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DISCLAIMER

This handbook is a general information publication only. It is not intended to nor does it contain all regulations that relate to nursing students. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student or faculty member and The University of Texas at Tyler or The University of Texas System. The University of Texas at Tyler reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.
**Introduction**

Welcome to the School of Nursing at the University of Texas at Tyler. This handbook has been prepared to introduce you to the nursing program. The guide offers information specific to the nursing program and should be used in conjunction with the general catalog of The University of Texas at Tyler and the University Student Guide. It is the student’s responsibility to know the official University regulations as well as the specific requirements for nursing and to comply with them. This information will assist you in fulfilling your educational goals at The University of Texas at Tyler in the School of Nursing.

**History**

The Division of Nursing was established in 1975 on the campus of Texas Eastern University in response to local and regional needs for baccalaureate prepared nurses in East Texas. The original program was designed for admission of Registered Nurses to complete the BSN degree. In 1979, Texas Eastern University became The University of Texas at Tyler, a component of The University of Texas System. In October 1979, The University of Texas Board of Regents approved a proposal to reorganize the Division to provide a basic program leading to a Bachelor of Science in Nursing. The proposal was approved by the Texas Higher Education Coordinating Board, Texas College and University Systems and the Texas Board of Nurse Examiners. The program offered the first classes in the fall of 1982.

In April 1988, the Texas Higher Education Coordinating Board officially approved a program leading to the Master of Science in Nursing (MSN) degree. The first courses were offered in the spring of 1989, and initial accreditation was received in fall, 1992. Since its inception, the Master’s program has added Nursing Education, Nursing Administration, and Nurse Practitioner degrees as well as a dual degree of MSN with Master of Business Administration (MBA). The MBA is offered in conjunction with the College of Business and Technology at UT Tyler. The Nurse Practitioner program was initially offered in collaboration with the College of Nursing at Texas Tech Health Science Center in Lubbock. Students in the program completed courses taught by UT Tyler School of Nursing faculty and faculty at Texas Tech. Clinical experiences were accomplished with primary care providers in the East Texas region. In July, 2007, the program was approved as a joint degree program allowing U.T. Tyler to confer the degree to the Tyler based students. Approval was then received for a totally independent NP program which was implemented June 1, 2008. The first cohort to graduate was in August, 2010.

The Palestine Distance Education Initiative (DEI) was approved in fall 1995. This site offers generic students and licensed nurses, from the surrounding area, the opportunity to complete the BSN program in their immediate geographic area. Undergraduate students at the Palestine site complete the entire course of study through face-to-face classroom instruction, and clinical experiences in Palestine health care facilities.

The spring and summer of 1997 marked more milestones for the nursing program. In May 1997 the Division of Nursing received status as a School of Nursing. The change in status made the program an independent component within the structure of The University of Texas at Tyler, and the Director position was changed to Dean status. In addition, the Mobility in Nursing Education (MINE) track admitted the first RNs and LVNs to another proposed DEI in Longview for the spring 1997 semester. In July 1997, the Texas Board of Nurse Examiners granted permission for the MINE track to be offered in Longview. The addition of the Longview site was restricted to the MINE track and permitted RNs and LVNs to acquire the BSN without having to leave the Longview area. The Corsicana extension campus was approved for fall 1998; this site was designated for RN-BSN students only. The Corsicana site was closed in spring 2001 when Navarro College remodeled the Health Sciences area and discontinued ITV access to the site. In spring 1999 the School of Nursing designation was changed to a College of Nursing (CON). Also at this time the RN-MSN option was added to the graduate program.
The summer of 2001 was also a time of growth and change for the CON. In July 2001 the Texas Board of Nurse Examiners approved a proposal to admit generic students to the nursing program at the Longview DEI and to allow currently enrolled students that lived in the Longview area the opportunity to take courses at the site. Reorganization of the structure of the university created a name change for the CON to the College of Nursing and Health Science (CNHS) effective August 2001. This meant the addition of faculty and programs related to health and kinesiology and allied health. The College of Nursing was now housed within the College of Nursing and Health Sciences. In 2014 the CNHS hired its first non-nurse as dean and the CON became known as the School of Nursing (SON) within the College of Nursing and Health Sciences. An Associate Dean for the College of Nursing & Health Sciences / Executive Director for the School of Nursing was appointed to oversee the SON within the CNHS.

