College of Nursing

RN-to-BS-Nursing

BSN Completion Student Handbook

2016-17
College of Nursing

The UWM College of Nursing is committed to RN baccalaureate degree completion programs. Our RN-to-BS-Nursing Completion Program is one curriculum offered in three modes:

**ONLINE (BSN@HOME)**
We offer online classes through our BSN@Home program, which is a collaborative program between the six UW campuses (Madison, Milwaukee, Oshkosh, EauClaire, Green Bay and Steven’s Point) with BSN completion programs. Students are admitted to a “home campus” and each UW campus teaches one core course and additional electives totally online. Students can take the entire nursing program online with the exception of their final Capstone course, which is offered, face-to-face on each campus. See additional information on the BSN@Home program at [http://www.bsnathome.com](http://www.bsnathome.com)

**IN-PERSON (BSN@Work and BSN@School)**
Face-to-face classes are offered at area hospitals and technical schools. All core nursing courses are offered in the face-to-face mode. Students who desire to learn in a face-to-face mode can enroll in this option.

**FLEX (UW FLEX Option Online)**
Our new UW Flex Option is self-paced, competency-based degree program that allows students to progress toward an RN-to-BS-Nursing degree by demonstrating past and current knowledge they have obtained through coursework, employment, studying, and other learning experiences. FLEX student's progress toward a degree by successfully completing a series of competency assessments that demonstrate mastery of required outcomes. All required RN-to-BS-Nursing courses are offered in our FLEX Option mode. There are no traditional classes by faculty in this mode – all resources are offered online and faculty facilitate student learning by creating clear competency assessments evaluating student work and providing feedback. See for additional information on the FLEX option at [http://flex.wisconsin.edu/](http://flex.wisconsin.edu/)

**UWM RN-BSN Program Eligibility:**
Registered nurses who are licensed in Wisconsin with a past ADN or diploma degree in nursing are eligible for all program options. Students must have a past cumulative GPA of 2.5 or higher.

**UWM RN-BSN Program Requirements:**
In addition to the advanced core nursing courses listed below, RN students are required to take pre-requisite courses and electives that meet the general education requirements of the university. These requirements include 124 undergraduate credits:

- Non Nursing Courses – 64 credits (includes English, Humanities, Social, Biological and Natural Science courses)
- Previous Nursing Credits – 30 credits (awarded for work completed in a past Associate Degree nursing program)
- Advanced Nursing Courses – 30 credits (see listing below)

**UWM RN-BSN Nursing Programs:**
For more information, contact an advisor (414-229-5047-Milwaukee or 262-595-2480-Racine/Kenosha) or see our website at:

[http://uwm.edu/nursing/academics/undergrad/rn-bs/](http://uwm.edu/nursing/academics/undergrad/rn-bs/)
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This handbook includes pertinent information important to your progression in the professional nursing major.

SECTION I: PROGRAM BACKGROUND

Historic Timeline

1963 University of Wisconsin-Madison opened a division of their School of Nursing on the University of Wisconsin-Milwaukee (UWM) campus.

1965 University of Wisconsin Board of Regents voted to establish an independent School of Nursing on the UWM campus.

1966 State of Wisconsin Board of Nursing granted initial approval for the new school.

1970 Master of Science in Nursing program began.

1973 Frances H. Cunningham Hall was completed.

1979 Initiation of the University of Wisconsin-Milwaukee/University of Wisconsin-Parkside Consortial Nursing Program on Kenosha campus.

1985 First doctoral nursing students admitted to the new PhD program.

1996 Launch of BSN@Home, consortial program between UW-Milwaukee, UW-Madison, UW-Green Bay, UW-Oshkosh, UW-Eau Claire

2001 Initiation of the University of Wisconsin-Milwaukee/University of Wisconsin-West Bend Consortial Nursing Program on West Bend campus.

2003 PhD nursing program admits first online cohort.

2005 Direct Entry Masters (MN) admits first cohort.

2009 Launch of Post-Masters Doctorate of Nursing Practice

2013 UW-Steven’s Point added to the BSN@Home online collaborative program

2014 Launch of undergraduate Nursing Honors Cohort – direct admission

2014 – BSN@Home curriculum revised

2014 Launch of the UW Flex Option (online competency based assessment) program for RN-to-BSN baccalaureate completion students

2015 Undergrad competency based curriculum implemented

Accreditation

The College of Nursing of the University of Wisconsin-Milwaukee is accredited through the Council of Baccalaureate and Higher Degree Programs of the Commission on Collegiate Nursing Education (CCNE) and the State of Wisconsin Board of Nursing.

CCNE’s Essentials of Baccalaureate Education for Professional Nursing Practice

The College of Nursing’s (CON) undergraduate curriculum is based on the CCNE Essentials of Baccalaureate Education. These include: (1) liberal education for baccalaureate generalist nursing practice; (2) basic organizational and systems leadership for quality care and patient safety; (3) scholarship for evidence-based practice; (4) information management and application of patient care technology; (5) healthcare policy, finance, and regulatory environments; (6) inter-professional communication and collaboration for improving patient health outcomes; (7) clinical prevention and population health; (8) professionalism and professional values; and (9) baccalaureate generalist nursing practice. The knowledge, skills, and attitudes developed through learning related to the first 8 Essentials are integrated throughout the curriculum as students progress through their clinical practicum education, which focuses on the 9th Essential – baccalaureate generalist nursing practice. The roles UWM baccalaureate graduates are prepared to assume include (1) provider of care; (2) designer/manager/coordinator of care; and (3) member of a profession. These roles are further described in the CCNE Essentials of Baccalaureate Education for Professional Nursing Practice document, which may be accessed at http://www.aacn.nche.edu/Accreditation/.
Philosophy of the College of Nursing

Consistent with and evolving from the core values the following principles about human beings, environment, health, nursing, learning, and teaching guide the educational programs of the University of Wisconsin-Milwaukee College of Nursing (UWM-Milwaukee, CON).

Professional nurses are educated at a variety of curricular levels for generation, application, and evaluation of knowledge. The teaching-learning process is interactive. Learning requires active student participation and is enhanced when the instructional environment is respectful and supports personal worth, dignity, and self-identity in the teacher and the student and encourages each person to grow and discover meaning.

Each human is a unique, dynamic, integral being. Human beings exist within physical and social environments. These environments are shaped by dynamic events in socio-cultural, natural, local and global political milieux. Actions of individuals and groups also shape these environments that provide the context within which health and nursing systems operate. Nursing is committed to social justice, challenges existing paradigms when appropriate and creates innovative solutions for health care problems.

Nursing is a socially derived profession whose members assist person, families, groups and the larger society to pursue the goal of optimum health. Health is a dynamic state influenced by the constant interaction of internal and external factors. Health status is reflective of the well-being of individuals and aggregates within environments and encompasses wellness, risks, problems, and needs that may be or have the potential to be present.

Through the use of the nursing process, dynamic interactions between the nurse and the client facilitate the promotion, maintenance, or restoration of health. The knowledge base of nursing must be continually developed and evaluated in response to changing environmental health needs. Nursing care is guided by professional standards and requires personal and professional integrity.

Nursing, as a human interaction, is most effective when nurses reflect the population that it serves. The CON seeks to admit and educate a diverse student body in order to enrich the students’ educational experience and to prepare them to meet the health needs of a diverse society. Therefore, a holistic review of applicants to the CON includes an evaluation of academic achievement, work and leadership experiences, personal and professional accomplishments, skills, abilities and personal qualities. Consideration of these factors as well as a wide range of economic, social, racial/ethnic and geographic backgrounds will enhance diversity within the CON and the nursing profession.

School of Nursing Faculty approved Faculty Document #(87-04)093 on April 3, 1987; 09/13/02 (ed.)
CON Faculty approved Faculty Document #(87-04)083A on November 17, 2006.
Vision Statement
As an innovative, academic, nursing community, the University of Wisconsin-Milwaukee College of Nursing faculty, staff, students, and alumni are renowned leaders in creating bold and effective solutions for advancing local, national and global health.

