

Department of Nursing

**UNDERGRADUATE NURSING STUDENT
HANDBOOK**



University of Michigan-Flint

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I. GENERAL INFORMATION

NON-DISCRIMINATION POLICY

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information, call 734-764-1817. (September 2007)

ZERO TOLERANCE POLICY

The Department of Nursing of the University of Michigan-Flint has a *Zero Tolerance Policy* for acts or expressions of discrimination. Such infractions will lead to expulsion from the program.

ACCESSIBILITY (ADA) STATEMENT

It is the intent of the Department of Nursing to support the full participation of all students in the learning process. To this end, a variety of instruction techniques and evaluation methods are incorporated by faculty in the course process. In spite of these efforts, situations may occur in which the learning style of individual students is not met by the instructional climate. It is expected that students who require specific or additional support in acquiring the course content or demonstrating their achievement of the objectives will inform the instructor of such needs immediately. Accessibility Services provides direct assistance and is located in the Student Development Center, Room 264 University Center, (810) 762-3456.

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II. PROGRAM OVERVIEW

INTRODUCTION AND HISTORY

The baccalaureate program in nursing prepares the graduate to provide care for individuals, families, groups, aggregates, and communities; to apply research; and to function as a generalist within the healthcare system. Administrative skills necessary to manage the healthcare needs of clients in a variety of settings are developed. The Bachelor of Science in Nursing degree is also the foundation for graduate study in nursing. Upon completion of the requirements, the Bachelor of Science in Nursing degree is awarded by the University of Michigan-Flint.

RN/BSN NURSING PROGRAM BACKGROUND

Registered nurses were first admitted to the RN/BSN program on the Ann Arbor campus in 1971, and to the program located at the University of Michigan-Flint in 1975. The UM-Flint RN studies program grew steadily over the years from its inception. In 1989, the University of Michigan Board of Regents approved autonomy for the baccalaureate program in Flint. The RN/BSN program admits students on an ongoing basis throughout the year. Beginning in January 2000, select classes in the RN/BSN curriculum were offered online. By fall 2001, all the required courses in the RN/BSN were online. In addition, the majority of classes in the RN/BSN curriculum can be completed on campus or in mixed mode (a mixture of on-campus and online).

BASIC BSN PROGRAM BACKGROUND

In September of 1986, a Joint Steering Committee composed of UM-Flint and Hurley Medical Center administrators and nursing education directors began meeting to discuss mutual opportunities between the Medical Center and the University. The UM-Flint Strategic Plan specifically recommended collaboration with the Hurley Medical Center in implementing a four-year nursing program. The Hurley Medical Center would serve as the primary clinical site for the four-year program.

The National League for Nursing consultant visited the campus in 1989 to advise the faculty and administration in the development of the four-year program. In April of 1991, after UM-Flint faculty and administrative approval, the UM Board of Regents approved a proposal to initiate the basic four-year University of Michigan-Flint/Hurley Medical Center Bachelor of Science in Nursing Program, with the first students admitted in the fall of 1993.

ACCELERATED 2ND DEGREE BSN PROGRAM BACKGROUND

In summer 2007, the UM-Flint Department of Nursing admitted the first 2nd Degree BSN nursing class. Students with a previously-conferred bachelor's degree in a non-nursing field were eligible to apply. The first curriculum was a 24-month, year-round program with the first class graduating in May 2009. Starting in fall 2008, the curriculum was modified to a 16-month accelerated program. Like the Basic BSN pre-licensure program, this program continues its longstanding affiliation with Hurley Medical Center.

ACCREDITATION

The Commission on Collegiate Nursing Education (CCNE), the accrediting body of the American Association of Colleges of Nursing, granted ten-year accreditation to the baccalaureate programs in Nursing in April, 2006.

PROGRAM STRUCTURE

MISSION STATEMENT

The Mission of the undergraduate nursing program of the University of Michigan-Flint is to create a learning environment that:

- prepares graduates to design, manage, and provide nursing care in a variety of settings to meet the health needs of a diverse society through theory-based practice
- promotes service to the University, profession, and community
- supports scholarly endeavors that advance the health of society

Revised Mission Statement adopted 5/14/01

PHILOSOPHY

The philosophy of the faculty of the University of Michigan-Flint Department of Nursing reflects a belief in the inherent worth and dignity of individuals and the value of professional nursing as an integral part of the health of society. We believe the core values of autonomy, respect, integrity, social justice, professionalism, and excellence guide the scholarship of education, service, practice, and research.

We regard caring as a concept central to the practice of nursing. The compassionate, sensitive behaviors of the caring professional nurse embody the values and ethics that guide our behavior. Below are values and sample behaviors that we believe provide a framework for our commitment to the practice of professional nursing.

- **Autonomy** encompasses the right to self-determination. Autonomy reflects the patients' rights to make decisions about their healthcare and nurses' rights to make decisions about their professional practice.
- **Respect** is reflected by nurses' regard for human dignity and in our acceptance of the diversity of humankind. Our practice demonstrates our respect for other disciplines through collegiality and collaboration.
- **Integrity** is reflected in our honesty with patients and the public through our accountability for our actions and through our provision of care based on practice standards.
- **Social justice** is reflected in the professional obligation to assure equal treatment and equal access to care. It encompasses the professional responsibility to encourage legislation and policy development that advances nursing care and quality healthcare for all people.
- **Professionalism** encompasses a commitment to lifelong learning and professional development, participation in professional organizations and the political process, and adherence to professional values and regulations.
- **Excellence** refers to the quality of the educational experience, which the faculty endeavor to provide. Faculty strive to meet the highest standards of education, research, service, and practice.

Nursing is an art and a science. It is a practice profession and an academic discipline. Nursing is concerned with the human response to actual or potential variations in human functioning/life

processes. Professional nursing practice is the creative application of therapeutic nursing interventions based on a synthesis of scientific knowledge, research, professional values, and standards. Nursing involves interactions among the nurse, person, and the environment in the pursuit of health. Professional nurses form partnerships with individuals, families, groups/ aggregates, and communities to meet primary, secondary, and tertiary healthcare needs. Nurses practice independently, interdependently, and collaboratively in a variety of settings.

PHILOSOPHY OF EDUCATION

Students come from various educational backgrounds with a variety of experiences that influence the teaching/learning process. The role of faculty is to encourage, facilitate, and provide opportunities which support self-directed learning and critical thinking, enhance personal growth, and socialize students as members of the profession. Learning is facilitated in an environment where genuineness, empathy, understanding, and mutual respect are valued by students and faculty.

TERMINAL OBJECTIVES

1. Utilize the skill of critical thinking to demonstrate effective problem-solving, decision-making, and self-reflection.
2. Demonstrate effective use of the communication process.
3. Demonstrate the ability to gather, synthesize, and interpret information about the health status of individuals, families, communities, and populations in order to plan and deliver appropriate nursing care.
4. Demonstrate the ability to perform, teach, delegate, and supervise essential technical nursing skills, along with an understanding of the foundational scientific principles.
5. Use knowledge of health promotion, risk reduction, disease prevention, and management to maximize the quality of life and maintain optimal levels of functioning throughout the lifespan.
6. Integrate advances in technology to enhance professional knowledge and practice.
7. Incorporate Nursing's Code of Ethics as a basis for nursing practice.
8. Integrate traditional and complementary healthcare practices in nursing practices.
9. Demonstrate respect for cultural and human diversity into nursing practice.
10. Understand the interrelationship of the global community with disease transmission, health policy, and healthcare economics.
11. Apply evidence-based practice in the role of healthcare provider and in the creation of partnerships with patients and the interdisciplinary healthcare team.
12. Assume the role of healthcare designer, coordinator, and manager to implement care and guide patients through the healthcare system.
13. Accept responsibility as a member of the profession, incorporating professional nursing standards and accountability into practice.