The plans for the new School of Nursing building named after the benefactors, David G. and Jacqueline M. Braithwaite, were finalized in summer 2001. Groundbreaking was held in fall 2001 and the building was occupied in fall 2003. In the summer 2013 a new addition was completed to the Braithwaite building that expanded the CON with a state-of-the-art simulation lab, a seminar room, and additional office space.

In spring 2005 the School of Nursing was granted authority to develop a doctoral program and received final program approval October 25, 2007. The first cohort of students was admitted for fall 2008. The degree is a PhD in Nursing and was the first doctoral program offered at The University of Texas at Tyler. The University of Texas at Tyler PhD in Nursing inaugural class graduated in Spring 2011.

In spring 2012, the School of Nursing was granted authority to pursue a Doctor of Nursing Practice degree. On January 21, 2016 the School of Nursing was granted final approval from the Texas Higher Education Coordinating Board to offer the Doctor of Nursing Practice (DNP) Program. The first cohort of students was admitted in Summer 2016.
PURPOSES

The purposes of the Bachelor of Science in Nursing program are to provide students with the opportunity to acquire knowledge useful to nurses as generalists at the baccalaureate level, to improve the quality of nursing care in the community, and to provide students with the opportunity to acquire a base for graduate study.

The Masters of Science in Nursing program is designed to prepare individuals for careers in advanced practice. Emphasis is given to developing the leadership/management skills necessary to provide expert nursing care either directly to patients (service) or indirectly through the avenues of administration, research, or education. The program also provides a basis for doctoral education.

The Doctor of Philosophy in Nursing is designed to prepare nurse leaders for careers in education and research with an emphasis in health priorities that have applicability nationally and internationally.

MISSION STATEMENT

The University of Texas at Tyler School of Nursing prepares professional nurses who provide leadership for global health care in a variety of roles. Graduates address the challenges of a dynamic society and health care delivery system by initiating resourceful solutions for health promotion, risk reduction, and disease management.

To accomplish this mission, the faculty has identified the following goals:

TEACHING
- To pursue excellence in teaching
- To effectively role model in clinical practice
- To recruit and retain students and faculty from diverse populations

SCHOLARSHIP AND RESEARCH
- To value and model life-long learning
- To contribute to professional nursing’s knowledge base

UNIVERSITY AND COMMUNITY SERVICE
- To actively participate in university governance and academic affairs
- To contribute to the community through active involvement in community groups and activities

PROFESSIONALISM
- To model the standards of the profession, ethical, caring behaviors, and culturally appropriate care.
- To maintain expertise in selected specialty areas and in teaching
- To actively participate in professional groups for professional growth

Approved: 3/6/98
**PHILOSOPHY**

The philosophy of the School of Nursing reflects the mission and purpose of the University of Texas at Tyler. Human caring is the foundation for the eclectic conceptual framework used by the School of Nursing. Embedded within this scope of human caring are components that are integrated throughout the curriculum: patient, environment, health and nursing. The faculty believe that nursing education is based on integrity, respect for human dignity, critical thinking, and accessibility for representatives of the diverse population of the service area. Learning is a unique, dynamic process that results in affective, cognitive, and psychomotor changes; this process is influenced by attitudes, beliefs, resources and interactions with others. Each individual is responsible for his/her learning. Nursing education, at both undergraduate and graduate levels, is based upon interpersonal caring and critical thinking, as well as the theoretical and research contributions of nursing scholars. Nursing education prepares the nurse to be self-directed, utilizing his/her expert knowledge and skills to facilitate self-care; and to empower the patient toward fulfillment of physical, psychological, social, and spiritual health and well-being. As a community of scholars, faculty members serve as role models for students through participation in academic, professional, and community activities and organizations as well as clinical practice.

Baccalaureate education prepares students to practice as generalists within the health care system. This level of education is based on core knowledge and clinical competency, applied through a unique blend of critical thinking and human caring in multiple settings. Health promotion, risk reduction, and disease management are the focus of the care provided. The curriculum emphasizes the development of values relevant to ethical nursing practice with recognition of the impact nursing judgments have on patients. As generalists, graduates are prepared to deal with personal and professional lives of chaotic change, to be partners in decision-making, to be professionally accountable, to provide comprehensive care in any setting, and to assume personal responsibility for life-long learning.

