



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF NURSING
UNDERGRADUATE STUDENT HANDBOOK
2009-2010

www.nursing.ucf.edu

Revised May 21, 2009



May 1, 2009

Dear nursing student:

It is my great pleasure to welcome you to the College of Nursing at the University of Central Florida. Our nursing program has a rich, 30-year history of preparing the finest professional nurses. Over the years, we have developed several new program options to increase access to education, and we are committed to helping you achieve your educational goals, whether they are at the undergraduate, master's or doctoral level. The core values of integrity, scholarship, community, creativity and excellence are embraced by the faculty and guide our efforts in working with you in your educational endeavors.

The mission of the College of Nursing at the University of Central Florida is:

- To offer high-quality undergraduate and graduate academic programs designed to prepare nurses to practice in a continuously changing health care environment;
- To provide innovative access to education and research;
- To develop nurse clinicians, leaders and scholars who promote the health of diverse populations in local, national and global communities; and
- To touch lives, lead by example and make a difference through clinical excellence, research and community service.

As you pursue your professional career, this handbook will serve as a useful guide and resource. It is important that you review the policies and procedures included in this book as they will relate to many aspects of your educational experiences at UCF on a regular basis.

On behalf of the college, its faculty and staff, please accept our best wishes for a successful year.

Sincerely,

Jean D. Leuner, PhD, RN, CNE
Dean and Professor
UCF College of Nursing

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COLLEGE OF NURSING MISSION STATEMENT

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HISTORY

The College of Nursing – The nursing program at UCF began in 1978 with an authorization from the State of Florida Board of Regents (BOR) and the Florida Board of Nursing to initiate a baccalaureate nursing program. The first class of students was admitted in 1979 to the Department of Nursing. Nursing transitioned to a School within the College of Health & Public Affairs in 1995.

Nursing program offerings flourished and approval was granted to the School of Nursing to offer an RN to BSN program in Orlando, Cocoa and Daytona. A second degree accelerated BSN option for non-nurse college graduates began in May 2003.

In 1992, the BOR approved planning for the Master's program, and in 1995 the MSN program started. The MSN program now includes tracks for Adult, Family & Pediatric Nurse Practitioner, Nursing Leadership & Management, Clinical Nurse Specialist, Clinical Nurse Leader and Nurse Educator.

In 1997, web-based RN to BSN courses were developed and an RN to MSN program option was initiated. From 1998-2002, the School of Nursing expanded the basic BSN program to Cocoa and began offering the state's first fully web-based RN to BSN program. In 1999, graduate certificate options were offered in Nursing and Health Professional Education, and Post-MSN Nurse Practitioner. In 2006, an undergraduate baccalaureate program was started on the Daytona campus.

The PhD in Nursing program commenced in 2003. The program has three areas of focus: vulnerable populations, application of innovative technologies to nursing education and clinical care, and healthcare systems and policy. The Doctorate of Nursing Practice (DNP) began in 2007.

On July 1, 2007, the School of Nursing became the College of Nursing. This change in status reflected the growth and depth of the educational programs, research and caliber of students attracted to UCF.

The University - The University of Central Florida (UCF) is one of eleven public universities within the Florida Board of Education's Division of Colleges and Universities. The University was founded in 1963 as the Florida Technological University. The name was changed to the University of Central Florida in 1978. UCF serves an eleven-county area. Since its inception, UCF has grown to meet the needs of the Central Florida metropolitan area. In 2009, UCF became the fifth-largest university in the nation with more than 50,000 students. UCF Stands for Opportunity!

ACCREDITATION

The College of Nursing Undergraduate Baccalaureate and Master's Programs are accredited by:

Commission on Collegiate Nursing Education (CCNE)

One Dupont Circle N.W.

Suite 530

Washington, DC 20036-1120

Telephone: 202-887-6791

Internet: www.aacn.nche.edu/accreditation

The Baccalaureate program is also approved by the:

Florida Board of Nursing

4052 Bald Cypress Way, Bin CO2

Tallahassee, FL 32399-3252

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Internet: www.doh.state.fl.us/mqa

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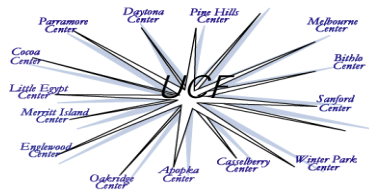
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CAMPUS PROGRAM OFFERINGS

- I. Orlando – The Orlando campus site offers the following programs:
 - A. Basic BSN Program
 - B. Accelerated/Second Degree BSN Program
 - C. RN to BSN Program*
 - D. RN to MSN Program
 - E. Master’s Program (MSN):
 - 1. Nurse Educator*
 - 2. Nurse Practitioner: Adult, Family or Pediatrics
 - 3. Nursing Leadership and Management*
 - 4. Clinical Nurse Leader*
 - 5. Clinical Nurse Specialist
 - F. Certificate Programs:
 - 1. Post-Baccalaureate Nursing Education*
 - 2. Post-Master’s Nurse Practitioner: Adult, Family or Pediatrics
 - 3. Post-Master’s Clinical Nurse Leader*
 - 4. Post-Master’s Clinical Nurse Specialist
 - G. Doctoral Program
 - 1. PhD
 - 2. DNP
- II. Southern Region Area Campus
 - A. Cocoa Campus Site
 - 1. RN to BSN classes
 - 2. Basic BSN Program
- III. Eastern Region Area Campus
 - A. Daytona Campus Site
 - 1. RN to BSN classes
 - 2. Basic BSN Program
- IV. Western Region Area Campus
 - A. Leesburg – RN to BSN classes
 - B. Ocala – RN to BSN classes
- V. Altamonte Springs (SCC Campus)
 - A. SCC/UCF ASN to BSN Concurrent Program
- VI. VCC West Campus
 - A. RN to BSN classes
- VII. Virtual Campus (Online Programs)*
 - A. RN to BSN
 - B. MSN – Nurse Educator
 - C. MSN – Nursing Leadership and Management
 - D. MSN – Clinical Nurse Leader
 - E. Post-Baccalaureate Certificate in Nursing Education

**Note: Students enrolled in programs offered at area campuses or online may be required to travel to the Orlando campus for specific course-related events.

Students admitted to the BSN (basic) program at a specific campus may be restricted to courses at that campus.

ACADEMIC PROGRAMS

BACCALAUREATE PROGRAM IN NURSING

The undergraduate program leads to a BSN degree, the basis of professional nursing practice. The BSN graduate is prepared to provide comprehensive care in a variety of acute, community and rehabilitative settings. Program emphasis includes clinical nursing practice, health promotion and maintenance, hands-on experience across the continuum of care, and preparation for assuming leadership roles and graduate study in nursing. The baccalaureate curriculum provides a solid foundation for graduate study.

OBJECTIVES

The BSN graduate is able to:

1. Synthesize knowledge from nursing and the physical, biological, behavioral, psychological and social sciences, and the humanities in the practice of professional nursing.
2. Use critical thinking as the basis for professional nursing practice.
3. Participate in interdisciplinary teams and community partnerships to meet the health care needs of individuals, families, and communities in a diverse society with particular emphasis on needs of vulnerable populations.
4. Demonstrate effective verbal, written, and electronic communication in the promotion of culturally appropriate care.
5. Apply innovative technologies to optimize outcomes for self, clients, and communities.
6. Demonstrate competency in the performance and evaluation of nursing techniques and skills.
7. Incorporate ethical, cultural and legal principles as professional values in the practice of professional nursing.
8. Use the principles of teaching and learning to promote, maintain, and restore health, and prevent illnesses with individuals, families and communities.
9. Apply theories and principles of leadership and management to collaborate with interdisciplinary teams to promote and maintain quality health care for individuals, families and communities.
10. Participate in efforts to influence health systems policy on behalf of patients and the profession.
11. Use research in the exploration of health problems and the implementation of evidence based practice.
12. Assume responsibility for lifelong learning and plan for professional career development.

PROGRAM POLICIES

Admission

See current UCF undergraduate catalogs for admission requirements. Some programs (e.g., Basic BSN and Accelerated Second Degree BSN) are limited-access and highly competitive for admission. The Admission, Progression and Graduation (APG) committee is responsible for reviewing application files.

A student who requests to transfer (or who has been dismissed) from another nursing program must:

- Apply to the UCF Nursing Program according to policy
- Provide a letter from the previous Program Director that the student is in “good standing” and “eligible to return to the program.”

If accepted, previous nursing courses will be reviewed by the APG committee to determine if any courses will substitute for current College of Nursing courses.

Documentation

Students in the Basic and Accelerated Second Degree BSN program enroll in the first clinical experience in the first semester of the nursing program. RN to BSN students have a clinical experience during their final semester in the RN to BSN program.

In order to meet the requirements of the various clinical agencies to protect students and patients from potential hazards, the following requirements must be met before the first day of class of the first semester that includes clinical experiences.