Core Values
Accountability  Collaboration  Creativity  Diversity
Excellence  Integrity  Human Dignity  Social Justice

We, the University of Wisconsin-Milwaukee College of Nursing community, embrace and demonstrate these core values in our learning, teaching, research, practice, and service.

Guiding Principles
As a diverse Community of Scholars that values passionate, academic discourse and debate in a climate of civility, we live our core values and create opportunities to embrace, welcome, respect, and strive to understand the perspectives of others – colleagues, students, patients/clients, and community partners. As a CON community, we:

- live our core values;
- exhibit respectful, transparent and clear communication;
- expect and embrace shared accountability;
- appreciate and foster innovation; and
- seek collaboration in teaching, research, practice and service.

Mission Statement
The University of Wisconsin-Milwaukee College of Nursing is a premier, urban, academic, collegial, nursing community that acts collaboratively with partners to:

- Prepare a diverse population of students to become science based, compassionate, nurse leaders through innovative, quality, educational programs for all settings and levels of practice;
- Conduct research and scholarship that advance science in nursing and health;
- Address emerging health needs through evidence based practice and consultation; and
- Develop leaders who transform health care delivery and health policy.

Revised May, 2012
SECTION II: ACADEMIC PROGRAM

Undergraduate Nursing Curriculum Objectives

The graduate of the UWM College of Nursing is prepared to practice in a variety of settings. In addition, the graduate will possess knowledge and skills that qualify her or him to pursue life-long learning and advanced study.

Upon completion of this program, the graduate will:

- Apply the nursing process in the delivery of nursing care, utilizing appropriate standards of care, to individuals, families, groups and communities throughout the life span.
- Establish independent and interdependent clinical leadership roles and develop collaborative roles to negotiate with and advocate for the care of individuals, families and groups.
- Provide culturally competent nursing care in a variety of settings to diverse populations throughout health and illness.
- Participate in improving professional nursing and influencing health care delivery and health policy through research utilization, education and practice.
- Examine the implications of ethical, legal and public policy issues that influence health care.

The UWM College of Nursing undergraduate and graduate programs are directed toward enhancing the health of those who live and work in urban communities.
### UW-Milwaukee College of Nursing Undergraduate Program Competencies/Program Outcomes

<table>
<thead>
<tr>
<th>Competency/Program Outcomes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><em>Patient</em>-centered Care</em>*: The graduate will provide holistic care that recognizes patients’ (individuals, families, groups, and communities) preferences, values, and needs and respects patients or their designees as full partners in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.</td>
<td></td>
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<tr>
<td><strong>Professionalism</strong>: The graduate will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.</td>
<td></td>
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<tr>
<td><strong>Leadership</strong>: The graduate will influence the behavior of individuals or groups of individuals within the environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.</td>
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<tr>
<td><strong>Systems-based Practice</strong>: The graduate will demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value (Adapted from ACGME, n.d.).</td>
<td></td>
</tr>
<tr>
<td><strong>Informatics and Technology</strong>: The graduate will use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2007).</td>
<td></td>
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<tr>
<td><strong>Communication</strong>: The graduate will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.</td>
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</tr>
<tr>
<td><strong>Teamwork and Collaboration</strong>: The graduate will function within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development (Adapted from QSEN, 2007).</td>
<td></td>
</tr>
<tr>
<td><strong>Safety</strong>: The graduate will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).</td>
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<tr>
<td><strong>Quality Improvement</strong>: The graduate uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2007).</td>
<td></td>
</tr>
<tr>
<td><strong>Evidence-based Practice</strong>: The graduate will identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions (Adapted from QSEN, 2007).</td>
<td></td>
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</tbody>
</table>
Undergraduate Curriculum for the RN-to-BSN Baccalaureate Nursing Student

It is recommended that a student complete the general education requirements before the nursing courses. The 6 required nursing courses and 3 upper division nursing electives (upper division means the courses must be at a junior or senior level or 300 or 400 level courses) may be taken in any order. The Capstone course is taken as the last course before graduation.

Students must earn a minimum of 124 semester credits to complete requirements for the undergraduate degree, and earn a minimum of 30 credits from UWM. A cumulative GPA of 2.0 for all credits earned at UWM is required for graduation.

**NON-NURSING COURSES = 64 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English 102</td>
<td>3 credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>3-6 credits</td>
</tr>
<tr>
<td>Arts</td>
<td>0-3 credits</td>
</tr>
<tr>
<td>History</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE**

- Sociology: 3 credits
- Psych 101: 3 credits
- Developmental Psychology: 3 credits

**NATURAL/BIOLOGICAL SCIENCES**

- Chemistry or Biochemistry: 21 credits
- Biochemistry (or alternate science course)
- Anatomy & Physiology 1 & 2
- Microbiology
- Nutrition

**Electives**: 19-25 credits

**ADVANCED NURSING COURSES = 30 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*407 - Foundations of Professional Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>*453 - Information Management &amp; Healthcare Tech.</td>
<td>3 credits</td>
</tr>
<tr>
<td>*447 - Leadership and Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>*446 - Research &amp; Evidence-Based Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>*454 - Community Health Nursing</td>
<td>3 credits</td>
</tr>
<tr>
<td>*441 - Chronic Care Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>* Nursing Electives</td>
<td>9 credits</td>
</tr>
<tr>
<td>*445 - Capstone Seminar &amp; Practicum</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**PREVIOUS NURSING CREDITS = 30 credits**

Thirty (30) nursing credits are awarded when any one (1) of the Advanced Nursing courses indicated by the * is completed with a grade of C or higher. WCTS Articulation Agreement for A.D.N. graduates of May 1996 or later will have a total of 30 credits from these areas applied to the UWM degree.

**TOTAL**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Non-Nursing</td>
<td>64 credits</td>
</tr>
<tr>
<td>Advanced Nursing Courses</td>
<td>30 credits</td>
</tr>
<tr>
<td>Previous Nursing Credit</td>
<td>30 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>124 credits</strong></td>
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</tbody>
</table>

Other Requirements:
- Cultural Diversity – Required for students starting UWM Fall, 1989 or later
- Foreign Language – Required for students starting college Fall, 1999 or later
- Math Competency – Math 103, 105, 108 or equivalent
- English Competency – English 102 or equivalent
<table>
<thead>
<tr>
<th>Program Competencies</th>
<th>RN-to-BSN Required Course or Competency Set</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>At the conclusion of this program, the graduate will:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Patient Centered Care** – Provide holistic care that recognizes patients preferences, values and needs and respects patients as full partners in providing compassionate, coordinated, age and culturally appropriate, safe and effective care | • 407 Foundations of Professional Nursing Practice  
• 441 Chronic Care Management  
• 447 Leadership and Management  
• 446 Research and Evidence Based Practice  
• 454 Community Health Nursing  
• 445 RN-to-BSN Capstone |
| **Professionalism** – Demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. | • 407 Foundations of Professional Nursing Practice  
• 446 Research and Evidence Based Practice  
• 447 Leadership and Management  
• 453 Information Management and Healthcare Technology  
• 445 RN-to-BSN Capstone |
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• 453 Information Management and Healthcare Technology  
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• 453 Information Management and Healthcare Technology  
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• 447 Leadership and Management |
SECTION III: ACADEMIC EXPECTATIONS OF STUDENTS IN THE NURSING MAJOR

Standards of Professional Conduct

Students are expected to develop professional values and behaviors during their course of studies in the UWM College of Nursing Undergraduate Program. The core values held by a caring professional nurse include:

- **ALTRUISM**: a concern for the well-being of others,
- **AUTONOMY**: the right to self-determination and decision-making,
- **HUMAN DIGNITY**: the respect for the uniqueness of all persons,
- **INTEGRITY**: the conformity to a code of ethics and standards of practice, and
- **SOCIAL JUSTICE**: the support of moral, legal and humanistic principles.

