

DEPARTMENT OF NURSING
COLLEGE OF HEALTH & HUMAN SERVICES



Undergraduate
Policy and Procedure Handbook

Fall 2019

UNIVERSITY OF NEW HAMPSHIRE

Introduction

The Department of Nursing follows the academic policies of the University of New Hampshire as set forth in the *Undergraduate Catalog* and the *Student Rights, Rules and Responsibilities* booklet given to each student when they matriculate. Policies outlined in this handbook are those specific to the Department of Nursing that further clarify academic policies and procedures the department faculty have established for students in the major. It is intended to complement, not replace, the rules and regulations as set forth in the *Undergraduate Catalog*. It is your responsibility to become acquainted with the University of New Hampshire and departmental degree requirements and to fulfill these requirements in a timely manner.

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I. GENERAL INFORMATION

A. Welcome

The faculty and staff welcome you to the University of New Hampshire, College of Health and Human Services, Department of Nursing. This handbook has been prepared to provide you with specific information related to the baccalaureate program. The information in this handbook is up-to-date and as accurate as possible at the time of printing. It is, however, subject to change during the academic year. It is important, therefore, for you to check the announcements on the nursing Canvas announcements often and keep in close contact with your adviser and other faculty members.

B. Department of Nursing

Accreditation

The nursing programs are nationally accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, DC 20036-1120.

The Department of Nursing mission and vision statements derive its overall purpose and philosophy from the mission and goals of the university and College of Health and Human Services, both of which emphasize academic excellence, research, and public service. Achieving this mission and vision of excellence demands students, faculty, and staff work together to continuously monitor program quality and institute action when change is needed.

Mission and Vision

Mission: We educate leaders in nursing, engaged in reflective practice, to provide innovative and exemplary healthcare in partnership with individuals, families, groups, and communities. We transform the delivery of healthcare through generation, dissemination, and application of evidence-based nursing knowledge.

Vision: We embrace a culture that embodies the University's and the College's vision, mission, and values of interdisciplinarity, scholarship, innovation, integrity, curiosity, openness, and sustainability.

Statement of Philosophy

The philosophy of the Department of Nursing is reflected in the American Association of Colleges of Nursing's [*The Essentials of Baccalaureate Education for Professional Nursing Practice*](#), [*The Essentials of Master's Education for Advanced Practice Nursing*](#) and [*The Essentials of Doctoral Education for Advanced Nursing Practice*](#) and faculty beliefs about nursing education.

Organizing Framework

The organizing framework of the nursing curriculum is derived from the philosophy and built on the four meta-paradigm concepts of professional nursing: person, environment, health, and nursing. Nursing has a central concern for maintaining the dignity and intrinsic worth of people. In order to influence person, environment, and health, nursing practice must be addressed by professional nurses who function in independent, interdependent, and interdisciplinary roles. Nurses utilize a set of processes integral to their role of professional nurse: knowing, caring, critical thinking, decision-making, empowering, advocating, and collaborating. Nurses use these processes during interactions with individuals, families, groups, and communities. These interactions promote optimal levels of health during periods of transition. This organizing framework provides the basis for curricular development for all the UNH nursing programs.

Beliefs about Person, Environment, Health, and Nursing

The faculty believe that each **person** is a self-determining, developing, dynamic human being who has the potential for freedom of creative choice and action. The person is viewed as holistic in nature possessing both dignity and intrinsic worth. Every person is capable of perceiving and interacting with other individuals, families, groups, and communities. Inherent in this interchange among people is the constant connectedness with an ever-changing environment.

The **environment** is the context in which a person exists including that which is internal to the person and that which is external. The internal environment includes the biologic, anatomic, and physiologic aspects of one's physical, psychological, and spiritual person. The external environment has physical, social, cultural, political, and economic dimensions. There are no rigid boundaries between the external environment in which one exists and the internal environment of the person. People interpret their context and direct their actions in ways that have meaning to them. In this manner, they are capable of constructing reality.

The concept of **health** is relative. It derives its meaning from the world-view of health espoused by the individual, family, group, or community within a given environmental context. Nursing supports the goal of optimal health envisioned as a dynamic state of well-being. However, the nurse must respect each individual's personal interpretation of health.

The faculty believe that **nursing** is an art and a science. It is a professional discipline that has special value to society. Nursing practice draws from the understanding of the four fundamental patterns of knowing. Its practice involves the appraisal and enhancement of the health status, health assets, and health potentials of individuals, families, groups, and communities. Nursing practice bases its organizational structure on the nursing process and integrates a situation-based, interpretive approach, taking into account the context and content of nursing actions.

Beliefs about Nursing Practice

The faculty believe that nursing must provide comprehensive health care to people of all ages from diverse and multicultural populations. Such a view necessitates that nurses function in independent, interdependent, and interdisciplinary roles. Furthermore, the rapidly changing and expanding health care system demands that nursing be responsive to societal health needs and that it assumes responsibility for the creation of a health-promoting environment. Practice for this broad and comprehensive health service to society requires commitment and accountability both to the profession and to the people it serves. In particular, the faculty believe the nurse must act as an advocate, safeguarding autonomy and freedom of creative choice and action.

The faculty believe that nursing has a distinct body of knowledge which can be extended, verified, and expanded through scholarly endeavor and systematic study. Nursing

knowledge evolves from the selection, integration, and expansion of knowledge from nursing practice and other disciplines; this knowledge serves as the framework for understanding health and nursing practice.

The faculty believe that professional nursing practice is based on knowledge synthesized from nursing, the psychosocial and biophysical sciences, and the humanities. This knowledge, supported by research findings and nursing theories, constitutes the nursing component.

Beliefs about Nursing Education

Baccalaureate nursing education builds on a strong foundation in the liberal arts, humanities and sciences. Nursing education reflects the *AACN Essentials of Baccalaureate Education for Professional Nursing Practice* and faculty beliefs about education and the profession. Nursing education prepares generalists to provide culturally sensitive nursing care across the lifespan and in diverse settings, provide leadership in inter-disciplinary health systems, make sound clinical judgments, advocate for change and quality care, and value lifelong learning.

Research evidence on education and human development informs nursing education, faculty and curriculum development, and the evaluation of learning. Nursing faculty acknowledges that nursing education and practice are challenging and recognize the importance of providing an appropriate balance of support for student learning and success. Nursing education is best when relationship-centered, interactive, experiential, reflective, respectful of learners and their development, and supports exploration and discovery.

As a community of learners, faculty and students explore assumptions about education and knowledge, and take these into account when co-creating learning experiences. Faculty are open to student development, student experiences, and student knowledge. Through meaningful learning contexts faculty invite students to grow toward more complex reasoning. Through their interactions, faculty and students engage in active construction and reconstruction of knowledge and experience.

Baccalaureate nursing education reflects the ever-changing demands of the profession, which is characterized by complexity, uncertainty, ambiguity, and ill-structured situations. Baccalaureate nursing education prepares graduates to pursue advanced nursing education.

University of New Hampshire Mission Statement

The UNH mission statement may be viewed at <http://www.unh.edu/president/mission>.

College of Health and Human Services Strategic Plan

The CHHS strategic plan may be viewed at https://issuu.com/unhmag/docs/chhs_annual_finalissuu.

Core Values Statements

- Experience is the context for learning
- Learning is a process of mutual exchange to arrive at new knowledge constructions
- Caring in teaching stems from the belief that learning is a relational process
- The interaction of theory, inquiry and practice is necessary for integration and knowledge construction
- Out of respectful dialogue and active listening comes new and more complex perspectives
- Self-reflection connects scholar development with practice and personal beliefs
- Scholars author their own perspective which leads to lifelong learning and responsible citizenship
- There is a shared commitment to an inclusive community
- All are viewed as teachers and learners
- Scholars foster relationship-centered learning that challenges and supports members to create diverse perspectives at increasingly complex levels

Goals and Competencies

The Department of Nursing offers an undergraduate program for generic students. The graduate program offers a number of programs leading to an advanced degree in nursing. Competencies of the undergraduate and graduate programs are derived from the Department of Nursing mission, vision, and philosophy.

Nursing Knowledge*

The baccalaureate graduate appreciates, constructs and applies nursing knowledge as the framework for the science and art of professional practice.

Teamwork and Collaboration

The baccalaureate graduate fosters open communication, mutual respect, shared decision-making, learning and development as an effective member of the nursing and inter-professional teams incorporating the client (individual, family, group, community).

Quality Improvement

The baccalaureate graduate systematically uses data to monitor and evaluate care processes and outcomes by applying improvement methods based on evidence to design and test changes that continuously improve quality and safety.

Systems-based Practice

The baccalaureate graduate demonstrates an awareness of and responsiveness to the context of micro, meso, and macro systems of health care and effectively adapts system resources to provide care that is of optimal quality and value.

Evidence-based Practice

The baccalaureate graduate identifies, evaluates, and integrates the best current practice evidence coupled with clinical expertise and consideration of individuals, families, groups, community or population preferences, experience, and values in making health care decisions.

Communication

The baccalaureate graduate engages in therapeutic and professional communication that reflects mutual respect, advocacy and shared decision-making essential for relationship-centered care.

Informatics

The baccalaureate graduate applies knowledge of information management and care technology skills to communicate, mitigate error, and support decision-making in the delivery of quality care.

Professionalism

The baccalaureate graduate demonstrates accountability for professional nursing practice within established moral, ethical, humanistic and core nursing values, and legal and regulatory requirements.

Reflective Thinking

The baccalaureate graduate demonstrates use of reflection, self-evaluation and self-directed learning to enhance professional and personal practices that foster healthy behaviors for self and others.

Clinical Prevention and Population Health

The baccalaureate graduate integrates health promotion, prevention of secondary conditions and disease prevention in culturally sensitive nursing practice across the lifespan to ensure health for individuals, families, groups and populations.

Relationship-centered Care

The baccalaureate graduate honors relationships integral to assuring quality health care. These include nurse self-awareness as well as therapeutic partnerships with individuals, families, groups, communities, patient populations, nurses and health care teams. Successful relationship-centered care is founded on interactive communication among all partners engaged in multi-dimensional care.

Leadership

The baccalaureate graduate exemplifies leadership in promoting evidence-based nursing practice in delivering relationship-centered care to individuals, families, groups and populations.

Safety

The baccalaureate graduate integrates behaviors that promote safety and reduce individual and system risk of harm.

*Derived from the AACN *Essentials of Baccalaureate Education for Professional Nursing Practice* and QSEN Competencies (Quality and Safety Education for Nurses).

C. Rules of Conduct

University Rights and Responsibilities

Department of Nursing policy for rules of conduct and academic honesty follow the policies as written in the University of New Hampshire *Undergraduate Catalog* <https://www.unh.edu/undergrad-catalog/choosecatalog.cfm> and *Student Rights, Rules and Responsibilities* <https://www.unh.edu/student-life>. Students have access to the *Professional Boundaries* brochure at [https://www.ncsbn.org/ProfessionalBoundaries Complete.pdf](https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf) and are accountable for knowing and following policy guidelines.

American Nurses Association “Bullying and Workplace Violence” Statement

The American Nurses Association (ANA) upholds that all nursing personnel have the right to work in healthy work environments free of abusive behavior such as bullying, hostility, lateral abuse and violence, sexual harassment, intimidation, abuse of authority and position and reprisal for speaking out against abuses.

Statement on Professional Conduct and Communication

Civility is the art of treating others as well as ourselves with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communications, practices, and behaviors have on others and when we acknowledge each person’s self-worth and unique contributions to the UNH community as a whole. As members of the University of New Hampshire, the College of Health and Human Services, and the Department of Nursing, we are committed to learning and practicing ways that support caring, social justice, and relationship-centered actions. The following are examples of behaviors that demonstrate, support, and sustain civility:

1. Support autonomy and just treatment of self and others by facilitating an open, respectful, and caring environment within and outside the classroom.
2. Accept responsibility and accountability for one’s own behavior when interacting with peers, other students, faculty, staff, and professionals in health care agencies/settings.
3. Respect and protect the rights and property of others.
4. Speak or behave in a manner that does not disrupt or interfere with the learning or work of others.

5. Practice personal and academic integrity and expect it from others.
6. Demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion, or intimidation against any member of the academic community.
7. Demonstrate a willingness to listen and be open to hearing the perspectives of others. This includes actively seeking to hear from and make a safe space for voices of professionally-voiced dissent.
8. Explore controversial issues through open dialogue and respectful deliberation.
9. Respect freedom of expression while recognizing that open-mindedness does not require agreement with expressed ideas.
10. Engage in institutional resources and persons to resolve conflict, when necessary.

Collectively, faculty, staff, and students in the Department of Nursing, are responsible for ensuring a safe and supportive learning and work environment. This can include any individual asking others to stop disrespectful or abusive speech and/or disrespectful behavior. ***Disrespectful or abusive speech and/or disruptive behavior from individuals or groups will not be tolerated.***

(Portions of the statement above were taken from the nursing and health professional's student handbook at the University of Southern Maine.)

Social Media Guidelines

Many students use various forms of social media including, but not limited to wikis, blogs, list-serves, fora, websites, and social networking sites. Facebook, You Tube, Instagram, Vine, Snapchat, and Twitter are specific and frequently used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. HIPAA guidelines must be followed.

UNH social media guidelines may be viewed at <https://www.unh.edu/social-media/best-practices>.

Code of Ethics

The students and faculty of the Department of Nursing espouse honesty as a core value. We both require and expect each other to conduct ourselves with integrity (UNH Academic Honesty Policy) which is found in the annual publication, *Student Rights, Rules, and Responsibilities*. We adhere to the principles and rules of the university and pursue academic work in a straightforward and truthful manner, free from deception or fraud. As members of the Department of Nursing, both students and faculty are held to the guidelines published in the *ANA Code of Ethics* <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/> as well as the National Council of State Boards of Nursing standards titled *Professional Boundaries* [https://www.ncsbn.org/ProfessionalBoundaries Complete.pdf](https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf).

As members of the Department of Nursing and the UNH community, we expect to neither commit a violation nor assist a member of our community in violating the academic honesty policy.

In the event a student violates the rules of conduct or the academic honesty policy the student may receive an “F” in the course, which will result in dismissal from the nursing program.

Honor Code

Obligation to report: As members of this community, we, the students and faculty, have an obligation to report any suspected case of academic dishonesty to the appropriate faculty member, course instructor, academic adviser, or department chair.

