

The University of Michigan-Flint

School of Nursing



SCHOOL OF
NURSING

Undergraduate Nursing Student Handbook

2015 - 2017

2180 William S. White Building
303 E. Kearsley Street
Flint, MI 48502-1950

NOTICE TO STUDENTS

The University of Michigan-Flint School of Nursing Undergraduate Nursing Student Handbook provides the policies and procedures specific to the undergraduate nursing programs. This handbook should be used in conjunction with the University of Michigan-Flint Undergraduate Catalog which provides detailed information regarding programs of study, course descriptions, and University policies and procedures.

The information in this handbook reflects the current requirements for all active students and represents the most current information at the time of publication. The University of Michigan-Flint School of Nursing reserves the right to make any necessary changes or revisions to this within reason for the purpose of quality improvement or program enhancement. In the event of such changes, students will receive notification through University email.

Handbook, initial printing: Fall 2000

Latest Revision: Fall 2016

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. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or 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/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388.

Zero Tolerance Statement

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

Accessibility (ADA) Statement (Americans with Disabilities Act - ADA)

The University of Michigan-Flint complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should self-identify with Counseling, Accessibility, and Psychological Services (CAPS) as early as possible. The office is located in 264 University Center (UCEN). The web address is <http://www.umflint.edu/caps>. Students are also expected to discuss course accommodations with their professors by the end of the first week of classes or within one week of registering with CAPS.

Lateral Violence

UM-Flint's *Behavioral Intervention Team* (BIT) is a multi-disciplinary group that seeks to gather information to assess situations involving individuals who display concerning or disruptive behaviors and recommend appropriate intervention strategies or disciplinary actions. For more information on what types of things to report, go to <http://www.umflint.edu/bit/behavioral-intervention-team> and complete the BIT Online Report.

Discrimination, Harassment, or Misconduct

The University provides several avenues where you can go for help, information, or advice about discrimination, harassment, or misconduct. We encourage you to discuss any concerns with your faculty or advisor for assistance with this process. If a student experiences a conflict or behavior which is of a discriminatory or sexually harassing nature, the student should consult with the *Office of Human Resources and Affirmative Action* or the dean of the School of Nursing. Formal complaints must be filed with the Office of Human Resources and Affirmative Action: <http://www.umflint.edu/hr/institutional-equity>

IF IT HAPPENS TO YOU TELL SOMEONE

TABLE OF CONTENTS

	<u>Page No.</u>
Non-Discrimination Policy	3
Zero Tolerance Statement	3
Accessibility (ADA) Statement	3
Lateral Violence	3
Discrimination, Harassment, or Misconduct	3
Overview of the Undergraduate Nursing Programs	5
General Program Information	9
Undergraduate Student Organizations	15
Clinical Participation Requirements for BSN Students	17
BSN Progression and Degree Requirements	21
Graduation	25
Rights and Responsibilities of the Undergraduate Student	26
Essential Abilities	27
Required Signatures	29
Violations of the Student Code of Academic and Professional Conduct	30
Sanctions for Violations of the Student Code of Academic and Professional Conduct	33
Student Grievance and Hearing Procedures	34
APPENDICES	
Appendix A – Medication Administration and Reporting Policy	38
Appendix B – HESI Exit Exam Policy	40
Appendix C – Non-Disclosure of Patient, Agency, or Provider/Personnel Identity	41
Appendix D – Performance Improvement Plans	42

OVERVIEW OF THE UNDERGRADUATE NURSING PROGRAMS

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* (BSN) degree is also the foundation for graduate study in nursing. Upon completion of the requirements, the BSN degree is awarded by the Regents of the University of Michigan.

RN to BSN Nursing Program

Registered Nurses were first admitted to the RN to BSN program on the Ann Arbor campus in 1971 and to the Flint campus in 1975. In 1989, the University of Michigan Board of Regents approved autonomy for the baccalaureate program in Flint. The RN to BSN program admits students on an ongoing basis throughout the year. Beginning in January 2000, select classes in the RN to BSN curriculum were offered online. By fall 2001, all of the required courses in the RN to BSN program were online. In addition, the majority of classes in the RN to BSN curriculum can be completed on campus or in mixed mode.

Traditional Bachelor of Science in Nursing (BSN) Program

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 Hurley Medical Center in implementing a four-year BSN pre-licensure nursing program where Hurley Medical Center would serve as the primary clinical site. In April of 1991, the University of Michigan Board of Regents approved a proposal to initiate the traditional four-year UM-Flint/Hurley Medical Center BSN Program, with the first students admitted in the fall of 1993.

Accelerated 2nd Degree BSN Program

In summer 2007, the UM-Flint School of Nursing admitted the first accelerated 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 traditional BSN pre-licensure program, this program continues its longstanding affiliation with Hurley Medical Center.

Veterans' Bachelor of Science in Nursing (VBSN) Program

Beginning in the fall 2015 semester, the UM-Flint School of Nursing will admit students who are military veterans with prior healthcare training to complete the requirements for the VBSN in an accelerated format.

Accreditation

The baccalaureate, master's, and DNP programs at University of Michigan-Flint are accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

School of Nursing Mission Statement

The School of Nursing is committed to providing quality education to diverse students in pursuit of excellence in nursing practice, leadership, and scholarship. A student-centered approach and a focus on evidence-based and culturally competent care are the foundation for theoretical and clinical learning experiences. Interprofessional, local, and global partnerships influence our commitment to health and well-being for all people.

School of Nursing Philosophy Statement

Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching and student success, leadership, and scholarship and culturally competent practice and service to the local and global community. The merging of these qualities (leadership, scholarship, culturally competent practice, and service) will ensure that UM-Flint nursing graduates are prepared for the ever-changing and complex healthcare environment of the 21st century.

Nursing Education Philosophy Statement

The Faculty in the School of Nursing:

1. Believe the BSN degree is the entry level of educational preparation for professional nurses. We believe that preparation for the various roles in nursing requires knowledge of the arts, sciences, and humanities, together with content and processes specific to professional nursing.
2. Recognize that each nursing student has different educational, experiential, cultural, spiritual, economic, and social backgrounds and a unique support system, which are components in effective teacher-learner collaborations.
3. Acknowledge that professional nursing practice requires the acquisition of knowledge, competencies, and values and acceptance of sociopolitical, ethical, and professional responsibilities to advance the profession.
4. Recognize that nursing education requires learning experiences and environments that encompass a multicultural world and reflect the broad interests and concerns of faculty and students and the local and global communities they serve.
5. Believe the faculty prepare students to practice and lead in a rapidly evolving healthcare environment. We support a climate that fosters professional accountability, caring, evidence-based practice, inter-professional collaboration, and lifelong learning.
6. Serve as role models who assist students in developing the core values of UM-Flint Nursing: leadership, scholarship, culturally competent practice, and service.

Approved 3/11/02; revised 11/07; revised 2009

The Philosophy of the School of Nursing is rooted in the following core values:

Leadership education is threaded throughout the curriculum to assist the movement of nursing students to nursing leaders. These leaders, who innovate, develop, inspire, originate, and challenge the status quo and have a long-term knowledge derived from nursing practice at every level will empower others, facilitate learning, and develop nursing knowledge, working with and through others.

Nursing scholarship is defined by the American Association of Colleges of Nursing as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods.