Approved 3/11/02; Revised 11/07

III. POLICIES AND PROCEDURES

GENERAL PROGRAM INFORMATION

APA FORMAT

As a student within the nursing curriculum, papers must be presented in a very precise and professional manner. To assist in accomplishing this, the Department of Nursing has adopted the publication format for professional papers used by the American Psychological Association (APA). The *APA Manual* delineates rules and format utilized by APA and is a required text.

COMPUTER LITERACY

A basic knowledge of computer literacy is recommended for all BSN students before taking professional nursing courses including online courses. Although a college course is not required, a basic understanding of the functioning of computers with special emphasis on word processing is advised. Curriculum assignments in the professional nursing courses are expected to be done on a word processor. The University Computing Center at UM-Flint is available to all enrolled students, along with literature on utilizing the computers. In addition, students have access to computers and a variety of computer-assisted learning including spreadsheet and word processing software in the Library, student computer labs, and in the Department of Nursing.

DEPARTMENTAL ASSESSMENT TESTING

As part of the accreditation process and in the ongoing effort to maintain excellence of curriculum, the Department of Nursing uses a variety of outcome assessment measures throughout the program. Student outcome assessment measures may include standardized tools, surveys, student papers, test scores, and other means of evaluation. Basic BSN students are required to take nationally-developed tests throughout the curriculum. In the last semester of the curriculum, students are required to take a comprehensive nationally-normed exam. Students must achieve a satisfactory score (as determined by the Department of Nursing) on this comprehensive exam prior to graduation. Data from assessment measures may be disseminated within and outside the University as aggregate and anonymous findings.

CRIMINAL BACKGROUND CHECKS

REQUIRED FOR ADMISSION TO THE UNIVERSITY OF MICHIGAN-FLINT NURSING PROGRAM

In seeking to provide a safe learning environment and comply with standards set forth by clinical agencies, all undergraduate and graduate nursing students are required to complete a criminal background check. An acceptable background check is required for acceptance into the BSN and DNP programs of study. Nursing students re-entering their program of study after a leave of greater than one semester must complete a new criminal background check. Clinical agencies may require further screenings and checks as well.

The criminal background check must be performed by the vendor designated by the Department of Nursing or by a vendor designated by a clinical agency. Data obtained through the criminal background check will be reviewed by the Department of Nursing in consultation with legal counsel to ensure compliance with requirements set by the Department of Nursing and clinical agencies.

During the course of enrollment in the undergraduate or graduate nursing programs, students must report any felony or misdemeanor convictions to the Director of the Department of Nursing. Each student is responsible for costs incurred for their criminal background check(s).

OFFICIAL NURSING COMMUNICATION

Email listserves and bulletin boards are used by nursing faculty and staff as a formal means of communicating official nursing news such as changes in policy, course information, and general information to nursing students. Students must check their campus email and refer to department bulletin boards on a regular basis in order to remain current. It is the students' responsibility to use the University-provided email address/system.

DISSEMINATION OF INFORMATION TO THE COMMUNITY

To maintain University of Michigan quality, all brochures, pamphlets, or other publications regarding programs, services, or policies of UM-Flint intended for external distribution, including those prepared by students, must be forwarded to University Relations for review prior to publication and distribution. The same review procedure applies to all on-air advertising or any video or audio message recorded for dissemination to the community. All productions must refer to the University of Michigan-Flint, not the University of Michigan.

THE UM-FLINT LOGO

The block UM-Flint logo is the official logo of UM-Flint. It should appear on all materials distributed outside of the University, unless an exception is approved by the Office of University Relations. All marketing materials created by University departments not working with the staff of University Relations must receive approval from the Office of University Relations prior to printing, posting, or broadcasting information to ensure quality and consistency. Address questions directly to University Relations at (810) 237-6570.

STUDENT RIGHTS AND RECORDS

In carrying out their responsibilities, several offices at the University of Michigan-Flint collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord students a number of rights concerning these records. Each office having student files must, by law, make these records available to the student upon request, limited only by regulations stated in the pertinent federal law (the Family Rights and Privacy Act of 1974). A copy of this law is available for inspection in the Office of the Registrar, 266 University Pavilion. Only two campus offices have records on all students. The Registrar's Office maintains information pertaining to enrollment (registration) and official academic records (transcripts). The Student Accounts Office (261 University Pavilion) maintains information about charges assessed and payments made. Students' rights concerning their records are contained in *The University of Michigan-Flint Catalog* section titled "Student Records" or refer to the *Catalog* on the University website.

STUDENT RECORD RETENTION POLICY

It is the policy of the Department of Nursing of the University of Michigan-Flint to retain all student files after graduation or five years of inactivity. Files of graduates are purged of all but clinical evaluations, letters of recommendation, and Student Affairs Committee petitions or actions. All files of graduated students, once purged, are retained in perpetuity. For additional information on student records, refer to the current *University of Michigan-Flint Catalog* section titled "*Student Records*."

CLINICAL PARTICIPATION REQUIREMENTS FOR BSN STUDENTS

The Department of Nursing has established health-related requirements for clinical participation. Health care and immunization records are considered educational records and are covered by the Family Educational Rights & Privacy Act (FERPA). FERPA provides two main protections to

college students: (1) the right to view their education records and seek to amend them; and (2) the right to prevent disclosure of those records to third parties without the student's written consent. It is the professional responsibility of nursing students to keep all health-related requirements current and submit documentation to the vendor designated by the Department of Nursing initially prior to beginning the first clinical course and subsequently on a yearly basis by the required due date. This is imperative for student safety, safety of clients, and accountability to the program and clinical agencies. Students who do not submit required items by established deadlines will be administratively restricted from enrolling in clinical courses(s). Re-entry into the program in a subsequent semester must be approved by the Undergraduate Nursing Student Affairs Committee and will be subject to space availability.

The Urban Health & Wellness Center, an affiliate of University of Michigan Health System, has a full-service clinic available to students. Services include: health evaluations, TB testing, immunizations, Healthcare Provider CPR courses, and First Aid Only courses. Visit <http://www.umflint.edu/shps/uhwc/> for more information on rates, available services, and hours of operation.

Physical Examination/ Health History: Every clinical student must have a physical examination report and health history on file with the vendor designated by the Department of Nursing. Health information is handled confidentially. The report must be submitted on the form provided to students upon acceptance into the BSN program.

CPR Requirement: Every clinical student must be certified in cardiopulmonary resuscitation. It is the responsibility of the student to provide the vendor designated by the Department of Nursing with proof of current Healthcare Provider CPR certification.

TB Screening: Proof of TB skin test must be provided annually and on file with the vendor designated by the Department of Nursing. If the student has a positive TB test or is unable to have TB testing, proof of a negative chest x-ray must be provided.

Immunizations: Negative titer or proof of required immunizations must be on file with the vendor designated by the Department of Nursing along with all other immunization records. Specific instructions will be provided on the immunization form provided at orientation. Proof of immunization or waiver to Hepatitis B is required of all students for entrance into the program, and the immunization is compulsory at some clinical sites. Students must meet health requirements as mandated by their clinical sites. Check with your physician or local health department for information on where to obtain immunizations.

Insurance: Proof of health insurance must be provided and on file with the vendor designated by the Department of Nursing. Information regarding the AETNA Student Health Plan is available to University of Michigan-Flint students. For more information about obtaining a policy, go to www.aetnastudenthealth.com or call (800) 242-3721. Questions may also be addressed to UM-Flint's Urban Health and Wellness Center at (810) 424-5269. UM-Flint has self-insured medical professional liability for all students while engaged in course-required activity to complete their degree or University-sponsored activity. Students may choose to purchase additional liability insurance.