Adapted from the **AACN Essentials for Baccalaureate Education** (1998)

Guided by these values, UWM College of Nursing students are expected to:

1. Respect the diversity and rights of peers, faculty, staff, clients and other persons.
2. Demonstrate concern for the welfare of others; being willing to act as a peer mentor and advocate for patients.
3. Provide information and planned care and partnership with patients and families, respecting their right to make informed decisions.
4. Prepare for class and clinical practice activities, including submitting assignments when due.
5. Attend class and clinical practice regularly; arrive on time and act appropriately.
6. Assume responsibility for learning and take advantage of available resources.
7. Utilize and give feedback constructively to improve the performance of others and myself.
8. Evaluate oneself in regard to clinical and personal goals and progression toward becoming a professional nurse.
9. Observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information related to them and their care.
10. Strive to provide culturally competent and sensitive care, taking into account the individual needs of each patient.
11. Demonstrate honesty and integrity in all classroom and clinical situations.
12. Assume accountability for own actions, acknowledge errors and seek to correct them.
13. Take responsibility for fair share of the work involved with group assignments.
14. Provide safe and equitable care for all persons.
Student Responsibilities in the Major

Students are expected to provide their own transportation, uniforms, books, supplies, equipment and other learning resources, for practice experience as deemed necessary to meet course objectives.

Health. Good physical and mental health is essential for study and practice in professional nursing. The faculty of the College of Nursing reserves the responsibility for retaining only those students who demonstrate qualities of physical and mental health generally considered to be imperative for professional nursing practice.

Health and Accident Insurance. Nursing students are expected to provide for their own personal health and accident insurance coverage. *Health and accident insurance is not provided for students by the University of Wisconsin-Milwaukee or by any clinical agency where students may be assigned for clinical experience.*

Physical Examination and Immunizations. A physical examination and specified immunizations are required of all students prior to enrollment in nursing practice courses. Expenses of the required examination and immunizations are the student’s responsibility.

Illness or Prolonged Absence. Students are expected to be present at all scheduled classes and clinical laboratory experiences. Since space in nursing courses is assigned during the first week of the semester, students are expected to be present for all instructional periods during that week as well. Frequent or prolonged absences from scheduled classes and/or clinical experiences may necessitate that the student drop a nursing course. Any planned interruption in course work should be discussed with the student’s advisor at the earliest possible date.

Safe Professional Practice in Clinical Settings. Students are expected to demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, communication, and continuity of care; and show respect for the human rights of individuals. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practice at any time during the semester. If the behavior is identified before the drop date, the student will be directed to drop. If the drop date has passed, the student will receive a grade of ‘F’ for the course. In order to continue in the nursing program, a student who is terminated from a clinical practicum must appeal to the Undergraduate Program Committee for readmission to the nursing program.

Travel. Students in nursing are responsible for arranging transportation to and from all agencies or clients’ homes used to provide clinical experience for the program. They are also responsible for any related liability. Students are expected to carry insurance on their vehicles.
Student Requirements Before Beginning Final Capstone Practicum

Our clinical agencies require that ALL students (even RN students) complete clinical compliance documentation BEFORE participating in any clinical practicum. The following requirements must be met before students are allowed to participate in their final Capstone clinical practicum:

- Current health and accident insurance.
- Current physical examination, health records and proof of immunizations.
- UWM College of Nursing photo ID card.
- Proof of current CPR certification.
- Attendance at a College of Nursing mandatory infection and blood-borne pathogen in-service.
- Attendance at a College of Nursing mandatory regulatory and safety in-service and knowledge of regulatory requirements of the Joint Commission on Accreditation of Health Care Organizations (JACHO), infection control, fire and life safety, electrical safety, and chemical safety.

Please review the resources posted on our Capstone resource page at:

http://www4.uwm.edu/nursing/academics/undergrad/capstone-resources.cfm

There are two different ways that RN Capstone students can meet the clinical compliance document requirements:

a) OPTION #1 – ONLY FOR RN STUDENTS COMPLETING THEIR CLINICAL HOURS AT THEIR PLACE OF EMPLOYMENT: If you are doing your Capstone clinical hours at your current employer – your employer may already have a criminal background check, drug screen and health/immunization records for you on file. If your employer has these records, they may be willing to “waive” your need for an additional background check, urine drug screen and health records collected through our compliance partner Castlebranch. If your employer will waive these requirements, they must sign the form located on the Capstone webpage above and expressly request that these requirements be waived. Children’s Hospital of Wisconsin (CHW) WILL NOT WAIVE ANY clinical compliance documents and all CHW employees must use Castlebranch and Option #2 below. You should contact the nursing student placement office at your employer/clinical site to discuss this option and obtain a signature. All forms must be returned to our Capstone clinical placement coordinator. If you do not return the signed waiver form available on the Capstone resources web page, you will be required to obtain your clinical compliance documentation through Castlebranch as noted below in option #2.

b) OPTION #2 – REQUIRED FOR ALL RN STUDENTS COMPLETING THEIR CLINICAL HOURS AT A SITE WHERE THEY ARE NOT EMPLOYED: If you are doing your Capstone clinical hours at an agency where you are NOT an employee, you must meet the clinical compliance document requirements through a company called Castlebranch. You must create an account at https://www.castlebranch.com/ and order and pay for the following services on the Certified Background site. The services, costs and codes you need as of 9/1/16 are:
   i) Criminal Background Check ($38) – Code UE35bg
   ii) Urine Drug Screen ($34) – Code UE35dt
   iii) Health assessment & immunization records tracker ($30) – Code UE35im

Detailed information related to these requirements is presented below.
Health and Accident Insurance. Students are required to have personal health insurance that is in effect at the time of entry into the clinical portion of the nursing program. This insurance must cover you while you are on location at a facility or institution. **STUDENTS ARE NOT COVERED BY HEALTH OR ACCIDENT INSURANCE BY EITHER THE UNIVERSITY OF WISCONSIN-MILWAUKEE OR THE PRACTICUM FACILITY OR PRACTICUM INSTITUTION.** In addition, **WORKERS’ COMPENSATION INSURANCE DOES NOT COVER STUDENTS.** IF YOU BECOME ILL OR INJURED AS A RESULT OF THE FIELD TRAINING PROGRAM, THERE IS NO COVERAGE FOR YOUR COSTS OF MEDICAL TREATMENT. If you suffer a needle stick or are hurt while in practicum, you need personal health insurance to cover your medical bills. You are not covered by any policy from the University or the practicum site.

Physical Exam Requirements, including Health Record and Proof of Immunizations. Every student admitted to the professional nursing major must complete a physical examination and specific immunizations and tests. Written proof of completion of these requirements must be on file at the College of Nursing Student Affairs Office no later than December 1st for students entering Capstone in January; and by **August 1st** for students entering the major in September. Students must have completed the first two (of three) Hepatitis B immunizations before the semester deadline, with the third immunization due shortly after the semester starts.

- **Physical exam.** Evidence of a physical examination - to be completed by a nurse practitioner or a physician of the student’s choice - must be uploaded to [www.castlebranch.com](http://www.castlebranch.com) as instructed by the College of Nursing Student Affairs Office on the date specified. The examination must be completed within 3 months before the date on which the student begins clinical nursing course work.
- **Immunizations.** In order to maintain the health and safety of College of Nursing staff, students and the clients whom they care for, the specific diagnostic tests and/or immunizations are required of all students. Students must submit immunization records and/or proof of immunity in the form of laboratory reports submitted to [www.castlebranch.com](http://www.castlebranch.com) Immunization Tracker by the appropriate deadline. See Table 3 for diagnostic test and immunization requirements.
- **Health services availability.** The Norris Health Center is available, by appointment, to assist students in meeting the physical exam and immunization requirements. Students are asked to bring evidence of recent immunizations to their appointments. A health history will be taken and a physical examination will be performed by a physician or nurse practitioner. There is no fee for the physical examination provided through the Norris Health Center for enrolled students, IF the exam is completed prior to the date designated each semester by the Norris Health Center. After the designated date, nursing students will be charged per the fee schedule.

The following tests and immunizations are available at the Norris Health Center. A fee will be charged for these tests and immunizations.