Cultural competence is a process that nurse educators teach to nursing students and others so they may be prepared to co-participate with clients in planning and providing equal access to care that is culturally congruent with the health and healthcare practices of diverse individuals, families, cultural groups, institutions, and organizations.

Nursing service is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human responses; and advocacy in health care for individuals, families, communities, and populations. Source: American Nurses Association

Sources:

<http://www.aacn.nche.edu/publications/positions/scholar.htm>

<http://www.nursingworld.org>

Undergraduate Program 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 the *ANA Code of Ethics for Nurses* as a basis for nursing practice.
8. Integrate traditional and complementary health care practices in nursing practice.
9. Demonstrate respect for cultural and human diversity into nursing practice.
10. Understand the interrelationship among disease transmission, health policy, and health care economics within the global community.
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, for incorporating professional nursing standards and accountability into practice.

Approved 3/11/02; revised 11/07; revised 2009; last reviewed 11/12/14

GENERAL PROGRAM INFORMATION

School of Nursing Policies and Procedures

Students may consult with their academic advisors related to School of Nursing policies and procedures.

American Psychological Association (APA) Publication Format

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

School of Nursing Assessment Testing

As part of the accreditation process and in the ongoing effort to maintain excellence of curriculum, the School 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. Pre-licensure students are required to take nationally-developed tests throughout the curriculum including a comprehensive nationally-normed exam taken prior to graduation. Data from assessment measures may be disseminated within and outside the University as aggregate and anonymous findings.

Computer Literacy, Access, and Labs

A basic knowledge of computer literacy is required of all students before taking nursing courses. Curriculum assignments in nursing courses are expected to be done in an electronic format. Information Technology Services (ITS) supports numerous computer labs on the UM-Flint campus for both general and instructional use. All registered students are allowed to use the open computing labs. A valid computer account including a username and LAN (UM-Flint) password are required by all students.

Information regarding computer labs can be found at <http://www.umflint.edu/its/labs-0>.

General ITS information can be found at <http://www.umflint.edu/its/about-its>.

Office of Extended Learning (OEL) Support and Operating System Information

OEL provides student support to facilitate learning outside the classroom. General OEL information can be found at <http://www.umflint.edu/oel/office-extended-learning-oel>.

OEL hours, contact information, and software/hardware compatibility information can be found by logging into Blackboard and selecting HELP in the upper right-hand corner.

University Computer Use Policy

Users of UM computing resources are subject to a number of policies and guidelines. A complete listing and full text of UM policies on information technology are available online at www.itd.umich.edu/itpolicies.

In addition to these general UM technology policies, UM-Flint users are subject to policies and guidelines established by the Flint campus. These UM-Flint specific policies may be viewed at <http://www.umflint.edu/its/policies>.

Use of Technology and Social Media

The technology, tools, or online space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow UM-Flint, course policy, and clinical agency policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or online space or use of social media for work purposes. These are only to be used as they relate directly to patient care or specified agency activities. The School of Nursing uses the guidelines set forth by the National Council of State Boards of Nursing guidelines as a standard for behavior: <https://www.ncsbn.org/347.htm> and https://www.ncsbn.org/Social_Media.pdf

- **Personal Communication:** Any personal business such as cell phone use, texting, email, or Internet use must be done outside of agency clinical areas on the student's personal time.
- **Protect Confidential and Proprietary Information:** Do not post confidential or proprietary information about patients or other students. Students must still follow the applicable federal requirements such as FERPA and HIPAA in cyberspace. Posting any patient-related information including photographs and videos; responding to a patient's or patient's family website; posting on personal pages any derogatory blogs related to a patient, a patient's family, colleagues, the profession of nursing or nursing care is prohibited and deemed a violation of the Student Code of Academic and Professional Conduct.
- **Remote Electronic Medical Record Access from Personal Device or Location:** Students are **not** permitted to utilize remote access function for patient information at any hospital or clinical facility from a personal computer. Technical ability to access the system does not imply authorization from the clinical facility or UM-Flint School of Nursing; utilization of this access feature will not be tolerated. The only authorized remote access that is permitted is in the simulation lab under the direct supervision of UM-Flint faculty; this access will be in a test environment with a simulated patient. Any attempt to remotely access a patient's electronic medical record or facility patient information system from a personal computer/handheld device is unauthorized and will be considered immediate grounds for discipline and dismissal from the program. The clinical facility will routinely monitor for any unauthorized attempts. In the event that a violation of this policy occurs, there may be both School of Nursing and clinical site sanctions. Depending on the clinical site, sanctions may include a clinical site not permitting the offending student to participate in any future clinical rotations.

Frances Willson Thompson Library

The Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theatre. The Library collection includes nursing books, nursing journals, and online databases. Students may use *InterLibrary Loan* and *Get This* to access articles and books not available at the UM-Flint library. Other resources in the Library allow students to find holdings of the Flint Public and Genesee District Libraries as well as a large number of libraries in southeastern Michigan. The Library is also a Federal Depository and houses the U.S. document collection containing reports, studies, and hearings from many departments of the federal government. Professional reference librarians are excellent resources to help both experienced scholars and newcomers with academic research. For more information regarding the Library: <http://catalog.umflint.edu/content.php?catoid=14&navoid=930&hl=library&returnto=search>

Counseling Services

Personal counseling is available to all students in Counseling, Accessibility, and Psychological Services (CAPS) at 810-762-3456. The office is located in 264 University Center (UCEN):

<http://www.umflint.edu/caps>

Faculty Advisors

Faculty advisors are an additional resource for student success by serving as a resource person, mentor, and consultant to students. Faculty advisors are assigned to pre-licensure cohorts and are also available to RN to BSN students. Contact your academic advisor for a list of faculty advisors.

Student Success Center

Tutors and supplemental instructors may be available for selected courses through the University's Student Success Center at <http://www.umflint.edu/tutoring/tutoring-0>.

Additional tutoring resources are available within the School of Nursing on a course-by-course basis.

Student Listservs

Email listservs are created to provide a means of disseminating information of interest or importance to students in a timely, accessible, and cost-efficient manner. The listservs are used by faculty and staff as a formal means of communicating official nursing news, policy changes, course information, and announcements to nursing students.

It is the student's responsibility to check his/her campus email on a regular basis. Students are enrolled in listservs by the School of Nursing. A student remains a part of the listserv until graduation from the undergraduate program.

Blackboard

All program courses are placed on the Blackboard platform. Enrolled students may access syllabi, course information, and handouts on the course site.

Criminal Background Checks

In seeking to provide a safe learning environment and comply with standards set forth by clinical agencies, all undergraduate nursing students are required to complete a criminal background check. An acceptable background check is required for acceptance into the pre-licensure BSN programs of study and prior to clinical courses in the RN to BSN program. 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 School of Nursing and/or by a vendor designated by a clinical agency. Data obtained through the criminal background check will be reviewed by the School of Nursing in consultation with legal counsel to ensure compliance with requirements set by the School of Nursing and clinical agencies.

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

University Policy on Matters Related to Religious Holidays

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the coursework required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities.

It is the obligation of students to provide faculty with notice of dates of religious holidays on which they will be absent at the onset of the semester. Students who are absent on days of examinations or class assignments related to religious obligations shall be offered the opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over an aspect of this policy, the parties involved should contact the dean of the School of Nursing or University Ombudsman. Final appeals will be resolved by the Provost.

