test/quiz may be withheld or canceled and filed as an academic integrity violation. Behaviors that are considered to constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving exam/test/quiz assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam/test/quiz. Examples of aids that are prohibited are electronic devices (e.g., cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the exam/test/quiz, including emergency breaks.
- Failing to follow procedures or the instructions of the faculty member.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam/test/quiz.

Faculty will notify both the program director and the Department of Nursing director/chair when an academic integrity violation has occurred and will follow the University of Tampa's Academic Integrity Policy located at:
http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Academic-Integrity-Policy.

EXAM STUDY GUIDES

Study guides are provided at the discretion of the individual course faculty, however if utilized will be consistently implemented with all sections of the same course.

EXTRA CREDIT

Extra credit on exams and quizzes that count towards the 75% test/quiz weighted average is **not allowed**. The 75% test/quiz grade weighted average course requirement was created to ensure that students have fundamental knowledge and are meeting the minimum requirements for patient safety. If faculty want to offer extra credit for the course, points may be awarded to assignments (such as case studies, minute clinics, etc.) or professionalism. No extra credit points are awarded towards the final course grade.

TESTING ANALYSIS AND REVIEW

- Exams will be analyzed by each course instructor in a timely manner.
- Exam results will not be released to the students until all sections of the course have taken the exam and the test has been analyzed.
- Exam reviews are allowed at the discretion of the faculty and will be conducted so as not to jeopardize the security of the exam. This can include (but is not limited to):
    - Review general content missed with the group verbally.
    - Allow students to review their actual exam/answers either individually or in a small group forum only.

****Students are not allowed to have access to personal electronic or writing items during an exam review held in class.**

READMISSION TO NURSING PROGRAM

Students who have withdrawn from the nursing program for personal reasons or students who have been academically dismissed may apply for readmission by completing the nursing program application. When applying for re-admission, the student is required to meet with the Director of the program. **Students who have been dismissed due to failure to meet academic standards will repeat courses or complete other requirements as a condition of readmission.** Requests for readmission will be evaluated in relation to the student's potential for completing the program and to the availability of resources for additional students in the sequence. Students will receive a revised plan of study upon readmission, which may include the re-taking of clinical or didactic courses.

APPLICATION FOR DEGREE

BSN students are required to meet with their nursing academic advisor at least once a semester prior to registration for the next semester and to confirm they are on track to graduate with the required credits, Baccalaureate and nursing requirements met. Students are ultimately responsible in knowing where they stand in regard to DON and UT academic requirements.
In addition, all students must formally apply for graduation via Workday on MyUTampa before the due date set by the registrar. It is recommended that nursing students set to graduate in May, apply for graduation at the end of fall semester or early in the spring semester.

STUDENT CONDUCT

Students enrolled at the University are expected to uphold standards of integrity and behavior that will always reflect credit upon them and The University of Tampa. Students are also expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by the laws of the city, state, and nation, and by all rules and regulations of the University as well as clinical facility/agency. Failure to do so may result in separation from The University of Tampa.

Students are expected to demonstrate professional behaviors including affective and attitudinal qualities such as: professional demeanor, positive contribution to class, respect for others, and interpersonal skills consistent with personal accountability. Nursing students are cautioned that third parties including the media, faculty, clinical sites, and future employers can easily access online profiles and view personal information. Inappropriate material found by third parties affects the perception of the student, the Nursing department, and the University. This may also be detrimental to a student's future nursing employment options. Online content and behavior have the potential to either enhance or undermine not only the individual's academic or nursing career, the University's reputation, but also the nursing profession. Inappropriate use and posting of material on social media may impact the student's ability to progress in the program and may result in suspension or dismissal.

Students are expected to be honest and forthright in their academic endeavors. Academic integrity is taken very seriously. You may not discuss exams, quizzes, or any other graded assessment with other students in other sections or other levels. You may not give information regarding exams or quizzes (current or previous), and furthermore, you cannot seek assistance of any kind from anyone who has completed the exams, quizzes, or graded assignments (current or previous) related to the questions or answers on the assessments. Reusing or submitting someone else's (current or previous) work is also a violation of academic integrity – when submitting work, you are implying it is your own original work. You understand that violation of this will result in a zero (0) on any course quiz, exam, assignment, or remediation with no opportunity to retake or resubmit. In addition, you understand that if you violate this that you will have violated the Academic Integrity policy that may result in an immediate "F" in the course for your final grade and will be subject to student conduct, disciplinary action, and/or dismissal from the UT Nursing Program.

In addition, the use of online tutoring sites such as Chegg.com, Course Hero, QuizLet, Etsy, Bartleby, Reddit, Endmemo, Slader, Chatbot GPT, etc., for ANY exams, quizzes, or graded assignments, including faculty created material, ATI, and or HESI material is a violation of the Academic Integrity Policy. Any student found using information from these (or similar) sites or found uploading UT nursing course resources in any form to these (or similar) sites, will result in an immediate "F" in the course for their final grade and will be subject to student conduct, disciplinary action, and/or dismissal from the UT Nursing Program.

STUDENT PARTICIPATION IN DON SHARED GOVERNANCE

Students are encouraged to contribute to the structure and processes of the nursing department by serving on a department committee. This is commonly known as shared governance, which Is a very important principle in the health care professions. At the start of each academic year, the BSN program director will send out a request (via the announcement feature on Canvas/Spartan Learn) for student volunteers to participate in various department committees as student representatives. The role of the student representative is to offer the student body perspective related to the development and revision of program processes and policies. Additionally, the student representative is instrumental in communicating the role and charges of the committee to their peers and equally conveying student concerns as they relate to the committee charge.