License: For RN/BSN program students, a hard copy or verification of current registered nurse license must be on file in the Department of Nursing and must be updated as necessary. Out-of-state students must have a paper copy on file.

Medication Administration and Reporting: UM-Flint Department of Nursing students, while in clinical settings, will administer medications according to the Department's Medication Administration and Reporting Policy. See Appendix A.

Dress Code for Clinical Experiences (Pre-Licensure BSN Students) – The UM-Flint Department of Nursing Clinical Experience Dress Code provides general guidelines for students in clinical settings. More specific, detailed guidelines for clinical sites can be found in each course syllabi. These details will be outlined in each course syllabus. Dress policies are not intended to infringe on the rights of a student to dress as required by a recognized religious order as long as it is reasonable and does not violate state health codes or other policies as required by regulatory boards and agencies.

1. The official uniform for pre-licensure BSN students is navy scrubs with a white or navy t-shirt to be worn under the scrubs. T-shirts are to have no lettering or pictures.
2. Students must purchase a white lab coat to be worn with the UM-Flint patch.
3. Identification badges, provided by the Department of Nursing and/or clinical agency, must be worn at all times during clinical experiences.
4. Uniforms must be worn in the hospital, nursing home, and clinical settings unless the instructor specifies other attire.
5. In non-hospital settings, students are required to wear a long white lab coat (knee length) over street clothes unless the faculty make exceptions in advance.
6. Uniforms and street clothes should fit properly, be professional, and be kept neat and clean to promote the professionalism of the BSN student.
7. Students shall maintain good personal hygiene at all times and should look and act in a professional manner.
8. The UM-Flint/HMC student patch is to be sewn on the left shoulder of all uniform tops and the lab coat.
9. Shoes are to be polished, clean, and in good repair with heels less than three inches. White tennis shoes (with very minimal color) or clinical shoes are acceptable. It is strongly suggested that shoes selected be comfortable and of good quality. Canvas shoes are not permitted. No sandals, flip-flops, house slippers, or shoes that slide off the feet are permitted.
10. Hair is to be appropriately styled and away from the face. Hair shoulder-length or longer must be fastened at the back of the neck or off the uniform collar. Men are expected to shave daily or to have neatly trimmed facial hair.
11. Perfume or any product that gives off an odor is not permitted.
12. Nails should be short (no more than 1/8" long). Nail polish is not allowed. Artificial nails of any kind are not permitted.
13. No hoop or dangling earrings, bracelets, necklaces, or other decorative jewelry is permitted. Students with pierced ears may wear conservative post earrings – limited to one piercing in each earlobe. Watches and engagement and/or wedding rings are permitted. No visible body jewelry is permitted. This includes tongue, eyebrow, nose piercings, and any facial piercings.
14. Tattoos are acceptable if they do not have racial, political, or negative connotations.

Dress Code for Clinical Experiences (RN/BSN Students):

Identification badges provided by the Department of Nursing and/or clinical agency must be worn at all times during clinical experiences. Students are required to follow agency or institution dress code policies for clinical sites. If not specified by the agency, RN/BSN students are responsible for maintaining a mode of clothing and appearance that will not interfere with the establishment of professional rapport. Perfume or anything that may give off an odor that

may be deemed offensive is not permitted. Additional information will be provided to students in their course syllabi as needed.

POLICIES REGARDING ILLNESS OR ABSENCES

1. Absenteeism from any activity will be noted and evaluated in relation to student attainment of course/semester objectives.
2. Attendance is expected at lecture/theory courses.
3. Attendance is mandatory for all clinical courses. Missed clinical time must be made up.
4. Excessive absences may result in course failure. What constitutes as excessive will be determined by each course faculty.
5. Clinical absenteeism must be reported following the appropriate reporting procedures provided in each course syllabus.
6. Make-up options, as available, are determined by the individual clinical faculty.
7. All clinical requirements are to be completed by the end of the academic term. A course grade of Incomplete (I) may only be assigned to students who are in good academic standing and must be negotiated with the faculty by the last day of class.
8. Any serious illness, injury, communicable disease, or pregnancy must be reported to nursing faculty. Students are required to submit a Clinical Release Form before returning to clinical. Refer to the Clinical Release Form (Appendix B) for details.

IV. RIGHTS AND RESPONSIBILITIES OF STUDENTS

ESSENTIAL ABILITIES

A candidate for the BSN degree must possess abilities and skills that include those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many clinical situations, in that it implies a candidate's judgment must be mediated by someone else's power of selection and observation. For some observation, the candidate may demonstrate alternative means of acquiring information. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities shall be the responsibility of the student. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded.

Observation: The candidate must be able to acquire a defined level of required information as demonstrated through ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem-solving around patient conditions and coming to appropriate conclusions and/or courses of action. Furthermore, a candidate must be able to:

- observe a patient accurately, at a distance and close at hand, to acquire information from written documents and to visualize information as presented in images from paper, films, slides, or video
- interpret graphic images and digital or analog representations of physiologic phenomenon (such as BPs and EKGs) with or without the use of assistive devices.

Such observation and information acquisition necessitates the functional use of visual, auditory, and somatic sensation while being enhanced by the functional use of other sensory modalities. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

Communication: A candidate must be able to speak, to hear, and to observe patients by sight in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes speaking, reading, and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team.

Motor: It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation, and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures. The candidate must be able to execute motor movements reasonably required to provide safe general and emergency nursing care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the sense of touch and vision.

Intellectual-Conceptual (Integrative and Quantitative) Abilities: The candidate must be able to measure, calculate, reason, analyze, evaluate, integrate, and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem-solving, the critical skill demanded of nurses,

requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

Behavioral and Social Attributes: The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all nursing responsibilities. The candidate must be able to tolerate physically-taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

POLICY FOR NON-ACADEMIC DISMISSAL

Possession of the Essential Abilities as identified above is necessary for successful progression in the nursing program from the time of admission to graduation. If it becomes evident that a student does not possess one or more Essential Abilities, progression in the nursing program will be halted. A decision to stop a student's progression in the program based on lack of the Essential Abilities will be made by the faculty in consultation with the Director of Nursing. In the event of dismissal, the student may appeal this decision by following the Grievance Procedure.

The applicant's certification of his/her ability to meet these Essential Abilities reads as follows:

The Selection Committee of the University of Michigan-Flint Department of Nursing will consider for admission any applicant who demonstrates the ability to acquire the knowledge necessary for the practice of nursing, as well as the ability to perform or to learn to perform the skills as described herein. Scholastic accomplishments as well as physical and emotional capacities are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of nursing.

APPLICANT'S CERTIFICATION

I have read and understand the above Essential Abilities, and I hereby certify that I am able to meet these standards.

Name (printed): _____

Signature: _____

UMID: _____

Date: _____

(Adapted from the UM Medical Center Technical Standards and Indiana University's School of Nursing Essential Abilities)

V. PROGRESSION AND DEGREE REQUIREMENTS

ANY EXCEPTION TO THE FOLLOWING PROGRESSION AND DEGREE REQUIREMENTS MUST BE APPROVED BY THE UNDERGRADUATE NURSING STUDENT AFFAIRS COMMITTEE.