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

UM-Flint has an approved official logo. All marketing or course materials created by students must receive approval from the University prior to printing, posting, or broadcasting information to ensure quality and consistency. The approval process is initiated in the School of Nursing with course faculty and/or an academic advisor.

Test Proctoring Services

To maintain test integrity and security, faculty may require students to utilize an online test proctoring service. Students incur the cost of this service

Study Abroad Trips

Students may attend University-sponsored study abroad trips but may only receive credit for clinical hours when a faculty member is in attendance.

University Closing

For pre-licensure program courses: If the University is closed for weather-related conditions, then all School of Nursing activities, including those at clinical sites, are cancelled. Assignments due on a school closure day will have an adjusted due date determined by the lead faculty. Consult your course syllabus for information regarding requirements for lost class/clinical time due to school closings. Students are responsible for signing up for the *University of Michigan Emergency Notification Alert System*.

- For campus maintenance or on-campus emergency closures, the lead faculty may elect to have an off-site clinical proceed as scheduled.
- Weather cancellation of clinical experiences outside of the local Flint area will be determined by the lead faculty. Students should always make an informed decision regarding the safety of travel during inclement weather.

Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment”, is a federal law that gives protection to student education records and provides students with certain rights. These rights include the ability to: 1. inspect and review their education records; 2. request the amendment of inaccurate or misleading records; 3. consent to disclosure of personally identifiable information contained in their education record; and 4. file a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law. FERPA also authorizes the release of “Directory Information” without a student’s prior consent, under certain conditions which are set forth in the Act.

The University of Michigan-Flint strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Furthermore, in accordance with the Act, the University of Michigan-Flint has specifically defined “Directory Information” and provides annual notification to students of their rights in the University *Catalog* and through student email.

Student Record Retention

It is the policy of the School of Nursing to retain all student files after graduation or five years of inactivity. Files of graduates are purged of non-essential documents. 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 Rights and Records.”

Scholarships and Other Funding

As the School of Nursing is notified of local and national scholarship opportunities, the information is emailed to all students currently enrolled in the undergraduate nursing programs. In addition, University of Michigan-Flint students are eligible for a broad range of external student funding and scholarship sources. Students are encouraged to search the following sources for nursing scholarships:

Nursing Education Loan Repayment Program and the Nursing Scholarship Program

<http://www.hrsa.gov/loanscholarships/repayment/nursing/>

National Nursing Scholarship search engine

<http://www.discovernursing.com/scholarship-search>

The National Student Nurses’ Association scholarships

<http://www.nсна.org>

National Financial Aid Tool and Free Scholarship Search Engine
<http://fastweb.com>

A comprehensive list of funding available to all UM-Flint students can be viewed at:
<http://www.umflint.edu/financialaid/scholarships>

Office of Financial Aid
University of Michigan-Flint
277 University Pavilion
Flint, MI 48502-1950
Phone: (810) 762-3444 / Fax: (810) 766-6757
Email: financialaid@umflint.edu

UNDERGRADUATE STUDENT ORGANIZATIONS

All student groups that collect membership fees, participate in fundraising, or collect money in any fashion must set up an account with University Student Life. Student groups and organizations must have established bank accounts through University Student Life under the organization name. Student group funds cannot be managed through a personal bank or checking account.

Student Nurses' Association (SNA)

A student preparing for a career in the nursing profession is encouraged to join the Student Nurses' Association. This is a pre-professional organization whose purpose is to provide for professional development, community service, and scholarly interaction among nursing students.

Students who join the National Student Nurses' Association (NSNA) will also hold membership with UM-Flint Student Nurses' Association (UM-Flint SNA) as well as with the Michigan Nursing Students' Association, Inc. (MNSA). Membership benefits include *Imprint*, NSNA's official journal, reduced fees at NCLEX reviews, scholarship opportunities, and much more. NSNA holds annual national conventions in the fall and spring. MNSA holds a state convention each year in the fall.

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 School 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 BSN Officers (BSNO), faculty advisor, or their assigned cohort faculty advisor. All organization activities, including anything printed, must be pre-approved by the School of Nursing in consult with University Relations.

BSN Officers (BSNO) Pre-licensure BSN Programs

BSNO is comprised of class officers and class representatives from all pre-licensure nursing classes and a School of Nursing faculty advisor. BSNO meetings are held as needed. Responsibilities include program evaluation, inter-class networking, development and maintenance of student governance, cohort class officer elections, and fundraisers.

University Governance/Service Involvement

Nursing students are encouraged to serve as student representatives on University and School 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 School of Nursing mission, to be involved in community or professional service activities.

Nursing Honor Society: *Sigma Theta Tau* International - *Pi Delta*

The UM-Flint School 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. Please see your academic advisor for any membership exceptions.

Alumni

The Office of Alumni Relations is a central campus administrative office that provides programs designed to build leadership, create traditions, support students, and foster connections among the 30,000 UM-Flint alumni. This office collaborates with the University of Michigan Alumni Association to provide alumni with information on ways in which they can contribute to ensuring the excellence of their university for the future: Alumni_relations@umflint.edu

CLINICAL PARTICIPATION REQUIREMENTS FOR BSN STUDENTS

The School of Nursing has established health-related requirements for clinical participation. Healthcare 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 responsibility of nursing students to keep all health requirements current and submit documentation to the vendor designated by the School of Nursing prior to beginning the first clinical course and subsequently on a yearly basis by the required due date. Students who do not submit required items by established deadlines will be administratively restricted from enrolling in clinical courses.

Physical Examination/Health History: Every clinical student must have a physical examination report and health history on file with the vendor designated by the School of Nursing.

CPR Requirement: Students must be certified in Healthcare Provider cardiopulmonary resuscitation (CPR) with proof of certification on file with the vendor designated by the School of Nursing. Students completing initial certification must attend a face-to-face course. Students completing recertification may complete a mixed-mode course. Only courses offered from either the American Heart Association (AHA) <http://www.heart.org/HEARTORG/> Heart Care Provider Course BLS for Healthcare Providers or the American Red Cross <http://www.redcross.org/> CPR/AED for the Professional Rescuer Course will be accepted.

Health Insurance: Proof of health insurance must be provided and on file with the vendor designated by the School of Nursing. Information regarding the AETNA Student Health Plan is available to University of Michigan-Flint students: www.aetnastudenthealth.com/umich or call (800) 242-3721. The Genesee Health Plan is available for eligible students who live in Genesee County <http://www.geneseehealthplan.org/eligibility--enrollment.html>.

Liability Insurance: The University of Michigan is self-insured. This includes liability coverage 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.

Toxicology-Drug Screen: All students will be required to complete a toxicology test prior to their first clinical course. Negative test results must be on file with the vendor designated by the School of Nursing for clinical course enrollment. A positive test can result in removal from clinical and/or dismissal from the program. Students may be subject to random toxicology tests throughout the nursing program.

Tuberculosis (TB) Screening: Initial proof of a negative TB skin test must be provided and on file with the vendor designated by the School of Nursing. The initial TB test must be either a 2-step, verification of 3 consecutive years of negative results of a single TB test, or serum Quantiferon Gold results. 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. Subsequent annual evaluation may be required as determined by the affiliating organization.

Immunizations: Negative titer or proof of required immunizations must be on file with the vendor designated by the School 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 prior to clinical courses. These immunizations may be 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.

Influenza: As of January 2007, The Joint Commission issued a standard for accredited organizations requiring influenza vaccine for volunteers (this includes students) who have patient contact. All students must receive an annual influenza vaccine. Waivers will be considered on an individual basis. Clinical site placements may be impacted based on a student's influenza vaccine status.