There may be circumstances, while in the program, in which a student encounters a problem or conflict that requires more immediate assistance and guidance from faculty or staff in the nursing department. In these cases, the best course of action is for student and faculty to work together to solve/resolve the conflict. We encourage you to use the proper chain of command so that the issue of concern can be promptly addressed promptly by the most appropriate person. Beginning with or jumping to the highest level of the chain first is not considered appropriate professional behavior. The flow chart at the end of this section will guide you on how you of the best route to help resolve the problem or conflict. If you are not sure what route to follow or have an issue that is not listed, please feel to contact your nursing faculty advisor for guidance. In addition, the Director/Chair of the Department of Nursing has an open-door policy and you can contact her for further guidance.

INDEPENDENT STUDY POLICY

Students may select to do an Independent Study Course for 1-3 credits with a nursing faculty member, under special circumstances, and with the permission of the Department/Chair.

The following information outlines the minimum requirements for the completion of an Independent Study Course.

- At the time of registration, the following must be provided:
- Completed Independent Study form sent to the Dean's Office

- Completed Permission for Independent Study sent to the Registrar's Office
- One credit hour of independent study is equal to 15 contact hours.
- All materials are due on or before the last day of scheduled classes for the term.
- Final grade will include completeness of project, scholarly application, evaluation methods according to the syllabus submitted with the Independent Study Agreement, adherence to APA format if required by the Independent Study Agreement.
- Per University policy, the Independent Study will be graded on an A to F scale using the Department of Nursing Grading; S/U independent studies are not permitted.

DRUG-FREE SCHOOL AND WORKPLACE

The University of Tampa is committed to provide a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. No employee or student is to report to work, class, lab or clinical practicum or to any University activity while under the influence of illegal drugs or alcohol.

AMERICANS WITH DISABILITIES ACT

Students with disabilities
If you require accommodations because of a disability, please call (813)257-3266 or email accessibility.services@ut.edu for information on registering with Student Accessibility Services. You can also submit your request for accommodations and supporting documentation via an Accommodation Request[1]. Please feel free to discuss this with me in private for more information.

If you encounter disability-related barriers accessing the online content for this course, please contact Sharon Austin, Academic Technology Accessibility Specialist, at saustin@ut.edu. If the initial access to the content cannot be resolved, the university will provide individuals with disabilities access to, and use of, information and data by an alternative means that meets the identified needs.

INTERVENTION PROJECT FOR NURSES (IPN)

Any student displaying behavior in the academic or clinical setting indicative of impairment related to substance use disorder, a psychological/psychiatric or medical condition will be asked to self-report to the Intervention Project for Nurses (http://ipnfl.org/), as contractor for the Florida Board of Nursing in accordance with the Florida Nurse Practice Act.

SUSPENSION AND DISMISSAL

The University of Tampa Department of Nursing has established standards of conduct and performance that apply to all nursing students. The standards are commensurate with those that

[1] https://ut-accommodate.symplicity.com/public_accommodation/

are expected of a healthcare professional. These standards must be upheld in order to remain and progress within the Nursing Program.

The following represent conduct and performance that is unacceptable and may be used as grounds for immediate suspension or dismissal from the Nursing Program. Unacceptable conduct and performance shall include but is not limited to:

1. Performing acts that violate the Florida Nurse Practice Act, including but not limited to those acts that go beyond the scope of nursing practice, or fall below the standard of care, as specified by rule, regulation or by law.
2. Performing duties and/or assuming responsibilities without adequate preparation, competency, and/or supervision.
3. Diverting supplies, equipment, or medications for personal or other unauthorized use.
4. Falsifying or otherwise altering client, clinical agency, or The University of Tampa records or documents.
5. Misrepresenting his/her clinical hours or providing any false documentation or other written or verbal inaccuracy related to clinical rotations and/or clinical hours.
6. Abusing, neglecting, or abandoning clients and/or families, or violating privacy regulations, laws or rules.
7. Displaying conduct that is unbecoming to a University of Tampa nursing student, or which may be detrimental or dangerous to the health or welfare of the client, family, public, or The University of Tampa.
8. Violating Invasive Procedure Policy.
9. Being charged with or convicted of the commission of any act that is classified as a relevant misdemeanor or any felony under State of Florida law.
10. Failure to abide by and/or commission of such acts or behaviors that violate The University of Tampa or the Department of Nursing requirements, policies, and procedures as outlined in The University of Tampa and Department of Nursing Student documents.
11. Inability to perform required essential skills and functions due to chemical, mental, physical, or medical impairment.
12. Posting individually identifiable patient information. Nursing students must know their legal and ethical responsibilities, organization's policies (hospital & university), regarding their responsibility to protect patient privacy, whether online or offline. **
13. Interacting with patients on social media. Nursing students must observe ethically prescribed patient–nurse professional boundaries. The guidelines in these matters are no different online than in person. **
14. Using inappropriate or offensive language in person, in online comments, videos, and other postings. This includes threats of violence and derogatory comments against race and/or gender. **

Any incident of unacceptable conduct or performance will be documented in writing. A conference will be held that includes the student, the faculty member and the BSN Program Director, and/or the Nursing Program Director/Chair. The student will be informed in writing by

the BSN Program Director and/or the Nursing Program Director/Chair of the final decision for suspension or dismissal from the program.

Students who wish to appeal the decision are directed to the appeals process as specified in the BSN student handbook and in the UT Catalog.

** Nursing students are cautioned that third parties including the media, faculty, clinical sites, and future employers can easily access online profiles and view personal information. Inappropriate material found by third parties affects the perception of the student, the Nursing department, and the University. This may also be detrimental to a student's future nursing employment options. Online content and behavior have the potential to either enhance or undermine not only the individual's academic or nursing career, the University's reputation, but also the nursing profession.