On all submitted work by students in the Department of Nursing, the following pledge is implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

D. Technology

Technology Use and Access Privileges

The use of technology for any purpose during class or clinical sessions is at the discretion of course faculty. Students may find a statement about the use of specific technology in each course syllabus.

The university and the Department of Nursing recognize the importance of preserving the privacy of users and data stored in IT systems. Users must honor this principle by refraining from or assisting unauthorized access to IT resources. Students are reminded that sharing a UNH password with anyone (including family members) and/or providing access to ineligible users is a breach of UNH technology use policy.

Policy on Electronic Devices

Students must have ready access to pharmacology resource, which may include a pharmacology reference book or electronic reference materials. Note: many facilities do not permit cell phones or tablets.

E. Student Support Services

The faculty will work with any student with specific learning needs, including the use of technology that assists learning. Specific learning requests for classroom or testing modifications come from the Student Accessibility Services (SAS) office located in Smith Hall 201 <http://www.unh.edu/disabilityservices/> and should be made no later than the first week of class in order to ensure that accommodations are made in a timely fashion.

CFAR

The Center for Academic Resources (CFAR), located in Smith Hall floor two, <https://www.unh.edu/cfar> 603/862-3698, offers the following services:

- Peer academic mentors
Work one-on-one on strategies for academic success and improve time management and study skills. Learn how to learn more effectively.
- Study groups
Meet weekly with a group leader and others in your class. Available only for select courses and are announced in class.
- Drop-in tutoring
No appointment is needed for these sessions-attend every meeting or as needed.
- Staff consultations
Meet with one of the professional staff members to discuss your academic career.

Also available at CFAR:

- ✓ Computer cluster
- ✓ Faculty evaluations (by students)
- ✓ Course information provided by professors
- ✓ Tutor resources
- ✓ Scholarship search information and website
- ✓ Referrals to other on-campus resources

Student support services for *eligible students:

- ❖ Individualized subject tutoring
- ❖ GRE prep courses and graduate school advising
- ❖ Individualized scholarship search assistance
- ❖ Support services for students with learning disabilities and/or ADHD

*Eligibility is based on financial need and/or documented disability. The above resources are available through Student Support Services (SSS), a TRIO grant from the US Department of Education.

Writing Center

The Robert J. Connors Writing Center, located in 329 Dimond Library www.unh.edu/writing, 603/862-3272, supports the writing of everyone at UNH. The highly skilled peer consultants have backgrounds in many different disciplines and are trained to work with students at any stage of the writing process.

OWL, an online writing lab, is available at <http://owl.unh.edu> for interactive review of such elements as style, organization, clarity, thesis development, etc.

Office of International Students & Scholars

For information on resources, visit <http://www.unh.edu/global>. OISS is located in Conant Hall 315, 603/862-1288.

F. Freedom to Discuss, Inquire, and Express Opinions

- At the university level students participate in the Student Senate. At the department level students are invited to serve on the Academic and Clinical Practice Council (ACPC) as members, and on the Quality Council (QC) and Student Affairs Council (SAC) as consultants. Student representatives on these councils provide a liaison whereby student concerns may be presented to faculty and student input may be acknowledged in a formalized manner.
- Students may initiate petitions to be presented to appropriate committees, department chair, and/or program coordinator for review of a specific concern.

G. Grievances

Students at the University of New Hampshire and in the Department of Nursing are encouraged to discuss and resolve problems and complaints through informal discussion within the department before embarking on a formal grievance procedure. The grievance procedure for the Department of Nursing is congruent with that of the University of New Hampshire and is detailed in the *Student Rights, Rules and Responsibilities* booklet.

H. LNA/LPN/RN Application for Licensure

Information on New Hampshire licensure as an LNA/LPN/RN is available on the Department of Nursing Canvas site under BS Student Resources.

- **LNA** applicants must successfully complete first semester sophomore year, including NURS 500, NURS 504 and NURS 516/516C/516L in the nursing major to be eligible to apply. Submit paperwork to the Department of Nursing, Hewitt Hall 220.
- **LPN** applicants must successfully complete their entire junior year in the nursing major including NURS 621/621C/621L, Maternal and Newborn Nursing/Clinical/Lab, plus first semester senior year including NURS 702/702C, Child Health Nursing/Clinical, to be eligible to apply and sit for LPN exam.
- **RN** applicants must successfully complete the entire program of study in the nursing major with degree conferred to be eligible to apply and sit for NCLEX.

For further information, visit <https://www.oplc.nh.gov/nursing/>.

II. CURRICULAR MATTERS

A. Pre-requisites

High School

Chemistry and biology **or** chemistry and physics with a grade of C or better

College

Anatomy and Physiology (2 semesters)

Statistics

Microbiology

English

Psychology

Competencies

Computer software and hardware per UNH recommendations:

<https://www.unh.edu/it/kb/article/computer-software-and-hardware-recommendations.html>

Technical/physical standards per policy outlined in this handbook

B. Advising

Every student is assigned a nursing faculty adviser. The adviser is available to the student for fall and spring registration, as well as for advising throughout the academic year. Students are given a handbook and the adviser's contact information during orientation; transfer students, upon return to campus as a first semester sophomore. A form is signed and kept in the student's file stating you understand that it is your responsibility to read, understand, and follow the rules and regulations written in the University of New Hampshire, Department of Nursing *Undergraduate Policy and Procedure Handbook*.

Freshman and transfer students are encouraged to meet with their adviser during the first semester in the program. Students are responsible for setting up appointments with their adviser for fall and spring pre-registration advising. Student must bring "Registration Worksheet" <https://unh.app.box.com/v/undergraduate-worksheet> to pre-registration advising meeting. Student and adviser sign this form and a copy is placed in the student record. It is considered a contract between the student and adviser.

If a course time conflicts with another course, the student must complete a "Petition for Variance in Academic Policy" <https://unh.app.box.com/v/undergraduate-petition> form and submit to the dean's office in order to register. Example is if a nursing special topics course runs week one and conflicts with lab time, which begins week two.

It is the student's responsibility to read the updated handbook each fall. Continuing students receive the updated handbook via e-mail attachment. It is also posted in Canvas.

E-mail sent directly to faculty will be answered within two business days between 8 a.m. and 5 p.m. There is no guarantee that e-mails sent after 12 noon on Friday will be answered until Monday.

C. Retention and Progression

1. Freshman courses must be successfully completed prior to advancing to sophomore level courses.
2. First semester sophomore courses must be successfully completed prior to advancing to second semester sophomore courses. Second semester sophomore courses must be successfully completed prior to advancing to first semester junior courses.
3. First semester junior courses must be successfully completed prior to advancing to second semester junior courses. Second semester junior courses must be successfully completed prior to advancing to first semester senior courses.
4. First semester senior courses must be successfully completed prior to advancing to second semester senior courses.

Retention

Students must demonstrate **all** of the following for retention in the nursing program:

1. A cumulative grade point average of 2.5 or above beginning with admission to the nursing program;
2. A grade of C or better in all prerequisite coursework; and
3. A grade of C or better in each nursing course.

After discussion with the faculty adviser, a student may submit a "Petition for Variance in Academic Policy" <https://unh.app.box.com/v/undergraduate-petition> that must be signed by both the faculty adviser and course faculty member, if applicable. As the most valuable feedback is provided by faculty who have worked with the student petitioning, faculty may make recommendations, but the decision resides with the chairperson of the department. Continuation in the nursing major is not guaranteed. You may remain at the University of New Hampshire. Decision letters are sent by the department chairperson via UNH e-mail in a timely manner. The first petition must address readmission to the nursing major and the second petition must include progression plan.

Progression

Students must successfully complete the designated course requirement sequence as outlined in the University of New Hampshire *Undergraduate Catalog*. Satisfactory

performance in the nursing program is dependent upon student adherence to academic standards and the rules of professional conduct and academic honesty. Professional conduct is described in the *Professional Boundaries* brochure available online at https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf and the rules of academic honesty are described in the University of New Hampshire *Student Rights, Rules and Responsibilities* document available online at <https://www.unh.edu/student-life>. Students are expected to be familiar with the content of each publication.

Repeated Course Policy

A student may repeat only one pre-requisite course one time. Failure of 2 pre-requisite courses results in dismissal from the nursing major. Failure to achieve a grade of C or better in a required nursing course results in dismissal from the nursing major.

See section F. Readmission Policies for more information.

D. Residency Policy

Students who are candidates for a bachelor's degree must attain the last one-quarter (32) of total credits for the degree in residence (enrolled at UNH) unless granted permission by the Academic Standards and Advising Committee to transfer part of this work from other accredited institutions. Any exception to this policy must be addressed by submitting a "Petition for Variance in Academic Policy" <https://unh.app.box.com/v/undergraduate-petition> to request a waiver.

E. Grading

Course Grade Scale

Grading policies of the Department of Nursing are those identified in the *Undergraduate Catalog* and the *Student Rights, Rules and Responsibilities* booklet. Each course syllabus outlines the strategies used by the faculty of that course to grade student performance.

Nursing Grading Scale

| | | | |
|----------|----|------------|----|
| 94 – 100 | A | 74 – 76 | C |
| 90 – 93 | A- | 70 – 73 | C- |
| 87 – 89 | B+ | 67 – 69 | D+ |
| 84 – 86 | B | 64 – 66 | D |
| 80 – 83 | B- | 60 – 63 | D- |
| 77 – 79 | C+ | 59 – below | F |

F. Readmission Policies

Dismissal

Students who have been dismissed from the nursing program but remain enrolled at the university may apply as an internal transfer for readmission to the nursing program. Readmission applications will be considered providing it has been less than one year since the dismissal. Readmission application deadlines are March 1st and June 1st. Applications will be reviewed and processed by the nursing program director.

If the student has voluntarily withdrawn from the University of New Hampshire, he/she must apply for readmission to the university through the Admissions Office and choose nursing as their first choice major. Readmission application deadlines follow university policy of June 1st for fall semester and November 1st for spring semester. The readmission application must include an essay describing how circumstances have changed since his/her withdrawal.

Readmission Requirements for Placement

Students readmitted to nursing must comply with the following requirement by August 1st or January 2nd, based on program placement. To assure competency upon returning to clinical practice, the student must achieve a proficiency level 2 (or above) on the ATI exam related to the student's previously completed level. Any score below proficiency level 2 will result in dismissal from the major.

Students who failed a required nursing course fall semester, whose petition for readmission was approved, are required to repeat the course, clinical and lab the following fall.

Students who fail a required nursing course spring semester, whose petition for readmission was approved, are strongly encouraged to audit the pre-requisite course the following fall semester, e.g. NURS 516 or NURS 611, depending on level, and repeat the course, clinical and lab the following spring, e.g. NURS 517C/517C lab; NURS 612/612C/612 lab; NURS 616/616C; or NURS 621/621C/621 lab.

G. Honors Program

University Honors Program

Successful completion of the general education/discovery category and honors-in-major components of the University Honors Program entitles the student to graduate with University Honors in Selected Major on his or her diploma and academic record. A total of 32 credits in honors coursework is required. More information is found at <http://www.unh.edu/honors-program>.

- Four discovery category honors courses, including a 444H (16 credits)
- At least 16 credits of honors-in-major coursework; 4-8 credits will be a senior thesis or other approved departmental option.
- Maintain cumulative GPA of 3.4 or better through program completion

Honors-in-Major Option

Students with an overall 3.40 grade-point average and a 3.75 in major course work at the close of sophomore nursing program, who may or not be in the University Honors Program, but who meet the requirements for honors work in major, are entitled to graduate with Honors in Nursing on their diploma and academic record. Students whose nursing GPA falls below 3.75 may remain in honors-in-major program.

Students who meet the honors-in-major criteria at close of spring semester sophomore year are invited to an informational luncheon the beginning of fall semester junior year, hosted by the Honors-in-Major Liaison, Gene Harkless DNSc, APRN, FNP-BC, CNL. Student submits an honors designation form <https://unh.app.box.com/v/honors-designation> for any course approved to take at the honors level by the deadline posted on form.

Undergraduate students must successfully complete with a grade of B or better **12 credits** of honors coursework drawn from the required course, **NURS 641H**, Translating Research for Practice (4 cr.), and remaining **8 credits** chosen from the following courses: **NURS 612H**, Care of the Adult with Acute Illness 2 (4 cr.); **NURS 627WH**, Clinical Judgment in Nursing (4 cr.); and **NURS 705H**, Contemporary Leadership within Health Care Systems (4 cr.). Honors-in-major nursing students must also complete three semesters of course work: **NURS 794W**, Special Topics: Honors Seminar, 1 cr., spring junior year; **NURS 797W**, Honors Thesis, 1 cr., fall senior year; and **NURS 797W**, Honors Thesis, 4 cr., spring senior year with a grade of B or better. Total honor's credits = 18.

Honors in Major student must submit the Honors in Major Certification of Completion form found at <https://www.unh.edu/honors-program/graduation-and-required-paperwork>.

Any thesis research involving human subjects must follow proper IRB procedures. This policy is not only in keeping with the university's general ethical concern for proper conduct in research, but also is seeking to educate honors students in that conduct and in the procedures for their particular discipline. It also aligns honors program policy with existing practice in the Hamel Center for Undergraduate Research.

Students present the results of this study at the Ann Manchester Kelley Nursing Inquiry Day, attended by the department faculty, students, and other interested members of the nursing community.

H. Access and Confidentiality of Student Records

In accordance with the University of New Hampshire's policy on confidentiality that is based on the [Family Educational Rights and Privacy Act \(FERPA\)](#) (Buckley Amendment), the following points summarize faculty obligations in the most commonly encountered situations. Additional information is found in the *Student Rights, Rules and Responsibilities* booklet.

1. The university considers a student's name, address, class, college major, and attendance to be public information. To request that this information be kept confidential for publication purposes, the student must complete a "Prevent Disclosure of Directory Information" form available at <https://unh.app.box.com/v/prevent-disclosure> prior to the beginning of the semester. No information will be made public, including newspaper publication of honor's listing and commencement program listing.
2. All grading information, including test scores, is confidential.
3. Academic advisers are allowed access to advisees' academic records. Faculty may not receive information from any other student's file without written, signed permission from the student.
4. A student's parents have access to his or her educational record only if the student has signed a special permission form https://www.unh.edu/sites/default/files/departments/office_of_community_standards/release_of_information_ay17.pdf
5. Except for private notes (for memory aid purposes only), any files accumulated on individual students must be made available to that student upon request. Unless a student gives his or her written consent, none of this information may be released to a third party.
6. A student may challenge the accuracy of a grade as recorded on the official academic record, but cannot challenge the grade itself.