NURSING GRADING SCALE

A+	4.0 (97-100%)	C+	2.3 (77-79%)
A	4.0 (93-96%)	C	2.0 (73-76%)
A-	3.7 (90-92%)	C-	1.7 (70-72%)
B+	3.3 (87-89%)	D+	1.3 (67-69%)
B	3.0 (83-86%)	D	1.0 (63-66%)
B-	2.7 (80-82%)	D-	0.7 (60-62%)

Policy on Rounding (9/5/07): Grades will be rounded at the discretion of the course instructor. For those instructors choosing to round grades, rounding will be utilized on the final grade only. Grades will be rounded up to the second decimal: .50 or higher should be rounded up; .49 should NOT be rounded up. Please review each course syllabus for course policies on rounding.

For nursing courses with clinical components, students must achieve a minimum 77% average on all exams in order to pass the course and progress in the program.

Clinical Grading Policy (5/10/05):

1. Final clinical grades for undergraduate students are pass/fail.
2. The instructor will set the standard for passing.
3. Each item listed as an Essential Course Objective (“starred items”) must be passed in order to pass the clinical segment of the course.
4. A clinical failure is a failure in the course. The highest course grade the student who has failed clinical can achieve is a C.
5. The student who fails clinical may not progress in the program without repeating the course.

Grading and Progression:

1. A grade of C+ (2.3) or higher must be earned in all prerequisite, NSC, and NUR core curriculum courses. The exception is chemistry. A minimum grade of C is required in chemistry. Once admitted to the Nursing program, the following may be retaken once without petition: Ethics, Nutrition, Pharmacology, Pathophysiology, Biochemistry, and Nursing elective courses.
2. If a student earns below a C+ grade in a nursing elective course, the student is not required to repeat the same course; they may choose a different elective to meet the graduation requirement.
3. A student must complete all required courses in sequence at each level in nursing before progressing to the next level.

4. A 2.3 semester and cumulative GPA must be earned to be eligible to progress from one semester to the next.

An interruption of progression occurs when a student does not meet one or more of the above Grading and Progression requirements (#1-4); drops a prerequisite, NUR, or NSC course; or withdraws/disenrolls from a semester.

5. Students who do not successfully complete 1st semester nursing (NUR) coursework due to academic failure of the course(s) may not progress and must reapply to the program. Students who feel they may have extenuating circumstances should consult with their nursing academic advisor regarding the process for filing a petition to the undergraduate Nursing Student Affairs Committee for any exceptions to this policy.
6. Progression in the program is pending space available. Students with no nursing course failures and in standard progression will be given priority placement in nursing clinical courses.
7. If approved by the Undergraduate Nursing Student Affairs Committee, students may be given an opportunity to repeat only one required (prefix NUR) course. Any subsequent failure in a required nursing course may result in dismissal from the program. Students who have failed a nursing course in a previous nursing program may not be allowed to repeat any required nursing course.
8. The Bachelor of Science in Nursing degree requires completion of a minimum of 120 credits. (There is a seven-year limit from the time you begin the RN/BSN program core curriculum to complete degree requirements.)
9. Baccalaureate degree general education (GE) requirements must be fulfilled by completion of all GE categories and a minimum of 50 credits outside of one's major. No NUR or NSC courses may count toward the 50 GE credits, though they may fulfill GE categories.
10. At least 45 of the minimum 120 credits for a BSN degree must be completed at UM-Flint. This is called the Residency Requirement.
11. The last 30 credits toward completion of any UM-Flint degree must be completed at UM-Flint.
12. For University-wide academic regulations, refer to the *University of Michigan-Flint Catalog* section titled "Academic Policies of the University."

RETENTION

The Recruitment and Retention Committee tracks the retention rate of students and plans interventions to maintain or increase retention. Tutors and supplemental instructors may be available in selected nursing courses and are hired through the University's Student Development Center. Other resources available to UM-Flint students include, but are not limited to, the following: personal counseling; therapy groups; psychological testing; consultation and outreach; marital, couples, and family counseling; referrals to community providers.

STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

According to the ANA Code of Ethics, nurse educators have a responsibility to ... promote a commitment to professional practice prior to entry of an individual into practice (p. 13). The education of the students at the University of Michigan-Flint is based on the concepts of integrity, a sense of responsibility, and self-discipline, which are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is paramount to the concept that the professional nurse must be accountable for professional standards in the practice of nursing. The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between faculty and students promote optimal learning.

The American Nurses Association *Code of Ethics for Nurses* with Interpretive Statements may be viewed online at:

<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>

For more information, contact:

The American Nurses Association
Center for Ethics & Human Rights
8515 Georgia Avenue
Suite 400
Silver Spring, MD 20910
(301) 628-5000
Email: ethics@ana.org

HONOR CODE PLEDGE

Upon admission to the UM-Flint nursing program, BSN students are expected to understand and sign the Honor Code Pledge. Signature implies that the student has read and understands the Code of Academic and Professional Conduct as outlined in the *Undergraduate Nursing Student Handbook*. The Honor Code Pledge reads as follows:

I have read and understand the Student Code of Academic and Professional Conduct and pledge to follow the Code and support the adherence to the Code by my fellow classmates.

Student Signature: _____

Date: _____

Witness: _____

VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

1. **Plagiarism:** Taking credit for someone else's ideas, words, or statements or other works found in print or electronic sources as one's own without proper acknowledgement.

Examples of plagiarism include:

Word-for-Word Plagiarism – copying exactly from someone else's text

Section-by-Section Plagiarism – lifting phrases from someone else's text

Select-Term Plagiarism – lifting a special term from a text, not one's own

Paraphrasing Plagiarism – summarizing a passage or rearranging the order of a sentence and changing some of the words without crediting the source

Self-Plagiarism – presenting their own previous work as new work

Other Forms of Plagiarism – using someone's else's ideas as if they were one's own thoughts; borrowing facts, statistics, and other illustrative material unless the information is common knowledge

2. **Academic dishonesty/cheating:** Committing fraud on a record, report, paper, computer assignment, examination, or other course requirement. Examples of cheating include:

Using unauthorized notes, study aids, or information from another student or student's paper on an examination or any other course requirement including giving or receiving assistance from another student without the instructor's permission

Altering a graded work after it has been returned and then submitting the work for re-grading

Allowing another person to do one's work and to submit the work under one's own name

Submitting copies of the same or nearly similar papers to two professors without prior approval

Fabricating data in support of laboratory or field work. Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes

3. **Aiding and abetting dishonesty:** Providing material or information to another person when it could be used in a manner that would violate this code of academic integrity (e.g., providing completed or nearly completed work/answers to other students).
4. **Falsification of academic records and official documents:** Without proper authorization, altering documents affecting academic or University records; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record, or any other official University document
5. **Misuse of computers:** Violating the University's "Proper Use of Information Technology" statement, which defines proper and ethical use of computers or other ITS technology policies. Copies of policies are available on the ITS website.
6. **Misuse of available facilities:** Intentionally abusing available facilities. Examples of available facilities include, but are not limited to, laboratories, classrooms, and libraries.