UNDERGRADUATE ACADEMIC APPEAL PROCESS

Grading is the prerogative of the instructor. In the case of a disputed grade, an undergraduate student must:

1. First contact the instructor and request reconsideration.
2. If the student wishes to continue the grade appeal following a meeting with the instructor, he or she must notify the DON/Director and BSN director in writing within five working days of the meeting with the instructor that an appeal is forthcoming.
3. Within ten working days of the initial notification, the written or email appeal must be submitted to the Director/Chair of the Nursing Department with the specific evidence and all supporting documents.
4. Within five working days of receiving the written appeal and supporting documents, the Director/Chair will acknowledge receipt of the appeal and convene the Department of Nursing Appeals Committee.
5. Within ten working days, the DON Appeals Committee will notify the student via email to their current UT email account and current home address in writing via USPS of their decision.

    - In the case of a **grade appeal**, the student may appeal the decision of the DON Appeals Committee by filing a petition in writing to the dean within ten working days of receiving the DON Appeals Committee decision.
        - The dean's decision is final except in the case of a verifiable error in procedure supportable by documentary evidence. In this situation, the student may submit grade-related disputes to the Academic Appeals Committee Office. Refer to the UT Catalog for further details.

    - In the case of an appeal to **academic policy or procedures**, the student may appeal the decision of the Department of Nursing Appeals Committee by filing petition in

Academic Advising Office within 10 working days, which will be decided by the Associate Provost.

- If still not satisfied the student may then appeal to the University Academic Appeals Committee. Refer to the UT Catalog for further details.

STUDENT CONCERN/ISSUE RESOLUTION FLOWCHART

The preferred course of action is for the student and faculty to jointly resolve the conflict or issue of concern. It is CRITICAL to contact the appropriate person for issues/concerns.

Contact the appropriate Dept of Nursing staff/faculty as follows:

SECTION V:
LABORATORY and CLINICAL GUIDELINES

OVERVIEW OF LABORATORY AND CLINICAL

The nursing laboratory and clinical experiences form the foundation of the baccalaureate program in nursing. Successful completion of these courses is essential for beginning professional practice. The laboratory and on-site clinical placements provide an opportunity for students to gain experience in applying the knowledge they have acquired throughout their course work. The Department of Nursing has established affiliation agreements with many community, public, and private health care programs, and facilities.

Students are expected to attend all scheduled laboratory and clinical experiences prepared and in appropriate attire. Preparation is necessary for the laboratory and clinical experience and students are expected to have completed required readings, skill practice, and any other identified requirement necessary for the experience. **Students arriving to the laboratory or clinical setting unprepared will be asked to leave and not return until they meet the required expectations. Students sent home from laboratory or clinical settings will be given an unexcused absence for that day.** Repeated incidences of unacceptable behaviors related to safety, accountability or professionalism may result in the removal of the student from the clinical setting and failure of the clinical course.

UT nursing students represent the University and the Department of Nursing to the community-at-large. Appearance and behavior reflect the University. Expectations for professional behaviors and dress are included in the grade for each course.

PERFORMANCE STANDARDS FOR CLINICAL PARTICIPATION BSN PROGRAM

There are basic skills and abilities needed for a student to participate in giving safe, effective care to patients. These include:

1. **Observation**. Students must be able to observe demonstrations and experiences required by the nursing curriculum and be able to participate in such with adequate vision and other sensory modalities, including the senses of hearing and smell. A student must be able to observe a patient accurately from a distance and in close proximity.
2. **Communication**. Students must be able to speak intelligibly and to hear sufficiently to affect an adequate exchange of information with patients, family members and other health professionals. A student must be able to read and write English effectively in order to fulfill academic requirements and to maintain accurate clinical records on patient care.
3. **Motor**. Students are required to possess motor skills sufficient to independently elicit information from patients by palpation, auscultation, percussion and other manually based diagnostic procedures. Students should be able to provide basic nursing care (clearing the airway, placing catheters, administering medications, turning, and moving patients, etc.) in the general care environment, and coordinate fine and gross muscular movements to treat patients in routine and emergency situations. Emergency situations include any circumstance in which a patient experiences either a physical or a mental medical event requiring immediate attention and/or intervention.

4. **Intellectual-Conceptual, Integrative and Quantitative Abilities**. These abilities include an aptitude for rapid problem solving and possession of good clinical reasoning/clinical judgment in patient care situations. Additionally, students must be able to incorporate new information, comprehend three-dimensional relationships and both retain and recall pertinent information in a timely fashion.
5. **Behavioral and Social Attributes**. Students must possess the physical and emotional health required for the application of his/her intellectual abilities and the employment of sound judgment in an appropriate and prompt manner. Students must be able to function effectively under physically taxing workloads, and in times of physical and mental stress. Students must display compassion, sensitivity and concern for others, and maintain professional integrity at all times.

PREREQUISITES FOR PARTICIPATION IN BSN CLINICAL EXPERIENCES

Prior to enrolling in clinical/practicum courses, the student must have documentation of the following on file in the Department of Nursing. While the following are the basic requirements, if the clinical agency has additional requirements the student is required to fulfill them also. Failure to meet the pre-requisites will result in an ability to attend the clinical site.

- Medical clearance and immunization form
- PPD or QuantiFERON (TB) test (upon admission to nursing program)
    - In the case of a positive PPD skin test or QuantiFERON test, a follow-up x-ray must be submitted every 5 years.
    - While TB testing is done prior to the start of the nursing program, additional screening may apply prior to starting clinical/practicum experiences depending on clinical site requirements. The student is responsible for all expenses.
- Hepatitis B series or signed declination
- Other vaccines or approved exemption as requested by the clinical healthcare facility
- Annual seasonal influenza vaccine
- Current Basic Life Support certification for healthcare providers (adult and pediatric/infant BLS and defibrillator use) from the American Heart Association approved BLS course
- Current Professional Liability Insurance (Student Nurse, Registered Nurse, as applicable.)
- While criminal background check and drug testing is done prior to the start of the nursing program, additional screening (including repeat background checks and UDS) may be required prior to starting clinical/practicum experiences in accordance with clinical site policies. The student is responsible for all expenses.