Checklist to ensure your student file is complete prior to the first day of class (CPR, health form, proof of health insurance must be updated annually). Please notify the College of Nursing of any changes.

- Completion of the UCF Student Health form
- Completion of the College of Nursing Student Health Form (copy attached), in addition to the UCF Student Health form. The College of Nursing Student Health Form must be updated annually.
- Proof of completion of any required immunization series must be provided to the College of Nursing by the date specified by the nursing program in which the student is enrolled. PPD test or chest x-ray is done annually.
- Evidence of HIV/AIDS training –may take CON online module after admission.
- Evidence of patient confidentiality training (HIPAA) – may take CON online module after admission.

- Proof of current CPR certification (CPR for Healthcare Providers must be from the American Heart Association).
- Proof of personal health insurance (Students are responsible for payment of any health care services). Resubmit every semester.
- FDLE and FBI Background fingerprinting.
- CertifiedBackground.com – background check.
- Proof of licensure as a registered nurse in the State of Florida or state where clinical experiences are conducted (RN to BSN and graduate students only).
- Individual agencies where students are assigned may have additional requirements such as FIT testing and drug screening.
- Current computer anti-virus contract (copy attached).
- Statement of acknowledgement of policies and procedures as set forth in the student handbook (copy attached).
- Confidentiality agreement (See the forms section).
- Signed classroom behavior policy
- Student must provide current documentation of on-going health insurance coverage each semester
- Consent for photographs or video (See the forms section)

Failure to provide or falsification of the above documentation is grounds for dismissal from the College of Nursing.

Student documents must be current and complete in order to participate in **any** clinical practice learning experience that involves patients. Students who do not have the FBI/FDLE clearance will not be able to complete the program and graduate. Students may also be asked to successfully complete clinical agency-mandated educational programs to participate in clinical learning experiences.

Progression

In order for students to progress in the nursing program, the following criteria must be met:

- Maintain a minimum overall grade point average of 2.5
- A minimum 2.5 grade point average in the nursing major (including no more than 1 nursing elective)
- Earn a grade of "C" or better in all nursing courses.
- Achieve a grade of "satisfactory" in all clinical/lab components of all nursing courses

Students who do not meet all of the above criteria must petition the Admission, Progression, and Graduation Committee to remain in the nursing program or take additional nursing courses. The petition should be received in the nursing office no later than two (2) weeks prior to the beginning of the semester in which the student seeks enrollment or the exception.

Students who receive a failing grade in a theory course, but successfully complete the companion clinical course, may be allowed to retake the theory course; however, an Independent Study will be required in order to update clinical skills prior to progression to further clinical courses. Students who receive a failing grade in a clinical course, but successfully complete the companion theory course, may be allowed to retake the clinical course; however, an Independent Study may be required in order to update theoretical knowledge prior to progression to further clinical courses.

In addition:

- Failure (receive a grade lower than C) of two nursing courses constitutes dismissal from the nursing program for all undergraduate programs.
- A student may not repeat more than one nursing course.
- The nursing curriculum must be completed within four years of initiation of the nursing program.
- Students who drop out for more than one term will be required to complete additional coursework when they return in order to meet the objectives of the curriculum. Students will receive a revised plan of study upon readmission.
- RN BSN Students out for more than 2 terms must re-apply to the program.
- The nursing curriculum must be completed and within seven years of initiation...RN-BSN/RN/MSN

Student petitions do not guarantee readmission and are evaluated on an individual basis by the APG committee. Academic performance, professional demeanor and personal conduct while in the program will also be taken into consideration. Students who demonstrated behavior indicative of possible substance abuse will submit to drug and/or alcohol screening. Students who test positive will be dismissed from the nursing program and referred to the appropriate program coordinator and other administrative officials.

Students are notified in writing of the actions, recommendations, and/or requirements specified by the Admission, Progression, and Graduation Committee. Placement of returning students is on a space available basis.

Appeals

Students who wish to appeal an action taken in a course should follow procedures outlined in the *UCF Undergraduate Catalog* and *Golden Rule Handbook*.

Dropping Out or Deceleration

Students who wish to withdraw from or decelerate in the nursing program, **must** confer with an advisor, make an appointment with the appropriate Program Coordinator, and **notify the College of Nursing in writing**. Students who drop out without notifying the College of Nursing will not be considered for readmission.

Readmission

Students who have been dismissed or have left the nursing program for any reason must petition to the Admission, Progression, and Graduation Committee for permission to return to the program. Petitions will be evaluated on an individual basis.

Students must:

1. Complete an Admission, Progression, and Graduation (APG) petition form, and a new nursing admission application, if requested.
2. Identify reason(s) he/she has been out of the nursing program.
3. Identify and provide documentation of having completed any corrective measures or evaluations which were recommended/required at the time of dismissal (if applicable).
4. Turn the completed APG petition into the College of Nursing Office (HPA I Room 220) at least two (2) weeks prior to the beginning of the semester in which the student is seeking readmission.

The APG Committee will confer with faculty members, as appropriate, in responding to each petition. Academic performance, professional demeanor and personal conduct while in the program will also be taken into consideration. Students will be evaluated for re-admission on a space available basis. If the student is readmitted, the committee and/or the student's advisor, along with the appropriate program coordinator, will develop a revised plan of study designed for successful completion of the program. The plan of study will include a clinical and/or didactic independent study, designed to refresh the student's clinical practice/theoretical knowledge or bring it to the level of other students enrolled in the semester in which the student is returning. Student documentation of current CPR, health insurance, and a College of Nursing health form must be submitted prior to the start of the semester the student is returning. An updated background check will also be required.

Please review the UCF Undergraduate Catalog for the grade forgiveness process. There is a specific timeframe that must be followed.

Graduation

Each student is responsible for reading and understanding the degree requirements as stated in the UCF catalogue under which she/he enrolled. Written policies and degree requirements can be found in the UCF Undergraduate Catalogue.

Students should talk with an advisor each semester regarding her/his program of study. Degree audits are available online from MyUCF and can be accessed by the student at any time. The student also has access to the College of Nursing Dean, Associate Deans, Program Coordinators, and College and University counselors, if necessary. Making appointments to meet with advisors is highly recommended. An "Intent to Graduate" form must be filed by the deadline announced by the University, usually the first week of the student's final semester.

NCLEX-RN Examination

Upon successful completion of the program requirements and upon recommendation by the Dean, BSN graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) leading to the registered nurse (RN) license to practice nursing.

The College of Nursing cannot guarantee that students with positive background checks will be permitted to sit for the NCLEX-RN licensure examination.

***Important:** Students must notify the Program Coordinator, within 72 hours, of any arrest or DUI that occurs while a student is in the program. Failure to report incidents will result in **dismissal** from the College of Nursing.

THE HONORS IN NURSING MAJOR PROGRAM

Eligible students are invited to participate in the Honors in the Major program at UCF. The purpose of the Honors in Nursing Major is to provide highly motivated students with an opportunity to express their creativity in the art and science of nursing through a rigorous research project/honors thesis. In addition, the program exposes students to a variety of roles, responsibilities, and issues related to professional nursing and health care. Students in the Honors in Nursing Major may participate in several activities, such as lectures by distinguished scholars and public leaders in the health care field. It offers students the opportunity to excel at a world-class university and provides a foundation for nursing leadership and advanced education under the guidance of expert faculty who are nationally and internationally recognized.

Admission to Honors in the Major

- An overall 3.2 GPA or greater for upper division
- A minimum 3.5 GPA in the first 12 credits in the nursing major
- At least two semesters of studies remaining before graduation
- Recommendation by a sponsoring faculty member or by the coordinator of the Honors in Nursing Major
- If you are interested, please contact Dr. Nancy Ahern who oversees the Honor's Program for the College of Nursing. nahern@mail.ucf.edu

Progression

To remain in the program, Honors students must maintain a minimum 3.5 GPA upon graduation in the basic nursing program and in the designated Honors courses. Graduation with Honors requires successful completion of six credits of Honors in Nursing courses:

- | | |
|--|-----------|
| • NUR 3165H Nursing Research <u>or</u> NUR 4903H Directed Honors Reading | 3 credits |
| • NUR 4970H Honors Thesis or Project Work | 3 credits |

Graduation

Students complete an Honors Thesis as part of the graduation requirements. They are also required to present the thesis at an oral defense. Upon successful completion of all Honors program requirements, the designation of "Graduate with Honors in Nursing" will appear on the student's diploma and in their final transcript.

COLLEGE OF NURSING POLICIES AND GUIDELINES

GRADING POLICY

The CON grading scale is: 92 - 100 = A
83 - 91 = B
75 - 82 = C
69 - 74 = D
68 or below F

*Grades below “C” are unacceptable for credit towards a nursing degree. A C- (minus) in any prerequisite is not acceptable.

