

THE
UNIVERSITY
OF RHODE ISLAND
COLLEGE OF
NURSING

Student Handbook

Undergraduate On-Campus Programs

Bachelor of Science

RNBS on-campus

2018-2019

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I. Introduction

This College of Nursing Student Handbook is provided as a guide for students enrolled in the undergraduate baccalaureate nursing program at URI, and is intended to provide undergraduate nursing students with: (1) an overview of the College of Nursing and its history, vision, mission, values; (2) a description of the competencies baccalaureate students are expected to achieve prior to graduation (“expected program outcomes”); (3) a full description of the College’s academic and professional policies applicable to undergraduate nursing students; and (4) a full description of the clinical policies applicable to undergraduate nursing students.

This Handbook does not describe specific program course and graduation requirements. A description of those academic and course requirements can be found in the Undergraduate Catalog and on the College of Nursing webpage.

This Handbook is also meant to supplement other University policy, program description and guidance documents including the University Manual, URI Student Handbook and University Catalog.

Each undergraduate nursing student assumes responsibility to become familiar with the information contained in this Handbook. Furthermore, students are expected to comply at all times with all policies and requirements set forth in this handbook.

The College reserves the right to add, delete, revise, or change the information, including all policies and procedures set forth in this Handbook. All students are expected to review the Handbook at the start of the academic year and as necessary throughout the academic year.

The Handbook may be accessed electronically on the College of Nursing website. This location will contain the most up-to-date version of the Handbook and supersedes all other versions.

Any questions pertaining to any of the contents of this Handbook should be directed to the College of Nursing Assistant Dean.

History of the College of Nursing

In September 1945, the University began its first nursing program with nine students in the School of Home Economics. In 1947, a Division of Nursing was established and Miss Louisa White, Associate Professor, was appointed Director. In 1970, the College began offering a Master's in Nursing and in 1985 a Doctor of Philosophy in Nursing. A Doctor in Nurse Practice (DNP) began in 2010.

Until 1968, nursing students lived in Providence during the clinical portion of the program and the majority of the faculty had offices at Rhode Island Hospital. In 1963, Fogarty Hall was dedicated and office space was provided for the Dean, several faculty and two secretaries. Finally, a new building was completed which was designed specifically for the College of Nursing. White Hall, named in honor of the first director of the nursing program, was dedicated on September 23, 1977.

Accreditation

The baccalaureate degree in nursing, master's degree in nursing, Doctor of Nursing Practice and post-master's certificate at The University of Rhode Island are accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

Vision

The University of Rhode Island College of Nursing is a dynamic catalyst for improving health and transforming healthcare through innovation and excellence in education, knowledge development, discovery and professional practice to meet the needs of a global society.

Mission

To prepare nurses to excel as outstanding and compassionate clinicians, scholars and leaders who will enhance the health and health care of individuals, families, communities and populations both locally and globally.

Values

- Social justice, diversity, inclusivity, & civic engagement
- Respectful, ethical, humanistic, & compassionate care
- Intellectual curiosity, innovation, & scholarly inquiry
- Leadership, lifelong learning, & excellence in practice

II. Technical Standards

Nursing is a rigorous program of study and professional practice. Students are expected to demonstrate (with or without any pre-approved reasonable accommodations; (see “Accommodations for Qualified Students with Disabilities” section below) the ability to exercise all of the technical skills and to meet all the technical demands of the program --- including academic, cognitive, emotional, and psycho-motor skills and abilities--- in order to succeed.

Below are the technical standards that the college deems essential for training and practice in the profession of nursing in order to deliver safe and effective patient care.

Observational Ability: The student must demonstrate the ability to make and accurately interpret visual observations in all areas of patient care delivery, both in clinical facilities and simulation education.

Communication: Students must be able to communicate effectively and sensitively both verbally and non-verbally in order to elicit information and to translate information to others. The student must possess oral and written communication skills that permit effective communication with faculty, students, patients, families, and all members of the health care team in both clinical and classroom environments.

Motor Ability: The student must possess motor functions such that they are able to execute movements required to provide necessary care and treatment to all patients in clinical care settings. The student must possess skills that span fine motor and gross motor muscular movements, equilibrium and functional use of all senses.

Intellectual – Conceptual Ability: The student must be able to demonstrate critical thinking and problem-solving skills. This includes the ability to measure, calculate, reason, prioritize, analyze, integrate, synthesize information and act with integrity and judgement, often in a time urgent environment. The student is expected to listen, speak, read, write, reason, and perform mathematical functions at a level which allows comprehension of materials both written and oral throughout the program.

Behavioral and emotional: The student must be able to withstand the psychological and physical rigors of nursing education and practice. The student must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other

professionals under all circumstances, including highly stressful situations. Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the nursing program. The student is expected to have the emotional stability to fully utilize his or her intellectual abilities, exercise good judgment, and promptly complete all patient care responsibilities. Students must have the ability to meet these demands under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable ways.

III. Bachelor of Science Program Outcomes

Below are the core competencies (also referred to as program outcomes) that Bachelor of Science students are expected to achieve by the end of the nursing program. Students demonstrate competency in these outcomes by meeting course objectives outlined in each course syllabus.

1. **Knowledge and Inquiry:** Demonstrate knowledge of concepts, theories, evidence-based practice and develop a sense of inquiry.
2. **Nursing Practice:** Provide care to clients across the lifespan and in a variety of settings and show an ability to skillfully assess strengths as well as health needs, identify problems, formulate outcomes, design and implement interventions, and evaluate outcome effectiveness.
3. **Professionalism:** Demonstrate ethical and professional behaviors and engage in the process of lifelong learning.
4. **Communication and Collaboration:** Communicate effectively and interact collaboratively with clients, health professionals, and other colleagues in the provision of comprehensive health services.
5. **Societal and Global Influences:** Demonstrate knowledge of the impact of societal and global issues on health and health care.
6. **Leadership:** Integrate leadership, quality improvement, and safety into the design, management, and coordination of care.