These items must be updated and documented by the beginning of each semester in which the student is enrolled in a clinical/practicum course. A student who fails to have the above listed items on file will not be allowed into a clinical/practicum setting and will be given as an unexcused absence for each clinical day missed.

POLICIES ASSOCIATED WITH CLINICAL EXPERIENCES

CRIMINAL BACKGOUND AND DRUG TESTING POLICY

Admission to the UT Department of Nursing (DON) is conditioned upon the successful completion and passing of a criminal background check (CBC) and drug screening (DS). Additionally, students may be required to undergo repeated CBC and DSs during their tenure as a nursing student, as an academic and/or clinical facility requirement. The cost of all CBCs and DSs shall be the responsibility of the student. Further, the student will be responsible for completing all CBCs and DSs within the designated time period.

RATIONALE

The Department of Nursing (DON) is committed to the education of professional nurses and is obligated to provide safe and effective care to the clients we serve. We also have an obligation to those agencies with whom we contract, to ensure that our students are capable of providing safe care to their clients. With this commitment and obligation in mind, the DON requires CBC and drug screening for all students prior to enrollment in their first nursing class. The decision to utilize CBCs and DSs for admission and continuing enrollment purposes is consistent with the recommendations of The Joint Commission (accreditors of healthcare organizations) the American Nurses Association Code of Ethics, the policies of the DON clinical affiliates, and State of Florida and Federal laws.

Florida Law restricts access to children, elderly, and disabled patients by persons convicted of specific misdemeanors and felonies (Chapter 435 Florida Statues). This law places restrictions on all health care facilities, which in turn require students to comply with the same restrictions as their employees and volunteers. Partnering agencies where students receive nursing practice experiences also require drug testing and criminal background checks, as well as additional information such as arrests without convictions, verification of employment, and social security verification, aimed at protecting the public. Students must meet all requirements of the clinical facility, which may be more extensive than those required by the UT DON.

PROCEDURE

1. Nursing students accepted for conditional admission to the spring semester will be notified that matriculation is contingent upon the evaluation and acceptable outcome of all required criminal background checks and 12 panel urine drug screens in their admission acceptance packet, by email and during the nursing orientation meeting.

    a. Deadline for completion of the CBC and DS will be given to students via the routes described above.
    b. Failure to complete the CBC and DS by deadline will result in their admission offer being rescinded.

2. The DON utilizes Castle Branch® for all background checks and drug testing. Results from an agency or laboratory other than the one designated by the DON will not be accepted. The DON will provide students with instructions on obtaining the CBC and DS through Castle Branch®.

3. The drug screen will be a 12-panel urine drug screen which tests for amphetamines (amphetamine, MDMA, methamphetamine), marijuana, cocaine, opiates (codeine, morphine), phencyclidine (PCP), benzodiazepines, barbiturates, methadone, methaqualone, propoxyphene, oxycodone.

4. The student is responsible for the cost of the background check and drug screen. If the drug screen has to be repeated due to a dilute urine or other reason, the student is responsible for the additional costs.

5. Students who refuse testing or do not complete or pass the background check and/or the drug screen in the allotted time, will have their admission rescinded.

6. In the event a record of conviction is found, the record will be screened as to severity by the vendor and the BSN program director will be notified, who will then notify the Department Director/Chair and the student. At that time, the student's admission offer will be rescinded.

    a. Students claiming inaccuracies in their CBC will be referred to the agency completing the CBC.

7. If a student fails a drug screen, the BSN program director will notify the Department Director/Chair and the student. Students may also be notified directly by the vendor. At that time, the student's admission offer will be rescinded.

    a. Students claiming inaccuracies in their DS will be referred to the vendor and/or authorized laboratory completing the drug screen.
    b. Students will be offered a referral to Student Health Services for counseling.

CONFIDENTIALITY:

Results of all background checks and drug screens will be privileged and confidential. The information will be maintained in a secure electronic file on the vendors secured site, and shall not be released or otherwise disclosed to any person or agency, other than the following: (1) Department/Chair staff assistant II and; (2) persons who have a legitimate need to know, as designated by the Director/Chair of Nursing - as allowed for by the Family Educational Right to Privacy Act (Buckley Amendment) which can be viewed at http://www.ut.edu/registrar/ferpa/; (3) upon direction of a court order; (4) any affiliated entity providing clinical training; or, (5) with the written consent of the student. Student records will be maintained until graduation or end of matriculation.

REVIEW OF DRUG TESTING RESULTS FOR ADMISSION & CONTINUING STUDENTS:

Negative (or clear/clean) Drug Screen
Students are clear to register and start nursing courses. Continuing students are allowed to continue in the program and attend clinical.

Positive Drug Screen
Positive test results will result in nursing program admission offer to be rescinded. Positive test results will be reported to a Medical Review Officer (MRO) appointed by the testing laboratory. The Medical Review Officer will confer with the subject student to determine if there is any authorized reason for the positive test result**. The final determination of a positive or negative drug screen will be determined by the MRO. Failure to contact the MRO as requested results in a POSITIVE drug screening which will result in admission to the nursing program being rescinded. For continuing students this is considered a disqualify result (* see below for guidelines for disqualifying results)

If a test result shows the test has been adulterated, or the test is unable to be run because the temperature of the specimen is suggestive of adulteration, the test results will be considered positive and will result in admission to the nursing program being rescinded. For continuing students, this is considered a disqualifying result (* see below for guidelines for disqualifying results).

****Medical Marijuana**
In 2016, Florida voters passed a constitutional amendment, "Use of Marijuana for Debilitating Medical Conditions" (Amendment 2). Amendment 2 legalized medical marijuana for individuals with specific debilitating diseases or comparable debilitating conditions as determined by a licensed state physician. **Medical marijuana is legal in Florida, but it is still prohibited at The University of Tampa.** http://www.ut.edu/deanofstudents/drugfree/floridalaws/**.** In addition, the hospitals and clinical agencies that our students utilize for clinical practice receive Federal funding and must abide by federal law which classifies marijuana as an illegal narcotic. Therefore, it is not acceptable and test results will be considered positive which will result in admission to the nursing program being rescinded. For continuing students this is considered a disqualify result (* see below for guidelines for disqualifying results).