7. **Nurse-patient relationships:** The students of the University of Michigan-Flint Department of Nursing are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Unacceptable behavior includes, but is not limited to, the following examples:
- a. *Providing nursing care in an unsafe or harmful manner:*
 - 1) Carrying out a procedure without competence or without the guidance of a qualified person
 - 2) Willfully or intentionally doing physical and/or mental harm to a client
 - 3) Exhibiting careless or negligent behavior in connection with the care of a client
 - 4) Finding oneself unable to assume the assigned and necessary care of a client and failing to find alternative measures for the delivery of that care
 - b. *Falsifying patients' records or fabricating patient experience:*
 - 1) Failing to report omission of or error in treatments or medications
 - 2) Fabricating patient experiences
 - c. *Disrespecting the privacy of a client/violating the confidentiality of the nurse/client relationship:*
 - 1) Disclosing the full name or position of a client in a manner that violates the individual's privacy
 - 2) Discussing confidential information in inappropriate areas such as elevators, or with inappropriate persons such as media representatives
 - 3) Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know
 - d. *Non-Disclosure of Patient, Agency, or Provider/Personnel Identity in Course Work and Scholarly Papers (see Appendix C).*
8. **Drugs and alcohol:** Using, possessing, selling, or distributing illicit drugs; illegally using, selling, possessing, or distributing any drugs or alcohol; or using prescribed and/or illicit substances or alcohol in such a manner as to impair one's judgment or performance as a nursing student
9. **Repeated Performance Improvement Plans:** A pattern or accumulation of performance improvement plans during a given course and/or across the curriculum
10. **Other unprofessional conduct:** Unprofessional conduct is defined as the commission of a crime, as defined by Michigan or federal laws, or violation of the American Nurses Association Code of Ethics for Nurses.

SANCTIONS FOR VIOLATIONS OF THE CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

It is recognized that the unacceptable behaviors described above are often indications of a need for assistance by the student. Each incident and each individual involved are unique, and any mitigating circumstances will be considered with each infraction. This does not suggest that infractions will be dealt with lightly. Each case is viewed seriously. The proper course of action is determined by course faculty or the Undergraduate Nursing Student Affairs Committee in consultation with course faculty and the Department Director. A violation of the above code may result in one or more of the following sanctions:

1. Oral or written disciplinary warning or reprimand, which may include a Performance Improvement Plan (Appendix D). Written warnings or reprimands may be placed in the student's file.
2. Requiring counseling or other actions as a condition of continuation in or return to a program, course of study, or enrollment
3. Requiring a Nursing Dependent/Independent Study course as a requirement of graduation. Any costs or fees incurred are the student's responsibility
4. Assigning a grade record of no report, incomplete, lower, or failing grade
5. Requiring that a course or clinical experience be repeated
6. Noting misconduct on a student's transcript
7. Suspension for a specified period or an unspecified period, or with stipulated conditions for readmission to the nursing program
8. Permanent expulsion from the nursing program
9. Withholding or rescinding a Bachelor of Science in Nursing degree

UNDERGRADUATE NURSING STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee reviews academic and professional code violations and any request for program waivers or exceptions. This Committee has the authority to determine academic and/or professional discipline, as well as grant or deny requests. Committee members are charged with the interpretation and implementation of program policies and/or procedures. The Committee will consider an exception to standard policy if a proposed alternative to a specific requirement is supported by sound rationale.

STUDENT PETITIONS

Nursing students requesting an exception to University policy should file a SHPS Petition. Nursing students requesting an exception or modification of their academic program should file a Nursing Petition. Students should contact their academic advisor to obtain the appropriate petition form and obtain required signature(s). Admission decisions cannot be appealed.

SHPS Petitions – School of Health Professions & Studies Academic Standards Committee

1. Late Add a course(s) past the University deadline
2. Late Drop (withdraw) a course(s) past the University deadline
3. Disenroll (drop all courses) after the last day of classes of the semester
4. Register for more than 18 credit hours (overload) for fall or winter semester; or for more than 9 credit hours (overload) for spring or summer semester
5. Waive a general education or other course requirement outside of the professional curriculum

All SHPS Petitions will first be reviewed by the Undergraduate Nursing Student Affairs Committee. The Undergraduate Nursing Student Affairs Committee recommendation will be submitted with the student's petition to SHPS Academic Standards Committee. Students have the right to appeal the SHPS Academic Standards Committee decisions through the SHPS Student Appeals Committee.

Nursing Petitions – Undergraduate Nursing Student Affairs Committee

A Nursing Petition should be filed for any matter that does not fall under the SHPS Petitions heading including, but not limited to, the following:

1. Repeat a nursing course as the result of a failure or drop
2. Re-enter the nursing program after an interruption of progression in the program
3. Waive a required course
4. Request to elect or complete a required course in an alternate format
5. Request to modify progression sequence
6. Grade contests

Notification of Undergraduate Nursing Student Affairs Committee decisions and any academic or professional disciplinary decisions will be made in writing (letter or email) to the student. Copies are given to the student's academic advisor and placed in the student file. The terms and conditions imposed upon the student will be expressly stated. The student will be advised to contact his/her academic advisor as soon as possible to develop a plan to overcome any deficiencies.

Students have the right to appeal the Undergraduate Nursing Student Affairs Committee decisions through the SHPS Student Appeals Committee.

STUDENT PETITION PROCESS

The Student Grievance Procedure is available for student grievances concerning academic and professional practices and policies, conflicts with faculty, discrimination, and sexual harassment. *If the conflict concerns discrimination or sexual harassment, the student should consult the Department of Nursing Director and University Human Resources Department.* For all other grievances within the Department of Nursing, the procedure for filing a grievance is as follows:

The student is first expected to meet with the individual faculty member(s) to address the concern within 30 days after the student first knew, or reasonably could have been expected to know, of the decision or event that gave rise to the grievance.

The student should initiate an appointment with his/her nursing advisor to determine if they wish to file a formal grievance or initiate an informal resolution process.

Informal Resolution Process:

1. Student should initiate an appointment with the Department Director. The Director may schedule subsequent meetings.
2. If the matter is not resolved to the satisfaction of the student, the student may enter into the Formal Grievance Process at any time.

Formal Grievance Process:

1. Student should file a petition to the Undergraduate Nursing Student Affairs Committee within 60 days after the incident. The petition must specify the nature and extent of the act in question and the respondent(s) involved and previous attempts to resolve the matter. The student may elect to have a Hearing at this point. (During the summer months, members of the Department of Nursing Administrative Advisory Committee [AAC] may participate in the grievance process if SAC members are unavailable.)
2. SAC will determine the disposition of the grievance and will notify the student if the Undergraduate Nursing Student Affairs Committee is not the appropriate forum to hear the grievance.
3. The Chair of the Undergraduate Nursing SAC shall initiate a Committee meeting in order to review documents submitted and to determine if additional information is needed. The Committee may move the matter to a Hearing or make a decision.

Parties to the grievance are notified of their responsibility to submit any additional information. Additional information requested from the Committee must be submitted within 10 working days by all parties.