- TB skin test
- Diphtheria-tetanus pertussis vaccine
- Rubella titre, rubeola titre, mumps titre, varicella titre (or vaccines)
- Hepatitis B Vaccine with the first dose at the time of the physical exam, the second dose one (1) month after the first dose, and the third dose six (6) months after the second dose.
  - Influenza vaccine

Students who choose to go to their personal physician or nurse practitioner to fulfill the health requirements must send documentation of the physical exam and immunization and/or diagnostic tests to [www.castlebranch.com](http://www.castlebranch.com) NOTE: Indicate on all documents the semester you plan to be in clinical and your student I.D. number.
Caregiver Background Check
Chapters 48 & 50 of the Wisconsin State Statutes make it a requirement for the College of Nursing to perform rigorous background checks on all students who are required to complete internships or clinical training at a WI Department of Health and Family Services covered facility. Students admitted to the CON Clinical Major are required to have a completed Background Information Disclosure form (BID/HFS-64) and an Authorization and Release form through Castlebranch.

STUDENTS WHO NEGLECT TO FULFILL THE HEALTH and COMPLIANCE REQUIREMENTS WILL NOT BE PERMITTED TO begin or complete THEIR N445 CAPSTONE CLINICAL PRACTICUM.

Table 4: Immunization Requirements

<table>
<thead>
<tr>
<th>Disease</th>
<th>Primary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis</td>
<td>TWO TB tests are required – these can be EITHER a record of two years of annual PPD skin tests using Mantoux method (current year and past year) OR a 2 step process (two tests 1-3 weeks apart) test series. For those persons with a history of positive PPD-test reaction, a chest x-ray is required. If results of the initial chest x-ray are negative, repeat x-rays are not required. This requirement is to be met within 90 days prior to starting Capstone and kept current through graduation. Results must be turned in prior to stated deadline showing compliance through the semester and cannot lapse during the semester.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Hepatitis B vaccine series - (3 doses: 0, 1, and 6 months apart)</td>
</tr>
<tr>
<td>Diphtheria, Tetanus and Pertussis</td>
<td>Diphtheria-tetanus-pertussis toxoid booster within 10 years.</td>
</tr>
<tr>
<td>Rubeola (Measles)</td>
<td>Serologic evidence of immunity or documentation of 2 MMRs. In the absence of above records, initial dose MMR followed by a second dose at least one (1) month after the first dose.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Serologic evidence of immunity or documentation of 1 MMR. In the absence of above records, one (1) dose MMR.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Serologic evidence of immunity or documentation of 1 MMR. In the absence of above records, one (1) dose MMR.</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>Serologic evidence of immunity. If no immunity shown, two (2) doses (0.5 ml) varicella vaccine 4-8 weeks apart.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Annual influenza vaccine due by 11/1</td>
</tr>
</tbody>
</table>

Drug Test  Southeast Wisconsin health care agencies that provide clinical experiences require pre-placement urine drug screening for all assigned nursing students. This is done prior to the first semester of the major at which time more information will be given. The College of Nursing partners with Castlebranch.com to provide the drug testing for all nursing students. This 10 panel drug test will cost @$34 at the time of sign-up as of 9/1/16.

College of Nursing Photo ID. Students are to wear the College of Nursing photo ID while on duty at any affiliate or clinical setting. The College of Nursing coordinates ID photo sessions on the first night of your Capstone class. The initial fee for a photo ID is $5.00. The replacement photo ID fee is $5.00.

CPR Certification. Current BLS or Level 3 Health Professional certification is required to be kept current throughout the professional major. This cannot lapse during a semester – if so, it must be renewed prior to the start of that semester.
RN-To-BSN Undergraduate Student Uniform & Dress Code Policy

The principle behind this statement is to provide guidance for current acceptable professional appearance, as well as, appropriate identification of professional nurse students for others in clinical areas. Students enrolled in their final Capstone course must abide by the dress code and policies of the clinical agency they are placed in. There is no official RN-to-BSN Capstone uniform.

I. UWM College of Nursing photo identification name badges are to be worn at shoulder level while in the clinical agency. The identification photo badges are available through the Office of Student Affairs.

II. Appearance
A. Students are always to be appropriately and professionally attired when engaged in clinical activities.
B. Hair must be neat, clean, and controlled. Long hair must be pulled back away from the face. Hair cannot fall forward across the face.
C. Mustaches and beards must be neatly trimmed and/or styled so as not to come in contact with patients or interfere with cares.
D. Jewelry should be conservative, i.e., simple rings, one pair of stud earrings. Loose, dangling jewelry is prohibited. Aside from earrings, jewelry may not be worn in any visible body piercings including but not limited to, piercings in the tongue, nose or eyebrow. Jewelry worn in non-visible piercings which may pose a safety risk because of patient care responsibilities is not permitted. Methods to conceal unacceptable jewelry in a piercing, such as using a bandage, are not permitted.
E. Tattoos and body art must be covered.
F. Natural nail tips must be kept less than ¼ inch long. Nail polish must be a neutral color that is intact with no chips or cracks. Artificial fingernails or extenders, and nail ornaments are not permitted.
G. Perfumes, colognes, and other scents may not be worn.
H. Head coverings, except for those worn for religious reasons, are not permitted.
I. Students are encouraged not to smoke while in uniform.
Policy on Essential Abilities
University of Wisconsin–Milwaukee College of Nursing Policy on the essential abilities of prospective and current nursing students in undergraduate and graduate professional programs

The University of Wisconsin–Milwaukee (UWM) College of Nursing generally represents that the recipient of a baccalaureate or higher degree from a professional nursing program has been educated to competently practice nursing in all healthcare settings and to apply for RN licensure in the State of Wisconsin. In light of this, UWM’s College of Nursing’s programs leading to licensure or advanced practice in nursing require students to engage in a variety of complex and specific experiences. The successful completion of these experiences is necessary for the nursing student to demonstrate the integration and application of a broad body of knowledge and suite of skills necessary to deliver safe and effective professional nursing practice across the spectrum of health and illness experienced by patients.

To this end, nursing requires a combination of physical abilities and motor skills, sensory abilities, affective, interpersonal, and communicative skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism in order to satisfactorily practice. These abilities and skills are essential not only to deliver safe and effective professional nursing to patients, but also to ensure the health, safety, and well-being of the nursing student, fellow nursing students, faculty, other healthcare providers, and the community. As such, nursing students must possess the following essential abilities, which are necessary to possess and demonstrate competence in professional nursing, in order to be admitted to, continue, and successfully complete professional programs at the UWM College of Nursing:

Physical Abilities and Motor Skills
Nursing students should have sufficient physical abilities and motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings. For example: For the safety and protection of individuals, the nursing student must be able to perform basic life support, including CPR, and function physically in an emergency situation. The nursing student must have the ability, within reasonable limits, to safely assist an individual in moving, for example, from a chair to a bed, or from a wheelchair to a commode, using appropriate bioengineering equipment consistent with national guidelines (e.g., the National Institute of Occupational Safety and Health) and to hold or otherwise care for infants and small children to meet their healthcare, emotional, and developmental needs. Fine motor skills and other psychomotor skills, including the use of one or both upper extremities, hands, and fingers, are needed for some essential tasks.

Sensory Abilities
The nursing student must have sufficient: visual acuity to see details near and at a distance, as well as be able to discriminate colors accurately; auditory acuity to hear conversation and other sounds in order to assess and protect the health and safety of individual patients and others in the vicinity; and intact tactile sensation to assess (e.g., hot/cold; rough/smooth) and perform appropriate professional nursing functions. Sight and hearing are also necessary to communicate accurately and effectively. Auditory-visual-tactile perception and integration are needed to perform most essential nursing functions.
Situation-Appropriate Affect, Communication, and Interpersonal Skills

A nursing student must be able to communicate effectively with others, and effective communication requires consistency of message, integration of information, and synchrony with circumstances and other data. Situation-appropriate affect is necessary to convey emotions appropriate for the circumstances, and at the same time, to engage in interpersonal communication effectively and sensitively with others. The nursing student must express his or her ideas clearly and appropriately. (See also Behavioral/Emotional section below.) A nursing student must be able to convey or exchange information to conduct an appropriate health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The nursing student must be able to communicate effectively in oral and written forms and interpret non-verbal communication. He or she must be able to process and communicate information on the patient’s status with accuracy in a timely manner to other members of the healthcare team.