Drug Screen Result other than Positive or Negative: If the student's drug screen result is a result that is neither positive nor negative, then the test must be repeated (at the students' expense). A test result that is neither positive nor negative includes but is not limited to a **Negative Dilute**, Positive Dilute, Positive No Contact, or Cancelled. If student does not comply with repeating the test, this will result in admission to the nursing program being rescinded. For continuing students this is considered a disqualifying result (* see below for guidelines for disqualifying results).

Negative Dilute Result

A dilute specimen can be caused by two circumstances. The first circumstance is caused by an individual diluting the urine with water, or other liquid, by pouring it into the specimen at the time of collection. The second method of obtaining a dilute specimen is by consuming too much fluid, especially liquids that contain diuretics, prior to collection (i.e., coffee, soda pop, medications, etc.). This may be inadvertent or intentional on the part of the student. A student whose drug screen result is negative dilute will be required to complete another drug screen within 24 hours at his/her own expense. Failure to comply with this requirement will result in admission being rescinded. If the repeated sample result is dilute negative result – the student's admission offer is rescinded. For continuing students this is considered a disqualifying result (* see below for guidelines for disqualifying results).

GUIDELINES FOR CONTINUING STUDENTS WITH DISQUALIFYING DRUG TEST RESULTS

Students with a disqualifying result are not permitted to participate in the clinical component of a nursing course. Any missed clinical as a result of a disqualifying result is considered an unexcused absence; this will impact the student's ability to progress in the program.

In order to participate in clinical after a disqualifying result, the student must complete the following:

- Voluntarily contact and comply with a substance abuse assessment/treatment program approved by the Florida Board of Nursing (FBON) contracted Intervention Project for Nurses (IPN).
- Authorize the substance abuse treatment program to communicate regular compliance reports directly to the BSN program Director.

Once the student has satisfied the above requirement, the student will be able to resume the program of study according to all guidelines set forth in the current Nursing Student Handbook. Should the student refuse to participate in a substance use disorder treatment program or fall out of compliance with the with the substance use disorder treatment program contract, this will result in immediate and permanent dismissal from the Nursing Program and may trigger legally mandated reporting to the Florida Board of Nursing.

Graduation from the Nursing Program at UT does not guarantee eligibility to take the NCLEX licensure examination. A student with a history of a positive drug screen may likely be required to submit additional documentation of the situation and submit to global evaluation of suitability to be a safe practitioner in the venue of practice to his or her State Board of Nursing when applying for the NCLEX licensure exam.

REVIEW OF CRIMINAL BACKGROUND CHECK RESULTS FOR ADMISSION & CONTINUING STUDENTS

UT Department of Nursing Automatic Disqualifying Criminal Offenses: any of the following will result in admission being rescinded. Should any of the following be reported in a subsequent CBC for continuing students it will result in immediate dismissal from the program.

Felonies

1. A crime of violence.
2. Any felony offense involving unlawful sexual behavior.
3. Any felony, the underlying basis of which has been found by the court on the record to include an act of domestic violence.
4. Any felony of child abuse.
5. Any felony offense in another state, the elements which are substantially similar to the elements of any of the above offenses.

Misdemeanors

1. Third degree assault.
2. Any misdemeanor, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence.
3. A misdemeanor offense of child abuse.
4. Any misdemeanor offense of sexual assault on a client by a psychotherapist.
5. Any misdemeanor offense in another state, the elements of which are substantially similar to the elements of any of the misdemeanor offenses listed above.

Criminal Histories

1. Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.).
2. Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
3. Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substances.
4. Registered sex offenders.

If a student does not have any of the offenses listed above on their record but does have a record of other types of convictions a nursing department administrative review will occur. While the student may be admitted to the program, if no clinical or agency is willing to accept the student based upon a positive background check, the student may not be able to fulfill the program or course/clinical requirements which will place the student in violation of the of the DON progression policy. Accordingly, the DON reserves the right to dismiss the student. The same applies for continuing students found to have offenses on subsequent background checks.

GENERAL POLICIES ASSOCIATED WITH CLINICAL EXPERIENCES

1. Students are only permitted in the clinical setting during the academic calendar and are not permitted to be in the clinical setting during times when UT is closed for holidays.
2. Students are responsible for notifying the clinical instructor and appropriate agency personnel one hour prior to the start of the scheduled clinical experience if illness or emergency prevents them from attending the clinical experience.
    - Appropriate supporting documentation must be provided to the clinical instructor for an absence to be considered excused.
    - The student will be sent home or will be instructed to stay home from clinical if they commit one of the following: miss unit report, miss pre-conference (if this is a substitute for report), or if they are greater than 15 minutes late.
3. During clinical experiences in an affiliating agency, students and faculty must abide by the agency's policies and procedures and the provisions of the clinical affiliation agreement in addition to maintaining confidentiality of client and agency information.
4. All students are responsible for arranging their own transportation to the various clinical facilities. Carpools are encouraged when possible; however, transportation issues are not part of the decision-making process when clinical assignments are made. Each student is encouraged to plan accordingly for their transportation in order to avoid being late for classes and/or clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is considered an unexcused absence.
5. Cell phones and other electronic devices must be turned off and may not be used while in patient care areas. Smart phones may be used for medical referencing and clinical faculty contact, but this use may not include personal internet/email access or cell phone use.

PRECEPTOR MODELS

The following models are currently utilized for NUR 452 Preceptor placement. These models are determined by the clinical site and therefore, are subject to change.