Annual Health Update: All students are required to confirm their health status annually with the vendor designated by the School of Nursing. In the event that a change of health status has occurred, the student must document this change on the *Health Status Form* and notify their academic advisor. If this change in health status is accompanied by any restrictions, the *Clinical Release* portion of the *Health Status Form* must also be completed.

Pregnancy Guidelines: With few exceptions, there is no evidence to support extreme work restrictions during pregnancy. Healthy pregnant women may work until delivery if the work environmental hazards are no greater than daily life. We recommend that students notify the program director or designee of your pregnancy as soon as possible. This notification is voluntary and is only requested to support the health and safety of students and their unborn child, and to make appropriate accommodations in consultation with your healthcare provider and occupational health experts. The program does not discriminate against pregnant students and will comply with all applicable laws. Students may consult with their academic advisor regarding pregnancy guidelines.

OSHA – Occupational Safety & Health Administration: The University and the School of Nursing observe and enforce all applicable OSHA standards for bloodborne pathogens. The School of Nursing and clinical agencies require annual education regarding these pathogens and the risk of exposure. The School of Nursing utilizes only those clinical sites that comply with OSHA standards for availability of protective equipment against exposure. The School of Nursing reserves the right to limit or curtail a student's clinical opportunities in the event that proof of completion of the annual education on bloodborne pathogens is not completed or submitted.

Registered Nurse License: For RN to BSN program students, a hard copy or verification of a current, unencumbered registered nurse license must be on file in the School of Nursing.

Medication Administration and Reporting: Pre-licensure students, while in clinical settings, will administer medications according to the School of Nursing and the clinical site Medication Administration and Reporting Policies (Appendix A).

The Health Insurance Portability and Accountability Act (HIPAA): HIPAA governs the use and release of a patient's personal health information (PHI), also known as "protected health information." It is imperative that all students with any access to a clinical setting comply with HIPAA rules and regulations.

Other Clinical Requirements: Depending on the clinical agency, additional requirements may be required including, but not limited to: valid driver's license and proof of automobile insurance, means of transportation, and fingerprinting.

Dress Code for Clinical Experiences – Pre-Licensure BSN Students

The UM-Flint School of Nursing Clinical Dress Code provides general guidelines for students. Additional guidelines can be found 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 or cultural standard as long as it is reasonable and does not violate state health codes or other policies as required by regulatory boards and agencies.

All uniforms, scrub jackets, lab coats, uniform t-shirts, and polo shirts must be purchased from the official UM-Flint uniform vendor.

1. Official UM-Flint uniforms are to be worn in clinical settings unless the instructor specifies other attire.
2. The UM-Flint patch must be applied to the left shoulder of all uniform tops, lab coats, jackets, or shirts.
3. For men, the official navy blue crew-neck short sleeve t-shirt is to be worn under scrub tops. For women, the official t-shirt may be required, depending on the scrub top fit. Other shirts are not allowed to be worn under uniforms.
4. All students must have an official white lab coat with a UM-Flint patch applied to the left shoulder. Lab coats are to be worn over street clothes when in a clinical setting unless otherwise directed by the faculty.
5. Uniforms, lab coats, and street clothes should fit properly and be clean and **ironed**. Street clothes should be business professional and meet agency guidelines.
6. Identification badges and *Badge Buddies*, provided by the School of Nursing and/or clinical agency, must be worn at all times during clinical experiences.
7. Students shall maintain good personal hygiene at all times.
8. Shoes are to be white or black **all leather** with minimal color. Shoes are to be polished, clean, and in good repair with heels less than three inches. Canvas or mesh cross trainers, sandals, flip-flops, house slippers, CROCS, clog-type shoes, or shoes that slide off the feet are not permitted.
9. Hair is to be styled away from the face. Hair shoulder-length or longer must be fastened at the back of the neck and off the uniform collar. No large headbands, hair bows, or hair ornaments.
10. 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 (1/8" or less). Nail polish is not allowed. Artificial nails of any kind are not permitted.
13. Jewelry: Students with pierced ears may wear conservative post earrings limited to one piercing in each ear lobe. No hoop, dangling earrings, large ear lobe gauges, bracelets, necklaces, or other decorative jewelry is permitted. No visible body jewelry is permitted. This includes tongue, eyebrow, ear cartilage or nose piercings, and any facial piercings. Clear fillers are not acceptable. Watches and engagement and/or wedding rings are permitted.
14. Tattoos are acceptable if they do not have racial, political, or negative connotations. Faculty have the prerogative to request that a student cover a tattoo when deemed necessary. Certain clinical sites may require that tattoos be covered.

Dress Code for Clinical Experiences (RN to BSN Students): Identification badges provided by the School of Nursing and/or clinical agency must be worn at all times during clinical experiences if required by the clinical agency. Students are required to follow agency or institution dress code policies for clinical sites. If not specified by the agency, RN to 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.

Student Exposure Plan: Students who have a bloodborne pathogen or transmission-based exposure while on the clinical unit are to notify their clinical instructors immediately. **Clinical faculty will immediately inform lead faculty and the lead faculty will immediately inform the director of undergraduate affairs.** After the immediate care of the exposure, complete any facility-required documentation. All exposures are to be immediately seen in the designated facility department. Michigan law in accordance with OSHA states that students are entitled to the same post-exposure care as employees when in a clinical setting. The UM-Flint Environment Health & Safety Office, (810) 766-6763, should be notified for exposures in clinical locations that do not have their own Employee Health or Occupational Health Office. All student exposures require documentation on University of Michigan-Flint exposure forms which are to be submitted to the director of undergraduate affairs.

Patient Injury/Accident Involving a Student: Reporting of any patient occurrence involving a student or faculty supervising student experiences requires completion of the Performance Improvement Plan form. If the occurrence takes place at a hospital or other clinical setting, also report according to agency policy. The Performance Improvement Plan form must be completed and submitted to the lead faculty within 24 hours. The lead faculty will notify any other appropriate offices including the director of undergraduate affairs.

Attendance: Attendance is expected at lecture/theory courses, and attendance is mandatory for all clinical courses. Absenteeism from any activity will be noted and evaluated in relation to student attainment of course/semester objectives. Any missed clinical time must be made up. Excessive absences may result in course failure. What constitutes as excessive will be determined by each course faculty. Courses may have additional attendance policies and sanctions for absences which can be found in the course syllabi. Clinical and theory absenteeism should be reported following the appropriate reporting procedures provided in each course syllabus. Make-up options, as available, are determined by the individual clinical faculty. 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.

BSN PROGRESSION AND DEGREE REQUIREMENTS

Any exception to the progression and degree requirements requires a petition and approval of the School of Nursing Undergraduate Academic Standards Committee (ASC).

Graduation Requirements – All Bachelor of Science in Nursing (BSN) students:

1. The BSN degree requires completion of a minimum of 120 credits.
2. Students pursuing their first bachelor's degree at the University of Michigan-Flint must complete General Education requirements according to the *Catalog* under which they were admitted or readmitted to the University.
3. At least 45 of the minimum 120 credits for a BSN degree must be completed at UM-Flint.
4. The last 30 credits toward completion of any UM-Flint degree must be completed at UM-Flint.
5. For University-wide academic regulations, refer to the University of Michigan-Flint *Catalog* section titled "Academic Policies & Regulations":
<http://catalog.umflint.edu/content.php?catoid=14&navoid=929&hl=academic+policies&returnto=search>

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%)
		E	59% and below

Grade Rounding Policy: 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**. Final grades will be calculated to the second decimal. Rounding will occur at 0.50 or higher (0.49 should NOT be rounded up). Please review each course syllabus for course policies on rounding.