Cognitive

A nursing student must have sufficient cognitive abilities to be able to measure, calculate, reason, analyze, integrate, and synthesize in the classroom and a variety of nursing practicum settings. The nursing student must be able to quickly read and comprehend extensive written material, as well as comprehend oral communication. He or she must also be able to effectively gather information to assess and evaluate individuals, families, groups, and community/environmental situations, and act in a timely fashion using critical thinking. Likewise, the nursing student must be able to select from a plethora of existing information to assess and evaluate the same and take action that shows evidence of integrative functions and critical thinking. Clinical judgment requires the integration of information that results in rational, timely, and informed action, and the anticipation of consequences associated with those actions (or inactions). He or She must be able to engage in critical self-evaluation, including demonstrating a willingness and ability to give and receive feedback and to make a correct judgment in seeking supervision and consultation in a timely manner.

Behavioral/Emotional Sensitivity

A nursing student must have the emotional ability required to fully use his or her cognitive abilities, employ good judgment and carry out all responsibilities in a timely manner with respect to his/her professional nursing functions. In addition, the nursing student must be able to develop and maintain professional, sensitive, and effective relationships with individual patients, families, students, and others with whom he or she has professional contact, regardless of the circumstances, which frequently can be stressful. The nursing student must be able to control impulsive behaviors and act in a socially responsible way regarding his/her own behavior and recognize the same in others and take appropriate action as warranted. The nursing student must have the emotional stability to function effectively under stress and to adapt to the environment, which can change rapidly and unpredictably. The nursing student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The nursing student must be cognizant of his or her values, attitudes, beliefs, affect, and experiences and how these things may influence his/her own perceptions, behaviors, and relationships with others. The nursing student must be able and willing to examine and change his or her behavior when it interferes with relationships with others so that he or she can function effectively and collaboratively in diverse academic and work environments.

Professional Conduct

The nursing student must be able to practice nursing in an ethical and professional manner adhering to the professional code of ethics and professional standards. S/he must possess characteristics including integrity, honesty, compassion, empathy, altruism, responsibility, and acceptance of differences. Nursing students must be able to engage in healthcare delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults of all ages, developmentally disabled persons, medically compromised individuals, individuals from all socioeconomic strata, and other vulnerable populations. Professional conduct is expected in both the academic and clinical/community environments. A
nursing student must meet UWM’s attendance requirements in all didactic courses and clinical activities.

**Reasonable Accommodation for Disabilities**

UWM provides reasonable accommodation to qualified students with a disability. Upon admission, a nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The UWM College of Nursing will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden. To matriculate or continue in the curriculum, the nursing student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to:

**UWM Academic Resource Center**
Mitchell Hall Room 112
P.O.Box 413
Milwaukee, WI 53201-0413

Vtty (414) 229-6287
Fax: (414) 229-2237
[http://www4.uwm.edu/sac/](http://www4.uwm.edu/sac/)

**Acknowledgements and References**

The aforementioned policy has been significantly modified from Katz, J.R., Woods, S. L., Cameron, C.A., & Millam, S. (2004). Essential qualifications for nursing students. *Nursing Outlook, 52*, 277-288, as well as informed by these other key sources:

Academic Requirements for Continued Progression

Required Grade Point Average. Every nursing student is required to maintain a minimum of a “C” average (cumulative GPA of 2.0 on a 4.0 scale) on all work attempted in each semester or summer session. Failure to meet this minimum GPA will automatically result in a status of academic probation.

In addition to maintaining a cumulative GPA of 2.0, a student must earn at least a “C” (2.0) in each required nursing course. (In a practicum nursing course, a student must earn at least a “C” in both the clinical and theoretical components in order to receive a “C” as the final course grade.) Any student who earns a grade below “C” (2.0) in a required nursing course is automatically dropped from the nursing major. Such a student must appeal to the Undergraduate Program Committee for readmission and permission to repeat the course in which a minimum grade of “C” was not earned.

In a nursing course with limited enrollment or a waiting list, qualified students who have not taken the course previously will have enrollment priority. Progression to the next level of courses is not permitted until all courses of the previous level have been successfully completed.

Grade Ranges.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>B+</td>
<td>87-90</td>
<td>C</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
<td>B</td>
<td>85-86</td>
<td>C-</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
<td>B-</td>
<td>83-84</td>
<td>Below 70</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
<td>B-</td>
<td>83-84</td>
<td>C+</td>
</tr>
<tr>
<td>B+</td>
<td>75-76</td>
<td>B+</td>
<td>75-89</td>
<td>D+</td>
</tr>
<tr>
<td>B</td>
<td>72-74</td>
<td>B</td>
<td>72-82</td>
<td>D</td>
</tr>
<tr>
<td>C</td>
<td>69-78</td>
<td>C-</td>
<td>70-71</td>
<td>D-</td>
</tr>
<tr>
<td>Below 70</td>
<td>C-</td>
<td>Below 70</td>
<td>C+</td>
<td></td>
</tr>
</tbody>
</table>

Course Progression. Students are expected to complete courses in the sequence shown in the Undergraduate Curriculum (see page 7). The student’s advisor and the Associate Dean for Academic Affairs must approve any changes in course sequencing.

Dropping Courses. Students should refer to a current class schedule for information concerning existing UWM drop policy guidelines and any exceptions for individual courses.

Following admission to the nursing major, a student who wishes to drop from a required or elective clinical nursing course or to withdraw must discuss the matter with the instructor, course coordinator or Undergraduate Program Director, and the Associate Dean for Academic Affairs. In addition, the student may wish to discuss the matter with an academic advisor in the Student Affairs Office. Written approval to drop must be secured from the instructor and the Associate Dean irrespective of the week of the semester. Any such interruption in the sequence of courses following acceptance into the major requires readmission to the clinical major. Information about applying for readmission is available in the College of Nursing’s Student Affairs Office.

Grievance Procedure. The College of Nursing has a formal written grievance procedure, available in the College of Nursing’s Student Affairs Office. A grievance is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of rules. Student grievances are reviewed by the College of Nursing’s
Undergraduate Program Committee, which recommends the disposition of the grievance to the Associate Dean for Academic Affairs. In addition, this Committee reviews and acts upon all cases of academic misconduct as described in Chapter UWS 17, UWM Student Disciplinary Procedures. There are very specific deadlines for each step of the Grievance Procedure so it’s extremely important for any students interested in filing a Grievance to work closely with their advisor.

**Part-time Study.** Once admitted to the major, students are expected to complete the professional nursing courses. Approval for any change of plan or course sequence must be obtained from the Undergraduate Program Director. Students should see their nursing advisor for assistance in completing the “Request for Part-time Study” form.

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**Undergraduate Program Clinical Placement Policy**

Purpose: To provide clinical learning experiences that support student learning and success, and comply with College policies and procedures. The College of Nursing has final approval of all clinical placements.

1. A student will not be permitted to have a course clinical assignment on the same unit that the student is employed.

2. Students who are directly related to each other will not be permitted to have the same course clinical assignment at the same time. This includes students related to each other through blood or marriage.

3. Students enrolled in a course where preceptors are used may not be assigned with a preceptor that is related to them by blood or marriage.

4. Students may not enlist or recruit their own preceptors or precepted experiences. The process for this rests with the College via the Clinical Placement Coordinator. Suggestions for potential precepted experiences will be communicated to the Level Coordinator for further exploration.

5. Students will be reminded of these policies each semester when registration for clinical courses takes place, and are expected to self-disclose if any of these conditions exist.
SECTION IV: CLINICAL PRACTICE STANDARDS

Safe Professional Practice by Students in Clinical Settings

Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

**Biological, psychological, social and cultural realms.** The student’s practice meets the needs of the client from a biological, psychological, sociological and cultural standpoint.

Examples of unsafe practice include, but are not limited to, the following:
- Displays of mental, physical or emotional behavior(s) which may negatively affect others’ well-being;
- Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others;
- Acts of omission or commission in the care of clients, such as:
  - Physical abuse,
  - Placing the client in hazardous positions, conditions or circumstances,
  - Mental or emotional abuse, and
  - Medication errors;
- Interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruption of client care and/or unit functioning;
- Inability to perform psychomotor skills necessary for carrying out nursing procedures.