In the undergraduate program, an overall GPA of 2.5 and a 2.5 in the nursing major are required for progression and graduation.

Satisfactory academic progress in a program involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in termination of the student from the program.

STANDARDIZED TESTS

Standardized tests will be administered throughout the curriculum. Students are required to take these exams when scheduled and are responsible for costs associated with their administration.

Students in the Basic and Accelerated Second Degree BSN programs will participate in ATI (Assessment Technologies Institute, LLC) testing. Failure to pay for or take the required tests, or to complete remediation if required, will result in an incomplete in the assigned course and will result in dismissal from the nursing program. Students are responsible for costs associated with the ATI testing.

EXAMINATIONS

Students are expected to be present for scheduled examinations. Absences are not permitted for examinations except for verified emergencies. If a student must be absent on the day of the scheduled examination, she/he must contact the course coordinator, preferably before the test is given, but **NO LATER THAN END OF THE SAME SCHOOL DAY**. Opportunity for a make-up is at the discretion of the instructor. If a make-up examination is given, a different format, such as essay questions, may be given at the discretion of the instructor. Instructors may require documentation from students related to reason(s) exams are missed.

The use of personal digital assistants, cell phones, calculators, and other instructional aids are not allowed during examinations unless the instructor gives permission. Unless specifically stated otherwise, students should assume an exam is closed book and should be completed without assistance. Unless specifically stated otherwise, students should assume exams may not be shared or shown to anyone. Exams to which students have legitimate access (e.g. via Webcourses) must be destroyed after completion. See section on academic honesty in this handbook and UCF Golden Rule for university policies related to cheating on academic assignments.

***Please carefully read syllabi for weighting of exams and additional required materials.** For example, in some classes an overall average of exams must be 75% without the inclusion of quizzes, papers, or projects in order to pass the course.

PROFESSIONAL EQUIPMENT

Students are expected to have basic equipment for client care during lab and clinical experiences. Necessary equipment includes a professional stethoscope with a bell and diaphragm, bandage scissors, a watch with sweep second hand or digital second readout, penlight, and a pen with black ink. A calculator is recommended. Bandage scissors are not allowed on pediatric units per unit policy.

TRANSPORTATION

Students are individually responsible for arranging their own transportation to the clinical sites or other outside clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision making process when clinical assignments are made.

REGISTRATION FOR COURSES AT UCF

Students will register for courses via the Internet on MyUCF. Dates and directions for registration are explained in the Course Schedule. Overrides for courses are processed in person in HPA I Room 220.

Prior to registration each term, students should obtain a degree audit through MyUCF and review it for accuracy. Concerns about the audit should be discussed with the student’s academic advisor, followed by the CON Academic Support Services, or the appropriate regional campus advising office.

Following registration and during the add/drop period, students must check on MyUCF that they are correctly registered for the required courses for that semester. If the registration is incorrect, it must be corrected during add/drop. Program Assistants and the

CON Student Support office can help with registration problems. Failure to do this will result in problems with progression and possibly additional fees.

OUTSIDE EMPLOYMENT

Employment should be limited as much as possible so that students may devote ample time for course preparation. Basic students should expect two full days of clinical per week and two or three full days of class and other required labs. RN-BSN students should anticipate one full day of clinical per week, once the clinical course begins. Clinical and class time should be free of other obligations, including employment, on-call time and personal business.

ATTENDANCE

Students are expected to attend all nursing classes, seminars, and both on-campus and clinical laboratory sessions. If a class is missed, the instructor may require make-up work. It is the responsibility of the student to obtain information and assignments from other students if a class is missed. Failure to attend a course-related activity may result in a lower course grade or failure.

Attendance at professional meetings should be put in writing and be negotiated in advance with the instructor and Undergraduate Program Coordinator. Generally, attendance at professional meetings may substitute for no more than one clinical day per semester. Only students who are in good standing academically and clinically may miss class or clinical for professional meetings. Missing clinical requires prior permission of clinical faculty. Necessary makeup dates must be arranged through the Program Coordinator.

Examples of sanctioned events include:

- University of Central Florida President's Leadership Council meetings/events
- University of Central Florida Student Government Association meetings/events
- Florida Nurses Association Student Day
- Florida Nurses Association Lobby Days
- Florida Nursing Student Association Pre-Convention Meeting
- Florida Nursing Student Association Annual Convention
- Florida Nursing Student Association Executive Board Member meetings/events
- National Student Nurses Association Midyear Convention
- National Student Nurses Association Annual Convention
- University of Central Florida Undergraduate Research Poster Session Presentation Day
- University of Central Florida Service-Learning Showcase Presentation Day

Also see the [University of Central Florida's](http://policies.ucf.edu/documents/4-401Make-UpAssignmentsforAuthorizedUniversityEventsorCo-CurricularActivitiesFINALFINAL.pdf) policy on "Make-up Assignments for Authorized University Events or Co-curricular Activities" which can be found at this link: <http://policies.ucf.edu/documents/4-401Make-UpAssignmentsforAuthorizedUniversityEventsorCo-CurricularActivitiesFINALFINAL.pdf>.

FORMAT FOR WRITTEN ASSIGNMENTS

For all College of Nursing courses, Fifth Edition APA style is required for all written work and formal presentations. Fifth Edition APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference format. Submissions not meeting these requirements will not be accepted.

CLINICAL OBSERVATION EXPERIENCES

During observation experiences students may not provide direct client care. Students need to prepare in advance for observation experiences. Students are encouraged to ask questions of the staff, interact with agency's clients, and request to be present at all activities relevant to the objectives for the experience.

Absence from a confirmed observation are treated the same as absence from a clinical experience. Students needing to change the date of an observation should discuss this in advance with the course instructor.

WEAPONS

No weapons of any type (i.e. guns, knives) are allowed on UCF property or at clinical sites, including weapons for which the student has a permit. Disciplinary action will be taken if this rule is not followed.

CLINICAL ACCOUNTABILITY

The University of Central Florida and the College of Nursing are obligated morally and legally to protect the safety, privacy, and security of clients entrusted to our care. Therefore, in order to function in the clinical setting and to meet course objectives, students must demonstrate evidence of mastery of certain skills and competencies.

UCF CON students 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. Students who are pregnant or become pregnant during the nursing program must notify the clinical instructor and Program Coordinator in writing as the pregnancy may alter clinical experiences open to the student. Students who develop any other illness or medical condition that may affect their own safety or their ability to provide care to patients must report that condition in writing to the clinical instructor as well as the Program Coordinator. Students are expected to follow policies of the clinical agency and to maintain confidentiality of client and agency information.

EXPECTED BEHAVIORS

Students are expected to exhibit behaviors consistent with safe practice under the direction of the faculty and/or preceptor. The student must demonstrate satisfactory performance in each clinical rotation by the last clinical day. All documentation must be accurate, reflecting care rendered.

Students should arrive for clinical on time and should stay for the full scheduled shift. Students must notify their instructor and the clinical agency if they will be absent or late. Failure to do this may result in an unsatisfactory grade in a clinical course. Chronic tardiness or unexcused absences will result in clinical failure.

Attention and involvement in the clinical experience is expected. Sleeping, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate during the clinical experience.

Monopolizing the clinical instructor's time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during clinical.

Students whose behavior is unacceptable in the clinical setting will have a counseling form written and placed in their personal file following a meeting with faculty, or be given a prescription for review of skills. Disciplinary action, including clinical failure and possible dismissal from the program, may also be taken for students whose behavior is unacceptable. Examples of **unacceptable behaviors** include, but are not limited to, the following actions:

- To provide nursing care in an unsafe or harmful manner. For example:
 - Performing a procedure without competence, outside agency policies or procedures, or without the guidance of a qualified person.
 - Providing direct patient care without the supervision of a registered nurse.
 - Willfully or intentionally doing physical and/or mental harm to a client.
 - Exhibiting careless or negligent behavior in connection with care of a client.
 - Refusing to assume the assigned and necessary care of a client, and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.
 - Disrespecting the privacy of a client (breach of confidentiality). For example:
 - Using the full name or position of a client in written assignments, and/or patient data of any sort, e.g. computer-generated forms retrieved from the clinical area. (All identifying information must be obliterated from documents.)
 - discussing confidential information in inappropriate areas
 - Discussing confidential information about a patient with third parties who do not have a clear need to know.
 - Removing any record or report (or copy) from the area where it is kept, except in the performance of student nurse assignments.
 - Violating HIPAA guidelines (as appropriate to setting).
- To falsify patient records or fabricate patient experiences
- To fail to report omission of, or error in, assessments, treatments or medications.
- To use, possess, sell, or distribute illicit drugs; to illegally use, sell, possess, or distribute any drugs or alcohol; or to use prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student.
- To fail to report body substance exposure to the clinical instructor.
- Disrespectful and/or rude behavior towards patients, family members, staff members or fellow students will not be tolerated and will result in disciplinary action and will be asked to leave the clinical setting and be marked absent for the day.
- Failure to disclose an illness or medical condition that may affect the student's safety or ability to provide patient care.