Master’s education is built upon the baccalaureate educational core elements, and enhances strong critical thinking and decision-making skills. The MSN nurse is prepared as a visionary leader and manager to assume advanced roles in a variety of settings. Graduates are prepared to promote evolving practice patterns based on global perspectives, which requires a deep understanding of moral and ethical responsibility. Masters prepared nurses initiate and use research findings to enhance outcomes in their advanced practice settings. A sophisticated knowledge base of health promotion, health care policy, organization, and financing is blended with the realities of the changing practice environment. Graduates are thus prepared to collaborate, and to create policies in response to trends in nursing and in health care. Graduate education prepares the nurse to evaluate personal and organizational perspectives and values, and utilize ethical decision-making modes to impact patient care. Graduates will be able to evaluate and utilize a variety of theories from nursing and other disciplines in their practice settings. Professional role development, an ongoing component throughout graduate education, enhances graduates’ ability to create effective interdisciplinary relationships and to recognize role ambiguity and boundaries, thereby facilitating successful transition into the advanced practice role.

Doctoral education is built on a model of strengths and provides advanced education to prepare nurse educators and researchers for the future. The doctoral program builds on the educational foundation obtained through baccalaureate and master’s core elements. It also builds on the current program’s strengths in offering educational opportunities in an online format and providing research and teaching experiences that incorporate sensitivity to diverse populations in essential and priority needs of health services.

Approved: 3/6/98
Reviewed: 6/98, 9/99, 9/00, 1/12
Revised: 3/03, 8/07
The meta paradigm concepts are: Patient, Nursing, Health, and Environment. Pervasive concepts are those that must be in all courses in all levels to some degree. Pervasive concepts include the human caring process, evidence based practice, critical thinking process, and holism.

Sequential concepts are those that either build upon each other throughout the curriculum, or are emphasized in selected courses. The four sequential concepts in the conceptual framework are values, knowledge, competencies, and role development. The broken lines indicate that although content is identified under one of the major concepts, there is some overlap. Each concept is dependent on the other three to be complete; e.g. competencies content is based on basic knowledge, an understanding of how the nurse incorporates this knowledge into his/her role, and an appreciation of professional values associated with the competencies. The content listed under these sequential concepts increases in depth and breadth across the curriculum.
CONCEPTUAL FRAMEWORK

The conceptual framework is a dynamic document that describes a frame of reference or map to guide future curricular decisions. The model of the conceptual framework follows the descriptions of the concepts involved.

HUMAN CARING PROCESS:
Caring is a foundation concept within the profession of nursing. Human caring reflects a client-centered, creative, responsive, honest, and authentic sharing approach that facilitates holistic growth for both the nurse and the client. Caring encompasses both the nurse's empathy for and connection with the client, and the nurse's ability to translate these affective characteristics into compassionate, culturally-sensitive care. Professional values and behaviors are critical to performance as a caring nurse.

EVIDENCE BASED PRACTICE:
Evidence based practice is the process of utilizing best available evidence in the context of individualized needs and values to direct clinical decision-making with the goal of improving outcomes. Best evidence includes research, benchmarking, and clinical expertise. Although research utilization is a component, EBP requires a larger and more complex skill set and knowledge base.

CRITICAL THINKING PROCESS:
Critical thinking is defined as a process and cognitive skill used to identify problems and opportunities for improvement; to generate, examine and evaluate alternatives. Critical thinking is the basis for clinical judgment and ethical decision-making. The professional nurse must employ critical thinking to engage in creative problem solving, and in collaborative decision-making processes.

HOLISM:
Holism refers to the interrelationship of bio-psycho-social-spiritual dimensions of person where the whole is greater than the sum of its parts. Holism involves understanding the individual as a unitary whole in mutual process with the environment. The focus of care is on the whole person, not merely on symptoms. The holistic nurse becomes a therapeutic partner with the individual, family and community while drawing on nursing knowledge, research, expertise, intuition, and creativity.