IV. Academic & Professional Policies

Should any policy be added or modified, the updated information will be located on the College of Nursing webpage at <http://web.uri.edu/nursing/guidelines-and-policies/>

Scholastic Standing/Academic Review

The academic records of all nursing students are reviewed by the College of Nursing Scholastic Standing Committee. This Committee is responsible for enforcing the academic policies set forth in the University Manual and the College of Nursing. The committee is comprised of the Assistant Dean, faculty and nursing academic advisors. The Associate Dean is an ex officio member of the Committee.

Academic Progression & Dismissal Policy

1. Students are expected to achieve a minimum grade of C in all NUR courses and a C in all non-nursing prerequisite courses and to maintain a minimum GPA of 2.20 in order to progress in the College of Nursing. Students must complete all NUR courses in the appropriate sequence as outlined on the College of Nursing curriculum sheets.
2. If a student receives a C- or less in a single NUR course, the College of Nursing Scholastic Standing Committee will review the student's academic record. Students who achieve less than a grade of C must repeat the course, obtaining a C grade or higher, before progressing in the nursing curriculum. Permission to retake the course will be granted on a space-available basis only. Even if successfully repeated, the initial grade remains on record as the first unsuccessful attempt. There are no further allowances for repeating a NUR course, and any subsequent NUR coursework of C- or below will result in dismissal. If the student should achieve a C- or less in two NUR courses in a single semester, he or she will be immediately dismissed from the College of Nursing.

Curricular Modifications or Exceptions

Student Requests for Curricular Modifications or Exceptions (Other than Request for Reasonable Accommodations based on a qualified student's disability, which shall follow the procedures outlined by the URI Office of Disability Services for Students)

Undergraduate students seeking exceptions to any University rule pertaining to their academic circumstances, including degree requirements and courses of study, shall do so by written

petitions submitted to the College of Nursing Assistant Dean. Students should follow the procedure below:

1. Complete all sections of the “substitution or waiver” form, located on the College of Nursing webpage.
2. Attach additional supporting information or documentation, if necessary.
3. Submit to the College of Nursing Assistant Dean for review by the Scholastic Standing Committee.
4. A written response from the Committee will be sent to the student within 10 business days.

Grading

The following grade chart is used for undergraduate NURSING courses:

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	below 60%

Grade Appeal Procedures

In the event that the student thinks that a grade he/she receives in a particular course is incorrect, the student has the right to appeal the grade in the following procedure. [Note: The student must commence the appeal process within 5 calendar days of the posting of the grade, and if the appeal is taken to steps 2, 3 or 4, the student must commence each next step within two calendar days after the conclusion of the prior step]:

1. The student shall first discuss the grade with the instructor
2. If unresolved, the student shall discuss concerns with the Assistant Dean, who will discuss the matter with the Instructor.
3. If still unresolved, the student may submit a written appeal to the Associate Dean, who will discuss the matter with the Instructor. If the Associate Dean believes the grade should be changed, and the instructor does not agree to the change, the

Associate Dean shall issue a written decision to the student and the instructor which includes his/her recommended grade change, and his/her reasons for recommending the change. If the Associate Dean does not believe the grade should be changed, he/she shall issue a written decision to the student and Instructor stating his/her conclusions and reasons.

4. If still unresolved, the student may make a second written appeal to the College of Nursing Scholastic Standing Committee. The Committee will provide the Instructor the opportunity to respond to the appeal, following which, unless the Instructor voluntarily agrees to make a grade change acceptable to the student, The Committee will issue a final decision on the matter, stating its conclusions and reasons. If the Committee decides that the grade should be changed over the objection of the Instructor, the grade shall be changed in the manner specified in the University Manual.

University Withdrawal (voluntary)

Students may withdraw from College of Nursing and URI at any time. Students who wish to withdraw from the University and College of Nursing must complete the Withdrawal form found on the Enrollment Services website and forward to the Assistant Dean for signature.

Leave of Absence

Students may apply for a Leave of Absence from the College of Nursing and URI. Students must complete the Leave of Absence form found on the Enrollment Services webpage and are required to meet with the Assistant Dean for discussion and approval. Placement in nursing courses may not occur immediately upon return and the student's enrollment in specific classes will be provided as soon as reasonably possible, on a space available basis. Depending on the length of time away from URI, students may be required to take an exam and complete a skills check to ensure readiness to return to the CON and care for patients in a safe manner. In the event that a student does not show competence in knowledge and skills, he/she may be required to repeat a NUR course(s) before progressing in the curriculum.

V. Academic Conduct, Integrity & Professionalism

General Principles

Life in the academic community must be one of integrity, honesty, acceptance of responsibility, and a willingness to clearly and accurately represent oneself, one's work, and one's activities. The College of Nursing believes that professional conduct is critical to the practice of nursing, and fully supports the University policies. Students are expected to observe the standards of professional conduct and ethics in the clinical setting, including respect for patient's rights to: considerate and respectful care, information, informed consent, privacy, confidential communication, and continuity of care. Students are expected to conduct themselves as representatives of the profession, the College of Nursing, and the University.

Failure to meet these standards will be treated as a failure to accept responsibility as a student and may make one subject to suspension or dismissal from the College of Nursing.

Incidents of academic dishonesty (including cheating and plagiarism), collusion (the assisting of another student in an act of dishonesty), and misrepresentation are prohibited.

The commission of illegal or unprofessional actions, such as violations of HIPPA or privacy regulations, illegal drug sale, possession or use, chemical impairment, violation of other state or federal laws, and sexual assault or sexual harassment, are also prohibited.