CLASSROOM: CLINICAL HOUR RATIO

1 credit = 3 contact hours in the clinical area

1 credit = 2 contact hours of on-campus laboratory

CLASSROOM BEHAVIOR

Expected Classroom Behaviors – These are adapted from Student Rights and Responsibilities at the University of Central Florida

Students are expected to exhibit behaviors that are expected of a professional nurse. Classroom “etiquette” expectations include but are not limited to the following:

- Attendance in nursing classes is expected. At times attendance may be part of the grades for a class. (See specific class syllabi.) If you will be absent please notify the faculty member who is responsible for the class so you may obtain needed class information.
- Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.
- Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes.
- Monopolizing class time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during class.
- Please turn off electronic devices that may be disruptive in class. If you are using a laptop during class please have it focused on current class material.
- Students whose behavior is inappropriate in class may be asked to meet with the instructor. A counseling form may be written and placed in their personal file. A report to Student Rights and Responsibilities may be made if the behavior continues.
- Disruptive behavior is not allowed and the student will be asked to stop the behavior and will be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action.
- Disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in disciplinary action.

UNIFORM POLICIES

CLINICAL PRACTICE AND LAB UNIFORM POLICY

All students should be dressed in professional attire when in the clinical setting, on campus labs, and at professional meetings. **The UCF College of Nursing photo identification is worn at all times.** Additional identification badges and uniform requirements may be required by the clinical agency. It is NOT acceptable for students to wear either their student name pin or their UCF insignia (patch) while in the agency at any other time (i.e., in the role of employee, volunteer, visitor) or in public social situations.

Uniforms are required for undergraduate students for most experiences. Your instructor will direct you if a uniform is not required for an on-campus skills lab. RN-BSN student's uniform expectations will be explained by your instructor. Students are expected to comply with the policies of the agency at which they are doing their clinical work.

Nails must be kept short, trimmed even to the top of the finger or shorter. Artificial nails and nail polish are **not** permitted. Jewelry is to be kept to the minimum—one pair of stud-type earrings (one earring per earlobe no larger than 1/4" in diameter) and plain wedding bands are the only jewelry permitted during clinical and on-campus lab experiences. A sweep-hand watch with a second hand is required. No necklaces of any kind are permitted. Jewelry in other pierced body parts is not permitted, including clear piercing. Tongue piercings are not allowed. Tattoos must be covered. Make-up, if used, must be discreet. Perfumes, colognes, or after-shave are not to be used. Hair must be neat, clean, and away from the face and shoulders. If scrunchies are worn they must be hair color or white and discrete. Facial hair for men needs to be neatly trimmed. Some agencies do not allow personnel, including students, to wear facial hair. Good personal hygiene is essential. **Inappropriate grooming or attire will result in being sent home from the clinical site or on-campus lab with an unexcused absence, which may result in a clinical failure.**

As nurses, it is important to be role models in health promotion. Smoking is not acceptable when in uniform. In addition, the smell of smoke on clothing and hair may be offensive, especially to clients who are ill. Students who smoke must do so outside the clinical or lab setting. Clothing and hair that retain smoke odors are not acceptable in the clinical setting. Gum chewing in clinical is not allowed. Personal cell phones must be turned off in clinical areas.

UNDERGRADUATE STUDENTS

Clean and wrinkle-free white UCF uniforms with the approved UCF insignia embroidered on the left chest are the attire for on-campus labs, community, hospital, and long-term care rotations. Uniforms are purchased from designated vendors. Information about where to purchase uniforms and the specific style numbers is disseminated at orientation. The shirt is worn untucked and over the slacks. Single colored, opaque undergarments must be worn and are to closely match the wearer's skin tone. Underpants must be worn and cover from the waist to the gluteal folds. Thong styles are not acceptable. A white camisole or undershirt may be worn to ensure that modesty and professionalism are promoted. If an undershirt is worn, the sleeves must either be full length or not extend beyond the uniform sleeves. The top of the pants is not to be rolled. No alterations are to be made to the manufacturer's product without written permission from the program coordinator. Only the designated uniform jacket may be worn over the basic uniform if needed and is optional. Other outerwear (jackets and sweatshirts) is not permitted in clinical settings. Shoes are to be white, sturdy, low-heeled, and closed toe/heel with non-marking soles. Shoes must be clean and in good repair. Athletic shoes are acceptable but must be all white. Socks and hosiery must be white and cover the ankle. RN to BSN students must follow the same uniform policies unless sites for clinical experience dictate otherwise. In the community settings the students will be required to wear a navy blue scrub pant with the white tunic top as described above. All of these uniform pieces are to be purchased from designated vendors.

Activities requiring business casual attire:

When at the clinical agency, for activities such as reviewing records for a patient assignment, students are to wear neat, professional or business attire with the designated uniform jacket. The uniform jacket is to have the UCF insignia patch on the left shoulder one inch below the shoulder seam in the center of the sleeve. The UCF insignia patch must be neatly sewn in place. The UCF College of Nursing photo identification is worn at all times. During psychiatric-mental health nursing experiences and occasional Community Nursing activities, students may be required to wear professional attire and shoes. These instances will be at the discretion of the instructor on an individual basis. In keeping with the intent of the promotion of professionalism and identification as UCF nursing students, business attire with the uniform jacket will be the norm. (Clinical instructors will provide additional information as relevant to the clinical agency). A good rule of thumb, if you are not sure something is acceptable, choose something else or ask your instructor. See the following overall dress code requirements.

Overall Dress Code Requirements – Business casual

Group	DO	DON'T
All Students	<p>Dress neatly and cleanly using appropriate hygiene</p> <p>Clothes should be clean and in good repair.</p> <p>Polo shirts</p> <p>Slacks with the waist at waist level</p> <p>Closed toe shoes color-coordinated with outfit</p> <p>Appropriate hosiery</p>	<p>Torn, ripped, dirty, frayed clothing or clothing with holes.</p> <p>Clothing should not expose undergarments, buttocks, chests, or midriffs.</p> <p>Anything denim, any color, (jeans, shirts, skirts, dresses, jackets).</p> <p>Sandals of any type, flip flops.</p> <p>Shorts or leggings of any type.</p> <p>T-shirts, tank tops, halter tops, muscle shirts, see through clothing articles, midriff (cropped) tops, thongs or sleeveless tops unless covered by another top.</p> <p>Clothing with foul language, obscene images, advertisements, political, racial or religious messages.</p> <p>Sweat pants or sweat shirts.</p> <p>Gang related items.</p> <p>Caps or hats.</p>
Female students	<p>Slacks</p> <p>Dresses or skirts that below the knee or longer.</p> <p>Appropriate hosiery should be worn</p> <p>Blouses, sweaters or knit tops</p>	<p>Tight slacks.</p> <p>Underwear that can be distinguished beneath clothing or be seen when wearing a dress or skirt. Stirrup pants.</p> <p>Mini-skirt.</p> <p>Tops that display cleavage or are skin-tight.</p>
Male students	<p>Collared shirt. Ties are optional</p> <p>Banded-collared shirt</p> <p>Sweater with collared shirt underneath</p> <p>Turtlenecks</p>	<p>Non-collared shirts.</p> <p>V-neck sweater with t-shirt underneath.</p>

MANAGEMENT OF BODY SUBSTANCE EXPOSURE POLICY

Every effort is made by the faculty to avoid dangerous situations in the clinical setting, but risks are ever present during nursing procedures. Students should use universal precautions and safety measures to prevent the likelihood of these types of injury.

DEFINITIONS

1. BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS:

- a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- c. HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing cultures medium or other solution; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

2. Body Fluid Exposure is any exposure to non-intact skin or mucous membranes by body fluids that are infected or potentially infected by blood borne pathogens. Most common exposures in the healthcare setting ranked from highest to lowest risk of transmitting disease are:

- a. Needle sticks, cuts
- b. Prolonged exposure to non-intact skin including open wounds, abrasions, chapped hands, dermatitis
- c. Splashes to eyes or mouth
- d. Bites: more at risk for bacterial pathogens from the skin surface than HIV or HBV.

3. Significant Exposure is defined as an exposure to blood/body fluids of source patient by percutaneous injury, exposure or mucous membranes, chapped or broken skin of the healthcare worker.

These include:

- deep injury
- visible blood on device
- procedure involving needle placed directly in a vein or artery
- terminal illness in source patient

4. Source - an individual or object comes in contact with a healthcare worker in such a way that an exposure incident has occurred during the course of work-related duties.

5. Unknown Source is a source determined to be unknown only after reasonable attempts have been made to locate and investigate the source. A source can also be declared unknown for treatment reasons if there is not sufficient time to investigate the source before the at-risk incubation period ends.