PATIENT:
Concern and care for the client is the profession's reason for being, and is at the center of the School's philosophy. Clients may function as individuals, families, aggregates, communities and/or society in order to meet their needs. The client is viewed as complex and multidimensional, in constant interaction with others and with the environment. The client possesses inherent dignity, worth and autonomy; s/he is able to make decisions, effect change, and assume responsibility for his/her own decisions. The interrelationship of biophysical, psychosocial, ethno-cultural and spiritual aspects are core planning elements utilized by the nurse to assist clients in their quest for growth and development, for self-actualization, and to meet death with dignity.

ENVIRONMENT:
The environment is made up of physical, psychological, spiritual, cultural, social, technological, economic, geographic, and political forces. These forces are the result of the interplay of structure, resources and aesthetics. The continuing interaction between internal and external environments can facilitate as well as inhibit the client's ability to grow and develop. The nurse facilitates the client's interaction with the environment through the application of health promotion, maintenance, restorative and supportive interventions.
HEALTH:
Health is a dynamic state influenced by values, attitudes, beliefs, experiences and resources in the context of a global society and culture. Clients experience many levels of physical, psychosocial, mental, spiritual, and developmental health. Health is influenced by the ability of the client to facilitate and transform ways of thinking and living toward a state of optimal well-being.

NURSING:
Nursing is a science and an art. As health professionals, nurses base their practice on nursing models and theories as well as on a firm foundation of liberal arts and sciences. The profession of nursing is directed by a code of ethics and standards of practice, encompassing a variety of roles and settings. Nursing is caring for culturally diverse human beings in response to their health needs, with the goals of promotion of optimal health, prevention of and recovery from illness and assurance of dignity in the process of dying. Nursing achieves these goals through the synthesis of a unique combination of knowledge and skills utilized through the application of critical thinking processes. New knowledge derived from research guides the practice of nursing. Nursing is a vital force that is responsive to ever-changing global health care needs.

VALUES:
Education for professional nursing facilitates the development of professional values and value-based behaviors. Guided by these values, the nurse demonstrates ethical decision-making and behaviors in the provision of safe, humanistic health care. The nurse provides empathic, sensitive and compassionate care for the client, is honest and accountable, and is aware of social and ethical issues. The nurse must be aware of his/her own value system as well as that of others.

COMPETENCIES:
Education for professional nursing provides the knowledge and skills for critical thinking, communication, assessment, and technical skills. Graduates are prepared to serve as competent, efficient and effective providers of patient-centered evidence-based care, members of the health care team, patient safety advocates, and members of the profession.

KNOWLEDGE:
Education for professional nursing requires knowledge of health promotion, risk reduction, and disease prevention, illness and disease management, information and health care technologies, ethics, human diversity, global health care, and health care systems and policy.

ROLE DEVELOPMENT:
Education for professional nursing provides a foundation of theory and research-based knowledge and skills that enable the graduate to practice as a provider of patient-centered care, as a member of the health care team, as a patient safety advocate, and as a member of the profession. Graduates are aware that professional nursing practice encompasses lifelong learning, incorporates professionalism into practice, and enforces the values of the profession.
Approved: 5/1/98
Reviewed: 6/98, 8/07, 9/00, 3/03, 7/04, 12/04
Revised FO: 9/99, 5/12
BSN Program Student Learning Outcomes

Based on the philosophy and mission statements of both the university and the School of Nursing, the following behaviors reflect expected outcomes (terminal objectives) for the program. Graduates of the baccalaureate nursing program will:

1. Integrate knowledge from the biological and behavioral sciences, and humanities to foster a commitment to life-long learning and professional development. (member of profession-D)

2. Utilize basic organizational and systems leadership to coordinate and assume accountability for quality patient care. (member of profession-B)

3. Synthesize nursing research findings with other relevant information from the scientific and humanistic disciplines to evaluate processes to facilitate evidence-based practice. (provider of Pt care-F)

4. Integrate the use of technology and information systems to facilitate and improve delivery of comprehensive care. (member of health care team-E)

5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments.

6. Advocates for patient centered care through inter- and intra-professional collaboration to reflect human caring while providing care to diverse populations across the lifespan.