Clinical Course Passing Standards: For nursing courses with clinical components, students must achieve a minimum 77% weighted exam average, a minimum 77% overall course grade, and a passing grade in clinical in order to pass the course and progress in the program.

Pre-licensure Clinical Grading:

1. Final clinical grades for undergraduate students are pass/fail.
2. The lead course faculty will set the standard for passing.
3. Each item listed as an Essential Clinical 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. A pre-licensure student who fails clinical may not progress in the program without repeating the course.

Clinical Contracts:

The School of Nursing undergraduate progression policy requires that all students demonstrate a satisfactory clinical evaluation to be eligible for progression. Students who are not consistently meeting the established clinical course objectives as outlined by the clinical evaluation form may be required to complete a **Clinical Contract**. Clinical Contracts will typically be established as a transition to the next semester. A Clinical Contract is a resource to be initiated under the following conditions but not limited to:

1. Inability to demonstrate consistent achievement and/or improvement in clinical performance as specified in the clinical evaluation
2. Earning a rating in one or more clinical course objectives that is not consistently at the acceptable standard
3. Inability to consistently demonstrate personal and professional clinical behaviors as outlined in the course syllabus, clinical evaluation form, ANA Code of Ethics, or Undergraduate Nursing Student Handbook

What does it mean to have a Clinical Contract? Undergraduate nursing students who have a Clinical Contract may progress to the next course but will need to comply with clinical contract elements until the student’s clinical performance is consistently at a course-appropriate satisfactory level. **Students who do not improve their clinical performance and/or fail to complete any listed contract requirements by established timelines (to be re-evaluated at mid-term of the following semester) may have their progression in the program stopped.** Students may have their contract extended during the semester but must meet passing clinical standards at the end of the semester in which the contract was initiated.

Grading and Progression – Pre-Licensure BSN Students:

1. A grade of C+ (2.3) or higher must be earned in all prerequisite, NSC, and NUR core curriculum courses. A minimum grade of C is required in chemistry. Once admitted, the following may be retaken once without petition: Biochemistry, Developmental Psychology, Nutrition, Pharmacology, Legal & Moral Decisions in Nursing and Healthcare, 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. Exceptions must be approved by the Undergraduate ASC.

4. Students who do not successfully complete 1st semester nursing (NUR) coursework may not progress and must reapply to the program.
5. 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.
6. A failure in a NUR core course requires an UG ASC petition to repeat. Students may be given an opportunity to repeat **two** different NUR core courses with a clinical component, as long as there are no academic integrity violations or egregious clinical issues associated with a failure. Previous NUR course failures will also be considered in petition decisions for repeating NUR core courses with a clinical component. Any subsequent failure in a required nursing core course with a clinical component will result in dismissal from the program.
7. Students may be given an opportunity to repeat only one required (prefix NUR) core course if approved by the Undergraduate ASC. 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.

HESI (Health Education Systems Incorporated) Learning System: Students must achieve a minimum 850 score on any faculty-assigned HESI case studies quizzes or exams by the specified deadline. Students not meeting this requirement will receive a 3% overall final course grade deduction. Students will not progress until all assigned HESI case studies, quizzes, and exams are completed to the required standard. For courses with a HESI Specialty Exam component, the course faculty will designate a numerical grade for specialty exam scores OR a 1% grade addition will be added to the course final exam score for specialty exams of 850 and above.

HESI Exit Exam: Completion of the HESI Exit Exam is a requirement for NUR 435/436, *Synthesis of Nursing Knowledge and Practice*, taken in the final semester of the BSN program. Your score on the HESI Exit Exam will impact the final course grade. **The target score for the HESI Exit Exam is 850 or above** (Appendix B).

Medication Calculation and Administration Competency: Students will demonstrate medication calculation and administration competency and safety as they progress through the pre-licensure nursing program. Deadlines for meeting the competency are established and published in each course syllabus. Students enrolled in courses in which medication calculation and administration competency is required will be notified of the dates for achieving competency. Students who do not meet course standards for competency will be subject to remediation and/or sanctions as outlined in the course syllabi.

Leave of Absence: Pre-licensure students are expected to continue in the program in which they are enrolled in a continuous sequence until graduation. Students who experience an illness or extraordinary life circumstance may request a leave of absence. The request for a leave of absence should be submitted in the form of a petition to the Undergraduate ASC for review. The leave of absence shall not be granted for a period of more than one year, and a student may be required to do preparatory work or validation prior to reentry. If more than one year has elapsed since the student successfully completed a clinical rotation, the student must formally request readmission to the nursing program. In

this instance, the student may be required to repeat some or all clinical courses. Military personnel who are called up to active duty will be evaluated on a case-by-case basis.

Incomplete Grade (I): A student may request a grade of Incomplete from a faculty if there is a compelling reason acceptable to the instructor and the student is progressing satisfactorily in the course. The faculty and student agree on the time limit for completion of the course and sign the appropriate form. Requirements must be completed by no later than the sixth week of the following semester; however, a grade of “I” in a nursing core course that is a prerequisite to another course must be resolved by the 10-day count of the following semester in order to continue progression. If the grade of “I” is not satisfactorily completed by the end of the 10-day count of the following semester, the student will be administratively withdrawn from the course and progression will be stopped.

Grading and Progression – RN to BSN Students:

1. Progression in the program is pending space available in offered courses.
2. Degree requirements must be completed within 7 years of completion of the first core course.
3. A grade of C+ (2.3) or higher must be earned in all prerequisite, NSC, and NUR courses.
4. Students who transfer in a nutrition or pharmacology course with a grade of less than C+/2.3/77% must repeat the course.
5. The University of Michigan-Flint School of Nursing requires a nutrition and a pharmacology course. Students who transfer in courses that do not meet the program requirements or do not contain required content may be required to take the nutrition and/or pharmacology 1-credit update.
6. 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.
7. Students may repeat a non-clinical NUR core course once without petition. A second failure in the same course will require an Undergraduate ASC petition to continue progression.
8. A failure in a NUR core course with a clinical component requires an UG ASC petition to continue progression. Students may be given an opportunity to repeat NUR core courses with a clinical component, as long as there are no academic integrity violations or egregious clinical issues associated with the failure. Failures which involve academic integrity violations or egregious clinical issues will result in dismissal from the RN to BSN program.
9. A RN to BSN student who fails a clinical course may progress to another clinical course but must petition prior to repeating the failed clinical course.

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 NCLEX-RN examination for licensure as a registered nurse. Felony conviction or charges and/or a history of substance abuse may preclude a student 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 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 UM-Flint Bookstore. Formal graduation announcements are available to graduates through the Bookstore. Notification of dates to order will be forwarded from the Office of the Registrar after the graduation application has been filed. It is the student's responsibility to order a cap and a gown and/or announcements; the School of Nursing does not make these arrangements.

Graduating with Honors: The honors standards for the School of Nursing can be found in the UM-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 (GPA) 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.

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 UM-Flint *Catalog* for information regarding campus- and system-wide honors recognition. Distinguished scholarship is also recognized by awards offered by the faculty of UM-Flint and by other organizations.