FIRST ACTIONS UPON INJURY

1.
 - a. Puncture wound:
Bleed wound and wash with soap and water
 - b. Eyes or mucous membranes:
Immediately flush with copious amounts of water
 - c. Other body surfaces:
Wash with soap and water
2. Notify instructor/preceptor at once. (Medical follow-up must begin within four (4) hours of the incident). The instructor/preceptor will communicate with the appropriate program coordinator
3. Complete an Incident Report Form to document any Blood/Body Fluid exposure. (See pages 37-38).
4. Identify the source patient/object and risk status of source patient if possible.
5. Orlando students should call UCF Student Health Services for medical treatment (407-823-2096 is the direct line to the nurses' station), unless otherwise instructed by faculty.
Hours: Monday through Friday 8:00 AM - 9:00 PM during the Fall and Spring semesters.
Monday through Friday 8:00 AM - 6:00 PM during the Summer semester.

6. If Student Health Services is closed /unavailable, go to the hospital Emergency Department immediately for treatment. The needle stick or body substance hotline should be contacted and guidelines followed. **Regional campus students should follow the agency's body substance exposure policy.**
7. Report to UCF Student Health Services on the next working day with your records from the hospital.

****Regional Campus students must complete the Incident Report Form and follow the protocol of the clinical facility. Students should go to the hospital Emergency Room or to their healthcare provider for treatment.**

Treatment will vary depending on the magnitude of the exposure and the risk status of the source. If there is potential HIV/HBV transmission, facility protocols will be followed with testing and counseling provided. AZT (Zidovudine) will be prescribed if a large or moderate exposure has occurred; or when the source is not known.

Confidentiality is very important. All student test results are confidential. No test result information will be given to the UCF College of Nursing or to any nursing faculty. If a student chooses to refuse HIV testing, he/she must sign a waiver.

Payment: Payment for services rendered are the responsibility of the student. Insurance coverage, required as part of the student's enrollment in clinical, may pay for part or all of the services.

HIV testing is done:

- immediately after exposure
- at 6 weeks, testing is repeated only if a viral syndrome occurs
- 3 months later
- 6 months later
- 12 months later

CORE PERFORMANCE STANDARDS POLICY

Core Performance Standards for Admission and Progression (for non-licensed students) for Clinical Coursework in the College of Nursing (These are adapted from the Southern Council on Collegiate Education for Nursing)

Students admitted to the College of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entered in clinical nursing courses. The College of Nursing will collaborate with students on making reasonable accommodation(s) for known physical and/or mental impairments. The cost of special equipment will be the responsibility of the student. However, it must be noted that nursing is a physically and mentally demanding profession. The following **Core Performance Standards** will be used by students, along with faculty, to determine whether or not accommodation(s) can be made reasonably.

1. **Interpersonal** (Behavioral/Social): Nursing students must exhibit patterns of behavior that demonstrate emotional maturity that allow for intellectual development, sound judgment and personal accountability. Nursing students will need to demonstrate the ability to develop therapeutic and effective nurse-patient relationships. Nursing students need to demonstrate interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Nursing students must be able to function effectively under stress.
2. **Critical Thinking** (Cognition): Nursing students must have the ability to measure, calculate, reason, and analyze. Synthesis and application of complex information is also required, including identification of cause-effect relationships. Nursing students must be totally alert and attentive at all times in clinical settings.
3. **Communication**: Nursing students must be able to communicate effectively and efficiently verbally, non-verbally, and in writing with patients and members of the health care team. Nursing students need to be able to gather data, engage in the teaching process and provide emotional support for patients and their families.
4. **Motor/Mobility**: Nursing students must have physical abilities sufficient to gather information from patients. This includes the movements required for palpation, percussion, auscultation and other diagnostic procedures. Nursing students must be able to have sufficient mobility to provide general and emergency care to clients. This care requires the nursing student to have moderate muscle strength, coordination of both fine and gross motor skills, equilibrium and functional use of all senses, especially hearing and vision.
5. **Observation** (Hearing, Vision, Touch, Taste, and Smell): Nursing students must be able to observe clients in order to obtain data needed in order to make accurate clinical judgments. This involves the use of all senses. Students must be able to observe nursing interventions and other psychomotor procedures.

Nursing students are accountable for standards of conduct that may be greater than those required by other University students due to the nature of the profession. Standards of conduct as outlined by the American Nurses' Association Code of Ethics and the Florida Nurse Practice Act are required by students in the College of Nursing.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996, referred to hereafter as HIPAA, was established to provide national standards for privacy and confidentiality of all health data and the transmission of health data electronically.

Policy

The University of Central Florida, College of Nursing has identified itself as a business partner for healthcare organizations and healthcare providers. In accordance with this designation, we need to abide by HIPAA regulations and provide or verify that education on HIPAA has been given to students who are enrolled in our programs. HIPAA education needs to be completed before a student is allowed to start a clinical/practicum with a healthcare organization or a healthcare provider.

Procedure

New basic and accelerated/second degree BSN students will be automatically enrolled in the online HIPAA course and are required to complete the course unless proof of completion of comparable course is provided.

RN to BSN or RN to MSN students and Masters Program students are also required to have HIPAA education. Proof of HIPAA completion is a document from the student's employer verifying that they have received the mandated education or a certificate stating that they have received HIPAA education. If documentation is not provided, the student will be required to take the UCF CON HIPAA course. The document should be submitted to the appropriate Program Assistant.

Enrollment in UCF College of Nursing HIPAA Course

Requests for enrollment in the HIPAA course can be made through the designated HIPAA course coordinator. Students should contact the appropriate program assistant to make a request for placement in the course. Faculty can contact the designated course coordinator directly for placement in the course. Your NID will be needed for placement in the course. The course is online through the MYUCF portal and under **Webcourses@UCF**. The link is <https://my.ucf.edu/index.html>, once you have signed on to the portal go under "On-Line Tools". Upon completion of the course, the student will receive one certificate for his/her personal file and one certificate will be placed in his/her school file. New students cannot be enrolled until the first week of classes each term.

STUDENTS RIGHTS AND RESPONSIBILITIES

ACADEMIC HONESTY

Honesty is highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a critical factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in *The Golden Rule*, the University's Student Handbook. See <http://www.ucf.edu/goldenrule/> for further details. Information may also be obtained from the Office of Student Conduct at (407) 823-2851.

Faculty members may also use www.turnitin.com, to review papers and projects for plagiarism. This website allows instructors to quickly and easily compare each student's report to billions of web sites, as well as an enormous database of student papers. After submission of the paper, instructors receive a report that states if and how another author's work was used.

Academic action will be taken for the following behaviors:

1. Cheating—whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.
2. Plagiarism—whereby another's work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
3. A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

Actions that may be initiated by the Instructor, Director, or Dean of the College may include: counseling; loss of credit for specific assignment, examination or project; or removal from course with a grade of "F". The Office of Student Conduct may also take additional action including: warning, probation, suspension, expulsion, or a permanent conduct record that is accessible by other institutions upon request. The student is notified in writing when action is taken along with the reasons for the action. A report is also sent to the Dean of the College of Nursing.

PROFESSIONAL CONDUCT

Students as representatives of the University of Central Florida and the College of Nursing are expected to conduct themselves in a professional manner at all times. Students are expected to treat faculty, clinical staff and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs. Further, students should strive to maintain an optimum level of personal health and well-being in order to promote the same in others. Students are reminded that equipment found in the clinical agencies is the property of that agency.

STUDENT GRIEVANCES

Students are encouraged to attempt a solution of problems at the lowest level possible. The administrative hierarchy for discussing students concerns is: Instructor, Course Coordinator, Program Coordinator, Associate Dean, and Dean of the College of Nursing. If resolution does not occur at the College level, *The Golden Rule* outlines the steps to be taken to resolve grievances.

As described in the *UCF Undergraduate Catalog* and *Golden Rule Handbook*, students who have course or program concerns should follow the appropriate route for expressing those concerns. Concerns about a class begin with the course faculty. If not resolved, go to the next level, the course coordinator, then the program coordinator. A formal appointment should be made.

BACKGROUND CHECKS

The UCF College of Nursing completes a fingerprinting check via the FDLE VECHS program and a background check through CertifiedBackground.com.

As part of the application process you are required to provide FBI/FDLE fingerprinting and CertifiedBackground.com check. This is a requirement for all employees, volunteers, and students having access to confidential client information and is required by many of the agencies where we place students for clinical experience. The results are reviewed as part of the admission process and may be grounds for denying a student admission to the College of Nursing.

Students must obtain needed forms from the College of Nursing. Forms will be mailed on receipt of a stamped self-addressed 9x11 envelope. For FBI/FDLE fingerprinting, students must sign the release form, check the volunteer block on the form and return all three copies to the College of Nursing along with the completed fingerprint card. Students are responsible for getting fingerprinted on the card provided. Students should return the fingerprint card, release form, and a check for the processing fee with their application. Make checks payable to Florida Department of Law Enforcement (FDLE).