7. Specific to the Department of Nursing, only the following persons will have access to student records:
 - a. the student's adviser
 - b. the departmental chairperson
 - c. the student
 - d. individuals designated by the chairperson for administrative purposes, securing and filing information
8. Current undergraduate and graduate student records are locked in steel cabinets at all times and located in the office of the department administrative assistant.
9. Confidential memos or letters are to be typed directly by faculty or the administrative assistant to the chairperson.
10. A student desiring a copy of their academic record must contact the Registrar's Office. Copies of student records are not provided by the Department of Nursing.

I. Faculty/Staff Mailboxes

Due to confidentiality, students do not have access to department work room to pass between hallways, use appliances, or to submit papers to faculty. Students must give any documents for faculty/staff mailboxes to one of the Department of Nursing administrative assistants who then places in the mailbox.

J. Accelerated Master's Program University of New Hampshire Seniors

Qualified senior students at the University of New Hampshire may be admitted to the Graduate School provided they have followed normal application procedures; they must have been admitted for the semester in which they wish to enroll in courses for graduate credit. A 3.2 cumulative grade-point average is normally required to be considered for the accelerated master's program. Such seniors are normally admitted prior to the start of their last undergraduate semester. Seniors who have been admitted under accelerated master's program may register for a maximum of three courses for up to 12 graduate credits. For more information: [University of New Hampshire Graduate Catalog 2019-2020](https://catalog.unh.edu/graduate/programs-study/nursing/).
<https://catalog.unh.edu/graduate/programs-study/nursing/>

When seniors admitted to the accelerated master's program have registered for graduate courses, they must maintain a grade-point average of 3.20, complete their undergraduate degree as planned, and pass graduate courses taken for credit with a grade of B- or better. If these conditions are not met, admission is withdrawn.

Dual-credit forms must be completed and approved by the dean of the Graduate School at the beginning of the semester for which dual credit is sought.

Students accepted under accelerated masters follow the clinical nurse leader or evidence-based nursing track. Undergraduate students accepted as graduate nursing students under accelerated master's guidelines, are admitted with the stipulation that their RN license must be obtained prior to beginning any clinical course. Stipulation is removed upon verification of the RN license provided to the Department of Nursing.

Apply to the accelerated master's program through the Graduate School by **April 1 of your junior year** if you wish to begin summer or fall after your junior year, or by **November 1 of your senior year** if you wish to begin spring of your senior year.

Students accepted under accelerated master's program register for the following courses in the semester outlined. Student should review number of credits completed and anticipated with adviser to ensure number of credits required for degree is met.

**Clinical Nurse Leader Accelerated Master's Program Plan of Study
(34 graduate credits)**

SUMMER SESSION FOLLOWING JUNIOR YEAR: 3 credits
(if admitted summer under accelerated master's program)

NURS 901 Health Policy 3 cr.

FALL SEMESTER OF SENIOR YEAR: 15 credits
(if admitted summer or fall under accelerated master's program)

NURS 702 2 cr.

NURS 702C 2 cr.

NURS 704 4 cr.

NURS 704P 2 cr.

NURS 711 2 cr.

NURS 711.L 0 cr.

NURS 963 Advanced Clinical Epidemiology 3 cr.

SPRING SEMESTER OF SENIOR YEAR: 15 credits
(if admitted summer, fall or spring under accelerated master's program)

NURS 705 4 cr.

NURS 721 2 cr.

NURS 721C 6 cr.

NURS 968 Nursing Science and Evidence Based Practice 3 cr.

SUMMER SESSION: 3 credits

NURS 901 Health Policy 3 cr.

(if admitted fall or spring under accelerated master's program or summer under regular admission)

FALL SEMESTER: 6 credits

NURS 908 Advanced Pathophysiology 3 cr.

NURS 953 Promoting Quality Management 3 cr.

NURS 963 Advanced Clinical Epidemiology 3 cr. (or as above)

SPRING SEMESTER: 11 credits

NURS 925 Health Care Systems & Leadership 3 cr.

NURS 952 Clinical Nursing Leadership 2 cr.

NURS 952C Clinical Nursing Leadership Clinical 6 cr.

NURS 968 Nursing Science and Evidence Based Practice 3 cr. (or as above)

SUMMER SESSION: 8 credits

NURS 902 Advanced Physical Assessment 2 cr.

NURS 958 Clinical Nurse Leader Capstone 6 cr.

**Evidence-Based Nursing Accelerated Master's Program Plan of Study
(30 graduate credits)**

SUMMER SESSION FOLLOWING JUNIOR YEAR: 3 credits
(if admitted summer under accelerated master's program)

NURS 901 Health Policy 3 cr.

FALL SEMESTER OF SENIOR YEAR: 15 credits
(if admitted summer or fall under accelerated master's program)

NURS 702 2 cr.

NURS 702C 2 cr.

NURS 704 4 cr.

NURS 704P 2 cr.

NURS 711 2 cr.

NURS 711.L 0 cr.

NURS 963 Advanced Clinical Epidemiology 3 cr.

SPRING SEMESTER OF SENIOR YEAR: 15 credits
(if admitted summer, fall or spring under accelerated master's program)

NURS 705 4 cr.

NURS 721 2 cr.

NURS 721C 6 cr.

NURS 968 Nursing Science and Evidence Based Practice 3 cr.

SUMMER SESSION: 3 credits

NURS 901 Health Policy 3 cr.

(if admitted fall or spring under accelerated master's program or summer under regular admission)

FALL SEMESTER: 9-12 credits

NURS 908 Advanced Pathophysiology 3 cr.

NURS 944 Population Health Promotion and Risk Reduction 3 cr.

NURS 963 Advanced Clinical Epidemiology 3 cr. (or as above)

NURS 953 Promoting Quality Management 3 cr.

SPRING SEMESTER: 6 credits

NURS 925 Health Care Systems & Leadership 3 cr.

NURS 968 Nursing Science and Evidence Based Practice 3 cr. (or as above)

FALL SEMESTER: 9 credits

NURS 909 Advanced Health Assessment and Diagnostic Reasoning 3 cr.

NURS 955 Practicum in Advanced Nursing Practice 3 cr.

NURS 956 Capstone Project Seminar 3 cr.

K. Transfer Admission Policy

The Department of Nursing welcomes applications for admission from current UNH students who wish to transfer from other degree programs.

Admission for Internal Transfers:

Students who wish to transfer into nursing from another bachelor's degree program within UNH submit an internal transfer application through the Department of Nursing. We are unable to consider external transfer students, including students in the Thompson School, to the nursing program.

Application deadlines are March 1st and June 1st. The minimum GPA required for application is 3.2. All nursing pre-requisites must be completed or in process, with at least one final grade from Human Anatomy & Physiology, at the time of application. These include: ENGL 401, First-Year Writing; PSYC 401, Introduction to Psychology; and BMS 507 and 508, Human Anatomy & Physiology.

All transfer student applications are reviewed and processed by the program director. The Department of Nursing accepts transfer students into first semester nursing sophomore level on a space-available basis. Recommendation for admission is forwarded to the chairperson of nursing. Decision letters are sent via UNH e-mail to internal transfer applicants by the chairperson prior to April 1st and July 1st, respectively.

L. Course Fees

Fees associated with university courses are the responsibility of the student. Fees are posted on the curriculum plan in section IX. of this handbook and are subject to change. See tuition statement for course fee details.

Students are responsible for the cost of any immunizations, health screenings, and titres.

Select health document requirements may be completed at Health Services during regular business hours. Other costs associated with the nursing program include, but are not limited to, CPR certification, criminal background reports, drug/alcohol testing, uniforms and equipment.

III. CLINICAL RESPONSIBILITIES

A. Student Responsibilities in Clinical Courses

1. Students will not be assigned in a clinical setting (i.e., the unit) where employed.
2. Students may not participate in transporting any patient or family member between facilities or home in personal vehicles.
3. Clinical information is announced during orientation to the clinical course.
4. At no time should a student contact the clinical agency prior to clinical placement/orientation.
5. Students follow agency policy on infection prevention and control and notify clinical faculty when ill.
6. Have all up-to-date clinical documents on file online in Typhon Group.
7. Provide own transportation to clinical agencies.
8. Provide own uniforms and professional equipment.
9. Hold current student or professional liability coverage (provided by UNH).
10. Format for student signature on notes in clinical:
First initial. Last name SN, UNH (Example: F. Nightingale SN, UNH)

HIPAA Policy

Each patient has a right to confidentiality and the privacy of their clinical information. That right extends to the fact of their hospitalization. Oral and/or written information that identifies or potentially identifies or is about a specific patient may be shared among individuals that have a need to know and only insofar as it is necessary for the patient's treatment or in the course of professional education. Under no circumstances may information be shared unless an authorization is given by law, by the patient/legal representative or when a clear medical emergency exists.

All those having a relationship with any clinical agency are under equal obligation to treat as confidential any information they may acquire, by any means, about a patient or former patient. Any breach of confidentiality is a serious offense, violates Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and may be grounds for legal action, failure in the course, and/or dismissal from the nursing program.

Technical/Physical Standards

Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the profession of nursing. Each student must be able to meet the technical standards of performance necessary for the practice of nursing for admission and progression in the program of study. Students must be able to meet the following technical standards with or without a reasonable accommodation.

- Ability to assess patient needs and to understand instructions, emergency signals and telephone conversation.
- Ability to observe patients, manipulate equipment, and interpret data.
- Ability to ensure a safe environment, identify color changes, read fine print/writing and calculate fine calibrations.
- Ability to express and exchange information and ideas and to interact with patients, family, physicians, peers and other ancillary medical personnel.
- Ability to practice with frequent interruptions, to respond appropriately in an emergency or unexpected situation, and to successfully adapt to extreme variations in workload and stress levels.
- Ability to perform the following physical activities: handling, lifting, and operating equipment, frequently moving, lifting, and transferring patients; and performing CPR.

Professional Dress Policy

Students must purchase the required uniform from Meridy's, the only approved vendor. Shoes must be closed toe, all white or all black and may be clog or athletic style, no running shoes and no canvas. The student nurse name badge holder and clip must be picked up from the Department of Nursing office; the student's UNH ID is inserted into the badge holder. The cost is included in course fees.

During mental health and community health rotations, students are expected to wear professional attire, which is outlined during orientation to the course. Jeans or slacks made from denim material are **not acceptable**. Closed toe shoes must always be worn.

NURS 721C students are expected to wear the UNH uniform unless in a clinical site outside of the hospital such as mental health nursing or community health nursing.

The following policies apply to students in clinical agency and simulation lab:

- Whenever possible, visible tattoos should be covered.
- Uniform includes scrub top, scrub pants, and 3/4 length sleeve lab coat for women and long sleeve lab coat with sleeves rolled to 3/4 length for men, for infection prevention. A 3/4 sleeve, all white or all black jersey may be worn under scrub top; the approved gray fleece vest purchased through SNO may be worn over scrub top.
- Scrub pants with drawstring must tie and all styles must be at waist.
- Visible body jewelry worn during clinical practice is limited to a wedding ring and one pair of stud earrings.
- The wearing of any nail polish, artificial fingernails or extenders is prohibited.

- Hair color must be in the range of naturally occurring hair colors. No hair accessories may be worn while in the clinical agency with the exception of the following: must be clean, functional, and unadorned.
- Students need a watch with a second hand rather than a digital readout.
- Students must purchase goggles and bring to clinical agency/lab. Goggles may be purchased at the UNH bookstore, Durham Book Exchange, or any uniform shop. The glasses used in microbiology are acceptable. Many hospitals supply a facemask with shield that is acceptable eye protection.
- Bandage scissors (5 ½”), clipboards (optional), pen lights (optional), and stethoscopes may be purchased through the Student Nurse Organization.
- To avoid environmental triggers for illness, students must be free of perfumes, and body odor is unacceptable, when in the simulation lab and clinical agency.

Class / Clinical / Simulation Lab Absence Policy

It is expected that students will be present and on time at all scheduled class/clinical/simulation lab experiences. Clinical competencies and course objectives are achieved through clinical learning. However, the faculty recognizes that reasonable accommodation must be made for illness and non-course professional activities with some consideration given for other emergencies.

The Department of Nursing supports the professional development of nursing students in its programs. Students who wish to participate in extracurricular professional activities that cause them to miss either clinical/simulation laboratory or classroom time during a course are required to make prior arrangements with the course faculty to develop a plan for meeting course objectives in advance of their attendance or participation in any extracurricular professional activities.

Missing more than two (2) clinical days due to illness places the student in jeopardy of failing the clinical course. Make-up of class/clinical/simulation lab absences will be addressed on an individual basis by the clinical faculty member in collaboration with the course coordinator and the student’s adviser.

When students are required to make up clinical sessions to achieve the required clinical competencies, the student may be required to pay a \$60 per hour fee. The determination regarding fee levy is made on an individual basis by the course coordinator in collaboration with the chair. Clinical make-up days may be scheduled through the last day of finals.

In the case of inclement weather, students must use their own judgment regarding travel to clinical sites. Students are not expected to risk their personal safety in order to attend clinical, but time for missed clinical will have to be made up if the university has not

officially closed. If the university remains open and a student did not attend clinical, the student may be required to pay a \$60 per hour fee for the missed clinical hours. This determination will be made in conjunction with the student, the clinical faculty, the course coordinator and the chair.

If the clinical faculty member cancels clinical but the university remains open, this clinical day must be made up by the last day of the semester. However, if the university curtails operation, the student is not required to make up the hours.

Student Exchange Program

Student must provide documentation and plan to be considered for exchange program. The Student Affairs Council will review any petitions for variance as it applies. Prior course approval per UNH policy would be needed.

Public Health Nursing Semester Study Abroad Options

The Department of Nursing provides an opportunity for fall semester senior students to study abroad in an approved interdisciplinary public health program. At this time the approved programs are offered in India, Thailand, Botswana, and Denmark. As this list may change, please contact Dr. Gene Harkless for further information. For nursing students to receive nursing credit for this experience, a department application must be completed and approved by the review committee. An information session is held in the late fall/early spring of the junior year.