7. Integrates health promotion, maintenance, restoration, and disease prevention at the individual and population level to reduce risks improve health outcomes. (provider of care-G)

8. Demonstrate professional values based on historical, moral, ethical, and legal aspects of nursing practice responding to global health needs.

9. Synthesize skills, knowledge and attitudes required when applying the nursing process to provide safe, holistic, evidence-based patient-centered care to diverse populations across the health care continuum. (Provider of Pt care- C, D; Safety Advocate-B)

Revised: spring 2010; effective fall 2010: spring 2012-effective fall 2012
Texas Board of Nursing and NCLEX Information

**Good Professional Character Policy**
(Excerpt, Texas Board of Nurse Examiners)

Good professional character is the integrated pattern of personal, academic and occupational behaviors, which, in the judgment of the faculty, indicates that an individual is able to consistently conform his/her conduct to the requirements of the Nurse Practice Act, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability, and integrity.
A person who seeks to obtain or retain a license to practice professional nursing shall provide evidence of good professional character which, in the judgment of the Texas Board of Nursing (BON) is sufficient to insure that the individual can consistently act in the best interest of patients/patients and the public in any practice setting. Such evidence shall establish that the person:

1. is able to distinguish right from wrong;
2. is able to think and act rationally;
3. is able to keep promises and honor obligations;
4. is accountable for his/her own behavior;
5. is able to practice nursing in an autonomous role with patients/patients, their families and other significant others and members of the public who are or who may become physically, emotionally, or financially vulnerable;
6. is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and,
7. is able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when such disclosure could enhance the health status of patients/patients or the public or could protect patients/patients or the public from unnecessary risk or harm.

The faculty members support the above excerpt from the BON Rules & Regulations relating to Professional Nurse Education. Failure to demonstrate competency in the above criteria can result in a rating of “unsafe clinical performance and not meeting professional conduct standards”, as defined in the syllabus of each clinical nursing course.

**PROFESSIONAL BEHAVIOR**

Any statement or behavior that is perceived to be a threat to the safety of students, staff, faculty, and patients will be taken seriously, and reported to the appropriate authorities for follow-up.

**Declaratory Order Form**
All generic professional nursing students are required to submit a Declaratory Order if they have any history related to criminal activity, alcohol/substance abuse, or mental illness. Go to the Texas Board of Nursing web site to read the guidelines to determine if a form must be submitted (http://www.bne.state.tx.us/forms_declaratory_order.asp).

It is the student’s responsibility to read and respond, if needed, to the Order. Failure to file the Order with the BON in a timely manner could prevent the student from being admitted to the nursing program and/or eligible to take the NCLEX-RN®. All information provided the BON is confidential.

In addition, Rusk State Hospital, used for NURS 3513, Mental Health, clinical experiences, requires that all students who could answer yes to any of the questions on the Order **must** have filed the Order prior to
beginning NURS 3513. Failure to comply could lead to failure of the course and/or academic disciplinary action.

If unsure about whether an Order should be filed contact the BSN Program Director

**CRIMINAL BACKGROUND CHECK FOR UNDERGRADUATE STUDENTS**

**Effective Spring 2006** all applicants who are admitted to the SON, undergraduate program are required to complete an FBI criminal background check. No student will be allowed entry to a nursing course without a clear report or a letter from the Texas Board of Nursing (BON) certifying that any criminal history is not a danger to the public. (See [https://www.bon.texas.gov/students.asp](https://www.bon.texas.gov/students.asp)) The following policy spells out the requirements.

1. Students admitted to the undergraduate nursing program are required to obtain the electronic fingerprints required by the Texas Board of Nursing (BON).
2. The background check is performed by the FBI and results are reported to the BON.
3. No confidential information about the results of the check are available to any faculty member or staff of the SON.
4. The Director for the BSN Program receives memos from the BON with the names of the students and only an indication of whether the check is clear or has a “hit.”
5. The BON is responsible for notifying students with “hits” that paperwork is required through a Declaratory Order.
6. Any student with a positive background check is required to submit a copy of the letter from the BON to the Director for the BSN Program prior to entry into classes.