The nursing office will mail the fingerprint cards, release forms, and checks to the FDLE VECHS program for processing.

The results of the background checks will be sent directly to the College of Nursing.

For the CertifiedBackground.com check, students must follow the directions on the instruction card provided for online processing of an in-depth background check. Costs start at \$47.00 but may vary. Payments must be made using a credit/debit card. Students must print confirmation of payment and fax or mail a copy of this form to their program assistant.

If an offense makes the student ineligible for clinical placement, a student will not be admitted to the nursing program and this decision may not be appealed.

1. Students with positive background checks or fingerprinting will receive a letter from the College of Nursing.
2. The student should contact the Program Coordinator to discuss the results of the FDLE/FBI background check.
3. If you have ever been found guilty of, or pled guilty or no contest to any charge (all misdemeanors or felonies), or been arrested other than a minor traffic offense, you must submit arrest and court records of the final disposition of each offense listed.
4. If your civil rights were taken away due to an offense, documentation of restoration of civil rights must be submitted.
5. Official documentation:
 - a. If you are requesting the Court to submit official records directly to the College of Nursing, the College of Nursing must have received a letter from you indicating this.
 - b. If you are submitting the Court records with your appeal package, each document page must have the court seal on it. (You are advised to keep a “certified and true copy” of the court records in your personal files).
 - c. If the record has been sealed, you must submit the Court Order sealing the record. This is required because the charge may still appear when the College of Nursing requests the background check.
 - d. If official records are not available, you must submit a letter from the court and/or law enforcement agency on official letterhead with the Court or Agency seal on it stating that the record has been purged.
6. You are required to submit three letters of recommendation. One letter should be from your current employer. Letters of recommendation from family members will not be accepted. These letters should be from individuals who can endorse your role as a future health provider.
7. In selected cases, a student may be required to speak before the College of Nursing Admission, Progression and Graduation Committee.
8. If you have any questions, please contact the College of Nursing office (407-823-2744)
 - Basic or Second Degree – Patricia Leli, Program Coordinator
 - RN-BSN, RN-MSN – Ms. Barbara Lange, Program Coordinator
 - Master’s or Doctoral programs – Dr. Jean Kijek, Associate Dean, Graduate Affairs

If arrested after admission to the College of Nursing, a student must notify the appropriate program coordinator within 72 hours of the offense. Selected offenses may prevent the student from attending clinical experiences. Failure to notify the College of Nursing will result in dismissal from the program.

COLLEGE OF NURSING SERVICES

Students with Disabilities

The College of Nursing will make reasonable accommodation for known physical and/or mental impairments. However, it must be noted that nursing is a physically and mentally demanding profession. Standards recommended by a task force of the Southern Council on Collegiate Education for Nursing will be used by students along with advisors to determine whether or not accommodations can be made reasonably.

The University of Central Florida encourages academically qualified student with disabilities to take advantage of its educational programs. The [Office for Student Disability Services](#) provides a variety of services. Contact (407) 832-2371 or the UCF Catalog for more information.

Research

The faculty is committed to the conduct of research and the use of research as the foundation of practice. Students are introduced to the research process and the evaluation of research in the undergraduate program. In the graduate program, students increase their knowledge of the conduct of research and the application of that research in practice. Dissemination of this knowledge is both valued and encouraged through, papers, posters, and peer-reviewed publications.

Service (Community Partnerships/Collaboration)

Service to the school, profession, and community is encouraged both as a part of the formal curriculum and through activities of the students and faculty. Students and faculty have both leadership and participant roles in the governance of the university. Active participation in professional organizations is encouraged at the local, state, regional, national and international levels. Collaborative work with the community is evident both in the linkages established by the College of Nursing and through professional and civic work of students and faculty.

Diversity of Students and Educational Programs

The faculty values the diversity of the student population of the University of Central Florida as well as the broad spectrum of educational backgrounds and needs they represent. Innovative avenues for access to the baccalaureate and masters degree programs are developed and provided by the College of Nursing in order to remain responsive to the need for nurses in the changing health care environment.

Advisement

The faculty recognizes that their influence through advisement, mentorship, and cooperation with students can result in higher levels of student retention and increased student satisfaction with the educational process. Student advisement is based on a professional relationship that is accessible, and provides specific and accurate information.

Faculty Availability

Each faculty member schedules a minimum of five office hours per week for student conferences and advisement. Students are encouraged to make appointments with faculty members during their scheduled advisement. Electronic communication is also encouraged. The Program Coordinators, Associate Deans, as well as the Dean of the College of Nursing are available to meet with students as needed, or communicate via electronic mail. Although the administrators have an "open door" policy to meet with students, appointments are suggested so that adequate time is available to address student issues, concerns, and suggestions.

Communication

Students will be assigned a penda-flex mail folder. Students should check their folders frequently. Announcements and other information will be posted on program-specific bulletin boards and on class e-mail lists. Many courses also use a Webcourses email account to facilitate course communication.

Electronic mail is a vital component of the University of Central Florida and the College of Nursing communication. Every UCF student is issued an electronic mail account when admitted to the program. Students are responsible for learning how to access e-mail at UCF. "...@knights.ucf.edu" mail will be the official email for the College of Nursing students. Students should check e-mail frequently, preferably daily. Students must have anti-virus software, and update the software on a regular basis.

LISTSERVS

Distribution lists (listservs) are established for students in each program. These listservs are an essential part of dissemination of information. Students who use e-mail through providers other than MyUCF should have their MyUCF accounts forwarded appropriately in order to have access to vital information. "Not being on listserv" is not a valid excuse for inability to receive email. Upon admission, students are added to the appropriate CON listserv.

All students will be notified, in a timely manner, of changes in academic policy and program issues via the respective program listservs, the approved method for communication at UCF.

Effective Fall 2009: Students are required to provide the CON with a “Knights” email account address for all Listserves.

Change in Personal Information

It is the student’s responsibility to contact his/her program assistant regarding changes to email, phone, address, and name. Changing this through the My UCF portal does **not** change the records in the College of Nursing.

List of LISTSERVs:

Brevard Students – Seniors	brev2009@listserv.cc.ucf.edu
Brevard Students – Juniors	brev2010@listserv.cc.ucf.edu
Daytona Students – Seniors	dayt2009@listserv.cc.ucf.edu
Daytona Students – Juniors	dayt2010@listserv.cc.ucf.edu
Accel/Second Degree BSN Students	accelbsn10@listserv.cc.ucf.edu
Basic Students – Juniors	NUR2011@listserv.cc.ucf.edu
Basic Students – Seniors	NUR2010@listserv.cc.ucf.edu
RN-BSN and RN-MSN Students	rnbsnucf@listserv.cc.ucf.edu

MISCELLANEOUS INFORMATION

FINANCIAL AID/SCHOLARSHIPS

Undergraduate Students

Scholarship applications may be obtained in the College of Nursing office. Other information related to financial assistance is available from the UCF Financial Aid and Minority Affairs offices.

A list of available scholarships has been compiled by the College of Nursing Student Affairs Committee. Information about scholarships is kept in a notebook in the Nursing office and also disseminated via the student listservs. Many scholarships are based on financial need and require a completed FAFSA form. Students are encouraged to complete a FAFSA form upon entry into the program to facilitate administration of scholarships and other financial aid. Scholarships are listed on the College of Nursing website.

Many institutions offer tuition assistance and reimbursement for employees. Several agencies also offer scholarships for students who agree to work at the agency upon graduation. Students should investigate these options.

CHILDREN IN SCHOOL ACTIVITIES

Children are not to be brought to class or clinical agencies.

DUPLICATE COPIES

Faculty members may request duplicate copies or an electronic version of paper/projects for the School's files.

INCLEMENT WEATHER

Occasionally, inclement weather occurs. Students need to monitor school closings on the TV and/or radio. If the University of Central Florida is closed, the College of Nursing will not hold classes or clinicals. Students should listen for the closings of their specific campus (i.e. Orlando, Cocoa or Daytona).

STUDENT LIFE

Nursing students are encouraged to participate in student activities at the college and university levels. Students also have the opportunity to participate in undergraduate and graduate student nurses associations.

Student Nurses' Association (SNA)

The Student Nurses' Association (SNA) is a University of Central Florida organization for baccalaureate nursing students. The association is a constituent of the Florida Nursing Students' Association and the National Student Nurses' Association. Regularly scheduled meetings are held throughout the year. Both the Orlando and Brevard campuses have SNA chapters. Membership is open to basic and second degree BSN and RN-BSN students. A faculty advisory who is a member of FNA will be appointed by the CON Director.