Requirements

1. Achieve C+ or better in NURS 611 during fall semester 2018.
2. Achieve B or better in NURS 611C/ NURS 621/ NURS 621C/ or NURS 616/ NURS 616C during fall semester 2018.
3. Achieve a B- or better in NURS 612 spring semester 2019.
4. Pass all spring ATIs with a level 2 on the first attempt during spring semester 2019.
5. Achieve a B or better in NURS 612C/ NURS 621/ NURS 621C/ or NURS 616/ NURS 616C spring semester 2019.

If you do not achieve these benchmarks, approval to study away will be withdrawn and you will be expected to complete the UNH curriculum in the fall.

Students wishing to participate in study abroad must attend a mandatory information session. Review the UNH Global education abroad process on their website <http://www.unh.edu/global/education-abroad>, which also includes scholarship information.

Position on Unsafe Practice in Clinical Setting

The UNH Department of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions. Although they are not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B). Because clinical teaching is considered a form of practice, faculty remain subject to these rules and regulations.

Therefore, clinical nursing faculty have the responsibility of determining when a student can practice at a safe level and when a student is unable to function at a safe level in the clinical area. If the instructor determines that a student is unsafe to practice, the instructor has the obligation to remove the student from clinical practice. Depending on the nature of the safety issue, the student may be asked to leave the clinical site. It is the student's responsibility to secure safe transportation home from the clinical agency. Safety violations include, but are not restricted to, misconduct, dishonesty, and failure to maintain one's self in an alert and sober manner and not impaired by drugs or alcohol.

If alcohol or other drugs are suspected by the faculty and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the clinical agency. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the Department of Nursing pending a full investigation. The faculty member contacts **Onsite Drug Testing of NE at 226-3858** who will perform drug testing at the clinical agency.

Within 24 hours of any incident requiring the dismissal of the student from a clinical setting, the clinical instructor will contact the Department of Nursing chairperson. Within 48 hours of the incident, the clinical instructor, course coordinator, and department chairperson will schedule a conference with the student. At that time the student will have the opportunity to explain or defend the unsafe behavior and an appropriate plan will be developed. The Department of Nursing has both the right and responsibility to dismiss from the program any student whose health, conduct or academic standing make it unsafe for that student to remain in a nursing course or the nursing major. The student is referred to *Student Rights, Rules and Responsibilities Handbook*, section: Administrative Policies and Regulations-Grievance and Complaint Procedures.

Risks for Body Fluid Exposure

Because of the direct involvement with patients, all nurses and nursing students are at risk for exposure to body fluids, which may be infected with Hepatitis B or HIV. The OSHA guidelines on the transmission of blood-borne pathogens are presented to students with additional information or training provided by the clinical site when warranted. See Clinical Documents p. 30.

In the event that a student is exposed to body fluids in the clinical setting, the following steps should be followed:

1. Initiate the antiseptic procedures following exposure.
2. Notify the clinical instructor and/or preceptor immediately.
3. Initiate the agency protocol for exposure.
4. Consider post-exposure prophylaxis as defined by CDC.
5. Complete agency incident report.
6. The clinical instructor must document the clinical incident within 7 days of occurrence and submit a report to the chairperson of the Department of Nursing. The “Unusual Occurrence Report” form is found in appendix.

Health and Wellness will provide post-exposure treatment and management during regular business hours. Students with a medical need after hours, call (603) 862-9355. Follow the instructions for after-hours care. You will be automatically connected with a medical call center, where staff will conduct a phone assessment and make suggestions for additional care options, including a visit to an urgent care center or hospital, if appropriate. The student is responsible for all costs incurred as a result of the exposure incident.

Student Occurrences in Clinical Setting

Patient Situations

In the event a student is involved in a patient care incident, two incident reports should be completed: 1) incident report according to the procedure and policy of the clinical agency, and 2) the UNH Department of Nursing “Unusual Occurrence Report” form found in appendix. The Department of Nursing report should be submitted to the Department of Nursing chairperson.

Student Situations

In the event a student becomes ill or injured in the clinical setting, it is expected that the clinical instructor will submit in writing within 24 hours to the Department of Nursing chairperson a description of the incident. The “Unusual Occurrence Report” form is found in appendix. Included in the report should be the name of the student, agency and unit, date, and time incident occurred, and details of situation including description of student’s symptoms, behavior and/or injury sustained and treatment received. A statement of follow-up care should be included, when appropriate. After review by the Department of Nursing chairperson, a copy of the “Unusual Occurrence Report” form should be submitted to the student’s faculty adviser who will place the document in the student’s file. The student is responsible for all costs associated with illness or injury.

Starting IVs

Only second semester seniors whose clinical immersion allows and who have successfully completed the knowledge and skill competency assessment provided by the Department of Nursing may participate in starting IVs.

It is the clinical faculty’s responsibility to know clinical agency’s policy.

Box Lunch While in Clinical

A box lunch take away is available through Dining. A list of eligible nursing students attending clinical is forwarded to the dining manager each semester.

Clinical Immersion Placement and Selection Guidelines NURS 721C

University of New Hampshire undergraduate nursing students participate in a clinical immersion experience. Pre-licensure students participate in the immersion experience in the semester prior to taking the NCLEX-RN. This opportunity provides an invaluable experience for students to integrate their knowledge and clinical skills into the professional nursing role. Because immersion students are guests at the clinical agencies and because immersion placements are highly competitive with other area nursing programs, the following guidelines have been established for student placement.

1. Course faculty and clinical site coordinator will meet with students prior to beginning the placement process to discuss the immersion experience and the placement process.
2. All student requests for placement **MUST** be made through course faculty (NURS 721C). **At no time shall a student initiate direct contact with an agency or non-course faculty to request a placement.** Any direct student contact with any agency, agency representative, or non-course faculty prior to a confirmed immersion placement will result in an academic warning and will jeopardize consideration of student preferences.
3. Undergraduate students (721C) are required to submit a resume, cover letter, and their top three preferences for geographic location for clinical placement by the third Friday of July preceding their senior year. Undergraduates will be placed after consideration of their academic performance, score obtained on the ATI Medical-Surgical Comprehensive exam and their weaknesses.
4. **Qualifications of Preceptors:** Undergraduate student immersion preceptors are baccalaureate prepared or higher.
5. Students may be contacted directly by the agency for an interview prior to a placement confirmation. If contacted by the agency, students must notify their course faculty prior to the interview.
6. Undergraduate student final placements will be announced by the course faculty member when the placement process is complete. Most placements will be confirmed and announced by the end of fall semester preceding the immersion.
7. Students will not be assigned in a clinical setting (i.e., the unit) where employed.

B. Clinical Documents

Students upload clinical documents into Typhon Group, as instructed. Required documents must be **received** by **July 1st**. Students must plan ample time for documents to be processed by outside agencies/vendors (e.g. NH State Police background report) to meet this deadline, including students who plan to travel. Some reports may take up to three weeks to process. Submit as outlined in section, “Checklist of Clinical Documents to Submit” p 40. **Expiration dates cannot occur during the academic year.**

If documentation is received after July 1st and up to August 1st, the student will be required to pay a late fee of \$100. If documentation is received after August 1st and up to August 15th, the student will be required to pay a second late fee of \$100. If documentation is not received by August 15th, the student will be required to drop all nursing courses and cannot participate in any clinical hours. If a student subsequently submits all required documentation, the student will be required to pay the July 1 and August 1 late fees.

Students may view status of clinical documents in Typhon Group.

The University of New Hampshire, Department of Nursing may furnish clinical documents to third parties in order to fulfill its official responsibilities to clinical agencies.

CPR Certification Policy

Between freshman and sophomore years, students must complete the **American Heart Association, Basic Life Support Provider** CPR training. Students must maintain CPR certification throughout program. It is the student’s responsibility to find a course at the appropriate level at a local hospital or fire department. The Department of Nursing offers Basic Life Support Provider CPR training. Sign-up sheets are posted in department. It is the student’s responsibility to submit a copy of CPR card, which may be a print-out of a screen shot of an electronic CPR certification card. We are unable to access the American Heart Association data base to verify electronic CPR documents.

Health Record Requirements

Procedure

The undergraduate nursing student must meet the University of New Hampshire health requirements (as stated in the UNH undergraduate catalogue). Additionally, each student must comply with the following requirements set by the Department of Nursing. Incoming sophomore, junior and senior nursing students must complete the Department of Nursing Verification of Health Evaluation Form **yearly** and Clinical Documentation Form (see “Checklist of Clinical Documents to Submit” p 40).

Hepatitis B documentation of positive antibody titre must be submitted by July 1st **one time**. If HBV titre is negative, the student must repeat series and submit documentation they received first shot and documentation series was completed. If a student is in the process of receiving the initial series, a letter from their healthcare provider must be submitted by July 1st with documentation of positive titre due within two months of final dose.

Documentation of positive MMR and Varicella titres must be submitted by July 1st **one time**. If MM titres are negative, the student must document 2 boosters one month apart; if R titre is negative, the student must document 1 booster; if Varicella titre is negative, the student must document 1 booster.

Serum titres are blood tests that measure whether or not you are immune to a given disease. Clinical agencies require documented proof of immunity in the form of titres or in the case of repeat series, documentation of booster(s).

Students must submit proof of receiving Tdap (Tetanus with Pertussis) administered within the last ten years. If Tdap is older than 10 years, submit documentation of that Tdap plus documentation of Td booster.

Beginning between freshman and sophomore years and by **July 1st yearly**, **documentation of a negative 2-step PPD, chest X-ray or QFT-G is submitted**. If PPD is positive, a chest X-ray is required **one time** with written documentation of no active disease yearly from health care provider. See appendix for further information about 2-step PPD.

Students who have had the BCG vaccine or who are allergic to the PPD test, may arrange with their primary care provider for a qualified lab to administer the QuantiFERON-TB Gold Test (QFT-G). It is not available in all areas. All students must submit results of 2-step PPD, chest X-ray (and/or letter stating no active disease after initial chest X-ray), or QFT-G dated no sooner than May 1 and before July 1 **yearly** to avoid a late fee. Allow ample time for reading. The individual administering the PPD, or a designee, must read and report results (no family or friends).

Students are exempted from the PPD and allowed to submit results of the QFT-G (aka T-Spot per the CDC) only if they have had the BCG or are allergic to the PPD test.

Seasonal and CDC-recommended flu vaccines are required of all students **yearly** beginning nursing sophomore year and is available through the Department of Nursing with no additional fee. If vaccine is received outside the Department of Nursing, evidence of vaccine must be submitted to the Department of Nursing administrative assistant by October 15, or next business day, to avoid exclusion from clinical and associated late fee.

Criminal Background Check Policy

Purpose

The University of New Hampshire Department of Nursing is committed to providing the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of nursing licensure is to safeguard life, health, and the public welfare of the people of this state. In order to protect the people of the State of New Hampshire from the unauthorized, unqualified, and improper application of services of individuals in the practice of nursing, a criminal background check is required on all nursing students.

Scope

This policy applies to all pre-licensure undergraduate, pre-licensure and licensed graduate nursing students.

Policy

- a. Satisfactory results of a criminal background check are required to progress in the nursing program. Refusal to provide consent for investigation will result in exclusion from nursing courses and termination from the nursing major.
- b. Criminal background information released to the Department of Nursing will be used only for purposes of assisting in making decisions about continued matriculation in the nursing major. Certain convictions may be considered a disqualifying factor for continuation in the nursing major. The UNH College of Health and Human Services Dean's Office and the Department of Nursing Student Affairs Council will be notified of any adverse reports.
- c. If a background check includes information that the student claims is untrue or inaccurate, these concerns or issues must be addressed by the student to the Bureau of Criminal Identification for resolution.
- d. The University of New Hampshire Department of Nursing may furnish criminal records information to third parties in the course of fulfilling its official responsibilities to clinical agencies.
- e. Criminal background information will be maintained in a secure file with access limited to the department chair. The results will be maintained separate from the student's academic file and will be destroyed once the individual is no longer in the nursing program.
- f. Students have an obligation to report any criminal conviction to the department chair within 30 days of its occurrence.
- g. The department chair will review the results of all criminal background checks. If adverse information deemed to be relevant to the applicant's suitability for nursing student status is obtained, the chair will notify the student in writing.

- h. The student will have 14 days to respond to the information either in writing or, if appropriate, by meeting with the department chair.
- i. If a student is disciplined through the Office of Community Standards, the student must notify the chairperson within 30 days.
- j. Criminal background reports are non-transferrable.

Obtaining a Background Check

All pre-licensure candidates for the Bachelor of Science degree in nursing shall request a current personal criminal history report from the student's current state of residence and any state lived in within the last seven years via Verified Credentials and via New Hampshire State Police, regardless of residency, by **July 1st before the sophomore, junior, and senior years**, or per clinical agency.

- a. Verified Credentials criminal background requests must be obtained from <http://scholar.verifiedcredentials.com/?organization=unh>. Use code for "Background Check" or Background Check + Statewide" found in appendix. Expenses associated with the background check are the sole responsibility of the requesting student. Reports are automatically shared with the Department of Nursing from Verified Credentials.
- b. New Hampshire State Police background requests must be obtained from <https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/documents/dssp256.pdf>. Expenses associated with the background check are the sole responsibility of the requesting student. Submit form and payment to address shown on form. Students may be required to complete the NH State Police report for schools, which includes fingerprinting, as instructed by clinical site coordinator.

Convictions

- a. The existence of a conviction does not automatically terminate an individual from the nursing major. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and successful efforts toward rehabilitation.
- b. Any decision to terminate a student with a conviction is solely at the discretion of the department chair in consultation with the Student Affairs Council.

Drug and Alcohol Policy

Purpose

The Department of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions. Although not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B).

The Department of Nursing has both the right and the responsibility to dismiss/suspend from the nursing program any student whose conduct compromises patient safety. Pre-licensure or registered nurse students who use illegal drugs and/or misuses or abuses prescription drugs or alcohol pose a risk to patients, other students and faculty.

Scope

This policy applies to all undergraduate and graduate students.

Pre-clinical Drug Testing

1. Policy
 - a. All registered students are required to undergo drug testing prior to beginning their clinical experiences.
 - b. Students are responsible for all costs associated with required pre-clinical drug testing.
 - c. If a student is unable to supply testable sample, the student will be required to repeat test at the student's expense at a time to be determined.
 - d. Failure to appear at the scheduled testing time is considered a positive test result and will result in a \$100 fine. Student will have drug/alcohol test at the student's expense and at a time to be determined.
 - e. Rescheduling is allowed only for good cause.
 - f. There are no exceptions to this policy.