Pinning Ceremonies: The School of Nursing will organize a pinning ceremony for each graduating cohort twice a year in December and April. RN to BSN students who will be graduating at these times are invited to attend. The pinning ceremony is a historical program celebrating the transition from student nurse to graduate nurse with the student receiving their Registered Nurse pin. A student who wishes to purchase the UM-Flint BSN pin, designed by the School of Nursing, may do so prior to graduation.

RIGHTS AND RESPONSIBILITIES OF THE UNDERGRADUATE STUDENT

Ethical Standards: According to the current American Nurses Association (ANA) *Code of Ethics for Nurses with Interpretive Statements*, nursing students have a responsibility to demonstrate a commitment to professional practice beginning at the point of entry into a nursing educational program. The education of students in the School of Nursing incorporates 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 enhancement of ethical standards within the academic community and nursing profession is the individual responsibility of each student. Students are held to standards of academic and professional integrity as outlined in the University of Michigan-Flint *Catalog*, the *Undergraduate Nursing Student Handbook*, the ANA *Code of Ethics for Nurses*, and clinical agency policies.

Student Code of Academic and Professional Conduct: It is the expectation of the School of Nursing that all students conduct themselves in compliance with the standards set forth by the profession of nursing. The ANA *Code of Ethics for Nurses (2015)* states that “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” (p. 1). Furthermore, the interpretive statement 1.5 of Provision 1 indicates that these principles of respect extend to all encounters, including colleagues (p. 4). This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others. 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>.

Students are expected to conduct themselves in a fair and conscientious manner in accordance with the UM-Flint Honor Code and ethical standards generally recognized within the academic community as well as those of the nursing profession. Members of the student body are expected to:

1. Refrain from any and all activity which would constitute a violation of academic or professional conduct
2. Arrive on time and attend all scheduled classes and appointments
3. Prepare for all classes and clinical sessions
4. Submit assignments on time
5. Meet with faculty to discuss a plan for success when progress in a course is below expected standards
6. Keep all interactions free from any bias or prejudice
7. Maintain professional relationships without exploitation of other students, staff, or faculty for private advantage
8. Refrain from any activity which involves risk to health and safety of self, a peer, faculty, or staff
9. Respect the dignity of each student, faculty, staff member, and preceptor in the classroom, laboratory, and clinical setting; in communication be it face-to-face, electronically, via social media, and in all other academic contexts
10. Submit course and instructor evaluations providing constructive feedback related to improvement efforts
11. Sign and adhere to the Honor Code Pledge

ESSENTIAL ABILITIES

A candidate for the BSN degree must possess abilities and skills that include observation, communication, 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 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.

Non-Academic Dismissal as it Relates to Essential Abilities: 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 dean of the School of Nursing. In the event of dismissal, the student may appeal this decision by following the Grievance Procedure.

REQUIRED SIGNATURES

Essential Abilities

Students admitted to University of Michigan-Flint nursing programs are expected to demonstrate 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: The applicant's certification of his/her ability to meet these Essential Abilities reads as follows:

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

Name (printed): _____ Signature _____

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 Student Code of Academic and Professional Conduct as outlined in the Undergraduate Student Handbook. The Honor Code Pledge reads as follows:

I pledge my commitment to the highest ideal and academic standards of my education at the University of Michigan-Flint. I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions. As a student of the School of Nursing, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients/clients, families, community members, peers, and faculty. I pledge to work collegially with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I will work to safeguard the health and welfare of patients/clients who have placed their trust in me and will advocate for the patient's/client's best interest. I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

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 _____

VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

It is not possible to enumerate all forms of behavior which would raise serious questions concerning a student's status as a health professional in training. Behaviors which would constitute a violation of academic and professional standards according to the UM-Flint School of Nursing include the following but are not limited to:

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 your own previous work as new work

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

Obtaining, utilizing or distributing unauthorized materials including notes, study aids, intellectual property of publishers intended for instructor use such as test banks, PowerPoints, answers to assignments, utilizing electronics of any kind 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 submitting 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 Technology and Social Media:** Misuse is defined as violating the *Proper Use of Information Technology* as outlined in the *UM-Flint Catalog*, the *Undergraduate Nursing Student Handbook (Use of Technology and Social Media, General Program Information)* and/or any clinical agency policy statement. This would include but not be limited to students who post unprofessional remarks, photos, or any patient care-related information or the inappropriate use of any personal, University, or facility technology.
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-client relationships:** The students in the UM-Flint School 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 patient
 - 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 client records or fabricating patient experience:**
 - 1) Failing to report omission of or error in treatments or medications
 - 2) Fabricating client 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
8. **Violation of the policy on *Non-Disclosure of Patient, Agency, or Provider/Personnel Identity in Course Work and Scholarly Papers:*** (see Appendix C)
9. **Drug and Alcohol/Impaired Student Nurse:** Defined as any student currently admitted who is using, possessing, selling, or distributing illicit drugs, drug paraphernalia, or alcohol; illegally using, possessing, selling, or distributing any drugs, drug paraphernalia 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.
10. **Repeated Performance Improvement Plans:** A pattern or accumulation of performance improvement plans during a given course and/or across the curriculum.

11. Other Unprofessional Conduct: Defined as the commission of a crime, as defined by state or federal laws, or violation of the American Nurses Association *Code of Ethics for Nurses with Interpretive Statements* (2015).

Reporting Suspected Code Violations: Suspected infractions of the Code of Academic and Professional Conduct are to be reported to the faculty member in charge of the course or activity. In determining outcomes, the faculty may consult with the Undergraduate Academic Standards Committee (ASC), the dean of the School of Nursing, or any University or outside resources.

Preliminary Inquiry: The faculty member, the Undergraduate ASC, or Associate Director of Undergraduate Programs of the School of Nursing shall commence a preliminary inquiry into the suspected infraction as soon as possible. The inquiry may include a discussion with the identified student. If, based upon the preliminary inquiry, it is determined that an infraction has occurred, appropriate sanctions are determined by course faculty, the Undergraduate ASC, course faculty in consultation with the the Undergraduate ASC or with consultation from the dean of the School of Nursing. The student shall be so notified either electronically or in writing of the infraction and sanction. The student will be offered an opportunity to have a hearing pursuant to the procedures outlined under **student grievances**. A Performance Improvement Plan (PIP) will be placed in the student's record after the preliminary inquiry, if it is determined that an infraction has occurred.

SANCTIONS FOR VIOLATIONS OF THE STUDENT 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 is 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. Any breach of academic or professional conduct will result in sanction. If unprofessional conduct occurs at a clinical site, the student will be sent home immediately from the clinical site and will not return until the incident has been investigated. The proper course of action is determined by course faculty or the Undergraduate ASC in consultation with course faculty. 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 Independent Study course or assignment of a project as a requirement of course progression or 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

STUDENT GRIEVANCE AND HEARING PROCEDURES

Undergraduate Academic Standards Committee (ASC): The School of Nursing Undergraduate Academic Standards Committee reviews student issues and makes recommendations and decisions regarding issue outcomes; consults with undergraduate faculty regarding student academic and/or professional issues; and serves as an appeal mechanism for undergraduate students. Additionally, the Committee reviews violations of the Student Code of Academic and Professional Conduct and requests 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 or extenuating circumstances.