Traditional Preceptor Model Description
Students will attend orientation and be assigned to one preceptor for the entire 15-week preceptorship experience.

Split Preceptor Model Description
Students have been assigned to either Group 1 or Group 2. All students will attend orientation the first week of the semester.

- Students in Group 1 will have their clinical preceptor experience during approximately Weeks 2-8 of the semester.
- Students in Group 2 will have their clinical preceptor experience during approximately weeks 9-15 of the semester.

- Each student will need to complete the required 168 hours during her/his 7-week clinical rotation. To complete the hours required, students will need to perform an average of 24+ hours each week.

Shared Preceptor Model Description
Student will have hours spread out throughout the semester but will change units and preceptor halfway through the semester. Students will have 2 different preceptors during this rotation.

- All students will attend orientation during the first week of the semester. During the first half of the semester (Session A – Weeks 2-8) students will have one preceptor, and then students will have a second preceptor for the second half of the semester (Session B – Weeks 9 - 15).

CLINICAL PLACEMENT POLICIES

ROTC nursing cadets
Clinical placements are selected in collaboration with the ROTC commander. Prioritization for academic schedule and clinical days are reviewed and accommodations will be granted if feasible. ROTC command is aware that nursing clinicals takes precedence.

University Athletics
Athletes are considered at the time of clinical placements; however, they are **not guaranteed**.

- Student athletes must submit their **competition schedule** to the Clinical Evaluation Committee Chair, *no later than* 2 weeks **prior** to clinical placement meeting which will be on the BSN Blackboard site.
- Late submissions will **not** be considered when deciding clinical placement.
- **Practice schedules** will **not** be considered when determining clinical placement.
- Clinical attendance takes precedence.

NOTE: Club sports are not included in this policy.

Transportation or Facility Distance
Transportation and facility distance are **NOT** acceptable reasons for appeal or request to move into a different clinical group. In addition, roommate convenience and carpooling are **NOT** considered a reason to switch clinical groups.

Previous Placement
Placement at a previous facility is **NOT** an acceptable reason for appeal.

When looking strategically at clinical placements there are several factors that go into coordinating placements, including but not limited to:

- On-boarding costs and requirements/background screenings etc.
- Clinical skills that are permitted by students
- Size of facility (patient census/unit capacity) and/or facility policies

Your course schedule, including clinical days, times and/or locations is subject to change at **any time** based upon hospital availability and/or department of nursing needs

CLINICAL PLACEMENT APPEALS PROCESS

1. Should a student wish to contest their clinical placement, they may submit in writing an appeal to the Chair of the Clinical Evaluation Committee.
2. The appeal must be submitted within five (5) business days from the date the **initial** student rotation grid was posted on Canvas/Spartan Learn (students are emailed and an announcement is placed on Canvas/Spartan Learn when the grids are placed).
3. The appeal must include the reason student is contesting their placement.
4. The chair of the Clinical Evaluation Committee will notify the student within ten (10) business days of the decision.
5. Appeal decisions by the Clinical Evaluation Committee **are final**.

Nursing Skills /Simulation Lab (NSSL) Area Guidelines

The NSSL area is designed to simulate the hospital or health care clinical area and is to be treated as such. While you are in the lab in the student role, you should be respectful of the lab environment. Each student is expected to acknowledge in writing and abide by the Nursing Skills and Simulation Policy Manual. This is considered a "living document", like the BSN Student Handbook, and is posted on the BSN Student Canvas site in the same section as the BSN Student Handbook. Students are expected to be aware of its current content and act accordingly.

1. All students will follow the skills laboratory dress code. The dress code may be altered at the discretion of the faculty of the course based on the intent or need of the lab. See Professional Appearance Policies as to what constitutes full uniform.
    a. For NUR 213L – this is full uniform
    b. For NUR 218L – this is full uniform
    c. Other courses utilizing the lab for clinical orientation, simulations, etc. – full uniform is required
    d. For Lab Open hours – this is full uniform
2. Safety for all participants must be ensured:
    a. Keep lab neat and orderly including cleaning up your practice site after use
    b. Put equipment where instructed
    c. No equipment should be moved, touched or disconnected unless supervised by the clinical faculty or lab director
    d. Notify your instructor or Lab director of any broken or malfunctioning equipment
3. **NO food or drink is allowed in the skills/simulation laboratory.** There is a student breakroom on the lab floor with a refrigerator and microwave for your use – that is the ONLY place where food and drink is allowed
4. Do NOT sit or lay on any of the beds or wheelchairs
5. Phones are to be put away and silenced while in the lab
6. Students are not to video or audio record any learning lab/simulation experience

7. Consider all mannequins (or peers acting as patients) to be true patients and treat them with respect – keep them covered and dressed. Students are not to pose or pose with mannequins for any picture, selfies, or videos.
8. Do not move, reposition, misuse or disconnect any piece of equipment or mannequin unless instructed by clinical faculty or the lab director.
9. In the event of an injury, report the injury to the faculty or lab coordinator immediately. Complete the incident report form and follow up with the student health center as directed.
10. See the Nursing Skills and Simulation Lab Policy Manual for further elaboration.

Use of the Nursing Skills/Simulation Laboratory as study area:

1. Students must request permission from one of the laboratory faculty to use the debrief rooms, training room or work area to study (as they will know if any classes or tours, etc. are pending).
2. Absolutely **NO food or drinks** are allowed in the above-mentioned area.
3. When utilizing the lab as a study space during lab hours, students must be dressed in their uniforms and follow all lab rules. Lab hours are 8:00 am to 4:00 pm, Monday through Friday. All food and drink are limited to approved area only (student lounge).
4. When utilizing the lab as a study space outside of lab hours (after 4:00 pm on weeknights and weekends) students may wear business casual clothing in the lab. All food and drink must be limited to approved area only (student lounge).
5. The 4th and 5th floor reception areas can be used for study at any time - no food or drink allowed in the area.