2. Reporting of screening results
 - a. The Department of Nursing chair will receive all drug/alcohol screening reports. Individual detailed test results will remain with the testing agency.
 - b. The Department of Nursing chair will maintain a confidential database including all pre-clinical drug screening results in a secured area.
 - c. Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date.

(Note: Completion of a pre-clinical drug/alcohol screening does not guarantee every clinical agency will accept this screening and allow the student to participate in clinical experiences at the health care facility, or that every state will accept the individual as a candidate for licensure.)

- d. Results of drug screening will be separate from the student's academic file and will be destroyed once the individual is no longer in the nursing program.

3. Pre-clinical screening test result
 - a. The Department of Nursing chair will notify any student of the positive test result and schedule a follow-up conference within three days. Failure to attend this conference may result in immediate dismissal from the nursing program.
 - b. An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing.
 - c. Negative dilute: the cost of repeated drug test, as a result of failure to provide a negative test sample, will be borne by the student; repeat random test may occur.

Random Drug and Alcohol Testing

1. Policy
 - a. Students are subject to random drug and alcohol screening program throughout their enrollment in the nursing program.
 - b. Students are responsible for all costs associated with this random testing program. A one-time fee is assessed in course as noted.
 - c. If a student is unable to supply testable sample, the student will be required to repeat test at the student's expense at a time to be determined.
 - d. Failure to appear at the scheduled testing time is considered a positive test result and will result in a \$100 fine. Student will have drug/alcohol test at the student's expense and at a time to be determined.
 - e. Rescheduling is allowed only for good cause.
 - f. There are no exceptions to this policy.
2. Reporting of screening results
 - a. The Department of Nursing chair will receive all drug/alcohol screening reports. Individual detailed test results will remain with the testing agency.
 - b. The Department of Nursing chair will maintain a confidential database including all pre-clinical drug screening results in a secured area.
 - c. Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate.
3. Positive random drug screening test result
 - a. The Department of Nursing chair will notify any student of the positive test result and contact the student within three (3) days to schedule a conference. Failure to attend this conference may result in immediate dismissal from the nursing program.
 - b. An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined, that the student can safely return to clinical activities. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing.

Onsite Drug/Alcohol Testing

1. Policy

- a. Students who appear to be under the influence of drugs/alcohol maybe required to undergo immediate drug/alcohol testing and will be unable to return to the clinical site unless and until it is determined, that he/she may safely do so. If a faculty member observes or is informed that a student is, or appears to be, under the influence of intoxicants at the clinical site, the faculty member will meet immediately with the student. It is the student's responsibility to secure safe transportation home from the clinical agency.
- b. UNH's clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student from patient care.
- c. The faculty member will inform the Department of Nursing chair or designee as soon as is practical to do so that a student has been removed for suspicion of drug/alcohol use. The faculty member will provide written documentation supporting the decision to the Department of Nursing chair as soon as is practical to do so.
- d. The drug/alcohol testing will occur at the clinical site following the faculty member's decision to remove the student. The faculty contacts Onsite Drug Testing of NE at 226-3858 who will perform drug testing at the clinical agency. Failure to comply may result in immediate dismissal from the nursing program. The student is responsible for all costs associated with any incident-specific drug/alcohol screening tests. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report a positive test result to the Board of Nursing.
- e. Within three days of receipt of the results of the Onsite drug testing, the student will attend a follow-up conference. Failure to attend this conference may result in immediate termination from the nursing program.

Re-testing

The student may request a review of a reserved test sample by a second laboratory approved by the certified Medical Review Officer. The student is responsible for all costs related to this review and any additional testing.

Sanctions

At the follow-up conference with the student, the clinical instructor, course coordinator, and department chair will discuss the clinical incident and any disciplinary action that may be necessary.

1. If the student's drug/alcohol screening test done in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety. If it is determined that patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated.

2. A positive test result or other conclusive evidence of violation of this policy may result in the issuance of a grade of “AF” for the clinical course and/or program dismissal or university dismissal.

Bureau of Elderly and Adult Services (BEAS)

All students are required to complete the BEAS form found at <http://www.dhhs.nh.gov/dcbcs/beas/documents/consent.pdf>. Designate University of New Hampshire, Department of Nursing, Hewitt Hall, 4 Library Way, Durham, NH 03824 as employer; position is nursing student. Phone 603/862-2271; fax 603/862-4771. There is no charge to the student.

Clinical Orientation/Blood-borne Pathogens Training

All direct entry students must successfully complete the Online Orientation Modules located on the Centralized Clinical Placement site by January 15th of their first year and between August 1st and August 15th, for their second year of study. Successful completion is when all post tests have been passed with a score of 100%. The tests may be retaken until 100% is achieved. For each semester they are enrolled in clinical courses, the student must go into the orientation site and complete the facility specific orientation materials for the facilities where they are assigned. A clinical ticket can be printed after visiting the facility specific area and it is required to begin at each facility. The assignment tickets must be turned into the clinical instructor on the first day of clinical. Failure to submit a clinical ticket prohibits the student from attending clinical and will result in failure of the course.

Blood-borne pathogen training and HIPAA training are included in the Centralized Clinical Placement System orientation (CCP).

Centralized Online Orientation Program©
Academic Year: 2019 – 2020
For students **new** to the Online Orientation

Instructions for **Creating a Student User Account – Academic Year: 2019-2020**

Self-Registration – Creating a User Account

- Go to the Online Orientation program: www.mcplacement.org/orientation
- **Do Not** access via learning module system sites (i.e. "Blackboard-like" sites).
- Click the "Login/Register" link in upper right corner of screen.
- Click the "click here to register" link to access the registration form.
- Complete the registration form. If you have one, please use your school-based email address. If not, use an email address you check frequently.

Logging In

- After registering, you will be returned to the Login page.
- Enter your username and password and click the "log in" button to log in.
- If you forget your user name or password, click on the Help link to have it emailed to you.

Please plan 2-4 hours to complete the modules.

STEP 1: Complete the centralized modules and post-tests.

- a. Login to your account. Click on each module link in the top horizontal toolbar and review the content. Each module has several sub-sections. Use the links in the left-margin to access each sub-section.
- b. Complete a post-test for each module (the last link in each module's sub-section list). Use the content in the modules to answer the questions. You must score 100% on each post-test. You may retake a test until a score of 100% is achieved.
- c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **NOTE:** you must login to take a post-test or to continue a saved post-test.
- d. Once you successfully complete the four post-tests, you will automatically be taken to the:
 - a. Electronic Acknowledgement Form – complete the form.
 - b. Online Orientation evaluation – complete the evaluation.

If you know your upcoming clinical assignment(s) you may continue to Step 2. If not, log out and return once your nursing program confirms your clinical assignment(s).

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

- a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed in Step 2.
- b. Select your clinical assignment from one of the two health care organization (HCO) drop down menus. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your assignment list.

Note: By clicking "Submit" you give permission for your name, student ID, and email address to be provided to the health care organization where you will have clinical.

STEP 3: Review all posted HCO facility-specific material. (Clinical Assignment Ticket becomes accessible following completion of Step 3.)

- a. Click on the yellow-highlighted HCO's name for the placement assignment you have just added. This will take you to the facility-specific page for this organization.
- b. Review, complete and/or print the HCO's facility-specific orientation material. Some material may open in a new browser window.
- c. **Print** a copy of your Clinical Assignment Ticket. Submit to your clinical instructor according to your school's guidelines.
- d. A Clinical Assignment Ticket is needed for **each** clinical assignment/HCO you go to.

Centralized Clinical Placement System©

Centralized Online Orientation Program©
Academic Year: 2019 - 2020
For Returning Students

Returning Student (Re-certification) Instructions - Academic Year: 2019-2020

Your Online Orientation Certification is valid for 1 year: July 1 of the current year to June 30 of the following year. Any time on or after July 1, you need to review/update your user account information, review the modules, complete the post-tests and complete any posted facility-specific material.

Updating Your User Account Information

- Access the Online Orientation program: www.mcnplacement.org/orientation
- **Do Not** access via learning module system sites (i.e. "Blackboard-like" sites).
- Click the "Login/Register" link in upper right corner of screen.
- Login using your current user name and password. The site will remember you.
- If you forget your account information, click the "Click here for help link" to have your account information sent to the email that is on file for you.
- Update your Student Program Level/Year for the new academic year.
- Click the "Save Changes" button to update and save your registration information.
- You are now able to proceed to Steps 1 – 3.

Please plan 2-4 hours to complete the online orientation.

STEP 1: Complete the centralized modules & post-tests.

- a. Login to your account. Click on each module link in the top horizontal toolbar and review the content. Each module has several sub-sections. Use the links on the left-margin to access each sub-section.
- b. Complete a post-test for each module (the last link in each module's sub-section list). Use the content in the modules to answers to the questions. You must score 100% on each post-test. You may retake a test until a score of 100% is achieved.
- c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **Note:** you must log in to take a post-test or to continue a saved post-test.
- d. Once you successfully complete the post-tests, you will automatically be taken to the:
 - a. Electronic Acknowledgement Form – complete the form.
 - b. Online Orientation Evaluation – complete the evaluation.
 - c. If you know upcoming clinical assignment(s) continue to Step 2. If not, log out.

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

- a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed for Step 2.
- b. Select your clinical assignment from one of the two health care organization (HCO) drop down menus. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your assignment list.

Note: By clicking "Submit", you give permission for your name, student ID, and email address to be sent to the HCO where you will have clinical.

Reminder: Access to your Clinical Assignment Ticket is activated after you complete Step 3.

STEP 3: Review all HCO facility-specific material.

- a. Click on the yellow-highlighted HCO's name for the placement assignment you have just added. This will take you to the facility-specific page for this organization.
- b. Review, complete and/or print all of the HCO's facility-specific orientation material. Some material may open in a new browser window.
- c. **Print** a copy of the Clinical Assignment Ticket. Submit to your clinical instructor according to your school's guidelines.
- d. A Clinical Assignment Ticket is needed for **each** clinical assignment/HCO you go to.

Centralized Clinical Placement System©

Checklist of Clinical Documents to Submit

Entering Sophomore Received by July 1:

Clinical documents are uploaded into Typhon Group with exception of background reports that come directly from agency to Department of Nursing. The Administrative Assistant uploads these reports to Typhon Group for you. See appendices for examples of clinical documents. The forms are not to be copied or torn from handbook.

- ✓ Criminal Background Report – Verified Credentials
via <https://scholar.verifiedcredentials.com/?organization=unh>. Begin request after May 1 and allow 3 weeks for report to be available by the July 1 deadline. Report is automatically shared with Department of Nursing. Background reports are non-transferrable. See appendix for codes. May take up to three weeks to process.
- ✓ Criminal Background Report – New Hampshire State Police
via New Hampshire State Police, regardless of residency. Form is found at <https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/documents/dssp256.pdf>. For record, check other and write “student.” Release is to University of New Hampshire, Department of Nursing, Hewitt Hall, 4 Library Way, Durham, NH 03824. Do NOT sign until in the presence of a notary public. There are many available on the university campus. We do not need to sign the form. It may take up to three weeks to process. We strongly recommend you make an appointment and drive to the address shown on the form to avoid delay, along with form and payment.
- ✓ CPR – **American Heart Association** Basic Life Support Provider level only.
Classes may be scheduled in department.
- ✓ Clinical Documentation Form - upload required documentation outlined.
 1. MMR titres - date and results as either positive or negative (see form)
 2. Varicella titre - date and results as either positive or negative
 3. Hep B titre - date and results as either positive or negative. If Hep B titre is negative, the student must repeat series and submit documentation; do not repeat titre. If a student is in the process of receiving initial series, a letter from healthcare provider must be submitted as above by July 1st. Complete series according to CDC-recommended schedule. Titre must be submitted within 2 months of final dose.
 4. Tdap – date given, is done one time but must be from within the last ten years. If Tdap is older than 10 years, student uploads documentation of Tdap and Td booster.
 5. 2-Step PPD* or alternative - date and results. See instructions for 2-step PPD in appendix. The individual administering the PPD, or a designee, must read and report results (no family or friends).
 6. Education on blood borne pathogens through CCP.

- ✓ Health Evaluation Form – healthcare provider must sign after May 1 and before July 1. Health evaluation may be completed any time within the last year.
- ✓ Bureau of Elderly and Adult Services (BEAS) form – found at <http://www.dhhs.nh.gov/dcbcs/beas/documents/consent.pdf>. Employer is UNH, you are employee. Mail to BEAS address shown on the form. There is no fee.

*2-Step PPD/Chest X-ray/QFT-G (**proof** of 2-Step PPD or QFT-G negative results required yearly; if positive PPD, chest X-ray is done **one time** and written documentation of no active disease from primary care provider is required yearly). QFT-G is an alternative to 2-Step PPD for those who have had a BCG vaccine or are allergic to the PPD test.

Entering Junior Received by July 1:

- ✓ 2-Step PPD as above.
- ✓ CPR as above.
- ✓ Criminal background report via Verified Credentials as above.
- ✓ Criminal background report via New Hampshire State Police as above.
- ✓ Health assessment form signed after May 1 and before July 1 yearly. Verification of Health Evaluation.
- ✓ BEAS as above.

Entering Senior Received by July 1:

- ✓ 2-Step PPD as above.
- ✓ CPR as above.
- ✓ Criminal background report via Verified Credentials as above.
- ✓ Criminal background report via New Hampshire State Police as above.
- ✓ Health assessment form signed after May 1 and before July 1 yearly. Verification of Health Evaluation.
- ✓ BEAS as above.

All Entering Sophomores, Juniors, Seniors:

- ✓ NHCCP training modules between August 1 and August 15 yearly (see pp 38-39).
- ✓ Flu vaccine documentation by October 15 or next business day yearly. Submit to administrative assistant in Department of Nursing.

Waivers to above requirements cannot be granted.

IV. STUDENT INVOLVEMENT

A. Student Nurse Organization (SNO)

The Student Nurse Organization (SNO) is a recognized university student organization. This organization is open to all nursing students interested in exploring issues in nursing. It serves to enhance communications and encourage involvement in

professional activities. Members of SNO are responsible for assisting in stethoscope and t-shirt sales, and other events, as well as advertising for Department of Nursing councils' student representatives. Council list is found on p. 12 under "Freedom to Discuss, Inquire, and Express Opinions." SNO must have department approval prior to disseminating policy-related documents. Meetings are held on campus and announced via e-mail. Please contact Prof. Karen Niland, SNO Faculty Mentor, at karen.niland@unh.edu for more information.