Students who violate the University's student conduct policies may be reported to the Office of Student Life, as indicated in the URI Student Handbook.

Please refer to the URI Student Handbook- <http://web.uri.edu/studentconduct/student-handbook/>, the University Manual (8.27.10-8.27.20)- <http://web.uri.edu/manual/chapter-8/chapter-8-2/>, and the University Catalog - <http://web.uri.edu/catalog/> for the complete policy.

Involuntary Class or Clinical Withdrawals

Breach of professionalism is a serious offense which will be dealt with firmly. The College of Nursing reserves the right to remove (involuntarily withdraw) a student from a class or clinical for a minimum of one day or up to the remainder of the semester in the event it is determined that a student's behavior, attitudes or actions violate essential program or professional

standards or requirements, threaten harm to self or others, and/or indicate that the student is not fit to continue.

The student will be required to attend a mandatory meeting with a College administrator to discuss the incident or problematic behavior.

Non-Academic Suspension or Dismissal from a Program

In the event it is determined that a student's behavior, attitudes or actions violate essential program or professional standards or requirements and/or indicate that the student is not fit to continue in the program, the College may suspend or dismiss a student from their program. The College will normally provide notification to the student of the reasons for the contemplated suspension or dismissal and give the student an opportunity to address those reasons before the College deliberates and makes a final decision to suspend or dismiss the student. The nature of the opportunity provided to the student (e.g. a less formal meeting with a College administrator, or a more formal hearing before multiple College officials or a panel, etc.) will depend on the nature and duration of the sanction and the reasons for the contemplated suspension or dismissal and other relevant factors, provided however, that the College reserves the right to immediately suspend the student in the event that the student's immediate continuation in the program constitutes an imminent risk to the student or to other students in the program, or for other compelling reasons.

Diversity and Inclusion

Diversity can be conceptualized in different ways depending on the context. The College of Nursing conceptualizes diversity as understanding that each student brings unique experiences, strengths, and ideas to our classroom. These differences can be along dimensions of race, ethnicity, sexual orientation, gender, socioeconomic status, age, ability, religious or political beliefs, or other different ideologies. Diversity is the exploration and incorporation of these differences to enrich learning and in and out of our classrooms.

Each member of the University has the responsibility to foster an environment of acceptance, mutual respect and understanding. If you are a target or witness to a bias incident, you are encouraged to contact the URI Bias Response Team at www.uri.edu/studentlife/brt .

The Southern Rhode Island Area Health Education Center aims to develop high quality, culturally competent healthcare workers by recruiting and supporting students as they progress through their academic careers. In collaborating with community partners, sriAHEC addresses health care disparities in Rhode Island, especially its southern regions. Please see the link for more information (<http://web.uri.edu/southernriahec/>)

Tobacco Policy

The College of Nursing (CON) is dedicated to maintaining a healthy work and learning environment. While the College already prohibits smoking inside its buildings and facilities, the CON policy prohibits smoking or use of tobacco products by students while in uniform* or at any time when representing the College of Nursing. *See Student Dress Code Policy (p. 25)

Alcohol and Drug Policy

Violation of the University's drug and alcohol policies prohibiting illegal use or possession of any controlled substance without a prescription while enrolled in The College of Nursing is considered a serious offense and may result in suspension or dismissal. Many hospitals, clinical facilities, and other professional sites require students to undergo a drug test. Students who test positive for an illegal drug may be denied clinical placement at these sites. As a result, the student's progression to meet the degree requirements can be impeded.

Electronic Devices

The College of Nursing requires responsible use of mobile devices to access electronic information that can be helpful in forming plans of care for patients and for professional communication. Clinical agency policies regarding mobile devices must be followed by all students during their practicum experiences.

Social Media Policy

Social media are web-based or mobile technologies used for interactive communication. Examples of social media include, but are not limited to, collaborative projects (e.g. Wikipedia), blogs and microblogs (e.g. Twitter), content communities (e.g. YouTube), social networking sites (Facebook, Instagram, SnapChat), virtual game worlds, and virtual social worlds (e.g. Second Life).

Health Insurance Portability and Accountability Act (HIPAA) - Compliant use of Mobile Devices, Social Media and the Internet. The purpose of this policy is to maintain the protection of sensitive and confidential information and to uphold professionalism.

This policy applies to the use of mobile devices, social media and internet communications related to confidential information about the faculty, staff, students, classroom and clinical activities, patients, and clinical affiliates. CON students, faculty and staff must always protect individuals' rights to privacy and confidentiality, and communicate sensitive and confidential information in accordance with all applicable laws, regulations and policies (including the policies of clinical training sites), including whenever applicable the requirements of the Health

Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

Members of the CON community are expected to observe the American Nurses Association's Principles for Social Networking (American Nurses Association.)

ANA's Principles for Social Networking (<https://www.nursingworld.org/social/>)

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient- nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

The policy requires that all:

- Be aware of the necessity of maintaining professional boundaries while using electronic media.
- Follow applicable HIPAA regulations at all times. Identifiable information concerning patients/clinical activities must not be posted in any online forum.
- Protect confidential, sensitive and proprietary information. Do not share or post any information related to nurse-patient contact or about the College of Nursing.
- Do not post comments on social media sites about patients, clinical facilities, employees of facilities, faculty or other students as these posts violate the individual's right to privacy and may incur liability - even if the posts do not specifically identify individuals.
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified
- Do not use mobile devices to take photos or videos of patients or patient information.
- Use personal electronic devices only as authorized by faculty and clinical affiliates.
- Report any breach of confidentiality or privacy to a College of Nursing administrator or faculty member.