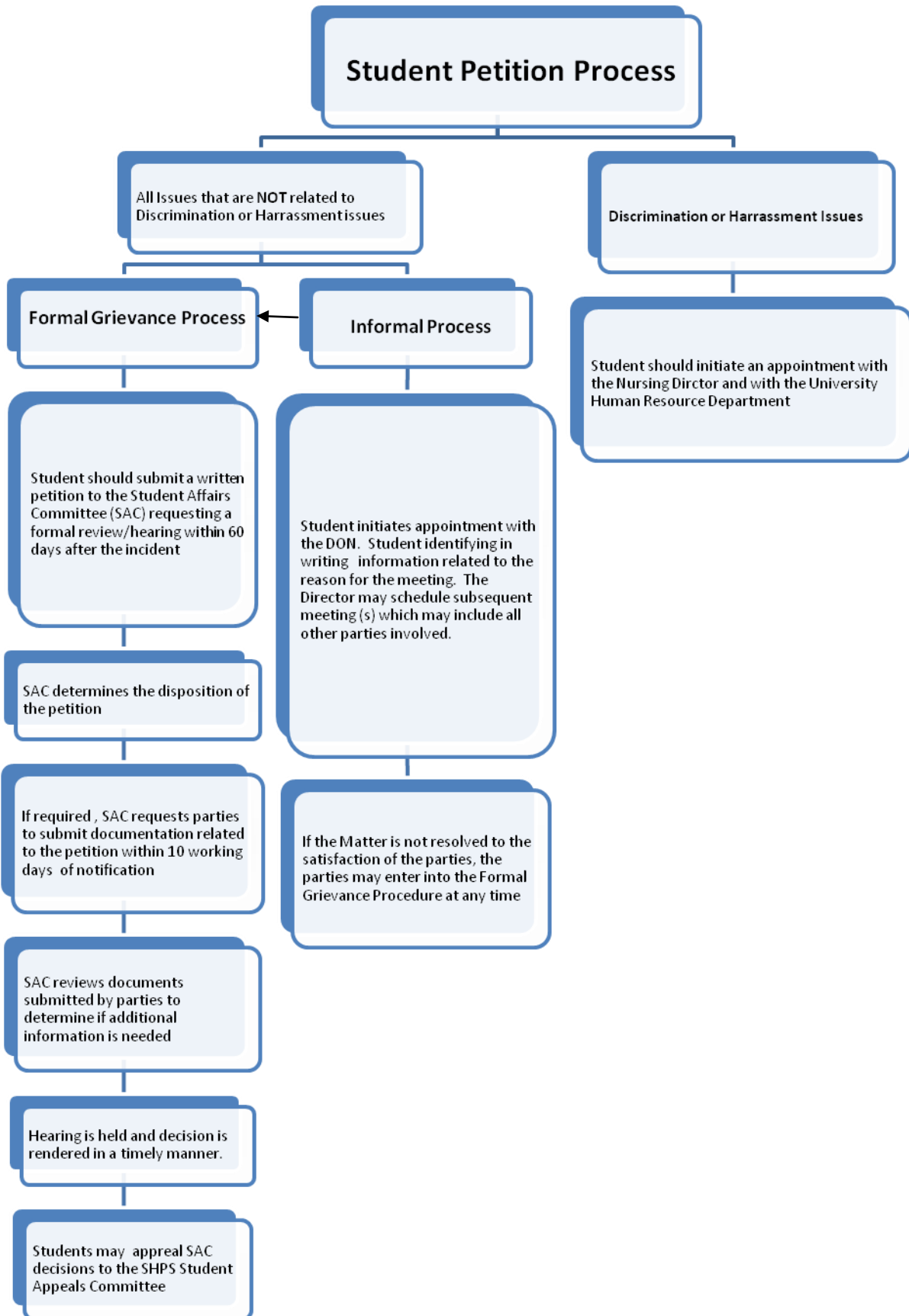
Hearing Process:

Hearings are closed to the public. A simple majority of the Committee membership shall constitute a quorum. Parties to the grievance may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the parties. Parties to the grievance are to address Committee members only during the hearing. An audiotape record may be made of the hearing. The Chair shall conduct the hearing. The Chair shall insure that the nature of the grievance is stated clearly; an opportunity is provided to all parties to clarify, explain, or refute written evidence; an opportunity is given to all parties to question testimony presented at the hearing. The Committee may choose to hold multiple hearings and/or to pursue additional evidence. The Committee shall deliberate in closed session.

The Committee decision will be rendered in a timely manner. All parties will be notified promptly of the Committee's decision and their right to an appeal process. The student will be notified by certified (return receipt) mail.

Once a decision is reached by the Committee, all documentation related to the hearing will be collected and either retained in the Department of Nursing or destroyed. Only the original petition and the Committee's decision are placed in the student's file.

The student has a right to appeal the decision of the Undergraduate Nursing Student Affairs Committee to the School of Health Professions and Studies (SHPS) Student Appeals Committee. A copy of the SHPS Student Appeals Committee Policy and Procedures may be obtained in the SHPS Dean's office.



VI. STUDENT ORGANIZATIONS

STUDENT NURSES' ASSOCIATION (SNA)

A student preparing for a career in the nursing profession is encouraged to join the Student Nurses' Association, a formal group whose purpose is to provide for professional development and interaction among nursing students. This association acts as an official representative of students and provides a formal means of communicating between students and faculty. SNA was instituted in affiliation with the Student Government Council (SGC). Contact the Department of Nursing or the Office of Student Life for information regarding the current SNA Board members. Students may also become members of the National Student Nurses' Association (NSNA), with which SNA is credentialed. NSNA holds annual conventions in the fall and spring. In addition, the Michigan Nursing Students' Association, Inc. (MNSA), an arm of NSNA, holds a convention each year in the fall for all nursing students in the state of Michigan.

CLASS OFFICERS – Pre-licensure BSN Programs

It is recommended that each class progressing through the program elect class officers. The officers will serve as spokespersons and establish a formal communication link with the Department of Nursing faculty and administration. Class officers should submit class concerns they would like addressed at least one week prior to a meeting with the Department Director. All organization activities, including anything printed, must be pre-approved by the Department of Nursing.

BSN-OFFICERS (BSN-O) – Pre-licensure BSN Programs

BSN-O is comprised of class officers and class representatives from all pre-licensure nursing classes and a Department of Nursing Faculty Advisor. BSN-O meetings are held as needed. Some of the tasks, responsibilities, and principles included in the mission of the BSN-O are: advocacy, program development, inter-class networking, development and maintenance of student governance, committee assignment, school and department class elections, nursing class fundraisers, and nursing pinning ceremonies.

UNIVERSITY GOVERNANCE/SERVICE INVOLVEMENT

Nursing students are encouraged to serve as student representatives on University, School of Health Professions and Studies (SHPS), and Department of Nursing committees. This kind of service commitment allows students to participate in all levels of the University governance and enhances his/her professional development. Students are also encouraged, as part of the Department of Nursing mission, to be involved in community or professional service activities.

NURSING HONOR SOCIETY

The UM-Flint Department of Nursing Honor Society was designated as *Pi Delta* when it became a chapter of *Sigma Theta Tau International* in spring 1998. The mission of *Sigma Theta Tau International* is as follows:

The Honor Society of Nursing, *Sigma Theta Tau International*, provides leadership and scholarship in practice, education, and research to enhance the health of all people. We support the learning and professional development of our members who strive to improve nursing care worldwide.

Members of *Pi Delta* are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership. Undergraduate nursing students who have completed one-half of their nursing curriculum, have achieved at least a 3.0 cumulative grade point average, rank in the upper 35% of their class, and meet the expectations of academic integrity, qualify for membership.

VII. GRADUATION

A student must apply for graduation at least one semester prior to graduation. The student's transcript will be audited to ensure that all requirements for graduation have been met. Upon graduation, pre-licensure BSN students are eligible to apply to take the N-CLEX-RN examination for licensure as a registered nurse. (Felony conviction or charges and/or a history of substance abuse may preclude you from being eligible to sit for the National Council Licensure Examination. If you have questions regarding this matter, you may wish to consult independent legal counsel and/or the Michigan Board of Nursing, Discipline Unit.)

GRADUATION CEREMONIES

The University of Michigan-Flint holds two commencement ceremonies per year: at the end of the fall semester (December) and at the end of the winter semester (May). The student who completes degree requirements in the spring or summer term (August) is eligible to participate in either the May ceremony prior to graduation, as a tentative graduate (no recognition of honors), or return and participate in the December ceremony. The student participating in graduation must order a cap and gown from the bookstore. Formal graduation announcements are available to graduates through the bookstore. Notification of dates to order will be forwarded from the Registrar's Office after the graduation application has been filed. It is the student's responsibility to order a cap and a gown and/or announcements. The Department of Nursing does not make these arrangements. A student who wishes to purchase the UM-Flint BSN pin, designed by the Department of Nursing, may do so upon graduation. The Department of Nursing will sponsor one on-campus nursing pinning ceremony for each pre-licensure BSN graduating class. The location, date, and program for all nursing pinning ceremonies will be determined by the Department of Nursing.