INVASIVE PROCEDURE POLICY

No student shall perform any type of invasive procedure on another student or nonpatient volunteer at any time while in the nursing program. Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invades the integrity of the skin or body cavity unless identified in the exceptions (noted below) to this policy. Only mannequins or other instructional aids shall be used for such practice. Students found in violation of this policy are subject to suspension or dismissal from the nursing program.

Exceptions:

- Oral and ear assessments
- Oral and tympanic temperatures
- Oral feeding
- Nasal exams
- Blood glucose checks

ILLNESS: COMMUNICABLE INFECTIOUS DISEASE

Our highest priority is the health, safety, and well-being of not only our students and faculty but also the patients you will be caring for in your clinicals. This is especially true of communicable infectious diseases such as but not limited to RSV, influenza, COVID. **DO NOT come to class or**

clinical if you are ill. Stay home and contact your instructor to let them know you will be missing class and to receive further directions.

As attendance at clinical experiences is critical. A nursing student who misses more than two clinical days (whether excused or unexcused) significantly jeopardizes their clinical grade. Multiple absences (no matter what the reason) will result in failure of the clinical course. The best way to help avoid class/clinical due to communicable disease is to get the vaccine for the disease if one is available.

PROFESSIONAL APPEARANCE POLICIES

The following professional appearance policies are in effect for all students unless they conflict with the policies of individual institutions where students are assigned; in which case, the institutional policy of the clinical facility supersedes the UT policy. In all instances, students must adhere to the professional appearance policies of the institution in which they are having clinical experiences.

Patients/clients and their families have a right to expect that the nurses (including student nurses and student nurse practitioners) caring for them maintain the appearance and behavior of a professional. Approved nursing attire and professional appearance must be observed anytime a student is in a clinical area which also includes the nursing skills/simulation laboratory. Students represent themselves, the Department of Nursing at the University of Tampa, and the nursing profession. University approved nursing attire and professional appearance is outlined as follows:

Uniform and Lab Coat

The uniform for both male and female students consist of a designated scrub top and pants. The designated uniform is to be worn with student identification and the UT logo. In addition, every student is required to have a designated white lab coat with the UT logo embroidered on the front. White or black solid socks and either white or black closed-back non-porous nursing shoes must be worn. Uniforms, lab coats, and shoes must always be clean, ironed or pressed and neat. Optional: A long sleeved shirt may be worn under the uniform top; it must be plain and the same color as the uniform top.

Exceptions to the uniform include the mental health rotation. In the mental health rotation, students adhere to the dress policies of the facility.

The following are **NOT** acceptable attire for all students: Jeans, colored jeans, leggings, yoga pants, any type of athletic shoes or open-back or open-toe shoes, attire through which underwear can be seen, skirts or slacks that are too short or tight, shorts, tank tops, exposed midriffs, any kind of sports uniform or bathing suit, flip-flops.

The lab coat must be worn anytime the student is in the clinical setting other than for scheduled clinical experiences. This includes picking up assignments, visiting patients, attending conferences, or making nursing rounds. The lab coat is to be worn over appropriate business-casual clothing and shoes.

Name and ID Badge
For BSN students, a University of Tampa student nurse name badge (provided by the Nursing Department), with UT/facility picture ID, and color-coded semester identification, must be worn anytime a student is in the laboratory or clinical setting. ID badges must be visible for proper identification.

UT SPARTAN ID Card
Students are required to always have their UT ID card. Access to the fourth floor (Nursing Skills and Simulation Lab) is restricted and your ID card is required to access the elevator and stairwell to the lab.

Semester Badges
BSN students must purchase one set of color-coded semester badges from the UT bookstore. The appropriate color/semester badge must be worn with the student's facility Picture ID whenever the student is in the facility. The semester badges identify to the UT/facility staff what semester of the nursing program the student is in currently. The student is responsible for replacing lost or damaged semester badges.

Personal Appearance Standards for All Students During Laboratory and Clinicals

1. Hair must be a color considered natural for hair. Due to issues related to the transfer of bacteria, hair must be worn off the collar.

2. Fingernails must be short and clean. Acrylic, shellacs, dip, or gel nails of any kind are not permitted due to the harboring of bacteria. Bright nail polish is not allowed; clear and pale pink are the only acceptable nail colors allowed.

3. Perfumes, colognes, or after-shave are not to be used. Patients may be sensitive or allergic to them.

4. Facial hair for men must be neatly trimmed. Some agencies do not allow personnel, including students, wear facial hair.

5. Jewelry should be limited to single earlobe studs, if desired. Dangling earrings and earrings located in multiple locations of the ear are not allowed. Wedding rings can be worn. It is highly recommended that rings with stones are not worn because of potential damage, loss or injury to a patient.

6. Smart device watches (for example Apple and Android watches) are not permitted in the lab or in the clinical setting due to potential HIPAA violations, and in adherence from requests of our clinical facilities. A "traditional" nursing/medical watch with a second hand is required. Examples of appropriate type of watch for use in the clinical area can be found on Amazon:

https://www.amazon.com/s?k=watches+for+nurses&ref=nb_sb_noss_1 . In addition, these watches can be easily cleaned and disinfected after use in clinical.

7. Students must remove all eyelash extensions, gauges, and body piercings before entering the UT skills laboratory or any clinical area. Tattoos and unremovable body piercings must be covered with flesh-colored bandages or make-up before arriving in the UT skills laboratory or any clinical areas.

8. **COSMETICS**: Make-up should be kept to a minimum and appear natural. Foundation bases, powder and blushes should correspond with each individual's skin color. If mascara and/or eyeliner is worn, it should be applied lightly in shades of black or brown. Eye shadow, if worn, should be in natural shades so as not to be conspicuous (no glitter). Lipstick, if worn, should be applied lightly and complement the individual's appearance. True lip tones or natural shades of lipstick are acceptable.