SNO Mentoring Program

The UNH **SNO Mentoring Program** is designed by the Student Nursing Organization (SNO) to help freshman nursing students learn about the program, and to guide freshmen to a successful path as a student. Sophomore nursing students may volunteer to become a mentor. Mentors will be assigned one to four freshman nursing students. Sophomores are to answer questions, provide helpful tips, and to be role models for the freshman nursing students.

B. Nursing Ambassador Program

The Department of Nursing offers a nursing ambassador program. Three nursing students from sophomore, junior and senior classes are provided orientation to the ambassador program. Ambassadors usher graduation (except seniors), usher White Coat Ceremony in the fall (except sophomores), host nursing tours and attend Admitted Students' Day in the spring.

C. Sigma Theta Tau – International Honor Society in Nursing

History

In 1922, six nurses at what is now Indiana University School of Nursing founded Sigma Theta Tau International Honor Society of Nursing, today known as Sigma. The Honor Society of Nursing, Sigma Theta Tau International's Sigma's vision is to be the global organization of choice for nursing. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership.

Qualifications for Membership

The Eta Iota Chapter at the University of New Hampshire welcomes applications for membership. Students are invited to be members of STTI each January or February. We hold our annual induction ceremony each spring. Community members/nurse leaders can apply for membership throughout the year.

Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met. Student candidates shall have demonstrated superior academic achievement, academic integrity and professional leadership potential.

Undergraduate Students Must

- have completed ½ of the nursing curriculum
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher)
- rank in the upper 35th percentile of the graduating class
- meet the expectation of academic integrity

APPLICATIONS FOR RESEARCH FUNDING AND PRESENTATION OF FINDINGS FUNDING

Eta Iota chapter of Sigma Theta Tau has a competitive process regarding funding for research projects. We also fund proposals to present research results at conferences. Guidelines for submission of the proposal may be found on the UNH nursing website <https://chhs.unh.edu/nursing/opportunities/stti-honor-society> under the STTI Honor Society side menu. At least one member of any team who applies must be an active member of Eta Iota Chapter (i.e. dues are up to date). Proposal materials should be emailed to Chapter President Kelly Grady kelly.grady@wdhospital.com in two parts – one part containing the cover letter with identifying author information (see guideline for details) and one part containing the abstract, budget, and all other documents needed to apply. Proposals will be evaluated in a timely manner and recipients notified of board decisions. This is an opportunity to obtain some funding for research and other scholarship projects, so please consider applying today!

V. RESEARCH OPPORTUNITIES

A. Undergraduate Research Opportunities Program (UROP)

Since its inception in 1987, the Undergraduate Research Opportunities Program (UROP) has funded and administered awards and fellowships to support more than 1200 students in their pursuit of research, scholarly, and creative projects. Open to undergraduates of all disciplines, UROP allows students to design and conduct their projects in close consultation with faculty mentors.

Through UROP, undergraduates acquire a knowledge of their fields that transcends classroom study. They follow their intellectual curiosity in venues ranging from museums, archives, and art galleries to archaeological sites, research laboratories, and businesses. In the process, students gain an appreciation for the rigors of active inquiry and analysis as well as a more sophisticated understanding of academic research.

The UROP experience is one of self-discovery. As students carry their projects from the birth of an idea to a presentation of results, they develop critical skills in planning, time-management, independent thinking, creativity, and trouble-shooting. Undergraduates typically emerge from this program with greater confidence in their abilities and a sharper clarity on their academic and career goals.

More information, including application deadlines and eligibility, is found at <http://www.unh.edu/undergrad-research/>.

B. International Research Opportunities Program (IROP)

The International Research Opportunity Program (IROP) is a first-in-the-nation academic initiative providing funds and administrative support for UNH undergraduates to conduct research in a foreign country during the summer of their junior year. IROP offers students of all disciplines the unique opportunity to combine the challenges of designing and executing a research project with those of life in a different culture.

IROP students work closely with a UNH faculty mentor to identify a research topic and establish a relationship with a research mentor abroad. Following a junior year of preparation, students travel to a foreign research facility and spend nine weeks pursuing their research projects under the guidance of foreign mentors. The IROP experience culminates during the senior year when students share their research findings and cultural experiences with the campus community, and with IROP support, at the annual International Undergraduate Research Symposium.

Through IROP, undergraduates have traveled to Mexico, Costa Rica, Belize, Honduras, Ecuador, Brazil, France, Spain, Hong Kong, Norway, Netherlands, Australia, England, Finland, Thailand, Tanzania, Uganda, Ghana, Swaziland, Russia, Canada, and Ukraine.

IROP alumni recall the combination of research with cultural immersion as a life-changing experience that transformed not only the way they look at the world, but also at themselves. They report new confidence in their ability to pursue their goals, express greater empathy with other cultures, and offer fresh perceptions on contributions they can make to a global community.

More information, including application deadlines and eligibility, is found at <http://unh.edu/undergrad-research/international-research-opportunities-program-irop>.

C. Summer Undergraduate Research Fellowship (SURF)

The SURF program offers a \$3,500 stipend for full-time summer research (10 weeks for SURF USA, 9 weeks for SURF Abroad). Up to \$600 of support for research expenses is also available. These grants may support research that contributes to a senior project or thesis. SURF recipients are not allowed to be enrolled in summer courses during the award period unless they receive prior approval from the Hamel Center director.

More information, including application deadlines and eligibility, is found at <http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf>.

D. Grimes Undergraduate Research Competition

The annual Grimes Undergraduate Research Competition celebrates excellence in undergraduate student research and has been made possible through the generosity of Jack and Marianna Grimes. Jack, Marianna, and their two children, Terese and Jay, are all graduates of the University of New Hampshire. They are long-time friends of UNH, and of the College of Health and Human Services. Known for their compassion, dedication, and their results-oriented attitude, they established a fund in 1999 to promote and honor research excellence in the college. The oral presentation competition includes finalists selected on the basis of their written projects.

More information may be found at <https://chhs.unh.edu/student-research/grimes-undergraduate-research-competition>.

VI. NURSING SIMULATION LABORATORY

Policies and Procedures

The University of New Hampshire, Department of Nursing Simulation Lab (NSL) includes mannequins, task trainers, and clinical equipment to facilitate student learning and manage various patient conditions and nursing procedures. The NSL is considered a clinical setting and subject to the UNH Department of Nursing code of conduct. The following policies, procedures and consents are in effect for the duration of the program of study.

Introduction

The goal of the NSL is to promote safe, knowledgeable and effective nursing care by demonstrating and reinforcing the highest level of performance and readiness. The NSL is an environment to support the student's clinical experience, educate, enlighten and to promote empowerment. Scenarios and simulation experiences are related to the didactic course objectives. Simulations and case scenarios mimic the clinical setting and are designed to help the student develop problem-solving and decision-making skills. Simulations include all environmental factors to make learning realistic and authentic. The simulations help students think on their feet and facilitate the transition from lab to clinical. The faculty will provide debriefing and positive feedback; students will self-analyze their performance and use critical thinking during the reflection process. For an enhanced learning experience, students must come to the NSL prepared.

Confidentiality

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. Discussion of scenarios or information is considered a violation of the UNH Department of Nursing privacy policy. All students are required to sign a confidentiality statement before participation in the NSL. Students are not to discuss their NSL experiences or scenarios outside of the appropriate classroom context. Students will be reminded throughout the course of confidentiality issues. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA). These requirements include the electronic health record documentation system used both in clinical and in NSL. Any student flagged as entering another student's record will be considered in direct violation of HIPAA and will result in immediate failure of the clinical course.

Multimedia Recording

Experiences in the high-fidelity simulation rooms may be photographed, videotaped or audio recorded by faculty. These recordings are for educational purposes and debriefing opportunities with the appropriate faculty, staff, and students. The confidentiality agreement (see appendices), signed by the student, protects privacy and discourages

inappropriate discussion of the photo or video contents or the student's performance in the simulation scenario. Any viewing or publication outside of the classroom is unacceptable and unethical and may result in dismissal from the nursing program. Student photography, videotaping, and/or audio recording are not allowed in the NSL without faculty permission. Students and faculty should conduct themselves professionally as they would in any clinical setting since all interactions can be recorded.

NSL Conduct/Behavior

The UNH Department of Nursing NSL is considered a clinical site. As such, all policies listed in the UNH Department of Nursing Student Handbook for clinical responsibilities apply to the NSL. All students must act in a manner that does not disturb the academic activities occurring in the NSL. No student shall infringe upon the privacy, rights, privileges, health, or safety of other student users. The NSL storage rooms are located within the NSL and the Department of Nursing in Hewitt Hall. These spaces are for faculty only.

There is no eating or drinking allowed in the NSL. Students who have medical reasons to eat or drink should discuss exceptions with the NSL instructor prior to using the NSL. Cell phones and pagers **MUST** be turned off during all NSL experiences unless the device is being used as a nursing or medical resource.

All NSL mannequins are to be treated as if they were live patients. Do not sit on the beds; the bed is considered the patient's private space. Students are only allowed in-patient beds when assuming the role of the patient. Please remove your shoes when doing so. Mannequins are not to be removed from the beds unless it is part of the skill assignment (ex. mechanical lift). These mannequins are very expensive. Please get the assistance of NSL staff if a mannequin must be moved. If parts on a mannequin require changing, obtain assistance of NSL staff. Various approved lubricants may be used for skills such as airway suctioning, Foley catheter insertion, etc., and should be used sparingly. **Do Not** use any other lubricant other than ones approved by the instructors.

Please do not use newspaper, Betadine, or ink pens near the mannequins – it will indelibly stain them. Do not use NSL equipment for any purpose other than its intended use. Anyone abusing NSL equipment will be asked to leave the NSL, and may be held financially responsible for broken or missing equipment. If you notice something is broken, please notify NSL staff immediately. If you notice anything that needs restocking (gloves, paper towels, etc.), please notify NSL staff. Students may be dismissed from the NSL as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional; this includes conduct outlined in the Undergraduate Policy and Procedure Handbook.

Attendance

Attendance in the NSL is part of course credit hours and is mandatory. An attendance system will be used for record keeping purposes. It is the responsibility of the student to verify attendance per each NSL session. Do not sign in for another student as this

represents unethical and unacceptable behavior and is in direct violation of the UNH honor code. If you are late to clinical NSL or if you do not sign in, faculty will meet with you to determine the consequences. Missed NSL time must be made up, with the appropriate fee levied.

Students are expected to arrive on time for simulation and may not enter late. In case of an emergency that will require being late or absent from your scheduled NSL, the student must e-mail NSL coordinator at least ½ hour prior to the scheduled start time. E-mailing in an absence does not excuse the student from making up missed NSL time. Refer to the Undergraduate Policy and Procedure Handbook.

Dress Code/Hygiene

While in the NSL, proper dress code must be maintained by all students as the NSL is considered a clinical setting. The required dress code includes the following; UNH approved scrubs, all white or all black closed-toed shoes, lab coat, and UNH student ID. For more information please refer to the professional dress code in the Undergraduate Policy and Procedure Handbook. If a student is not in proper dress, they will not be allowed to attend their scheduled NSL session and will result in a clinical absence.

Use of Electronic Devices

Students are not permitted the use of personal electronic devices for any reason other than for direct use in the NSL. Students will not make or receive personal phone calls, receive, respond, or send text messages or e-mail. The use of personal digital assistants (PDAs) “smart phones” or “computing” (laptop, tablets, etc.) devices will be strictly limited to the use of nursing and medical applications as it relates to the activities the student is participating in. Student use of these devices is at the discretion of the NSL instructors.

Clean-up

Please leave the NSL the way in which it was found so that others may profit from their NSL experience. Leave the NSL as you would in the clinical setting. Make sure the patient is safe (bed locked, bed in low position, etc) and bed tray tables cleaned and ready to use for the next person. Curtains should be pulled back. If any equipment is broken or not functioning properly, please notify NSL faculty immediately. *All sharps must be disposed of in a sharps container.*

Student NSL Equipment

Students are expected to bring stethoscopes, pen/pencil, computer and clicker (if required) when they attend the NSL for simulation, remediation, or open NSL practice. It is the student’s responsibility to obtain all necessary equipment. The NSL is not responsible for lost or missing items.

If you do not bring what you need, you may lose valuable practice time. Coming unprepared for the NSL experience will result in written clinical warning. Being prepared includes having all equipment and supplies necessary for completion of that skill.

Safety Guidelines

Infection Prevention Policy

Almost everything in the NSL is simulated – there are no real body fluids or medications used for scenarios or practice. However, when participating in activities (i.e. finger stick for glucose testing), students will need to be aware of and follow Standard Precautions and Transmission Specific Precautions (droplet, airborne, contact). Everything that comes in contact with either human or simulated patient's body fluids are considered contaminated and needs to be handled accordingly. The following are some basic guidelines to follow:

- Wash hands before and after patient care
- Use barrier protection (gloves, masks, gowns, etc)
- Dispose of equipment and other materials appropriately (ex. sharps containers)

First Aid Kits

First Aid kits are located in each NSL and in the main nursing administrative office. If you cannot locate a First Aid kit and are in need of one, seek assistance immediately.

Latex Warning

Some NSL equipment may contain latex. If a student has a known sensitivity/allergy to latex, please make the NSL faculty aware at the beginning of the semester. All gloves used in the NSL are latex-free.

Use of Needles in NSL

Students participating in NSL frequently use needles for drawing up medications, practicing administration of injections, glucose finger stick monitoring, IV insertion, or other procedures. Knowing how to safely use and dispose of sharps are essential to nursing practice. All needles used in the NSL will have the appropriate safety mechanisms, when applicable.

Sharps must be placed in the approved receptacle (red sharps containers), which are mounted on the walls and are periodically on top of tables/counters for specific skill's practice. To avoid injury do not overstuff sharps container. Do not throw regular trash into the sharp containers. Notify the NSL faculty when a container is full.