Effective Spring 2006; revised spring 2009

**Student Drug Testing**

**Effective fall 2011** all students enrolled in the SON must complete a urine drug screen prior to entry into the first semester of nursing courses. Positive results will be shared with the Director for the BSN program, Longview and Palestine Site Coordinators and nursing academic advisors.

Results will not be reviewed by any entity except those identified and will be kept confidential in the office of those identified. A positive drug screen will result in the student’s immediate withdrawal from all courses. Requirements for continuance in the program are outlined in the School of Nursing Student Substance Abuse or Dependency Policy (See p. 35).

Drug screens may also be conducted periodically without notice for any student currently enrolled as outlined in the Student Substance Abuse or Dependency Policy. Students demonstrating behaviors that suggest an impaired state within the classroom and/or clinical settings may be required to complete a drug screen. Results of the required screen will be submitted to the Director for the BSN program in a sealed envelope. Failure to undergo a drug screen on the designated day will result in immediate withdrawal from the nursing program.

Pursuant to the Nurse Practice Act (§301.404), the SON will submit a written report to the Texas Board of Nursing of any enrolled student with a positive drug screen.

Drug screens are at the student’s expense and must be conducted at drug testing facilities designated by the SON.
**NCLEX - RN® Exam**

During the final semester of study, undergraduate students are informed of each step in the NCLEX application process during NURS 4631 (Professional Synthesis). The process must be completed by specified dates. It is imperative that the student follows the directions in a timely manner. Failure to follow all directions and respond appropriately could prevent the graduate from meeting the requirements to take the NCLEX-RN®.

The web site for the Texas Board of Nursing is:  [www.bon.state.tx.us](http://www.bon.state.tx.us)

All forms that are required to apply for licensure are obtained from this site.


This site provides information pertaining to the NCLEX-RN.

**RN BSN Policies**

**RN-BSN Licensure Requirement**

All Registered Nurses in the RN-BSN track must have a current, active license to practice in the state in which they reside in order to be eligible to enroll in the RN-BSN track.
University Policies

Syllabus Policies
The University of Texas at Tyler website lists policies that are included in all syllabi:
http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf

6-Semester Completion Requirement

Effective fall 2008 students will be required to complete the baccalaureate course of study in the SON in a maximum of six regular semesters. Failure to do so will require petition to the Admissions and Progression Committee for continuation.
Approved 9/2007: UG Studies Committee & FO

Undergraduate Transient Form
After a student is admitted to UT Tyler, he or she cannot register for any course(s) at any other institution until approval is granted by the Registrar’s Office. Approval by the student’s Adviser, Department Chair, Dean and the University Registrar is required to assure that the course taken at another institution will count toward the student’s degree. A student should not register at another institution until the request for undergraduate transient admission form has been completed and approved.
http://www.uttyler.edu/registrar/policies/transient.php

Cumulative Grade Point Average
http://www.uttyler.edu/registrar/policies/gpa.php
Undergraduate students must maintain an overall Grade Point Average (GPA) of 2.0 and must achieve a minimum grade of C (75) in all required nursing courses to graduate from the University.

SCHOLASTIC CONDUCT AND DISCIPLINE

General Statement: Students at the University neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey and conduct themselves in accordance with penal and civil statutes of the local, state, and federal government, Rules and regulations of the Board of Regents, University regulations and administrative rules.

Scholastic Dishonesty: Since the value of an academic degree depends on the absolute integrity of the work done by the student for the degree, it is imperative that the student maintains a high standard of individual honor in his or her scholastic work. Any student who commits an act of scholastic dishonesty is subject to discipline. http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php

Regulation Awareness: It is the responsibility of the student to become familiar with the regulations of the University and to satisfy them in the proper way. Disciplinary policies and procedures are also described in the University of Texas System Board of Regents Rules and Regulations, Part One, Chapter VI, Section 3 and are printed in The UTT Student Guide.
Academic Probation/Suspension Progression Policy

For policies related to academic probation and suspension go to this link:
http://www.uttyler.edu/registrar/policies/probation_suspension.php

If the student is dropped from the nursing program, the student may re-apply after she/he demonstrates
the potential to be successful as evidenced by:
1) Good academic standing at UT Tyler,
2) G.P.A. at UTT of 2.0 or better,
3) A clear plan of how to remain successful if readmitted to the nursing program.