Violations of patient privacy will be subject to applicable HIPAA policies, procedures and sanctions, and may subject the student to other sanctions imposed by the College. Students who wrongly share confidential information, or otherwise engage in unprofessional communication, may be subject to disciplinary action, up to and including dismissal from the program.

Accommodations for Qualified Students with Disabilities

Students are expected to notify faculty at the onset of the semester if any special considerations are required in the classroom or clinical setting. If any special considerations are required, it is expected that the student will notify the faculty with the appropriate paperwork from Disability Services (<http://web.uri.edu/disability/>).

Computer Lab Policy

For quiet, individual work, the student computer lab is located in White Hall (Room 201). Students are expected to behave with courtesy and respect toward fellow students and equipment. Hours of operation are posted outside the door. All files left on the computers will be purged.

Email Policy

All email communications to students by the College, or its faculty and staff, will be via the URI email system, with communications sent to the students' URI assigned email address. Students are also required to use their University of Rhode Island email account for all communications with College faculty or staff. Students are expected to frequently monitor their URI email as all URI and College of Nursing academic and clinical information is communicated in this manner.

Sakai

The College of Nursing - UG and College of Nursing - RNBS Sakai sites serve as a communication portal between undergraduate students, faculty and administrators. Important information such as clinical schedules, events, job postings and graduation information will be shared through these sites. It is important that you become familiar with Sakai and check the College of Nursing site frequently.

VI. Clinical Policies

Off campus clinical nursing experiences begin in the second semester of Sophomore year with NUR 234 - Foundations of Nursing Practice with Older Adults. On-campus RN-BS students attend clinical practicums in both NUR 346 and NUR 444. Clinical experiences allow the student to apply the knowledge gained in the classroom setting to real-life situations under the direct guidance of a faculty member.

Students must meet clinical requirements and conform to clinical policies in order to participate in the practicum portion of their education. Should a student have any questions about his/her ability to meet requirements or follow listed policies, they should contact the clinical coordinator. Failure to do so could impede the student's ability to progress through the program and meet degree requirements.

Changes to these policies may occur at any time during a student's progression through the nursing program. Should any policy be added or modified, the updated information will be located on the College of Nursing webpage at <http://web.uri.edu/nursing/guidelines-and-policies/>

Clinical Compliance

Students must be compliant with clinical requirements by the July 1st (fall semester) or December 15th (spring semester) deadlines. If not completed prior to the deadline, students will be dropped from clinical courses. Re-enrollment into the clinical course(s) is granted on a space available basis once compliance is met; no later than one week prior to the start of classes. No exceptions will be made to this policy.

Background screening

All students in the College of Nursing must complete a comprehensive criminal background check through AccuSource Inc. (951-734-8882 or by email at customerservice@accusource-online.com) prior to beginning clinical courses (NUR 234 for traditional undergraduate students or prior to NUR 346 or NUR 444 for on-campus RN-BS students) and then every 12 months thereafter. This must be completed by the July 1st (fall semester) or December 15th (spring semester) deadlines. EVITES from ACCUSOURCE containing instructions on how to obtain a background check, will be sent at the beginning of May for the fall semester and the beginning of October for the spring semester. If 12 months has passed since your last background check and you have not received an EVITE, please contact the Clinical Coordinator.

In addition, many hospitals, clinical facilities, and other professional sites that participate in providing a clinical experience also require students to undergo a pre-rotation criminal background check which shows either a “clean” criminal record, or a criminal record which, due to the timing or nature of the criminal behavior, or the relevant circumstances, does not, in the judgment of the site preclude the student’s participation in the practicum experience at their site. Students with criminal records, therefore, should be aware that their criminal record may preclude their participation in clinical experiences, and as a result, their progression to meet the degree requirements may be impeded.

Students should also be aware of the licensing requirements set forth by the state in which they would like to become licensed, in order to understand if findings on a background check could preclude their ability to obtain a license in that state. If students anticipate issues arising from their criminal background check or have any questions, please contact the Clinical Coordinator. Fingerprinting may be a required part of the criminal background check process in some cases (this is frequently the case when the state police or other state law enforcement agency is involved in the background check process).

Adverse findings in a criminal background check, whether one conducted as a URI requirement or as a site’s requirement, could also have other negative implications on your academic standing and ability to continue in the program, especially when the violations found are serious, or raise concerns about your ability to satisfy applicable behavioral, academic or professional requirements.

Drug Testing

Many hospitals, clinical facilities, and other professional sites require students to undergo a drug test. Students who test positive for an illegal drug will be denied positions at these sites. As a result, the student’s progression to meet the degree requirements can be impeded.

If your clinical practicum site requires drug testing, the Clinical Coordinator will inform you and provide instructions on obtaining the required testing. Adverse drug test results, whether one conducted as a URI requirement or as a site’s requirement, could also have other negative implications on your standing as a student at URI. For example, it could potentially subject you to disciplinary proceedings and sanctions under the URI Student Conduct Code, or to proceedings and sanctions under applicable academic rules and procedures of the University, the Graduate School, or the College of Nursing.

Office of Inspector General (OIG) Search

The Office of Inspector General provides information to the healthcare industry, patients, and the public regarding individuals and entities currently excluded from participation in Medicare,

Medicaid and all other Federal healthcare programs. Many hospitals, clinical facilities, and other professional sites will prohibit students from clinical experiences at their institutions if found on the OIG's List of Excluded Individuals/Entities (LEIE) and the students progression to meet the degree requirements may be impeded. If student anticipates any issue arising from their OIG check or have any questions, please contact the Clinical Coordinator.