Student Petition Process: Nursing students requesting an exception to University policy or an exception or modification of their academic program should file a School of Nursing Undergraduate ASC petition. Students should contact their academic advisor to obtain the appropriate petition form. Students have the right to appeal Undergraduate ASC **petition** decisions with a request for a formal ASC Hearing. Students have the right to appeal ASC **hearing** decisions to the School of Nursing Executive Committee. (See School of Nursing, Executive Committee Standing Rules Policy and Procedures for student appeals.) A student's disappointment or disagreement about an Undergraduate ASC decision is not an appealable matter unless the student brings forth new and specific information in support of the grounds for appeal. Admission decisions cannot be appealed.

Grounds for appeal are limited to one or more of the following reasons:

- There was a material deviation from the procedures that affect the outcome of the case.
- There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation and resolution that could reasonably affect the outcome.
- There was discriminatory, unfair, arbitrary, or capricious treatment in program-level decision.
- There was failure to accommodate verified disabilities.
- There was violation of the SON or University policy.

Decisions which require Petitions

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
6. Repeat a nursing course as the result of a failure or drop
7. Re-enter the nursing program after an interruption of progression in the program
8. Waive a required course
9. Request to elect or complete a required course in an alternate format
10. Request to modify progression sequence
11. Grade contests
12. Nursing course faculty decisions
13. Other Petitions: Depending on the nature of the petition, certain requests may be directed to the appropriate University committee.

Notification of Undergraduate ASC petition 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's 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.

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

1. If applicable, the student is expected to meet with the individual faculty member(s) to address the concern within 5 business days after the student first knew, or reasonably could have been expected to know, of the event that gave rise to the grievance.
2. If the matter is not able to be resolved, the student should initiate an appointment with his/her academic advisor and/or faculty advisor to determine if they wish to file a grievance. Students are expected to follow the proper chain of command in seeking resolution to grievances. Students should consult with the instructor, academic advisor, or faculty advisor to resolve the matter prior to filing a grievance.
3. Grievances must be submitted electronically from a UM-Flint Outlook email account to the Undergraduate ASC staff representative within 14 business days after the incident or decision. The grievance must specify the nature and extent of the act in question and the respondent(s) involved including previous attempts to resolve the matter, the academic and professional practice or policy violation, or requests for exceptions to progression (program dismissal).
4. The ASC will determine the disposition of the grievance and will notify the student if the ASC is not the appropriate forum to hear the grievance.
5. The Chair of the ASC shall initiate a Committee meeting in order to review documents submitted and to determine if additional information is needed. A formal hearing will be scheduled. Parties to the grievance will be notified of their responsibility to submit any additional information. Additional information requested from the Committee must be submitted electronically within 3 business days prior to a scheduled hearing by all parties.

Formal Hearings: Hearings are scheduled at the request of either a student, a faculty member, or the ASC. The ASC Chair will conduct the hearing. The student shall have an opportunity to appear before the ASC and present his/her case. The student may review all documents considered by the Committee. The student also may present his or her own evidence.

Hearing Proceedings:

1. Hearings are closed to the public and confidential. A minimum of four faculty of the Committee membership is required for decision-making. 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. Students who intend to bring a personal advisor/attorney to a hearing must inform the ASC prior to the hearing date. All 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 ensure 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 may draw from other members of the full-time nursing faculty in order to reach minimum faculty required for decision-making. The Committee shall deliberate in closed session.
2. The Committee decision will be rendered in a timely manner. The final report will include the Committee's factual findings and decision. All parties will be notified of the Committee's decision and their right to an appeal process. The student will be notified by either receipt/read email, certified (return receipt) mail, or both.
3. Once a decision is reached by the Committee, all documentation related to the hearing will be collected and either retained in the School of Nursing or destroyed.

APPENDICES

APPENDIX A

University of Michigan-Flint BSN Program Medication Administration and Reporting Policy

Last Reviewed/Approved: October 7, 2014

PURPOSE:

To outline the process to ensure safe medication preparation and administration in the clinical setting.

PROCEDURE:

Distribution of Policy

- This policy is to be addressed at the orientation of all undergraduate clinical faculty, Clinical Teaching Assistants, Clinical Assistants and Preceptors
- A copy of this policy is to be included in all clinical course syllabi.
- Clinical faculty will review the Medication Administration Policy with students in clinical areas during orientation each term.
- This policy will be provided to each clinical site manager by the lead faculty

Supervision of Medication Preparation and Administration

- Under no circumstances are pre-licensure students to administer any medications unless under the continuous, direct observation of the instructor or designee.
- Any violation of this policy may result in an immediate course failure and/or dismissal from the program.
- Designees may include preceptors, CTAs, primary nurses, “med” nurses, and nurses assigned to the patient if institutional policy permits.
- A student’s participation in medication administration is left to the discretion of the instructor
- The clinical instructor or designee has the responsibility for supervision of the preparation and administration of medications during the course. The manner in which preparation of medications shall be supervised is left to the sound discretion of the instructor and institutional policies
- Medication administration includes preparation, administration, and documentation of each medication. Students are required to use the “**Eight Rights**” and the “**Four Checks**” procedures in the preparation and administration of medications.
- **Eight Rights:** Accurate administration of a medication is ensured by adhering to the “**Eight 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*; give the medication by the *right route*; ensure the *right documentation*; give for the *right reason*; and assess for the *right response*.
- **Four Checks:** The “**Four Checks**” used to determine the right medication are performed 1) when the drug is removed from the patient’s drawer, 2) when the drug is compared with the medication administration record (MAR) or the plan of care, 3) prior to administering, all medications must be checked by either the instructor or designee 4) the final check is done at the patient’s bedside prior to administration of the medication. Checks may be modified based on clinical setting. If students have any questions, they should consult with their faculty prior to any administration of medications.
- **Two patient “identifiers”** are used to properly identify a patient prior to administration of any medication. Identifiers include: patient’s name, patient’s birth date, an assigned identification number (e.g. medical record number), 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 MAR. If a patient is competent, confirmation should occur with the patient.
- 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. Medications are transported to the bedside carefully, keeping them in sight at all times.

Documentation of medication administration will follow the policy of the clinical facility or community partner. Curriculum Plan for Medication Instruction Courses in which routes for medication preparation and administration **are introduced**:

	Oral	Injection	Topical	Transdermal	Rectal/ Vaginal	Eye/ear/nose	MDI	Via Tube Feeding	IV, IVPB, IVP	Titrating IV Meds
NUR 220	X	X	X	X	X	X	X	X		
NUR 240	X	X	X	X	X	X	X	X	X	
NUR 250									X	
NUR 320/340										X
NUR 330	In the newborn		In the newborn			In the newborn				
NUR 335/336	In children	In children	In children	In children	In children	In children	In children	In children	In children	

- NUR 435/436 Synthesis of Knowledge: All medication preparation and administration is integrated and must follow this Medication Administration Policy.
- Medications are typically **not** administered in the courses listed below. (If medications are given, then administration is to follow the policy guidelines).
 - NUR 405 Psychiatric Mental Health
 - NUR 401/402 Population-Centered Nursing
 - NUR 410 Community Health Nursing
 - NUR 412 Community Health Nursing for RNs
 - NUR 430/440 Leadership

Reporting of Medication Errors and Near-Miss Errors

- **ALL** medication errors, near-miss errors, or any concerns regarding medication preparation, administration, or documentation are to be recorded on the School of Nursing Performance Improvement Plan (PIP) form which are to be included in every clinical syllabus.
 - A near-miss error is defined as an error in medication preparation discovered by the instructor prior to administration.
 - For actual medication errors, the nurse assigned to the patient and the Charge Nurse/Nurse Manager is informed of the event, and any necessary institutional forms are completed in addition to the School of Nursing PIP.
- Instructors will review the PIP with the student which will include the student-generated corrective action plan.
- All PIPs must be reported to the Lead Faculty **within 24 hours of the occurrence**. Any emergency situations or actual medication administration errors would require immediate notification.
- Completed PIP reports should be submitted to the Lead Faculty within one week of the incident.
- PIP forms are subject to review by the Undergraduate ASC. 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 Nursing Student Handbook for possible sanctions.