“Clean” Needle Stick / “Dirty” Needle Stick/ Injury Guidelines

While participating in the NSL, students have the potential for a needle stick. In accordance with the Centers for Disease Control (CDC) all sharps are to be handled safely and disposed of properly. In the event of a “clean needle stick” these guidelines are to be followed:

- Inform instructors immediately; do NOT try to hide the injury
- Wash the injured area with soap and water
- Render first aid as necessary (for serious injury dial 911)
- Fill out the UNH Department of Nursing Accident/Incident report form as outlined in the UNH Department of Nursing Student Handbook section IX.

Any student with a dirty needle stick injury will be sent directly to Health Services per UNH policy and an incident report must be completed within 24 hours. As with any invasive procedure, a CLEAN needle stick may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the puncture site, and infection.

Any injury or accident obtained in the NSL requires an incident report to be completed by the attending faculty member and student within 24 hours to the NSL coordinator.

Security and Emergencies

Students will only be permitted in the NSL with a faculty member or graduate assistant (GA). Failure to comply with these policies will result in denied access to the NSL.

For emergencies in the NSL, please notify NSL coordinator. For life threatening emergencies call 911.

Students are NOT allowed to bring any children or unauthorized guests to the NSL.

Simulation Laboratory Confidentiality Agreement and Multimedia Recording Release

By signing this document, I understand that I am subscribing and agreeing to the confidentiality guidelines of the University of New Hampshire Department of Nursing Simulation Laboratory, set forth below, and authorizing the University of New Hampshire Department of Nursing and the Simulation Lab to use and disclose any images, video or audio recordings, or transcriptions of same, made of me in connection with my participation in the NSL.

Confidentiality

As a participant of the UNH Department of Nursing Simulation Lab, I understand and acknowledge the significance of confidentiality with respect to information concerning simulated NSL patients, fellow NSL participants, and the simulated practice scenarios presented in the NSL environment. I understand and acknowledge that although the scenarios presented and reviewed in the NSL are simulated and hypothetical, they are derived in whole or in part from actual episodes of medical and nursing practice, and should therefore be treated with an appropriate level of confidentiality and respect. As a participant in the NSL, I hereby acknowledge and agree to strictly adhere to the following guidelines:

- All simulation and case scenario information will be treated as confidential, regardless of format (e.g. electronic, written, observed, or overheard). Discussion of NSL scenarios with other students who have not yet participated in the simulation will be considered an academic violation, and may subject me to academic discipline.
- I may view, use, disclose, discuss, or copy simulation or case scenario information only as it relates to my educational duties and requirements. I understand that any inappropriate use, viewing, copying, discussion, or disclosure of this information may be a violation of UNH Department of Nursing policy and federal or state laws regarding the privacy and security of health information, and may subject me to academic discipline.
- The NSL is a learning environment. All simulation scenarios, regardless of their outcome, should be treated in a professional manner. The participant in the simulation deserves the proper respect and attention of all participants and observers. Situations simulated in the NSL are to be used as a learning tool, and under no circumstance will any participant be subjected to embarrassment or humiliation by any participant, observer, or instructor.
- The simulation mannequins will be treated at all times with the same dignity and respect as if they are live patients.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

Multimedia Authorization and Release

I hereby authorize The University of New Hampshire (“UNH”) Department of Nursing and the NSL to have photographs, audio, and video recordings made of myself and my participation and performance in NSL simulations and debriefings, and to use, copy, publish (print and/or online), copyright, or broadcast said information as provided herein.

I understand that this information will be used for instructional purposes, both for myself and for other NSL participants, now and in the future, and may be used for instructional purposes in other departments within the University of New Hampshire and/or the UNH Department of Nursing and may be subject to re-disclosure by them outside the University System of New Hampshire. I hereby waive the opportunity or right to inspect or approve any finished materials prior to their use, disclosure, or publication.

I understand and consent that this information, or portions thereof, may be used or released by the University of New Hampshire and the UNH Department of Nursing for purposes of publicity, broadcast print, the Internet, local area networks, advertising, or marketing.

I understand that this authorization is voluntary, and I may refuse to sign. However, the UNH Department of Nursing may condition my participation in the NSL upon my completion of this authorization.

I understand that unless otherwise revoked, as provided below, this authorization will expire 5 years from the date of signature.

I understand that I may revoke this authorization at any time, except to the extent that the University of New Hampshire has relied on this authorization, by sending a written statement of revocation that specifically refers to this authorization to the NSL. The UNH Department of Nursing will not use, publish, or disclose any photograph, audio, or video recording covered under the revocation from the date of the revocation going forward. However, UNH will not be responsible for any photograph, audio, or video recording in a product that has already been published or placed in the stream of commerce.

I hereby waive any right, title, or interest I may have, now or in the future, to any recordings or images of me used or contained in any materials produced as a result of this authorization, and hereby warrant that I have not limited or restricted the use of my image, voice, or any recordings or transcriptions of same with any other organization or person.

I hereby release the UNH Department of Nursing, The University System of New Hampshire and its regents, officers, agents, employees, the NSL, and any other individuals or organizations acting under their permission or authority from any and all rights, claims, demands, actions, or damages I have or may have, arising at any time

from their capture, use or publication of any materials created as a result of this authorization.

By signing this authorization I acknowledge that I have read and understand the statements contained herein. I understand that the UNH Department of Nursing will provide me with a copy of this signed authorization form.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

**Department of Nursing
Simulation Laboratory
Intravenous Needle Insertion
STUDENT'S INFORMED CONSENT**

Intravenous Needle Insertion

As you acquire proficiency with the skill of inserting an intravenous needle, you may wish to perform this procedure on one another. This procedure is entirely optional. Whether or not you decide to participate in being the recipient of the procedure will have no impact on your grade evaluation. Practicing the procedure on one another must only be done under the direct supervision of an UNH Department of Nursing faculty member or NSL instructor.

Only sterile intravenous needles will be used for student practice on one another in the UNH Department of Nursing Simulation Lab or other designated area. No medications will be administered. Centers for Disease Control (CDC) guidelines for gloving and the handling and disposal of needles and blood-contaminated supplies will be utilized.

As with any invasive procedure, insertion of an intravenous needle may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the site; local nerve, blood vessel, muscle, tendon, or bone damage; allergic reaction to topical Betadine or topical Chlorhexidine, or topical alcohol; infection; and air, foreign body or thrombus embolism. There also exists the potential for needle breakage in the tissue or blood vessel.

CONSENT

I have read the above statement and I have been informed of the potential risks involved in the insertion of an intravenous needle. I understand that under-going intravenous needle insertion by a fellow student is voluntary. If I choose to allow a fellow student to practice insertion of an intravenous needle on me, I hereby agree to hold harmless the University of New Hampshire, UNH Department of Nursing, and its faculty and staff from any injury or complication which may result from the intravenous needle insertion.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

**Department of Nursing
Simulation Laboratory
Intradermal, Subcutaneous and Intramuscular Injections
STUDENT'S INFORMED CONSENT**

Intradermal, Subcutaneous and Intramuscular Injections

As you acquire proficiency with the skill of intradermal, subcutaneous and intramuscular injections, you may wish to perform one or all of these procedures on one another. These procedures are entirely optional. Whether or not you decide to participate in being the recipient of the procedure(s) will have no impact on your grade evaluation. Practicing the procedure on one another must only be done under the direct supervision of an UNH Department of Nursing faculty member or NSL instructor.

Only sterile equipment and sterile normal saline from the practice laboratory will be used for practicing these skills on another student. Centers for Disease Control (CDC) guidelines for gloving and the handling and disposal of needles and blood-contaminated supplies will be utilized.

As with any invasive procedure, injections may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the site; local nerve, blood vessel, muscle or bone damage; allergic reaction to topical Betadine, topical Chlorhexidine, or topical alcohol or injectable sterile normal saline solution; and infection. There also exists the potential for needle breakage in the tissue.

CONSENT

I have read the above statement and I have been informed of the potential risks involved in injections. I understand that undergoing an injection by a fellow student is voluntary. If I choose to allow a fellow student to practice an injection on me, I hereby agree to hold harmless the University of New Hampshire, UNH Department of Nursing, and its faculty and staff from any injury or complication, which may result from the injection.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

**Department of Nursing
Simulation Laboratory
Finger Stick for Glucose Testing
STUDENT'S INFORMED CONSENT**

As you acquire proficiency with the skill of puncturing a finger to obtain blood for glucose testing (finger stick), you may wish to perform this procedure on yourself or have it done by another student. This procedure is entirely optional. Whether or not you decide to participate in being the recipient of the procedure will have no impact on your grade evaluation. Practicing the procedure on one another must only be done under the direct supervision of a UNH Department of Nursing faculty member or NSL instructor.

Only sterile lancets and fresh reagent strips from the Nursing Simulation Lab will be used. The Centers for Disease Control (CDC) guidelines for gloving and the handling and disposal of lancets and blood-contaminated supplies will be utilized.

As with any invasive procedure, a finger stick may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the puncture site; allergic reaction to topical alcohol, Betadine, or Chlorhexidine; and infection.

CONSENT

I have read the above statement and I have been informed of the potential risks involved in a finger stick. I understand that undergoing a finger stick by myself or by a fellow student is voluntary. If I choose to perform a finger stick on myself or allow a fellow student to practice a finger stick on me, I hereby agree to hold harmless The University of New Hampshire, UNH Department of Nursing and its faculty and staff from any injury or complication, which may result from the finger stick.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

VII. NURSING GRADUATION CELEBRATION

The Nursing Graduation Celebration takes place the Friday prior to commencement each May in the Johnson Theatre of the Paul Creative Arts Center at the University of New Hampshire. BS students who graduated the previous December or will graduate May or September of the current academic year are eligible to participate. Students and faculty process into the theatre in full academic regalia to “Pomp and Circumstance.” A representative from the senior class, chosen by students, addresses the audience for five minutes.

Graduates are invited on stage individually to accept a rose and nursing pin, and a carnation, if a member of Sigma Theta Tau.

Seniors in the undergraduate program attend rehearsal 10-11 a.m. the Thursday prior to event in the Johnson Theatre.

The number of tickets each graduate receives depends on the number of participating graduates. The graduate is not included in this number. Requests for extra tickets may be distributed by lottery.

VIII. SCHOLARSHIP OPPORTUNITIES

ROTC Scholarship

ROTC scholarships are offered on a competitive basis by both the Army and Air Force. More information may be found at <http://www.unh.edu/army> or 862-1078 for United States Army; <http://www.unh.edu/afrotc/> or 862-1480 for United States Air Force.

Foundation for Seacoast Health

Application information may be found at www.ffsh.org.

New Hampshire Charitable Foundation

Application information may be found at <http://www.nhcf.org>

Alice M. Yarnold and Samuel Yarnold Scholarship Trust

The Alice M. Yarnold and Samuel Yarnold Scholarship Trust was established for the purpose of providing funds for those New Hampshire residents with an interest and desire to pursue post-secondary school education in the fields of nursing, medicine, or social work, but who because of financial circumstances would be otherwise unable or restricted to do so. The first priority of the scholarship trust is the aforementioned fields of study and financial need. Potential applicants may demonstrate this financial need based on an appropriate application to be filed with the Trustees.

Applications are available through the nursing office or Alice M. Yarnold and Samuel Yarnold Scholarship Trust, 180 Locust Street, Dover, NH 03820-3777, 603/749-5535 in early spring semester. Applications are due as posted.

IX. Curriculum Plan Effective Fall 2018

| Fall | Freshman Year | Credit Hours | Contact Hours | Clinical Hours | Fee* |
|------------------------|---|---------------------|----------------------|-----------------------|-------------|
| BMS 507 | Human Anatomy & Physiology | 4 cr | 45 | | \$ 84 |
| ENGL 401 | First-Year Writing | 4 cr | 45 | | |
| | Discovery/Inquiry | 8 cr | 90 | | |
| | | 16 | | | |
| Spring | | | | | |
| BMS 508 | Human Anatomy & Physiology | 4 cr | 45 | | 25 |
| PSYC 401 | Introduction to Psychology | 4 cr | 45 | | |
| | Discovery/Inquiry | 8 cr | 90 | | |
| | | 16 | | | |
| Fall | Sophomore Year | | | | |
| BMS 501 | Microbes in Human Disease | 4 cr | 45 | | 90 |
| NURS 500 | Introduction to Professional Nursing | 2 cr | 23 | | 988 |
| NURS 504 | Diseases and Drugs 1 | 4 cr | 45 | | |
| NURS 516 | Health Assessment and Nursing Fundamentals | 4 cr | 45 | | |
| NURS 516C | Health Assessment and Nursing Fund Clinical | 2 cr | | 90 | 338 |
| NURS 516.L | Health Assessment and Nursing Fund Lab | 0 cr | | | |
| | | 16 | | | |
| Spring | | | | | |
| ** | Statistics | 4 cr | 45 | | ** |
| NURS 505 | Diseases and Drugs 2 | 4 cr | 45 | | |
| NURS 506 | Hum Devel, Interact, & Learning across Lifespan | 4 cr | 45 | | |
| NURS 601 | Function and Well-being of Older Adults | 2 cr | 23 | | |
| NURS 517C | Clinical Integration | 2 cr | | 90 | 338 |
| NURS 517C.L | Clinical Integration Lab | 0 cr | | | |
| | | 16 | | | |
| Fall | Junior Year | | | | |
| NURS 611 | Care of the Adult with Acute Illness 1 | 4 cr | 45 | | |
| NURS 611C | Care of the Adult with Acute Illness 1 Clinical | 2 cr | | 90 | 338 |
| NURS 611.L | Care of the Adult with Acute Illness 1 Lab | 0 cr | | | |
| NURS 616 | Living with Mental Illness | 2 cr | 23 | | |
| NURS 616C | Living with Mental Illness Clinical | 2 cr | | 90 | |
| NURS 641 ^H | Translating Research for Practice | 4 cr | 45 | | |
| | Discovery/Elective | 4 cr | 45 | | |
| | | 18 | | | |
| Spring | | | | | |
| NURS 612 ^H | Care of the Adult with Acute Illness 2 | 4 cr | 45 | | |
| NURS 612C | Care of the Adult with Acute Illness 2 Clinical | 2 cr | | 90 | 338 |
| NURS 612.L | Care of the Adult with Acute Illness 2 Lab | 0 cr | | | |
| NURS 621 | Maternal and Newborn Nursing | 2 cr | 23 | | |
| NURS 621C | Maternal and Newborn Nursing Clinical | 2 cr | | 90 | 118 |
| NURS 621.L | Maternal and Newborn Nursing Lab | 0 cr | | | |
| NURS 627W ^H | Clinical Judgment in Nursing | 4 cr | 45 | | |
| | Discovery/Elective | 4 cr | 45 | | |
| <i>NURS 794W</i> | <i>Special Topics: Honors Seminar</i> | <i>1 cr</i> | <i>12</i> | | |
| | | 18/19 | | | |

| Fall | SeniorYear | Credit Hours | Contact Hours | Clinical Hours | Fee* |
|-------------------|--|---------------------|----------------------|-----------------------|-------------|
| NURS 702 | Child Health Nursing | 2 cr | 23 | | |
| NURS 702C | Child Health in the Community Clinical | 2 cr | | 90 | |
| NURS 704 | Public Health Nursing | 4 cr | 45 | | |
| NURS 704P | Public Health Nursing Project | 2 cr | 23 | | |
| NURS 711 | Clinical Judgment in Complex Illness | 2 cr | 23 | | 338 |
| NURS 711.L | Clinical Judgment in Complex Illness Lab | 0 cr | | | |
| | Discovery/Elective | 4 cr | 45 | | |
| <i>NURS 797W</i> | <i>Honors Thesis</i> | <i>1 cr</i> | <i>12</i> | | |
| | | 16/17 | | | |
| Spring | | | | | |
| NURS 705 <i>H</i> | Contemp Leadership within Health Care Systems | 4 cr | 45 | | |
| NURS 721 | Integrating Professional Nursing Practice | 2 cr | 23 | | |
| NURS 721C | Integrating Professional Nursing Practice Clinical | 6 cr | | 252 | |
| <i>NURS 797W</i> | <i>Honors Thesis</i> | <i>4 cr</i> | | | |
| | | 12/16 | | | |
| TOTAL: | | 128/134 | 1219 | 882 | |

*Fees are subject to change. See tuition statement for fee details.