GRADUATING WITH HONORS

The honors standards for the School of Health Professions and Studies (SHPS) can be found in *The University of Michigan-Flint Catalog*. The *Catalog* states: *For those students with 45 graded hours or more completed at UM-Flint, graduating seniors with grade point averages of 3.5 or higher are recommended for the degree "with honors," and students with a cumulative grade point average of 3.75 or higher are recommended for the degree "with high honors."* *Students who have completed less than 45 graded credit hours at UM-Flint, but have met the requirements for graduation and have a cumulative grade point average of 3.5 or higher, are recommended for the degree "with academic distinction."* There is no distinction made at graduation; all wear the same gold cords. Those who are tentatively scheduled to graduate with "academic distinction," "honors," "or "high honors" are invited to attend a special honors ceremony.

The actual GPA for honors consideration will not be computed until after completion of degree requirements. The GPA is cut off after the third decimal place; the GPA is not rounded. See "Undergraduate Honors" in the "Academic Policies of the University" section of the *University of Michigan-Flint Catalog* for information regarding campus- and system-wide honors recognition. Distinguished scholarship is also recognized by awards offered by the faculty of the University of Michigan-Flint and by other organizations.

ALUMNI ASSOCIATION

The Office of Alumni Programs is a central campus administrative office, which provides services to both students and alumni. This office provides services that complement those offered by program areas; therefore it is primarily concerned with university-wide issues, class and school activities, and problem-solving strategies and services available. In addition, graduates will continue to use the office as a focal point for alumni matters and activities. Various kinds of student support, including academic advising and emergency financial assistance, are detailed elsewhere. Additional assistance, including career counseling and references for further education and employment, is provided for both students and alumni. Once a student is admitted to the BSN program, he/she becomes a member of a student/alumni professional nursing community that shares common interests, concerns, and allegiance. Graduates, hopefully, will be concerned about preserving the excellence of their university. There are many opportunities for the student and alumni to become acquainted through campus and professional activities. This networking is of mutual benefit to the student and alumni. The student is assisted with his/her academic and extracurricular projects and alumni learn the many ways they can contribute to ensuring the excellence of their university for the future.

******Reasonable notice will be given to students regarding program and requirement changes that may not be reflected in this Handbook.******

VIII. APPENDICES

APPENDIX A

UNIVERSITY OF MICHIGAN-FLINT/HMC BSN PROGRAM MEDICATION ADMINISTRATION AND REPORTING POLICY

Medication administration includes preparation, administration, and documentation of each medication. Students are required to use the “Three Checks” and the “Five Rights” procedures in the preparation and administration of medications. The “Three Checks” used to determine the right medication are performed when the drug is removed from the patient’s drawer, when the drug is compared with the medication administration record (MAR) or the plan of care either prior to going to a patient’s bedside or at the patient’s bedside. Prior to administering any medications, all students must check all medications with an instructor and follow the patient identification procedure. If students have any questions, they should consult with their faculty prior to any administration of medications.

Medications that are not in their original containers should have an identifying information label attached with name, dose, and route. If there are any concerns, verification should be done with staff. Unlabeled medications should never be used. Meds are transported to the bedside carefully, keeping them in sight at all times.

Accurate administration of a medication is ensured by adhering to the “Five Rights” of medication administration. These are: identify the *right patient*; select the *right medication*; give the *right dose*; give the medication at the *right time*; and give the medication by the *right route*.

Two patient “identifiers” are used to properly identify a patient prior to administration of any medication. Identifiers include: patient’s name, an assigned identification number (e.g. medical record number), patient’s birth date, patient’s social security number, telephone number, or address. The first three listed are preferred methods for identification. These identifiers are to be compared to the Kardex or the MAR/plan of care. If a patient is competent, confirmation should occur with the patient.

Curriculum Plan for Medication Instruction*

Courses in which specific routes for medication preparation and administration are introduced are listed here:

1. NUR 220 and NUR 240: oral, eye, ear, nasal, inhalation, vaginal, rectal, IM, sub-q, intradermal, transdermal, and administration of meds by feeding tube in adult patients
2. NUR 240 and NUR 250: IV meds including IVP, IV main line, and IVPB in adult patients
3. NUR 320 and NUR 340: titrating IV meds in adult patients
4. NUR 330: oral, eye, topical, IM in newborns
5. NUR 405: no meds are given in this course
6. NUR 335: oral, eye, ear, nasal, inhalation, vaginal, rectal, IM, sub-q, intradermal, transdermal, administration of meds by feeding tube, and IV meds (including IVP, IV main line, and IVPB) in children. All doses of medication are calculated based upon the child’s weight.

* A student’s participation in medication administration is left to the discretion of the instructor.

SUPERVISION OF MEDICATION PREPARATION AND ADMINISTRATION

The clinical instructor has the responsibility for supervision of the preparation and administration of meds during the course. The manner in which preparation and administration of medications shall be supervised is left to the sound discretion of the instructor and institutional policies, except as follows:

1. All meds are checked with the MAR (or similar) by instructor or designee* throughout the program.
2. Throughout the program, administration of ANY MEDICATION BY THE IV ROUTE is always under the continuous, direct supervision of the instructor or designee.

* Designees may include preceptors, CTAs, primary nurses, “med” nurses, and nurses assigned to the patient if institutional policy permits.

REPORTING OF MEDICATION ERRORS AND NEAR-MISS MEDICATION ERRORS

ALL medication errors and near-miss errors are to be recorded on the Department of Nursing Performance Improvement Plan (PIP) form. A copy of the Performance Improvement Plan is in every clinical syllabus and is also available from the Lead Faculty. After discussing the PIP with the student and getting his/her signature, copies go to the Department of Nursing for distribution. All PIP reports must be reported to the Lead Faculty within 24 hours of the occurrence. A near-miss error is defined as an error in medication preparation discovered by the instructor prior to administration.

For actual medication errors, the Primary Nurse assigned to the patient involved in the occurrence is informed of the event, and any necessary institutional forms are completed.

The PIP form is used when there are concerns related to the preparation, administration, and/or documentation of medications, including the Three Checks or the Five Rights.

PIP forms are subject to review by the Chair of the Performance Improvement Plan Review Committee (PIPRC) and the Nursing Student Affairs Committee. Further action by the Committee will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint Undergraduate (http://www.umflint.edu/nursing/Basic_BSN/index.htm) Handbook for possible sanctions.

PROCEDURE FOR DISTRIBUTION OF THE MEDICATION ADMINISTRATION AND REPORTING POLICY

This policy is to be addressed at the orientation of all undergraduate clinical faculty. A copy of this policy is to be included in the Undergraduate Student Handbook and all clinical course syllabi.

Clinical faculty will review the Medication Administration and Reporting Policy with students in clinical areas during orientation each term.

This policy will be provided by the clinical faculty to the unit manager.

Preceptors and CTAs will be informed of the policy by the Lead Faculty or designee.

Approved: 3/8/04

Revisions approved: 4/12/04

Revisions approved: 9/3/09

APPENDIX B

The University of Michigan-Flint Department of Nursing
CLINICAL RELEASE FORM

Dear Healthcare Provider:

Nursing students attending clinical courses are asked to complete a variety of physically, emotionally, and mentally demanding work. Examples include the following:

- Transferring of patients from bed to wheelchair and back
- Lifting and carrying of adult and pediatric patients
- Standing for prolonged periods
- Walking several hundred feet without stopping to rest
- Lifting 25-40 pounds
- Calculating complex medication dosages
- Documenting care provided
- Managing stressful situations

Please indicate below the student’s ability to perform these or similar duties. If pregnant, please indicate due date below.