**Accountability.** The student’s practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.

Examples of unsafe practice include, but are not limited to, the following:
- Failure to provide concise, inclusive, written and verbal communication;
- Failure to accurately record comprehensive client behaviors;
- Attempting activities without adequate orientation or theoretical preparation or appropriate assistance;
- Dishonesty.

**Regulatory.** The student practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines set forth in the course syllabus, the UWM College of Nursing Student Handbook, and the rules and regulations of the health care agency or agencies that are the site(s) of the clinical practicum.

Examples of unsafe practice include, but are not limited to, the following:
- Failure to notify the agency and/or instructor of clinical absence;
- Failure to adhere to the dress code;
• Presenting for clinical practicum under the influence of drugs and/or alcohol. It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned.
• Habitual tardiness to clinical assignments;
• Undertaking activities outside the scope of the course;
• Criminal behavior.

**Ethical.** The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.

Examples of unsafe practice include, but are not limited to, the following:

• Refusal of assignment based on client’s race, culture, sexual orientation, or religious preference;
• Failure to maintain confidentiality;
• Dishonesty;
• Misrepresentation of information to the public;
• Ignoring unethical behavior(s) of other health care persons in the clinical setting(s), which affects client welfare.

Faculty or staff observing behaviors or circumstances that indicate that the student is potentially unable to practice safely in the laboratory setting may remove the student from the laboratory setting and refer them for appropriate assessment and intervention. Evidence that problems are/or have been appropriately addressed may be required before the student returns to the clinical setting.

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reason of unsafe practice at any time during the semester. If the behavior is identified before the drop date, the student will be directed to drop. If the drop date has passed, the student will receive a grade of “F” for the course. In order to continue in the nursing program, a student who is terminated from a clinical practicum must appeal to the Undergraduate Program Committee for readmission to the Nursing Program.

A student whose pattern of behavior endangers a client’s, peer’s, staff member’s, or clinical instructor’s safety will be given a verbal and written warning by the primary clinical instructor. If the student’s pattern of behavior is repeated, the student and faculty will meet with the course coordinator. Upon a decision by the faculty and course coordinator that the student’s conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will receive an “F” for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum. The student may appeal this decision to the Undergraduate Program Committee.

The primary clinical instructor will:
1. Provide instruction, guidance, and interpretation of objectives during the clinical experience.
2. Document patterns of behavior related to attainment of clinical objectives. (Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments, as appropriate. Written work will also be evaluated.)
3. Give a verbal and written warning for patterns of behavior that are not safe.
   a. Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
   b. Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student, course coordinator and Associate Dean for the undergraduate program with one (1) copy retained by the instructor. One (1) copy will also be placed in the student’s file in the Student Affairs Office. The student and the clinical instructor must sign the written warning or a copy of the warning must be addressed and mailed to the student by certified mail.

4. Meet with the student and course coordinator to examine concerns. The student may have someone present at this meeting in an observational capacity. The student wishing the presence of an observer must so notify the instructor or the course coordinator before the meeting. The deliberations and conclusions of this meeting will be summarized in a letter addressed to the student and copied to: Associate Dean for Academic Affairs, Undergraduate Program Director, the Office of Coordinator of Student Affairs, and the course coordinator.

5. Provide written summary of areas of deficiency, corrective actions and outcomes on re-evaluation of student performance to the Undergraduate Program Committee, if requested.

6. In lieu of steps 2-4, the instructor may immediately suspend the student from the clinical practicum if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardizing the well-being of clients, staff or peers. The student may only return to the clinical setting at the discretion of the instructor, until a decision has been obtained from the Undergraduate Program Committee.

7. Nothing in this procedure precludes the instructor from removing the student from clinical practice on a day-to-day basis because of the potential for unsafe practice on that day.

**Formal Hearing by Undergraduate Program Committee**

A hearing may be requested by filing a verbal and written request with the chairperson of the Undergraduate Program Committee. The request must contain specific allegations for which the hearing is being requested. These allegations must be substantiated by documentation from both of the involved parties. The Undergraduate Program Committee will follow its codified procedures and timeliness in conducting the hearing.
Clinical Probation Policy

Clinical probation is a mechanism used by the faculty to communicate a student's unsatisfactory progress in a clinical course during the semester. Students are placed on clinical probation when they are in danger of failing the course due to: unsatisfactory behaviors demonstrated in the clinical setting related to the course objectives, a pattern of communication/interaction difficulties with others, lack of adequate preparation for clinical experiences, a pattern of verbalization or behavior that denigrates others, disruption of the learning and/or clinical practice of other students or staff, or failure to meet other professional performance expectations as identified in the clinical course syllabus/workbook and Faculty Document #(88-02)094B.

A student is informed of the clinical probation status both verbally and in writing. The clinical probation form provides the student with a clearly written explanation of the nature of the unsatisfactory performance/behaviors and the instructor’s recommendations for improving/changing the performance/behaviors. It is expected that these recommendations will provide guidance needed by the student to successfully pass the course. When the student’s performance/behavior has improved and/or the unsatisfactory behavior has been changed as determined by the instructor, the student’s clinical probation status is removed and a notation made on the clinical probation form of the student’s improvement. If the student’s performance does not improve and the student fails the course, that is also documented on the form. The clinical probation form remains in the student’s record in the School of Nursing with other documentation of clinical performance.

Although the students are usually placed on clinical probation before or at the mid-term, it may be given at any time during the semester. Clinical probation is intended to give the student additional time to improve clinical performance or change behavior, but it does not mean that the student cannot be withdrawn or failed for unsafe care as specified in Faculty Document #(88-02)094B.
Health Insurance Portability and Accountability Act (HIPAA)

HIPAA stands for Health Insurance Portability and Accountability Act and involves legislation protecting patient privacy and records security. Nursing students are expected to comply with their assigned clinical agency HIPAA privacy policies. Based on agency policies, students may be required to sign confidentiality agreements that describe their responsibilities pertaining to patient information and medical records. Students should raise any questions about HIPAA issues or agency agreements with their clinical agency instructor.

Significant points for students related to HIPAA include:

1. In accordance with the UWM College of Nursing Undergraduate Program Standards of Professional Conduct, students are expected to “observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information relating to them and their care.”

2. Generally, as nursing students, any medical or other confidential information or knowledge acquired or received during the course of clinical experiences, including, but not limited to, patient data and patient care information, business affairs, methods of operations, and computer-processing systems is confidential. Students agree to maintain this confidentiality and not to disclose or use this information during and after clinical assignments, without the agency’s prior written consent.

3. Clinical information and/or activities essential to students’ preparation as professional nurses, under the supervision of their instructors, are provided for under the HIPAA Privacy Rule. Clinical pre- and post-conference discussions between students and their instructors, who have participated in the nursing care of patients on their assigned units, are examples of activities necessary to the clinical education of nursing students.

4. Students must take specific steps to protect the privacy and confidentiality of patients in their care. These steps include, but are not limited to, limiting any written and/or verbal discussions of patients to facts that do not make patients easily identifiable. Discussion of patients outside of students’ clinical practice settings or instruction is not allowed.

5. Students are to keep any notes, files, diskettes, or electronic files that involve patient information in a secure place. Information provided in coursework should not make the patient identifiable. Clinical assignments or coursework should not be submitted or exchanged via e-mail.

6. Students should return or destroy any patient health information received in the clinical setting at the completion of the clinical course. Course instructors may collect this information to facilitate its destruction.
Invasive Procedures

UWM nursing students may not practice invasive procedures on each other in the Cunningham Building, Tallent Hall, nor in clinical facilities. Invasive may be interpreted as breaking of skin integrity or entering body orifices with the hands or with objects, with the exception of orifices in the head (i.e., assessment of eyes, ears).

Students in the clinical setting may conduct invasive procedures with patients when the student is under the direction of a clinical instructor.