Students reapplying to the nursing program will be considered on the same basis as new students
applying to the program. There is no guarantee of re-admission.

Students who are enrolled in nursing courses and are placed on academic probation will be notified by
the Registrar’s Office of their status. The student must meet with the nursing advisor to develop a plan to
remove the academic probation and successfully complete the nursing program. Students will not be
allowed to enroll and attend nursing classes until they have met with the nursing advisor and
have a signed plan in their file. Students will be allowed to re-enroll in nursing courses on a space
available basis and must follow the established progression policies of the SON.

In order to re-enter nursing courses, the student must apply to the Admissions and Progression
Committee of the SON. The student is expected to submit materials by published deadlines. Students
reapplying to the nursing program will be considered on the basis of likelihood of success in the nursing
program as well as space available.

Any student readmitted after suspension is admitted on academic probation status. See the University of
Texas at Tyler catalog, current edition.
Policy Approved: Feb. 1996; Revised: Summer 2004

Excessive semester credit hours

The policy is found in this link:
http://www.uttyler.edu/registrar/policies/excessive_hours.php

Grade Replacement

The policy and forms are obtained through this link:
http://www.uttyler.edu/registrar/policies/repeatingcourses_gradeforgiveness.php

Academic Grievance Policy

See web site: http://www.uttyler.edu/registrar/policies/academicgrievance.php and in the UT Tyler

Individual course instructors retain primary responsibility for documenting the course grade earned by the
student and the instructor’s judgment is final unless compelling evidence demonstrates discrimination,
differential treatment to a select few students, or procedural irregularities. It shall be presumed that the
instructor documented the proper grade until proven otherwise. The grade documented by the instructor
shall remain in effect until the appeal process is concluded. Any associated effects (loss of eligibility or
privilege) shall be invoked even though an appeal is pending. All grade report records and related
materials shall be maintained for a period of six months or until the case is resolved. The burden of proof
rests with the student.
**Students with Special Needs Disability Accommodations**

The procedure for accommodating a student who may have medical, psychological, learning or physical special needs is as follows:

1. It is the student’s responsibility to communicate with the faculty concerning their disability/special needs.

2. The faculty refers the student to the Coordinator of the Counseling and Testing Center located in the University Center. Can contact at 903-566-7079 or [http://www.uttyler.edu/disabilityservices/](http://www.uttyler.edu/disabilityservices/)

3. The Coordinator of the Counseling and Testing Center will forward to the faculty an accommodation report once it has been determined the student has special needs. This should be taken care of 30 days prior to the start of classes each semester to prevent delay in initiation of accommodations.

Approved: 11/94

Students who receive testing accommodations while in the nursing program, are eligible for the same accommodations to take the NCLEX-RN®. Special paperwork must be submitted at the time of application to the Texas Board of Nursing.


**Release of Student Information**

Students must sign an authorization to release information from their file for recommendations or references when requested. No student information is released regarding student’s status or performance without this signed authorization.

Approved: Fall 1995
ACADEMIC ADVISEMENT
All nursing majors on the Tyler campus will communicate with the academic advisor for release to enroll and submit required documentation. Appointments are made by using this link: https://booknow.appointment-plus.com/3mz1vcsm/10 and then selecting Nursing Levels 1-4 Advising Session. Be advised that copies of documents are not made in the Tyler nursing office. Please bring copies with you. You may also email documents.

Tyler Campus
Nursing Applicants Advisor

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Online Scheduling Options

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Nursing Levels 1-4 Advisor

Longview Campus

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Palestine Campus

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Palestine, TX 75803
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School of Nursing Policies

Campus Transfer Policy
Students may request a one-way transfer from the Tyler campus to either the Longview or Palestine campus if space allows. Transfers between Longview and Palestine campuses will be considered. Space constraints prohibit transfers to the Tyler campus.

Undergraduate Student Employment
Students are expected to discuss scheduling conflicts or developing problems with their instructor. The faculty will assist students in problem solving related to their educational endeavors; however, students must remember that the quality of education is of utmost importance. Students will not be dismissed early or allowed to miss clinical experiences due to personal work schedules.