PLEASE CHECK ONE:

_____ Student’s Name and Nursing Class

is able to return and perform clinical course work **with no restrictions** on the following date: _____

is able to perform clinical course work **with restrictions**. List restrictions:

is unable to perform clinical course work for an indefinite period.

_____ Healthcare Provider – PLEASE PRINT

_____ Date

_____ Healthcare Provider Signature

_____ Date

NOTE TO STUDENTS:

This form is used, in part, by the Department of Nursing to determine eligibility to perform clinical course work. Your safety and that of your patients will be a primary consideration along with particular requirements of the course. Please give this form to your personal healthcare provider and have him or her return it directly to:

Maris K. Gilles, Nursing Advisor
University of Michigan-Flint Department of Nursing
303 E. Kearsley Street; 2180 William S. White Bldg; Flint, MI 48502-1950
TEL: 810-762-3420; FAX: 810-766-6851

The University of Michigan-Flint Department of Nursing

Clinical Release Process for Nursing Students

- 1) Complete the “Clinical Release Form.”

- 2) Return completed Clinical Release Form to:
Maris K. Gilles, Nursing Advisor
University of Michigan-Flint Department of Nursing
303 E. Kearsley Street; 2180 William S. White Bldg.
Flint, MI 48502-1950
FAX: 810-766-6851

- 3) Course faculty will review student performance restrictions with regard to the clinical experience.

- 4) The UM-Flint Department of Nursing is responsible for final determination regarding clinical release.

APPENDIX C

UNIVERSITY OF MICHIGAN - FLINT Department of Nursing

Non-Disclosure of Patient, Agency, or Provider/Personnel Identity In Course Work and Scholarly Papers

Policy:

It is the policy of the University of Michigan – Flint, Department of Nursing, that the identity of any patient, agency, or healthcare provider/agency personnel shall not be disclosed within any course work, including verbal or written presentation, assignment, journal, or scholarly paper. This policy is based upon the Health Portability and Accountability Act of 1996 and the contractual agreements between the university and various clinical agencies used for student clinical placement/clinical experiences.

If any assignment is submitted which breeches confidentiality, the assignment will be returned to the student as an ungraded assignment. The student will be required to make the necessary changes to remove the breach of confidentiality information and return the assignment within the time frame designated by the faculty. Any point/grade reduction for the breach of confidentiality or late submission will be determined by the individual faculty member.

The *Publication Manual of the American Psychological Association* refers to protecting the confidentiality of research participants. It does not specifically address guidelines related to student papers. Instruction to students to “use the Publication Manual” should be accompanied by specific guidelines for its use/adaptation related to non-disclosure.

Examples of Acceptable Manners of Documentation

	Citation within the paper
<u>Patients</u>	<ul style="list-style-type: none">• Patient A.• Mr. J., the first patient interviewed
<u>Agencies</u>	<ul style="list-style-type: none">• The healthcare agency under study,(Agency 2007)• The policy of the clinical site...(Clinical Agency, 2007)• A Midwest healthcare facility
<u>Healthcare Provider/Personnel</u>	<ul style="list-style-type: none">• C.W., (personal communication, April 30, 2007) as the nurse manager of the unit, related, “It is my perspective...”• Dr. Z., the patient’s primary care provider, stated “I view this disease process as...”(Dr. Z. personal communication, April 30, 2007)

APPENDIX D

Performance Improvement Plan-Policy & Procedure

Purpose:

1. Increase student awareness of expected academic behaviors, professional behaviors, and safe nursing practice.
2. Identify concerns or trends in student behaviors for purpose of quality improvement.

Policy: The Performance Improvement Plan form is to be initiated in all situations involving a student that are out of the ordinary. This includes behavior related to issues of academics, ethical conduct, professional conduct, medication near misses or errors, safety concerns, and others. Examples include: repeated tardiness, repeated late assignments, disrespectful behavior, confidentiality issues, personal appearance, patient care and safety issues, accountability, plagiarism, cheating, etc. All situations related to student and professional conduct are documented on the Performance Improvement Plan.

Performance Improvement Plans are subject to review by the Nursing Student Affairs Committee. Further action by the Student Affairs Committee will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint Undergraduate (http://www.umflint.edu/nursing/Basic_BSN/index.htm) and Graduate (http://www.umflint.edu/nursing/Documents/msn_catalog.pdf) Student Handbooks for possible actions.

Procedure:

1. Forms are initiated by the instructor/administrator who completes the top half of the PIP form. The PIP is shared with the student. The seriousness and implications of situation/problem are discussed. The student provides a plan for improvement with faculty input as appropriate. Faculty/administrator and student sign the form. A student's signature indicates that the student has read and reviewed this form with the faculty member/administrator.
2. Faculty initiating PIP forms related to a situation in a clinic, lab, or practicum course will notify the lead faculty within 24 hours.
3. Previous occurrence forms are available for faculty review; forms remain in student's file and in Department file according to Record Retention policies.
4. Performance Improvement Plans are subject to review by the Undergraduate Nursing Student Affairs Committee. Patterns, frequency, and/or severity of incidents will be reviewed, and corrective actions will be initiated as determined by the Committee.
5. The Nursing SAC will determine if the review is a program issue and/or specific to a student or students.
6. If the review is found to be a Department of Nursing program issue, the matter will be referred directly to the Nursing Administrative Advisory Committee. (Skip steps 7-9 below.)
7. If the review is determined to be a potential violation of the *Student Code of Academic and Professional Conduct*, as outlined in the Undergraduate and Graduate Student Handbooks, a letter will be sent to the student(s) to convey the seriousness of the matter and to inform them that a Hearing may be conducted by the Nursing SAC.
8. The student and relevant faculty will have the right to be present at the Hearing and to provide input to the Nursing SAC.
9. The Nursing SAC will follow the Hearing process as contained in the appropriate Nursing Student Handbook.
10. The Nursing SAC will render a final decision, which may include sanctions for violations of the Code and/or require the student(s) to submit and complete a personal Plan for Success.

Cohort Group: _____

UNIVERSITY OF MICHIGAN-FLINT
DEPARTMENT OF NURSING

PERFORMANCE IMPROVEMENT PLAN

Student: _____ UMID: _____ Nursing Course: _____

Circle one: Pre-Nursing Basic BSN Accelerated BSN RN/BSN RN/MSN MSN DNP

Category Code* (circle one):

E = Ethical Issues

MNM = Medication Near Miss

S = Safety

P = Professional Conduct

MAE = Medication Administration Error

O = Other

***Notify lead faculty within 24 hours.**

Date: _____ Faculty/Administrator: _____

Description: _____

Contributing Factors: _____

Potential Consequences: _____

Student Comments/Resolution Plan: _____

Student Signature: _____ Date: _____

Faculty/Administrator Signature: _____ Date: _____

Presence of student signature indicates that the student has read and reviewed this form with the faculty member/administrator.

Performance Improvement Plans are subject to review by the Nursing Student Affairs Committee. Further action by the Committee will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint Undergraduate (http://www.umflint.edu/nursing/Basic_BSN/index.htm) and Graduate Student (http://www.umflint.edu/nursing/Documents/msn_catalog.pdf) Handbooks for possible sanctions.

Copies to: Student, Student's File, Instructor, Lead Faculty, Performance Improvement Plan Review File

Form approved by Nursing Faculty Committee: 5/12/04; 3/7/07; 2/6/08; 9/3/09 revisions:1/23/10 and 3/19/10

Form updated by Nursing Student Affairs Committee: 11/7/07; 2/5/08; 3/19/10