American Heart Association BLS Provider CPR

Students are required to be certified in professional level CPR for adults and children prior to NUR 234 and to maintain certification throughout the curriculum. The only accepted CPR certification is through the American Heart Association's BLS Provider course. Courses taken for certification from any other provider will not be accepted. [AHA BLS Class Locator](#)

The course is offered several times a semester by HEALTH SERVICES. If taken on campus at HEALTH SERVICES, the course fee is waived for Nursing students. Schedule of courses and instructions on how to enroll can be found here: <http://health.uri.edu/cpr-first-aid-courses/>

Students who enroll in CPR certification through HEALTH SERVICES and do not attend the scheduled class (without providing notification) will not be permitted to register for future HEALTH SERVICES CPR certification courses without paying the required fee.

If a student takes CPR off campus, the expense is the responsibility of the student. A copy of both sides of the certification card with signature must be uploaded to Sentry MD.

Student Agreement Form

A form that signifies the student agrees to fulfill all academic obligations outlined in the course syllabus and all financial obligations incurred while participating in the URI College of Nursing Clinical Program while matriculated at the University of Rhode Island. Forms can be found at SENTRYMD or on Sakai. CON UG>Resources

Student Immunization Release Authorization Form

A form that once signed, allows ACCUSOURCE/SENTRYMD to release student information to authorized members of URI's College of Nursing and to associated clinical sites, if the clinical sites request it. Forms can be found at SENTRYMD or on Sakai at CON UG>Resources.

Immunizations

Nursing students must meet specific health and immunization requirements before being allowed to begin any clinical nursing course. Students must have a current physical examination performed annually. These requirements reflect Department of Health regulations, infection control, and current affiliation agreements with clinical sites. Students who are unable to meet

or maintain health and immunization requirements may be denied placement by clinical affiliates. This may impede a student's ability to progress through the program and meet degree requirements. Any student who anticipates issues meeting and maintaining requirements should speak to the Clinical Coordinator.

Students that have requirements scheduled to expire during the semester should renew the requirement prior to the first day of class to ensure the requirement does not lapse. If any student allows a requirement to lapse during the semester they will not be allowed to attend clinical and will lose ten points off their final grade for the first delinquent day. Students with continued delinquency beyond one week would not be able to earn a grade higher than a C- due to the significant infraction of professional practice standards. Permission to repeat a clinical course is on a space available basis only and only granted after review by the scholastic standing committee.

All students are required to be current in all their immunizations, screenings, and certifications. Students are expected to maintain current records through the College of Nursing contracted agency, Sentry MD, www.sentrymd.com. Any questions, please email Sentry MD at URInurse@sentrymd.com. Students must use this service and are responsible for any costs for immunizations, screenings and vaccines. The professional fee covers the document tracking, not individual immunizations, screenings and vaccines. It is the responsibility of the student to keep accounts active including the timely update of contact information if any changes occur. Students must submit all the appropriate documentation through this site. **Paper copies will not be accepted by the College or individual instructors.**

All URI students may use Health Services for care, even if URI health insurance was not purchased. If you are covered by another health insurance company, URI Health Services will bill the company just as any other health care provider would. The use of URI Health Services for immunization and screening will be helpful to you in staying current and provides a single document that you can easily use in the immunization tracker. Students are also free to use their own providers. Complete information regarding immunizations can be found at <http://web.uri.edu/nursing/guidelines-and-policies/> or on Sakai at CON UG> RESOURCES.

If, for any reason, you come in contact with or acquire any infectious diseases or a medical condition which may affect your health status, your performance in clinical, or your patients' health, please inform your Clinical nursing instructors and the Clinical Coordinator. Also, seek assistance from Health Services and/or another health care provider.

Specific health and immunization information is required for the following:

Tuberculosis (PPD Screening Test)

A specific screening test is required to determine exposure to TB. It is called the Mantoux Test. This is a tuberculin skin test that consists of an injection of a purified protein derivative (PPD) of the tubercle bacillus. The injected site is checked 48-72 hours after the injection for a positive reaction. Documentation of a two-step PPD must be submitted with your health records during the semester you are in NUR 203. A two-step PPD consists of the administration of two PPD injections given at least one week apart but no more than 12 months apart. Thereafter a **yearly** PPD is required; however some agencies may require a PPD every 6 months. **Do not let this requirement lapse over a year or you will have to repeat the two-step.**

If students received the BCG vaccine (often given in countries where TB is endemic) submit proof of vaccination. Students may still receive the PPD testing, however the provider who reads the PPD results should be informed that you have received the BCG vaccine.

If students have a history of positive PPDs:

Students who have a history of positive PPDs are required to obtain and submit any of the following documentation **yearly**: negative blood tests, negative chest x-rays, or evidence of prophylactic drug treatment for TB to SETNRYMD. If students convert to a positive PPD reading while at URI, they are required to notify the clinical coordinator and seek evaluation from a licensed health professional for follow-up blood testing and possible chest x-ray to rule out active disease. The IGRA (Interferon Gamma Release Assay) blood screening takes several days to yield results and if negative, you will be cleared for clinical.

If the IGRA (Interferon Gamma Release Assay) blood screening positive:

A chest x-ray may be required to assess for evidence of disease. Appropriate clearance must be obtained before the first day of the semester. If the IGRA test is negative, yearly follow up is required, check with the clinical coordinator for current protocols.

Students who have a history of positive PPDs, Positive IGRA testing, a positive CXR, or who have undergone TB treatment are required to obtain **yearly** evaluation from their health care provider or URI Health Services to assess for evidence of disease. Students should submit to SENTRY MD documentation stating they have undergone medical evaluation, have no signs of active disease, and are able to participate in clinical practicums.

All results, PPDs, IGRA and Chest x-ray, if needed, must be uploaded to Sentry MD.