**PSYC 402, SOC 402, MATH 439

Courses shown in italics are honors-in-major additional courses.

X. DEPARTMENT OF NURSING DIRECTORY

MAIN NUMBER: 862-2271

FAX NUMBER: 862-4771

| Staff | Phone | e-mail | Office |
|--|--------------|--|---------------|
| ADMINISTRATIVE ASSISTANT Wendy Kaban | 862-2271 | wendy.kaban@unh.edu | 220 |
| CLINICAL PLACEMENT COORD. Karen Gutermann | 862-2395 | karen.gutermann@unh.edu | 253 |

FACULTY

| | | | |
|---------------------|--------------|--|-----|
| BRASWELL, ANGELA | 862-1999 | angela.braswell@unh.edu | 265 |
| CAPPIELLO, JOYCE | 862-3207 | joycec@unh.edu | 249 |
| DiNAPOLI, PAMELA | 862-3976 | ppdn@unh.edu | 247 |
| DOYLE, MARCY | | marcy.doyle@unh.edu | |
| EVANS, ELIZABETH | 862-0879 | ejevans@unh.edu | 259 |
| FROST, LAURYN | 862-1261 | lauryn.frost@unh.edu | 261 |
| GOTTEL, DEBRA | 862-0554 | debra.gottel@unh.edu | 269 |
| HIGGS, KATHLEEN | 862-1421 | kathleen.higgs@unh.edu | 269 |
| HARKLESS, GENE | 862-2285 | geh@unh.edu | 245 |
| HARRISON, ELIZABETH | 862-4241 | elizabeth.harrison@unh.edu | 241 |
| HOLLIS, EILEEN | 862-5495 | eileen.hollis@unh.edu | 265 |
| KALLMERTEN, PAMELA | 862-1123 | pamela.kallmerten@unh.edu | 261 |
| LOVELL, MICHELE | 862-2730 | michele.lovell@unh.edu | 257 |
| NILAND, KAREN | 862-3605 | karen.niland@unh.edu | 274 |
| NOLTE, KERRY | 862-4017 | kerry.nolte@unh.edu | 243 |
| O'BRIEN, ALYSSA | 862-2281 | alyssa.obrien@unh.edu | 277 |
| PELLETIER, DONNA | 207-351-5144 | donna.pelletier@unh.edu | 239 |
| PUCCILLI, PATRICIA | 862-1265 | p.puccilli@unh.edu | 259 |
| SHARP, DAYLE | 862-2390 | dayle.sharp@unh.edu | 239 |
| SHEPARD, MARGARET | 862-4172 | margaret.shepard@unh.edu | 241 |
| SIMONTON, DEBORAH | 862-5146 | deborah.simonton@unh.edu | 257 |

XI. APPENDICES

University of New Hampshire Department of Nursing Verification of Health Evaluation

(to be completed by health care provider NP, PA, MD, or DO)

This form is to verify medical clearance to participate in clinical placements for UNH student nurses for the upcoming academic year.

This verification form needs to be completed on a yearly basis after May 1st and by July 1st. The evaluation must have been completed within the last 12 month. This is to meet the requirement of clinical agencies for an annual health status report. The dates of May 1st and by July 1st are set so that the report does not expire during the academic year.

Last Name: _____ First Name: _____ MI: _____

DOB: _____ Student ID: _____

Any pertinent health history, review of systems, and physical exam based on the clinician's judgment needs to be performed at this time.

My findings: please check

- No health problems that interfere with performing the essential job responsibilities of a student nurse.
- Yes, there are health problems that interfere with performing the essential job responsibilities of a student nurse. Therefore, I have instructed the student to seek an evaluation for reasonable accommodation at UNH Disability Services. <http://www.unh.edu/disabilityservices/>

Healthcare Provider (NP, PA, MD, or DO) name: _____

Signature: _____ Date: _____

Practice name: _____ Phone: _____

Address: _____

Download Form in Canvas – Undergraduate Nursing – BS Student Resources



University of New Hampshire

UNDERGRADUATE PROGRAM IN NURSING CLINICAL DOCUMENTATION

DUE AFTER MAY 1 AND BEFORE JULY 1 YEARLY UNLESS OTHERWISE NOTED

Student Name _____ UNH ID _____ Date of Birth _____

| Titres One Time | Titre Date | Results +/- only | Positive Results Required One Time - Sophomores Only |
|--|--|--|--|
| MMR Mumps Measles Rubella | _____ _____ _____ | _____ _____ _____ | Positive Results Required by the Department of Nursing If MM titres are negative, must document 2 MMR boosters one month apart; if R titre is negative, must document 1 booster. |
| Varicella | _____ | _____ | Positive Results Required by the Department of Nursing If titre is negative, must document 1 booster. |
| Hep B | _____ | _____ | Positive Results Required by the Department of Nursing If titre is negative, must repeat series and submit documentation; do not repeat titre. If a student is in the process of receiving initial series, a letter from PCP must be submitted. Series must be completed according to the CDC-recommended schedule. Titre must be submitted within 2 months of final dose. |
| Healthcare provider _____ signature _____ print name _____ date _____ | | | |
| Immunization One Time | Date Given | Required by the Department of Nursing One Time - Sophomores Only | |
| Tdap | | Proof of immunization must be within ten years. | |
| Healthcare provider _____ signature _____ print name _____ date _____ | | | |
| Vaccine | Date Given | Required yearly by the Department of Nursing | |
| Seasonal Flu Yearly | | Due October 15 of current academic year or next business day yearly | |
| Healthcare provider _____ signature _____ print name _____ date _____ | | | |
| Test | Date Read | Results | Required yearly by the Department of Nursing |
| 2-Step PPD or alternative Yearly | 1 st _____ 2 nd _____ | 1 st _____ 2 nd _____ | Due after May 1 and before July 1 yearly. If PPD is positive, a chest X-ray is required and documentation from PCP stating no active disease. If X-ray performed in the past, submit documentation from PCP stating no active disease yearly. Allow 3 days for reading. Results must be reported by PCP or designee, no family or friends. |
| Healthcare provider _____ signature _____ print name _____ date _____ | | | |

1/2018

Download Form in Canvas – Undergraduate Nursing – BS Student Resources



University of New Hampshire

University of New Hampshire has partnered with Verified Credentials to manage your program requirements including the following:

- Background Check – New Hampshire only
- Background Check – New Hampshire plus any state resided in last seven years

To access QualifiedFirst go to:

<http://scholar.verifiedcredentials.com/?organization=unh>

How It Works:

1. Enter code for the program you will be attending located above the “Get Started!” button on the right side of the page

| | |
|----------------------------|------------------------------|
| Background Check – NH only | Background Check + Statewide |
| GGFJF-33438 | FGHMV-34683 |

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.



State of New Hampshire

Department of Safety
DIVISION OF STATE POLICE

Criminal Records Unit

33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM

INSTRUCTIONS

NH RSA 106-B:14 and Administrative Rule Saf-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.

SECTION I (PLEASE PRINT CLEARLY)

NAME _____

LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS _____
STREET CITY STATE ZIP CODE

DATE OF BIRTH HAIR COLOR EYE COLOR

SEX DRIVER LICENSE NUMBER STATE

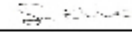
PURPOSE OF RECORD: Housing Employment Annulment/Expungement

Other Student

My signature below certifies I am the individual listed above and the information provided is true

YOUR SIGNATURE: _____ DATE _____

Signed under penalty of unsworn falsification pursuant to RSA 641:3

 Gene E. Harkless 5/1/2017
SIGNATURE OF PERSON/ENTITY TO RECEIVE RECORD DATE

SECTION II

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:
Gene Harkless, University of New Hampshire Nursing

NAME OF PERSON/ENTITY TO RECEIVE RECORD _____

ADDRESS 4 Library Way, Hewitt Hall, Durham NH 03824
STREET CITY STATE ZIP CODE

YOUR SIGNATURE _____ DATE _____

NOTARY'S SIGNATURE _____ DATE _____

(AFFIX Seal) (comm. Exp.)

RECORD CHALLENGE

Saf-C 5703.12 Procedure for Correcting a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate C.JAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

To prevent a delay in processing, I have enclosed a self-addressed envelope. Prepaid Acc't Number _____

A \$25.00 fee is required for each request. Make checks payable to: State of NH – Criminal Records.

DSSP256 (Effective 7/15/16)

DO NOT COPY THIS PAGE
Signature of Person to Receive Record is NOT Required.
Download Form in Canvas – Undergraduate Nursing – BS Student Resources

BEAS STATE REGISTRY CONSENT FORM
(RSA 161-F:49*)

Employer Information

I hereby authorize the release of any adult abuse, neglect, and/or exploitation record that you may find concerning me to: ***(This portion must be filled out in order to be processed.)***

Employer Name: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

| |
|-----------------------|
| For Official Use Only |
|-----------------------|

Employee Information

PLEASE PRINT IN CLEAR BLOCK LETTERS
(If content is illegible, it will be stamped "Unable to Process" and returned.)

Last Name: _____ First Name: _____ Middle Initial: _____
Mailing Address: _____ City/State/Zip: _____
Telephone: _____ Gender: Female Male

Also known by the following names (Maiden Name, etc.):

Last Name _____ First Name: _____ Middle Initial: _____
Last Name _____ First Name: _____ Middle Initial: _____

Date of Birth: Month ____ Day ____ Year ____ Social Security #: _____
(Required) (Optional)

Position: _____ Select one: Applying Current Position
 employee consultant volunteer vendor other _____

I understand that the information disclosed and provided by BEAS, under this State Registry Consent Form, is intended for use by the above-named employer in conjunction with my employment/volunteering.

Employee Signature _____ Date _____

Witness Signature _____ Date _____
(REQUIRED)

Fax to: (603) 271-6875 or Email BEASStateRegistry@dhhs.state.nh.us

Or **Mail to:** BEAS State Registry, Concord District Office, 40 Terrill Park Drive,
Concord, NH 03301-3857

*This record check pertains only to findings made on or after July 1, 2007 pursuant to RSA 161-F:49.

DO NOT COPY THIS PAGE
Download Form in Canvas – Undergraduate Nursing – BS Student Resources

**University of New Hampshire
Undergraduate Nursing Program
Unusual Occurrence Report**

Instructions: Complete all of the information below, sign the form, and submit to the department chairperson.

Name(s) of student(s) involved: _____

Course: _____ **Clinical Site:** _____

Date of occurrence: _____ **Time:** _____

Location of occurrence: _____

Witness (if any): _____ **Phone:** _____

Was a patient involved: Yes No

Did the occurrence involve any equipment or safety device: Yes No

Chronologically, describe in detail what happened:

Describe any injuries and treatment sought: _____

Any follow-up required: _____

Faculty member filing the report (print): _____

Title: _____

Signature: _____ **Phone:** _____

Accident, Injury and Occupational Illness Reporting

Information is found at <https://www.unh.edu/hr/unh-accident-injury-illness-report>

How is two-step tuberculin skin testing done?

The two-step tuberculin skin test (TST) is used to detect individuals with past tuberculosis (TB) infection who now have diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as a new infection.

Who should receive a two-step TST?

The two-step TST should be completed by applicants/students who:

- have never been tested; or
- have no documentation of prior testing; or
- do not remember being tested; or
- tested negative over 12 months ago.

Appointment schedule for two-step testing

Visit 1, day 1

- The first TST is given to the applicant/student and he/she is told to return in 48 to 72 hours for the test to be read.

Visit 2, day 2 - 3

- The first TST is evaluated, measured, and interpreted. The results are documented in millimeters (e.g. 0 mm, 4 mm, 12 mm).
- If the first TST is negative, the applicant/student is given an appointment to return for a second test in 7 - 21 days.
- If the first TST is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

Visit 3, day 7 - 21

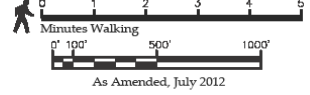
- The second TST will be given to all applicants/students whose first test was negative, using the alternate arm.

Visit 4, 48 - 72 hours after the second test

- The second TST is evaluated, measured, and interpreted. The results are documented in millimeters (e.g. 0 mm, 4 mm, 12 mm).
- If the second TST is negative, the applicant/student is not infected.
- If the second test is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

UNIVERSITY of NEW HAMPSHIRE DURHAM, NEW HAMPSHIRE

CAMPUS MAP



★ INDICATES VISITOR PARKING
LARGE STAR INDICATES UNH
ADMISSIONS PARKING

CAMPUS MAPS CREATED BY UNH CAMPUS PLANNING