Nursing Honor Society - Sigma Theta Tau

Sigma Theta Tau is the International Honor Society of Nursing. Theta Epsilon is the University of Central Florida's chapter. Students who meet the eligibility criteria will be invited to apply each Spring. Faculty counselors are elected each year to answer questions about membership.

Undergraduate students who have completed half of the nursing curriculum, achieved an overall GPA of at least 3.2, and are in the upper 35% of the graduating class are eligible to apply. Graduate students who have completed at least one-fourth of the graduate program and achieved a graduate GPA of at least 3.5 are eligible to apply.

Other Organizations and Student Forums

At present, there is no formal College of Nursing RN to BSN Organization. Students are encouraged to discuss needs and concerns with the RN to BSN Coordinator or the College of Nursing Associate Dean for Undergraduate Affairs. Students who are licensed are encouraged to belong to the Florida Nurses' Association and specialty nursing organizations.

STUDENT REPRESENTATION

Students will have representation on the College of Nursing committees. The Curriculum Committees and the Student Affairs Committee have student representatives with voting privileges as delineated in the College of Nursing Faculty Association By Laws. These student representatives are expected to attend all meetings and share information with their classmates.

University of Central Florida
COLLEGE OF NURSING
- STUDENT HEALTH FORM -

Name: (PLEASE PRINT) _____ PID: _____
 Date: _____ Program: Basic RN-BSN MSN
Accelerated

Note: The physical exam must have been completed within six months prior to the first day of class. All three pages of the health review must be turned in prior to starting the program.

1. ALL STUDENTS MUST COMPLETE THE TB SCREENING FORM ON THE REVERSE SIDE. PPD screening results **must be** included on the HEALTH HISTORY AND PHYSICAL EXAMINATION FORM (page 3).

2. IMMUNIZATIONS:

<u>Immunization/Disease</u>	<u>Date</u>
Polio Vaccine (Date of Immunization)	_____
Tetanus/Diphtheria Or Tdap (Booster within last ten years)	_____
Measles, Mumps, Rubella (MMR) OR laboratory evidence of immunity	_____
Varicella (Chicken Pox) Vaccine OR History of documented chicken pox (give date) OR laboratory evidence of immunity	_____
Hepatitis B Vaccine OR laboratory evidence of immunity	_____
Hepatitis A Vaccine	_____
Meningococcal Conjugate Vaccine	_____
Other (identify type of immunization/s)	_____

If immunization series is in progress or to be started during the first semester in the program, indicate dates of upcoming doses and provider. Proof of completion needs to be submitted.

 (if started, indicate finish date)

We recommend students receive the Influenza Vaccine annually.

3. I have a latex sensitivity. Yes No
4. I have reviewed the “Core Performance Standards (for non-licensed students) for Clinical Course Work in the College of Nursing”, (page 4 and on the back of the Health History & Physical Examination form), and am able to undertake all aspects of the nursing education program, including interactions with patients and staff in clinical settings.
5. Please state any special accommodations needed below. These will be reviewed by the Admission, Progression and Graduation (APG) Committee on a case-by-case basis.
 Special Needs: Yes No
 (if yes, please describe): _____

I certify that the information provided above is correct.

 Student Signature

 Date

May 21, 2009

University of Central Florida
COLLEGE OF NURSING
TUBERCULOSIS SCREENING
HEALTH REVIEW FORM

Name _____ Date _____

PID _____ Program: Basic RN-BSN MSN Accelerated

Date of Birth: _____ Place of Birth: _____

Please complete the following questionnaire as part of the tuberculosis (TB) screening process.

DO YOU HAVE, OR HAVE YOU HAD IN THE LAST TWO MONTHS, ANY OF THE FOLLOWING:

Symptoms	Yes	No	Symptoms	Yes	No
Productive cough			Fever		
Night sweats			Sore throat		
Shortness of breath			Rash		
Loss of appetite			Swollen or tender lymph nodes		
Unusual tiredness			Open or infected sore or wound		
Unintentional weight loss					

Please answer the following questions:

Please comment on positive answers.

	YES	NO	
Have you ever been exposed to TB? If yes, when?			
Have you ever had a positive TB skin test?			
Have you ever taken BCG vaccine?			
Have you ever taken any medication for TB?			
Are you taking any routine medication?			

- DO NOT WRITE BELOW THIS LINE -

Reviewed by: _____

University of Central Florida
COLLEGE OF NURSING

Name: (PLEASE PRINT) _____ **Date:** _____

HEALTH HISTORY & PHYSICAL EXAMINATION
TO BE COMPLETED BY A LICENSED HEALTH CARE PROVIDER

Is there any significant medical history or condition that could affect functioning as a nursing student, including interaction with patients and staff in clinical settings?

Yes No

Please Describe:

Is this individual currently taking any medication that could affect participation in a nursing education program, including interaction with patients and staff in clinical settings?

Yes No

Please Describe:

I certify that _____ has been examined by me on _____ and is found to be in good physical and mental health and appears able to undertake all aspects of the nursing education program, including interaction with patients and staff in clinical settings. (Please see "Core Performance Standards (for non-licensed students) for Clinical Course Work in the College of Nursing": on the back of this form.)

Practitioner's Name (PLEASE PRINT): _____

Practitioner's Signature: _____

Licensed as (PLEASE CIRCLE ONE): ARNP Physician Assistant Physician

License Number: _____ State/Country Licensed: _____

PPD DATE: _____ (must be within last 6 months) RESULTS: _____

-OR-

CHEST X-RAY IF POSITIVE PPD

RESULTS: _____

DATE: _____ (does not need to be within last 6 months)

Signature: _____

Title: _____

University of Central Florida
COLLEGE OF NURSING

Core Performance Standards for Admission and Progression (for non-licensed students) for Clinical Coursework in the College of Nursing (These are adapted from the Southern Council on Collegiate Education for Nursing)

Students admitted to the College of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entered in clinical nursing courses. The College of Nursing will collaborate with students on making reasonable accommodation(s) for known physical and/or mental impairments. The cost of special equipment will (may) be the responsibility of the student. However, it must be noted that nursing is a physically and mentally demanding profession. The following **Core Performance Standards** will be used by students, along with faculty, to determine whether or not accommodation/s can be made reasonably. (Further information is provided in the College of Nursing Handbook.)

1. **Interpersonal** (Behavioral/Social): Nursing students must exhibit patterns of behavior that demonstrate emotional maturity that allow for intellectual development, sound judgment and personal accountability. Nursing students will need to demonstrate the ability to develop therapeutic and effective nurse-patient relationships. Nursing students need to demonstrate interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Nursing students must be able to function effectively under stress.
2. **Critical Thinking** (Cognition): Nursing students must have the ability to measure, calculate, reason, and analyze. Synthesis and application of complex information is also required, including identification of cause-effect relationships. Nursing students must be totally alert and attentive at all times in clinical settings.
3. **Communication**: Nursing students must be able to communicate effectively and efficiently verbally, non-verbally, and in writing with patients and members of the health care team. Nursing students need to be able to gather data, engage in the teaching process and provide emotional support for patients and their families.
4. **Motor/Mobility**: Nursing students must have physical abilities sufficient to gather information from patients. This includes the movements required for palpation, percussion, auscultation and other diagnostic procedures. Nursing students must be able to have sufficient mobility to provide general and emergency care to clients. This care requires the nursing student to have moderate muscle strength, coordination of both fine and gross motor skills, equilibrium and functional use of all senses, especially hearing and vision.
5. **Observation** (Hearing, Vision, Touch, Taste, and Smell): Nursing students must be able to observe clients in order to obtain data needed in order to make accurate clinical judgments. This involves the use of all senses. Students must be able to observe nursing interventions and other psychomotor procedures.

Nursing students are accountable for standards of conduct that may be greater than those required by other University students due to the nature of the profession. Standards of conduct as outlined by the American Nurses' Association Code of Ethics and the Florida Nurse Practice Act are required by students in the College of Nursing.

**University of Central Florida
College of Nursing
Student Incident Report Form**

This report is to be completed promptly (within four (4) hours of incident) by the student for any related accident, injury, or illness. This report is to be turned in to or sent to the College of Nursing Program Coordinator or Associate Dean, and a copy to the Dean's office. (HPA1 - 220).

If immediate medical attention is needed, report to the UCF Student Health Services 407-823-2096. Health Service Center hours are: Monday thru Friday 0800-2100 (Fall and Spring semester) and Monday through Friday 0800 – 1800 (Summer semester). If Student Health Services is closed / unavailable, go to the hospital Emergency Department immediately for treatment.

PLEASE PRINT:

Student Name _____	Time of Incident: _____ AM PM
Address: _____	Date of Birth ____ / ____ / ____
Contact Phone #: _____ - _____ - _____	Social Security #: _____ - _____ - _____
Date of Incident: ____ / ____ / ____	Instructor: _____

Please describe any other information related to the incident (use separate pieces of paper if needed):

How did incident occur?