Ishihara Color Blindness Screening

- The college requires proof that students have full color vision before they are allowed to perform testing, such as urine dipsticks, which requires identification of colors to ensure the accuracy of findings. Results of color blindness testing (Ishihara color test) should be

included with your immunization record. An eye specialist, physician or nurse practitioner may test students. URI Health services will perform color blindness screening as well. If student is color blind, the clinical instructor will be informed and the student will need to refrain from interpreting results of tests that require the individual to discern variations of color.

Measles, Mumps and Rubella (MMR)

Students should have submitted the MMR (measles, mumps, and rubella) immunization documentation as a part of the University admission requirements. Two doses of the MMR vaccine fulfill the requirement for these diseases.

Rubella (German measles)

Each student (male and female) must submit a certificate signed by a licensed physician, nurse practitioner or his or her designee after attesting that he/she has one of the following:

- been immunized against rubella on or after age 15 months; or
- had a Rubella Susceptibility Titer Test showing immunity (this is a blood test sent to a lab to determine if you are probably immune to rubella or not) or
- is not a fit subject for immunization due to medical reasons.

Measles (Rubeola)

You may have had the disease or you may have been immunized.

If you were born after January '57, you must show:

- proof of 2 doses of live vaccine
- proof of titer, see above

If you were born before January '57, you must show:

- proof of titer

If you were immunized before 1968 you must be re-immunized.

Mumps

- You may have had the disease, or you may have been immunized.
- If you were born after January '57, you must show:
 - Proof of 1 doses of live vaccine, proof of disease or proof of titer, see above.
- If you were born before January '57, you must show:
 - Proof of titer.
- If you were immunized before 1968 you must,
 - Be re-immunized.

Varicella (Chicken Pox)

If you have had the disease, physician documented confirmation is required.

If you have not had physician confirmed history of chicken pox, you will need:

- Documentation of a positive varicella titer or
- Evidence of receiving two doses of the varicella vaccine.
- Students who received only one dose of varicella vaccine before age 13 per the CDC recommendations at the time or only one dose upon immigrating to the United States, must show evidence of immunity via a positive varicella titer or obtain a 2nd dose of the vaccine

NOTE: Individuals who have negative serum titers to rubella, rubeola, mumps, varicella or Hepatitis B must be vaccinated. Individuals who have low serum titers should consult with their health care provider about boosters or revaccination.

Tetanus, Diphtheria, Pertussis

These immunizations are usually begun during childhood (the DTaP vaccine) with additional administration of tetanus boosters later in childhood and every 10 years throughout adulthood. In the past the Td (tetanus and diphtheria) vaccine was used for adult boosters. Due to a recent resurgence of pertussis, the CDC recommends individuals receive one dose of the Tdap (Tetanus, Diphtheria and Pertussis) vaccine in place of a 10-year Td vaccine. However, Health Care Workers (including nursing students) are required to have documentation of having a single dose of Tdap vaccine. **Once the initial Tdap documentation is in place, only a TD vaccine is required every 10 years.**

Influenza

It is required that health care workers receive the influenza vaccination **yearly** to protect themselves and the patients in their care. The Department of Health requires the vaccination of students. Students must abide by the hospital's policies on date of vaccinations prior to clinical. One dose of the trivalent (inactivated) influenza vaccine (TIF) or the live attenuated influenza vaccine (LAIV) is acceptable. Students who decline the influenza vaccine for medical reasons must provide documentation from their health care provider. Students who are unable to have the influenza vaccine may be required to wear a mask at the health care agency during the flu season. However, it is up to the discretion of the hospital whether to except a student with a declination.

There are misconceptions regarding this vaccine:

- The vaccine can cause influenza. This is false. One cannot get influenza from the vaccine.
- The vaccine doesn't work.

This is false. The vaccine protects against the strains of virus it was created for. The closer the match between circulating strains of virus the better the protection. Even if not an exact match it will provide some protection and lessen the severity of the illness.

Hepatitis B Vaccination

The Hepatitis B immunization is required for admission to the University. You should have submitted the immunization documentation as a part of the University admission requirements. Three doses of the HBV vaccine fulfill the requirement.

If students did not complete the HBV series a serum titer may be done to verify immune status.

Centralized Clinical Placement Online Learning/Orientation Modules

In order to be eligible to participate in clinical, all students must complete the Centralized Clinical Placement (CCP) system computer-based, clinical orientation program. The orientation is comprised of 4 modules: (1) Basics of Student Placements; (2) Nurse Core Competencies; (3) Infection Control and Prevention, and (4) Environment of Care. The Online Orientation program directs you to the appropriate page and/or provides links to the appropriate forms. The program is completed in 3 steps:

1. Complete the modules & post-tests.
2. Submit required contact information to clinical placement facility.
3. Complete any facility-specific material and print your Clinical Assignment Ticket.

Directions for access are disseminated on the CON Sakai site. CCP modules must be completed every academic year, September – May (by August 15th for fall semester & December 15th for spring). Modules are updated yearly on August 1st for the upcoming fall semester. **Students entering the fall semester should wait until the August 1st update prior to completing modules for that upcoming semester.** Step 1 (Completion of the modules and post-test) is only required once after the August 1st update but Step 2 and Step 3 need to be completed for every clinical placement each semester. Completed CCP tickets must be printed and brought to the first day of clinical for review. If a student has not completed all CCP modules by the first day of their clinical course they will lose ten points off their final clinical grade. Continued delinquency in the second week of courses will result in students being administratively withdrawn from the clinical course.

Transportation to Clinical Facilities

Transportation to and from the clinical agency is the responsibility of each student. Students are expected to have car insurance as required by the State of RI. Clinical sites are located throughout Rhode Island, Massachusetts, and Connecticut.

Students are not to transport patients/clients or their families to or from appointments etc.