As nurses, it is important to be role models in health promotion. Smoking, including the use of smokeless tobacco, electronic cigarettes, and visible nicotine replacement products is prohibited. The smell of smoke on clothing and hair is offensive, especially to patients who are ill. Clothing and hair that retain smoke odors are not acceptable in the clinical setting. Facilities prohibit cigarette smoking (including e- cigarettes, vaporizers, disposable cartridges (i.e., Juul pods) anywhere on facility campus, including parking areas.

Non-compliance with Nursing Program Policies will result in:

1. being sent out of the nursing skills laboratory, clinical unit, or clinical agency, for that day and is considered an unexcused absence.
2. the lowering of clinical grade.
3. the possibility of failing the clinical course for repeat occurrences.

SECTION VI:
ADDITIONAL INFORMATION

MISCELLANEOUS

APA STYLE

The Department of Nursing requires all coursework to be formatted using the rules of APA Style©, **using the Student Format** detailed in the *Publication Manual of the American Psychological Association*, Seventh Edition, unless otherwise directed by course faculty. Student resources for the APA 7th Edition formatting are located on the BSN Student Canvas site and supplementary tutorials are available on the APA website: www.apa.org.

E-Mail

All students are provided a University e-mail address in the format *username@spartans.ut.edu*. Official University and Department of Nursing communications will be sent to the student via this e-mail address only. Students are required to regularly read and respond to their University e-mail both professionally and in a timely manner. Students are expected to check their UT email at a **minimum of once a day** and respond in a timely manner (within 48 hours) if indicated. *The Nursing Department communicates with students exclusively through their UT e-mail address.*

Employee Reimbursement Payment Plan (ERPP)

The University of Tampa allows students receiving tuition benefits from their employer to enroll in a deferred payment plan. The plan allows students to register with a payment of 50% of their tuition cost and student service fee. The remaining balance will be due 30 days from the last day of classes. Contact the Bursar's office for additional information.

Scholarships

There are a number of scholarships available for students. Information and applications are posted on the "UT Nursing Students"Canvas/Spartan Learn site.

Loan Programs

There are a variety of loans available to assist students. The two basic types of loans available to students are:need-based "subsidized" loans, and "unsubsidized", non-need-based loans. To qualify for these loans, students must be registered at least halftime (6 credit hours for **BSN** students and be a U.S. citizen or a certified permanent resident. Additional information is available in the UT catalog, on the UT website, and directly from the UT Financial Aid Office.

Technology Requirements for Nursing Students

Students entering the nursing program are required to have a laptop to support their learning. The UT Department of Nursing technology requirement is an initiative to enrich the nursing education experienceusing laptops for easy and quick access to information. This undertaking has evolved from technology changing the way content is delivered in

classrooms, learning and demonstration of nursing skills, simulation, clinical setting, online examination administration (ATI), and e-books. This initiative also facilitates content generation, collaboration, and communication both online and onsite for both students and faculty.

Faculty may require you to bring and use your personal laptop for in class course related work, so you should be prepared to bring your laptop with you to class fully charged. UT supports a high-speed wirelessnetwork with coverage throughout all the buildings and the UT campus has over 700 wireless hot spots.NOTE: iPads, Tablets (Android, Windows RT) and Chromebooks will not meet the minimumrequirements and cannot be used for the activities and assessments required in this nursing program. The laptop requirements meeting the technology requirements of the Nursing Department are describedbelow.

A personal laptop – either a PC or Mac with functioning high-speed Wi-Fi is required for this program. iPads, tablets, and Chromebooks are NOT compatible for the testing required for the nursing program. Only a laptop computer is compatible.

If you already own a laptop, ideally it should not be older than 3 years and have sufficient processing memory to run current versions of Microsoft Office, have a long and stable battery life, and high-speed wireless capability. While it is possible that a laptop older than 3 years will perform adequately during your entire program, machines this old are likely to experience hardware and software problems. Hard drive failures become increasingly common. Laptop failure or poor performance could hinder your success as some classes and testing rely on an adequate processor and high-speed wireless technology. Students will be required to download Proctorio software and follow instructions for remote and/or in class testing.

UT Technology Requirements
https://www.ut.edu/about-ut/university-services/information-technology-and-security/computer- recommendations

ATI Technology Requirements https://atitesting.com/technical-requirements

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

The mission of the Honor Society of Nursing, Sigma Theta Tau International (Sigma) is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to be the global organization of choice for nursing. Students enrolled in a nursing program, and who meet the following criteria, are invited to join through one of STTI's chapters located around the world. The Delta-Beta-At-Large chapter is our chapter at UT.

The Delta Beta Chapter-at-Large of Sigma Theta Tau International Honor Society of Nursing at the University of South Florida and The University of Tampa was created in April 2000 with the re-chartering of the existing chapter at USF with the Honor Society of Nursing at UT. The purposes of the chapter are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. The chapter sponsors research conferences, scholarly programs, leadership awards, student scholarships, and research grants.

Baccalaureate students are invited to join STTI based upon academic scholarship, integrity, and faculty recommendations. Graduate students and community leaders may apply when membership criteria are met. Invitations and Induction into the Society is normally held in the fall semester. Additional information about chapter activities and calendar of events may be found on the chapter web site. https://deltabeta.sigmanursing.org/home

Undergraduate Students must

- Have completed ½ of the nursing curriculum;
- Achieve academic excellence;
- Rank in the upper 35% of graduating class (the GPA may change each year depending on the average GPA of the top 35% of the graduating class), but GPA cannot be lower than a 3.0.
- GPA is based on cumulative GPA earned at the University of Tampa as reported on Workday.
- Meet the expectation of academic integrity/professionalism.

Graduate Students (MSN and DNP) must

- Have completed 1st clinical practicum experience
- Achieve academic excellence, with grade point average 3.5 or greater;
- Meet the expectation of academic integrity/professionalism.