Liability Protection

General, professional and medical malpractice liability protection is extended to UWM nursing students while participating at a clinical practicum through Wisconsin State statutes under the following conditions:

- The program is sanctioned by the Dean of the School.
- Liability protection is extended only for the time specified by the agreement between the affiliate and the School, i.e., scheduled clinical hours.
- The program provides credit and is a requirement for the student's graduation.
- The student is a registered student in good standing.
- If an accident occurs, the student was acting within the scope of the program at the time of the incident.
- The student reports any incident, which may give rise to a claim to the clinical faculty person, the Director of the Undergraduate Program or Dean of the School. (The Program Director or Dean will advise UWM's Risk Manager.)
- Should the incident result in a claim or legal action naming the student or UWM staff, the student must cooperate fully and follow instructions given to the student by the UWM's Legal Affairs or Risk Management staff. If legal action is needed, the State of Wisconsin Attorney General will assign legal representation.

Personal Property Insurance

The University does not provide insurance for personal property, which may be damaged or stolen while you are at a practicum facility or institution. Students should verify what types of personal property protection they might have under a homeowner's, renter's or automobile policy.

Students should leave all valuable property at home, including jewelry, large sums of money, and electronic and computer equipment.
SECTION V: HEALTH and SAFETY ISSUES

Guidelines on Acquired Immunodeficiency Syndrome (HIV/AIDS)

1. Students and faculty with HIV/AIDS should contact the UWM Norris Health Center for an individual analysis and response based upon the particular facts of each situation.
2. Students who come in contact with patients/clients/co-workers who have HIV/AIDS should follow the policies and procedures of the appropriate agency.
3. It is usually recommended that persons who are pregnant or are immunosuppressed due to a chronic debilitating disease, such as cancer, should not care for patients/clients with HIV/AIDS due to the high incidence of viral infections in such patients/clients.
4. Students with known exposure to persons with HIV/AIDS may contact the UWM Norris Health Center for appropriate screening and testing.
5. The UWM Norris Health Center is a screening site for HIV/AIDS. Therefore there is no charge for these tests. These tests will be examined anonymously and the results returned with a code.
6. Students who have concerns caused by contact with patients or other persons with HIV/AIDS may contact the UWM Norris Health Center for confidential information, advising and possible testing for this disease. As a screening site, the Health Center makes no charge for these services.
7. UW-Parkside Consortial students may contact the UW-Parkside Health Services for information and/or services.

Additional information on HIV/AIDS is available in a file in the Office of the Associate Dean for Academic Affairs. Please direct any concerns or question to the Associate Dean.

Note: At UW-Parkside, students should contact the UW-Parkside Health Services, whose protocol and procedures are extremely similar to the UWM Norris Health Center’s protocol and procedures.

Protocol for Percutaneous Exposure to Body Fluids

Universal Precautions

To protect all persons against exposure to human blood-borne pathogenic disease, “universal precautions” will be observed to prevent contact with blood or other potentially infectious body fluids or tissues. These precautions make the assumption that all human blood and certain body fluids are to be handled as if known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other blood-borne pathogens. “High risk body fluids” as defined by the Center for Disease Control (CDC) are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, blood products, menstrual discharge, and inflammatory exudates. Saliva, sputum, tears, nasal secretions, urine, feces, sweat and vomitus are not considered high risk fluids unless visibly contaminated with blood. However, non-blood-borne pathogens may be present in these fluids, and the Exposure Protocol should be initiated whenever a biohazardous injury results in exposure to one of these substances.
Injury

If the Exposed Person is a UWM student, please note that the student, not the College of Nursing or UWM, is responsible for costs incurred during the emergency post injury evaluation/intervention if done outside of the Norris Health Center.

Biohazardous injury. 1) a puncture or laceration caused by a needle or sharp object contaminated with blood or other body fluids; 2) blood or blood-tinged secretions which contaminate the mouth, eyes, nasal mucosa, or open skin lesions; or 3) human bites.

Exposure incident. the direct contact of non-intact skin (e.g. puncture, abrasion, rash) and/or any mucus membrane to the “high risk body fluid” of another person.

A. Initial Injury Management/First Aid (Immediately upon injury)
   1) Percutaneous injury-5 minute betadine scrub
   2) Mucosal/ocular splashes-irrigate with normal saline; if the eye involved, lift eyelids to ensure thorough irrigation
   3) Report injury to facility infection control officer

B. Exposure Evaluation and Management (Within 30 minutes of injury)
   1) Exposed Person (EP) should go to ER of facility where exposure occurred; IF the initial facility ER declines to serve EP and/or is not covered by his/her insurance provider; THEN
      2) EP to go to ER facility covered by his/her health insurance provider OR
      3) EP to go to Norris Health Center (If Norris Health Center is closed, this is not an option for emergency exposure evaluation)

If EP is UWP consortial student, go to Student Health Services (If Health Services is closed, this is not an option for emergency exposure evaluation)

C. Post-Exposure Counseling (Within 24-48 hours of injury)
   1) EP to contact Norris Health Center or UWP Health Services to make arrangements for follow-up counseling/guidance OR

   2) EP to contact counseling/support services covered by his/her insurance provider
SECTION VI: SUMMARY OF UWM POLICIES

Academic Misconduct
The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. (UWM Faculty Document #1686)

Accommodation for Religious Observances
Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. (UWM Faculty Document #1853)

Complaint Procedure
Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific University policy, it may be directed to the head of the department or academic unit in which the complaining occurred or to the appropriate university office responsible for enforcing the policy. All complaints should be directed to the Professor first. If you are unsatisfied with results of this meeting, then the next step is to go to the Professor’s program director.

Discriminatory Conduct Policy
The University will not tolerate discriminatory conduct as defined: 1) intentional conduct, either verbal or physical by a member of the faculty, staff or student body, which 2) occurs on property under the jurisdiction of the Regents or under circumstances where an affiliation with UWM is significant in the occurrence; and 3) is predicated on considerations of any of the following: race, color, national origin, creed, ancestry, sex, sexual orientation, age, religion, disability, or other status protected under the law; and 4) which has the purpose and effect of adversely affecting any aspect or condition of an individual’s education, employment, housing or participation in a university activity. (UWM Faculty Document #1670) Please be respectful of yourself, your peers, and the Professor. Disciplinary action for Non-Academic misconduct will be filed for anyone violating this policy.

Financial Obligation
The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the Schedule of Classes. It is important to both you and the University to make payment on time. A complete description of UWM Fee Facts may be obtained from the Department of Enrollment Services.

Grade Appeal Procedure
A student may appeal a grade on the grounds that is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective program director or the Academic Dean of the School. (UWM Faculty Document #1243)

Inclement Weather
UWM students should contact the University at 414-229-4444 (UW-Parkside, 262-595-2345) to ascertain the status of class cancellation due to inclement weather. Even when classes are canceled, University offices and services remain available, unless the entire University is closed by the Governor.
Incomplete
A notation of “Incomplete” may be given in lieu of a final grade to a student who has
carried a subject successfully until the end of a semester, but who, because of illness or
other unusual and substantiated cause beyond the student’s control, has been unable to
take or complete the final examination or to complete some limited amount of term work.
An incomplete is not given unless you prove to the instructor that you were prevented from
completing course requirements for just cause as indicated above. (UWM Faculty
Document #1558 and #1602)

Participation by Students with Disabilities
If you need special accommodations in order to meet any of the requirements of a course,
please contact your instructor as soon as possible.

Safety
Safety techniques and strategies are described in a College of Nursing Handbook. Copies
are available in the Office of Student Affairs.

Sexual Harassment
Sexual harassment is reprehensible and will not be tolerated by the University. It subverts
the mission of the University and threatens the careers, educational experience, and
well-being of students, faculty, and staff. The University will not tolerate behavior between
or among members of the University community, which creates an unacceptable working
environment. (UWM Faculty Document #1605)
SECTION VII: STUDENT SUPPORT SERVICES

Accessibility Resource Center
The Accessibility Resource Center (nee: Student Accessibility Center) is located in Mitchell Hall, Room 112. Assistance is available to students who have challenges in learning caused by physical, psychological or learning disabilities. Contact this office at 229-6287 if you would like to check out their services.