Clinical Attendance

If the student is unable to attend clinical, students should call the clinical instructor and if applicable, the clinical preceptor at least 2 hours prior to the start of the clinical experience. Students are required to attend all clinical experiences. A medical note is required for each absence. Absences must be made up per the direction of the clinical instructor in consultation with the lead faculty. If absences exceed the ability to achieve course objectives, students may be required to repeat the clinical course.

Clinical Course Registration and Switch Policy

Students register for clinical courses at the same time they choose their lecture courses. Students should be aware that a number of factors (numbers of students, faculty and clinical agency availability, etc.) influence the clinical course offerings and they are subject to change at any time prior to the start of the semester. While the College of Nursing makes every attempt to keep the placement, day, and time the same as was originally listed, it is not guaranteed and all three may change. Current clinical listings are immediately updated when a change occurs and can be found on the College of Nursing's Undergraduate Sakai site. The College cannot guarantee or prearrange clinical location, days, or times for any student. Personal requests cannot be accommodated. Clinical courses are scheduled seven days a week between 7am and 11pm. Every effort is made to avoid Saturday clinical groups, but they may occur. Students not officially registered in a course may NOT attend any clinical experiences until they are officially registered. Students who earned an incomplete grade will be allowed to repeat a course with permission of the Scholastic Standing Committee only.

Switching groups is not allowed unless:

1. There is an open section **AND** the clinical placements have not been processed
2. An agreeable student is found to switch **AND** the clinical placements have not been processed
3. A student has documentation from the Disability Services for Students Office (including medical excuses) related to an inability to attend a specific section of clinical versus another section.
4. The Student requests the switch to allow them to participate as a URI team member at an authorized NCAA University sanctioned event.

Incident Reports in the Clinical Setting

Students who have an accident, injury, needlestick, or Blood Borne Pathogen exposure should obtain immediate medical treatment. If a student receives a contaminated needle stick or is exposed to blood or body fluids, the clinical instructor must be informed immediately. The

student and faculty must follow the clinical agency's protocol for documentation of the incident, patient and student blood testing and potential follow-up. The student also must fill out a Blood Borne Pathogens Exposure form at the college to submit to Risk Management (found at link below). The student is encouraged to be seen at their healthcare provider's office or URI Health Services for follow-up. If seen at URI Health Services, the student may be referred to his/her own health care provider for long-term follow-up, when necessary. Full policy and Bloodborne Pathogens Exposure form:

<http://web.uri.edu/riskmanagement/files/Blood-Borne-Pathogen-Policy-Forms-FINAL-9-22-14.pdf>

If a student has an accident or injury not related to a needle stick or Blood Borne Pathogen Exposure, a Student Accident Report form must be filled out and submitted to Risk Management:

<http://web.uri.edu/riskmanagement/files/Student-Accident-Report-Form-4-8-141.pdf>

All payments for urgent medical services required during clinical hours or related to clinical incident are the responsibility of the student.

Health Insurance

All nursing students must carry health insurance. If any student does not have their own private insurance, they are required to participate in the University offered coverage. Information regarding obtaining coverage through the University can be found here:

<http://health.uri.edu/health-insurance/>

All payments for medical services required during clinical hours are the responsibility of the student.

Malpractice Insurance

All students are covered by the University liability insurance policy when they are enrolled in a course with a clinical component. This insurance covers the student only for activities directly related to the College of Nursing courses.

While the University carries basic malpractice insurance for all students officially registered at the University and engaging in nursing care as part of an educational experience, optional malpractice insurance can be obtained through national nursing organizations and private insurance carriers if desired.

Students not officially registered in a course may NOT attend any clinical experiences until they are officially registered. Students who earned an incomplete grade will be allowed to repeat a course with permission of the Scholastic Standing Committee only.

HIPAA and Privacy Policy – (see also Social Media policy p. 14)

All students must comply with the applicable requirements of The Health Insurance Portability and Accountability Act of 1996 (HIPAA) when accessing, using, or disclosing “protected health information” (“phi”) relating to the individual patients or clients of a HIPAA covered healthcare provider (e.g. a hospital or other clinical provider organization where the student is receiving clinical training).

<http://www.hhs.gov/hipaa/for-professionals/index.html>

During clinical rotations, students will be considered “trainees” who are “members of the workforce” of the clinical organization for purposes of HIPAA and shall follow all of the clinical organizations policies and procedures relating to HIPAA, as well as its other health information privacy and security policies, if any.

For reasons of privacy, students also shall not intentionally be assigned to provide care for any client with whom they are personally acquainted, including members of the University of Rhode Island community (i.e., faculty, fellow students, or staff). Should students become aware that they have inadvertently been given such an assignment, they are to notify the instructor or preceptor immediately.

Students are expected to provide dignified care for and uphold patient’s right to privacy and confidentiality as referenced in the CCP learning modules.

Clinical Remediation Process

If at any time a student’s performance in the clinical is considered to be unsatisfactory, the student will be notified with a written warning notice from the clinical instructor. Students may receive one of the following:

Clinical Action Plan (CAP)

When a student’s performance does not meet expectations and/or learning outcomes, a Clinical Action Plan (CAP) is prepared by the clinical instructor or preceptor. The plan is time-limited and designed to assist the student to meet course objectives.

The CAP will include the course objective(s) that is not being met and evidence that supports this decision. This is signed by the student and the clinical instructor or preceptor. The Lead Teacher is notified that a CAP is being implemented.

A collaborative plan for improvement is then developed by the lead teacher, clinical instructor or preceptor and the student. It should include what the student will do and what support will

be provided by the faculty (lead teacher, clinical instructor or preceptor, and/or tutor). The plan will include a due date and is signed by the clinical instructor or preceptor and the student. At the due date, the lead teacher and clinical instructor or preceptor will decide if the objective is now being met, or if the student will be placed on clinical warning. A copy of the CAP is placed in the student's academic file.