Where did the incident occur (be specific to exact site and clinical location)?

Who witnessed the incident?

Who did you first report incident to?: Name: _____ Phone #: _____

What is the nature of your injury? (circle appropriate)

Needle stick Cut Strain Burn Bite Puncture Splash Inhalation Other: _____

Body part affected: (i.e. low back, right arm, left leg) _____

Type of fluid involved: (circle appropriate)

Blood Saliva Emesis Mucus Semen Urine Feces Sweat Tears Exhaled Air Other: _____

Amount of exposure: (circle appropriate)

Less than one drop One drop to one teaspoon Over one teaspoon Unknown

The following questions are for needle stick incident only:

Was the instrument visibly contaminated with blood? (circle appropriate answer) YES NO

Needle stick from (circle appropriate response):

Recapping Injection In trash In linen Full needle box Other: _____

The following questions are for splash incident only:

Splash to: Mouth Eye Ear Nose Other _____

Skin- no break Skin-broken (explain): _____

What steps were taken immediately after exposure? (Circle all appropriate)

Washing Rinsing Bleeding

Type of protective equipment worn at the time of exposure? (circle all that apply)

Gloves Mask Eye protection Gown Apron Resuscitation Mask None Other: _____

Source of exposure (Gather information available):

Name of source client: _____

Date of Birth: _____

Full Address: _____

Telephone: _____

Attending physician of source client: _____

Diagnosis of source client: _____

Comments regarding source client risk factors:

HIV, Hepatitis A, B, C, type unknown, Syphilis, Gonorrhea, Tuberculosis, Meningitis, Other: _____

Medical Information

Did you seek medical attention? _____

Date: _____

Who is your health care provider? _____

Address: _____

Telephone: _____

Who is your current health insurance provider? _____

****Please provide a copy of the provider statement related to the incident**

Student Signature: _____

Date: _____

Time: _____ AM PM

UCF College of Nursing Undergraduate Admission, Progression, Graduation (APG) Waiver/Petition

SECTION 1		SECTION 2	
Name (First, MI, Maiden, Last)		GPA: _____	
PID	Phone No.	Semester Affected: <input type="checkbox"/> Sp <input type="checkbox"/> Su <input type="checkbox"/> F	
Address (Street)		Year _____	
(City)	E-mail		
(State)	(Zip)		

SECTION 3 Program (Choose One)	SECTION 4 Campus (Choose One)	SECTION 5 Purpose of Petition (Choose One)
<input type="checkbox"/> Pre-Nursing <input type="checkbox"/> SCC Concurrent <input type="checkbox"/> Basic <input type="checkbox"/> 2 nd Degree Accelerated <input type="checkbox"/> RN-BSN <input type="checkbox"/> RN-MSN	<input type="checkbox"/> Orlando <input type="checkbox"/> Altamonte Springs (Concurrent Students) <input type="checkbox"/> Cocoa <input type="checkbox"/> Daytona <input type="checkbox"/> Web	<input type="checkbox"/> Waiver Request for Nursing <u>Admission</u> Requirement (pre-req) <input type="checkbox"/> Program Course Requirement <input type="checkbox"/> Continuance in College of Nursing <input type="checkbox"/> Other (explain in Section 7)

SECTION 6 (for Course Waiver/Substitution Only) – <i>MUST INCLUDE transcripts, course descriptions, and a copy of your current UCF Degree Audit (if available).</i>						
Course Number Taken	Name of Course Taken	Credit Hours Taken	Name of School Where Taken	Date Taken (Semester/Year)	Grade Received	For Which UCF Course Number

SECTION 7 (for Continuance in College of Nursing and Other issues only) – *Please attach letter explaining request and plans for change/improvement, etc.*

Add'l. Comments:

APG COMMITTEE RESOLUTION	
<input type="checkbox"/> Petition is accepted <input type="checkbox"/> Petition is denied <input type="checkbox"/> Additional documentation needed, student must re-petition <input type="checkbox"/> Course <u>content</u> is accepted as equivalent. <input type="checkbox"/> Other	Comments: _____ _____ _____ _____

APG Committee Chair _____ Date _____

APG Petitions must be mailed to: UCF College of Nursing 4000 Central Florida Blvd Orlando, FL 32816-2210. Faxed and E-mailed copies will not be accepted. Failure to submit the items listed in Section 6 will deem your petition incomplete and unable to be reviewed for decision by the APG Committee. Results will be emailed to students at the email address provided in Section 1 of this form within 7 to 10 business days following the committee decision.

DISTRIBUTION: APG Minutes; Student File; CoN Advisor

UCF College of Nursing Undergraduate APG Committee/Form 3-18-2009

COMPUTER VIRUS PROTECTION ACKNOWLEDGEMENT

I am aware that taking nursing courses involves the downloading of files from the Internet and the sending and receiving of attached files. I understand that for my protection and the protection of others, it is imperative that virus protection software be installed on my personal computer. I also understand that virus updates need to be performed regularly.

I agree to update my anti-virus software regularly. I am aware that passage of infected files to other students or faculty may result in denial of access to the Internet portion of the course, which could have grade consequences.

Signature

Print Name

Date

Program – Indicate one: Basic, RN to BSN, Accelerated 2nd Degree

Location – Indicate one: Daytona, Cocoa, Other

CONFIDENTIALITY AGREEMENT

I _____ do hereby agree to consider confidential any and all information
PRINT NAME
entrusted to me throughout my clinical rotations. I realize that information shared with others could bring harm to clients.

Signature

Date

Witness Signature

Date

MODEL RELEASE FORM

 Photographer name

 PHOTO Shoot / location / DATE

 Model name

For valuable consideration, hereby received, I irrevocably consent to and authorize the use and reproduction by University of Central Florida (UCF), or anyone authorized by UCF, of any and all photographs which you have this day taken of me, negative or positive, mechanical or electronic, for any purpose whatsoever, without restriction, and without further compensation to me. All negatives, positives, video or audio tapes, electronic files, together with any prints shall constitute UCF property, solely and completely. I hereby release, discharge, indemnify and save harmless UCF, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective agents, officers, employees and servants, the photographer, his/her representatives, assigns, employees, or any person or corporation acting under the permission of UCF or the photographer, including any firm publishing or distributing the finished product, even though the finished product may be distorted, blurred, altered or used in composite forms, in conjunction with factual or fictional text, either intentionally or otherwise and subject me to scandal, scorn, ridicule, reproach or indignity. I hereby waive any right to approve the finished photograph or any copy which might be used in conjunction with the finished photograph. If I am below the age of majority (18) in the legal jurisdiction applicable to this agreement, the agreement has been signed or approved by the parent or guardian.

Signature _____ Date _____

E-mail _____

I consent to my name being used with my photograph.

FOR PARENTS OR LEGAL GUARDIANS ONLY (IF NECESSARY)	
I hereby certify that I am the parent or legal guardian of the above named model, and for value received. I do give my consent without reservations to the forgoing on behalf of him, her, or them.	
Name _____	Relationship _____
Signature _____	Date _____

CLASSROOM BEHAVIOR

Expected Classroom Behaviors – These are adapted from Student Rights and Responsibilities at the University of Central Florida

Students are expected to exhibit behaviors that are expected of a professional nurse. Classroom “etiquette” expectations include but are not limited to the following:

- Attendance in nursing classes is expected. At times attendance may be part of the grades for a class. (See specific class syllabi.) If you will be absent please notify the faculty member who is responsible for the class so you may obtain needed class information.
- Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.
- Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes.
- Monopolizing class time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during class.
- Please turn off electronic devices that may be disruptive in class. If you are using a laptop during class please have it focused on current class material.
- Students whose behavior is inappropriate in class may be asked to meet with the instructor. A counseling form may be written and placed in their personal file. A report to Student Rights and Responsibilities may be made if the behavior continues.
- Disruptive behavior is not allowed and the student will be asked to stop the behavior and will be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action.
- Disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in disciplinary action.

I understand and agree to follow the above classroom policy.

Signed: _____

Date: _____

ACKNOWLEDGEMENT OF RECEIPT AND READING OF STUDENT HANDBOOK

After you have received and read the UCF College of Nursing Student Handbook, please complete this form and return it to the College of Nursing, HPA 220, for inclusion in your file.

All College of Nursing students are subject to the provisions in the Student Handbook and are responsible to know the policies included in it.

Please sign below to indicate that you have received a copy of the UCF College of Nursing Student Handbook (hard copy or electronic copy) and will abide by the policies included in it.

Please check one:

- Basic Undergraduate Student
- Accelerated/Second Degree Undergraduate Student
- RN-BSN Student
- RN-MSN Student

Print name: _____

PID: _____

Signature: _____

Date: _____

This form will be placed in your file.

Note: Failure to sign this form does not exempt a student from the provisions in the Student Handbook.

Thank you.