APPENDIX B

University of Michigan-Flint School of Nursing HESI EXIT EXAM POLICY

The NCLEX-RN is the professional licensing exam that Nursing students take after graduation. This is a comprehensive test and requires significant preparation. UM-Flint nursing faculty and staff are committed to your success on the NCLEX-RN examination. To best prepare you, we have chosen the HESI Exit Exam as a tool to focus your preparation for the NCLEX-RN. With the HESI Exit Exam, you simulate the experience of taking the NCLEX-RN and receive a detailed report of your areas of strength and weakness in NCLEX-RN content areas. This allows you to do targeted studying to give you the best possible preparation to pass the NCLEX-RN and achieve RN licensure on your first attempt.

Completion of the HESI Exit Exam is a requirement for NUR 435/436, *Synthesis of Nursing Knowledge and Practice*, taken in your final semester of the BSN program. Your score on the HESI Exit Exam will impact your final course grade. **The target score for the HESI Exit Exam is 850 or above.** All students are encouraged to begin NCLEX preparation early and throughout the program. Here are the steps to completing the requirement.

TEST DAY

Traditional BSN program students will be synchronously scheduled for the HESI Exit Exam prior to the last week of *NUR 410 -Community Health Nursing* on a date/time set by the School of Nursing.

- **Accelerated 2nd Degree BSN program students** will be synchronously scheduled for the HESI Exit Exam prior to the last week of *NUR 401 – Population Centered Nursing Theory* during the summer term on date/time set by the School of Nursing.
- If you achieve a score of 850 the first time you take the test, you have completed the HESI Exit Exam requirement.

RE-TEST #1

- All students who do not achieve 850 or above on Test Day will be offered a synchronously scheduled Re-test #1 opportunity during the final semester on a date/time set by the School of Nursing.

RE-TEST #2

- All students who do not achieve 850 or above on Re-test #1 will have one final opportunity for Re-test #2 at a synchronously scheduled date/time set by the School of Nursing. Students required to take Re-test #2 must complete HESI Exit Exam remediation prior to taking Re-test #2. A fee will be charged for all students required to take Re-test #2. The test must be paid for by check or money order payable to *UM-Flint* at the time of the test. No cash is accepted.

GRADING

- Students who do not achieve a minimum 850 on the HESI Exit Exam will receive a final Synthesis (*NUR 435 Synthesis of Knowledge in Nursing/NUR 436 Synthesis of Knowledge in NUR for ASD*) course grade of C+ or lower, depending on the student's performance in theory and clinical.
- Students who do not either achieve the 850 score **AND** who do not take the HESI Exit Exam during the scheduled Re-test #1 and #2 will receive a grade of "I" for NUR 435/436. This will not affect participation in the graduation or pinning ceremonies, but may affect the date of graduation and timing for taking the NCLEX-RN examination.

APPENDIX C

UNIVERSITY OF MICHIGAN-FLINT School of Nursing

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

Policy: It is the policy of the University of Michigan-Flint School of Nursing that the identity of any patient, agency, or healthcare provider/agency personnel shall not be disclosed within any coursework, including verbal or written presentation, assignment, journal, or scholarly paper. Additionally, students will be held to the policy of the institution regarding any removal of printed patient information at clinical agencies. This policy is based upon the Health Portability and Accountability Act (HIPAA) 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 breaches confidentiality, the student will be notified of the breach of confidentiality. All breaches will be reviewed to determine if a HIPAA violation has occurred. Any point/grade reduction or sanctions for the breach of confidentiality will be determined by the individual faculty member and/or the Undergraduate ASC of the program for which the student is enrolled. 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 2013)• The policy of the clinical site... (Clinical Agency, 2013)• A Midwest healthcare facility
<u>Healthcare Provider/Personnel</u>	<ul style="list-style-type: none">• C.W., (personal communication, April 30, 2013) 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, 2013)
<u>Faculty/Students</u>	<ul style="list-style-type: none">• My clinical instructor assisted me with care.• My classmate was in the room when the patient fell.

Approved by the full faculty 2/2010, 10/ 2014

APPENDIX D

UNIVERSITY OF MICHIGAN-FLINT School of Nursing Policy & Procedure: Performance Improvement Plan

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 (PIP) 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 Undergraduate Academic Standards Committee (ASC). Further action by the ASC 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 Nursing Student Handbook for possible actions. An electronic copy of the Student Handbook may be accessed at <https://www.umflint.edu/nursing>.

Procedure:

1. Forms are initiated by the instructor/administrator who completes the top portion 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 PIPs are available for faculty review; forms remain in student's file and in the School of Nursing file consistent with record retention policies.
4. Performance Improvement Plans are subject to review by the Undergraduate ASC. Patterns, frequency, and/or severity of incidents will be reviewed, and corrective actions will be initiated as determined by the Committee.
5. The Undergraduate ASC 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 School of Nursing program issue, the matter will be referred directly to the School of Nursing Executive 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 Nursing Student Handbook, 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 Undergraduate ASC.
8. The student and relevant faculty will have the right to be present at the Hearing and to provide input to the Undergraduate ASC.
9. The Undergraduate ASC will follow the Hearing process as contained in the Undergraduate Nursing Student Handbook.
10. The Undergraduate ASC 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.

**UNIVERSITY OF MICHIGAN-FLINT
SCHOOL OF NURSING
PERFORMANCE IMPROVEMENT PLAN**

Cohort Group:

Student Name:	UMID:	Nursing Course:
---------------	-------	-----------------

Check one:

Pre-Nursing: <input type="checkbox"/>	Trad. BSN: <input type="checkbox"/>	Accelerated BSN: <input type="checkbox"/>	RN to BSN: <input type="checkbox"/>
---------------------------------------	-------------------------------------	---	-------------------------------------

Category code* (check one):

<input type="checkbox"/> E = Ethical Issues	<input type="checkbox"/> MNM = Medication Near Miss	<input type="checkbox"/> S = Safety
<input type="checkbox"/> P = Professional Conduct	<input type="checkbox"/> MAE = Medication Administration	<input type="checkbox"/> O = Other

*Notify lead faculty within 24 hours

Date:	Faculty/Administrator:
-------	------------------------

Date:	Faculty/Administrator:
Description:	

Potential Consequences:

<u>Student</u> Section – 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 Undergraduate Academic Standards 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 Nursing Student Handbook for possible sanctions. An electronic copy of the Student Handbook may be accessed at <https://www.umflint.edu/nursing>.

Copies to: Student's e-file, Lead Faculty, Undergraduate Academic Standards Committee, Performance Improvement Plan Database

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. Form updated by Undergraduate Academic Standards Committee: Nov. 2016