Clinical Warning

A student will receive a clinical warning when the student fails to meet the requirements of the CAP or commits a single serious occurrence. A student may receive a clinical warning at any time during the semester. The recommendation for clinical warning is made by the clinical instructor or preceptor and the lead teacher. The student will be advised of his/her status in writing including a statement of the course objective(s) which the student performed unsatisfactorily or inconsistently, including supporting information/observations.

A time-limited action plan will be developed by the lead teacher, clinical instructor or preceptor, and the student. A student receiving a clinical warning must meet the clinical objectives by the end of the semester in order to satisfactorily pass the course and progress to the next nursing course. A student cannot progress to the next clinical course while a clinical warning is still in place.

Exceptions to the Clinical Warning Policy may occur if, in the professional judgement of the academic dean, lead teacher, and clinical instructor or preceptor, a student demonstrates inappropriate, unethical, or unsafe behaviors or places a client in imminent danger during a clinical course. Should this situation occur, the student may be dismissed from the clinical area and/or the nursing program without a prior clinical warning.

Student Skill Lab Referral

When students are having difficulty with assessment, the nursing process, specific skills, or are not performing at an expected level, a lab referral will be initiated by the clinical instructor or preceptor. This is a mechanism to help the student be successful in the course. It is a formative process and does not impact negatively on the student's grade, as long as remediation leads to the student successfully meeting the course objectives. The referral will include the area of concern, and the action plan that will be followed by the student, tutor, and/or clinical instructor or preceptor. A due date is included, indicating when the referral must be completed. The form is signed by the student and the clinical instructor or preceptor. The student will be given a copy of the lab referral and a copy will be emailed to the lead teacher and to the clinical coordinator.

The results of the referral will be documented on the student's copy of the lab referral form and signed by the staff person providing the remediation.

The student will return the form to the clinical instructor or preceptor, who will decide if any follow-up action is required.

All lab referral forms will be handed in with the student evaluation at the end of the semester.

Dress Code and Uniform Policy

(For pre-licensure only, RNBS students are expected to follow the professional dress code of the clinical agency they are assigned to.)

Complying with the uniform policies in clinical courses is an important demonstration of the professional role of the student nurse in the College of Nursing. This includes clinical courses conducted in clinical agencies and in the College laboratories. Students who are non-compliant will be sent home from clinical/lab and will receive the appropriate reduction in course grade.

Professional Attire for Clinical College Laboratory Experiences

All on campus laboratory experiences (e.g. Simulation Days and clinical skill learning days), require students to wear the uniform described under “Professional Attire for other In-patient Settings” including the hair, tattoo, jewelry and nail requirements below.

Students must wear their lab coats and follow the hair, tattoo, jewelry and nail requirements below during NUR 203 labs and Open Lab hours.

Professional Attire for Community Settings and Behavioral health settings:

- URI College of Nursing navy blue polo shirt – must be tucked in
- Khaki loose fitting professional pants (no jeans/lowriders/hip-huggers)
- Clean sneakers, or shoes that cover the whole foot (no clogs, platforms or sandals)
- Name pin (see below)

Professional Attire for Other In-patient Settings

- Lab Coat – Cherokee Women’s 32” Embroidered Lab coat, style #1462
- Lab Coat – Cherokee Men’s 31” Embroidered Consultation Lab coat, style #1389
- Uniform V-Neck Scrub Top with 2 pockets in Royal Blue, Cherokee style #4700
- Uniform pant:
 - Option 1: Cherokee Style# 4100 - Royal Blue Drawstring Scrub Pant.
 - Option 2: Cherokee Style# 4200 – Royal blue Elastic Waist Cargo pocket.

- Polo – Navy Blue Embroidered 50/50 blend Jerzee Polo Shirt
- All clothing items above will be embroidered with URI College of Nursing
- Clean sneakers, or shoes that cover the whole foot (no clogs, platforms or sandals)
- Name Pin – Ordered through the URI bookstore

All uniforms should be purchased through:

The Uniform Store - 401-305-3131
1243 Mineral Spring Ave
North Providence, RI 02904

Professional Appearance Guidelines – requirements for all experiential learning

- Beards and mustaches must be short, clean and trimmed.
- Smoking is prohibited while in uniform or while representing the College of Nursing.
- Hair for both men and women must be clean and away from the face.
- Hair color must be of a naturally occurring shade. Extreme colors are not allowed. Any hair styling or color that may cause distraction to patient care or detracts from a professional appearance is not appropriate.
- Long hair must be tied back.
- Fingernails must be short and unpolished. NO acrylic or gel nails! They trap bacteria and are a potential danger for patients.
- No jewelry (except for one pair of stud earrings) is allowed. No facial jewelry is acceptable. Wedding bands are allowed.
- Tattoos must be covered so as to not distract from patient care.
- Subtle makeup is allowed.

Student Laboratory Requirements

Student expectations for attending the simulation lab are the same as a clinical experience. Students should report on time wearing blue clinical uniforms and appropriate shoes. Students should bring clinical rotation specific items such as a stethoscope or any learning references provided in lecture, i.e., pain scales, etc. If pre-clinical/pre-simulation work is assigned by lead teacher, clinical instructor or simulation educator, it should be submitted to the clinical instructor prior to the simulation learning experience. Students are expected to attend and be engaged in 100% of the learning experience during the pre-brief, simulation and debriefing phases of simulation. Students are expected to uphold confidentiality at all times. This includes peer performance and dissemination of simulation details to other students. Simulation learning experiences are videotaped for quality improvement measures for students and faculty to assess and reflect upon student performance. During the pre-brief period of the first simulation learning experience of the semester, students are asked to complete a videotape consent form. If the student does not sign the consent form, he/she will participate as an observer and not be videotaped.