Academic Enrichment Center
The Academic Enrichment Center (AEC) is located in Cunningham Hall, Room 139, across from the large lecture hall. The Center provides mentoring services and academic support in science and other nursing classes for all nursing students who desire to achieve academic success. The AEC Coordinator is Carrie von Bohlen; she may be contacted by phone (414-229-3749), fax (414-229-5554) or e-mail (cvb@uwm.edu).

E-mail
You have been given a university e-mail account and the faculty and staff of the Nursing Program expect you to use it, since the College of Nursing relies on this method of communication to inform you of important events, such as changes in class meetings, class timings and assignments. It is mandatory that you check your UWM student e-mail on a consistent basis to stay informed. If you have problems with your email account, contact your campus Help Desk immediately. If you do not have a computer at home, there is a computer lab available in the nursing building for your use.

Scholarships for Nursing Students
Information about any scholarships that are being offered will be posted on student bulletin boards. The scholarship binder in the Student Affairs Office also contains a listing of all current scholarships available.

Student Affairs Office
You are assigned to an academic advisor in the College of Nursing who is available to assist you personally and academically.

University Student Services
Although many of your hours will be spent at the clinical site, remember that you still are entitled to use the student services provided by the University. Please refer to the campus website for details.
Nursing Learning Resource Center (NLRC)

The Nursing Learning Resource Center provides learning and teaching resources for students, faculty, and staff.

Learning in the NLRC occurs through a variety of strategies with simulation as one of the major tools. Simulation provides an environment for the student to experience an aspect of patient care without fear of harm to a real patient. Simulation includes the use of models, manikins, medical equipment, and also human patient simulators that are run with computer software.

NLRC resources for students include:
- Practice labs where students learn and practice basic to advanced psychomotor skills
- Computers for student use, testing, course-related activities, and faculty/staff instruction, as well as printing capabilities
- Media/resource library for textbooks, reference books, video/audio/DVD resources
- Audiovisual equipment for student viewing of media and digital video recording
- Equipment for clinical activities, such as audiometers and vision screening, BP cuffs, and patient/client teaching materials
- Human patient simulators, both adult and infant
Electronic communications as well as online social media platforms allow UWM nursing students to engage in both professional and personal conversations. The ability to connect, collaborate, and communicate with the learning community is important for professional growth. The goal of this policy is to protect both UWM nursing students as well as the College of Nursing by providing standards of conduct which must be followed when nursing students use social media platforms.

Social media platforms are technology and online spaces for integrating and sharing user-generated content that allow individuals to engage in conversations with others and to participate in content creation. Examples of social media platforms include, but are not limited to, Facebook, Myspace, Twitter, LinkedIn, YouTube, Flickr, blogs and e-mail.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. It’s important to remember that all content contributed on online platforms becomes immediately searchable and is immediately shared. This content may leave the contributing individual’s control forever and may be traced back to the individual after long periods of time.

Standards for Online Professional or Personal Activity: The below technology use and social media standards apply to all students affiliated with the College of Nursing:

1. **Protect confidential information!** Students must follow University and UW System policies and procedures and state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), and state privacy laws.

   Nursing students are prohibited from publishing or otherwise disclosing any confidential information including patient health information without first obtaining written authorized consent from the patient, written permission from the clinical agency’s designated officer, and written permission from the College of Nursing clinical instructor. This includes, but is not limited to, patient records, conversations, photographs of clients, and/or videos. Do not post any information about your clinical rotations or clients in any online forum or webpage.

2. **Maintain academic integrity!** A variety of web-based technologies are used to facilitate and evaluate your learning. In order to provide a fair evaluation for all students, do not share any details of competency evaluation scenarios and/or course examinations including test questions with other students. Do not post any performance evaluation or simulation scenario videos in any online forum or webpage. Failure to maintain this confidentiality standard will be considered cheating.

3. **Do not speak on behalf of UWM or the College of Nursing!** In your communications, you need to ensure that it is clear that you are not speaking for...
UWM, and what you say represents your own individual personal views and opinions and not necessarily the views and opinions of UWM. Whenever you identify yourself on social media and/or the web as a UWM nursing student or use a UWM email address, your postings and personal web pages may be viewed by your colleagues, clinical agencies, and even clients/patients.

4. **Use good judgment!** As a UWM nursing student, you are preparing for a career providing services to the public. The College and future employers hold you to a high standard of behavior. Ensure that any content associated with you is consistent with your professional goals.

5. **Be civil and respectful!** Civility is an important component of online communication. There is great value in sharing and communicating one's opinion. The College of Nursing is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Don't be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory.

Failure to abide by this policy, other University and UW System policies and procedures, including UWM’s Acceptable Computer Use Policy, state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), and state privacy laws could lead to discipline or other adverse action.
SECTION VIII: STUDENT PARTICIPATION IN THE COLLEGE OF NURSING

Students are encouraged to participate actively as individuals and/or as a group to enhance their professional development and the progress of the College of Nursing. This is your school and the faculty and administration desire to hear from you to continue to meet the needs of students. Some of the ways you can become involved are described below, including feedback to faculty regarding courses and faculty teaching methods; student representation on College of Nursing committees; student organizations; and attendance at social events.

College of Nursing

Student Representation on Standing Committees. Undergraduate nursing students may be appointed to serve as voting members on the Undergraduate Program Committee. Interested students should obtain the necessary application from the UWM Student Association and also alert the Academic Affairs Office of your intent.

Student Organizations

Black and Gold. Students, faculty and staff work together to share information and make decisions affecting the undergraduate program.

The College of Nursing’s Black and Gold Committee strives to:

- Promote and maintain an open environment for the exchange of information between students, faculty, and staff.
- Improve student satisfaction and success through the identification and reduction of stressors within the boundaries of the CON's Black and Gold committee.
- Enhance the respect for a diverse population within the CON.

Wisconsin Student Nurse Association (WSNA) and the National Student Nurses Association (NSNA). There are chapters at both UWM and UW-Parkside. At UWM, students belong to the Nursing Students Association (NSA) and at UW-Parkside, the Students Nurses Association at UW-Parkside-UWM Consortial Program (SNAP-UWM). Membership is open to all nursing students whether or not they are yet enrolled in the nursing major. Membership in NSA and SNAP-UWM provides students with opportunities to share concerns, ideas, and information among themselves, as well as with nursing students throughout the state and the nation. The affiliation with the state and national associations provides students with a broad perspective of political and legislative issues and actions.
Sigma Theta Tau. The Eta Nu Chapter of Sigma Theta Tau International Honor Society was established in fall of 1983. The purpose of the honor society is to recognize superior achievement, leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals of the profession. This prestigious membership is by invitation only, based on criteria established on the international level. Undergraduate students are invited to join at the end of either their junior or senior year.

Nursing Alumni Association (NAA). All graduates of the College of Nursing are encouraged to become members of the Nursing Alumni Association, a constituent association of the UWM Alumni Association. The purposes of the NAA are to:

- Stimulate the continue interest of graduates and other nurses in the community in the UWM College of Nursing,
- Support and assist fund raising efforts for the College of Nursing,
- Promote the continued emphasis on high standards in the education, research, and service functions of the College,
- Promote the professional interest of nurses and to cooperate with other professional nursing organizations in promoting a high standard of professional practice through such means as newsletters, educational functions, and social functions, and
- Provide an opportunity for communication between alumni, faculty members, and students of the College of Nursing about educational trends and developments in nursing.
Receipt of Handbook Form

I have received a copy of the 2016-17 RN-to-BSN Undergraduate Nursing Major Student Handbook, including a copy of the standards of professional conduct and the Technology Use and Electronic Media Policy, and I understand that as a University of Wisconsin-Milwaukee College of Nursing student I am expected to conform to these standards.

Signed: ____________________________________________

Print Name: ____________________________________________

Date: ____________________________________________

UWM College of Nursing  Student Affairs Office, Room 135 Cunningham Hall, 1921 East Hartford Avenue Milwaukee, WI  53211
FAX: 414-229-5554