Academic Performance and Dismissal
Nursing students will conduct themselves in a professional manner, not only in interaction with patients, but also with peers, faculty and staff of The University of Texas at Tyler, and the community in general. In addition to conventional academic tests and measurement criteria for assessment, nursing students will be evaluated on issues relating to their professional conduct/judgment according to the standards of the School of Nursing program and the nursing profession.

In order to pass a clinical course, the student must pass both the theory and the clinical component of that course. Unsafe and unsatisfactory clinical performance is defined in each course syllabus. A student may be dismissed from the program if clinical performance is deemed incompetent and/or is a threat to patient safety and well-being. Each course in the nursing program has a required syllabus that contains pertinent information for that particular course.

Progression and Retention
The curriculum is designed for the student to progress from simple to complex learning through the articulation of the nursing courses.

The following criteria have been established by the School of Nursing for progression and retention:
1. A minimum grade of “C” (75 or higher) is required in all upper division nursing courses. Students in theory, laboratory or clinical components of a nursing course will be notified in writing at mid-semester of unsatisfactory progress.

2. When nursing courses are to be graded with a theory and clinical component, the student must pass both components in order to successfully complete the course and progress in the program. If the failed course is a clinical course the student must repeat both theory and clinical components.

3. All courses in one level must be successfully completed before progressing to the next level.

4. Withdrawing From a Required Nursing Course
   a. Students are allowed one (1) withdrawal in the nursing curriculum. (See WEB site for withdrawal procedure: http://www.uttyler.edu/registrar/registration/withdrawals.php)
   b. Students may be required to also withdraw from co-requisite course/s.
   c. Students are required to consult with their academic advisor and/or course faculty prior to withdrawing; failure to do so may jeopardize continuation in the program.

5. Failure of 3 required nursing courses or failure of the same required nursing course 2 times:
   a. Students not successful in 3 of the required nursing courses, or if the same course is failed two times, including NURS 3205 and NURS 3303, will be denied continuation in the nursing program and notified in writing of this.
b. Transfer courses from another nursing program for a UT Tyler failed nursing course will not be accepted.
c. Petitions for continuation are not considered.

6. Alternative early graduation for campuses that offer the Accelerated Program
Available seats in the level 4 summer offerings may be open to full-time, Level 3 students wishing to graduate in summer rather than fall. Consideration will be based on the following criteria:
1. The student will submit a formal, written petition requesting admittance into the accelerated program for Level 4 which describes an action plan and goals for success. The deadline for submission of the written petition for admittance will be the spring semester drop date.
2. First consideration will be given to students who have no previous nursing course failures, have never been placed on clinical contract, and have a nursing GPA greater than 3.0.
3. The student’s nursing GPA shall be considered after preferential consideration has been completed. GPA is to be used as ranking for available open positions.
4. The students petitioning to transition into the accelerated program will be presented to the Undergraduate Admissions and Progressions committee for consideration.

7. Students in the School of Nursing are subject to additional approved policies related to academic standards and progression, test taking rules, grading policies, required medication administration policy, achievement examination requirements, and professional standards of conduct, substance abuse policy, and clinical dress codes as fully detailed in this handbook.


CONSIDERATION OF RE-ADMISSION
This policy outlines the process that will be followed when a student requests re-admission to the School of Nursing after non-continuing status for 1 year or more. *This is specifically for the student, who although successful, had chosen to withdraw from the nursing program.* Admission to clinical courses is contingent upon space available.

A student wishing to re-enter the nursing program after being out for more than one year must complete the following steps:
1. The student must contact the University Admissions office and activate the re-enrollment process in the university,
2. Submit a written petition to the Admissions and Progression (A&P) Committee for the School of Nursing seeking permission to be re-admitted,
3. If approval is granted, the A&P Committee will develop an expected plan of action for the student to follow, based on the level of courses completed at the time of withdrawal.
4. The student must demonstrate proficiency in the listed competencies in order to progress and/or be readmitted to particular courses. If unable to do so, the student will complete a Deficiency Plan, as specified by the A&P Committee, to correct areas of weakness prior to re-admission.

Approved: A&P Committee-Fall 1999
Reviewed: June 2002

Student and Faculty Communication
The SON ascribes to an “open door” policy of communication whenever possible. Faculty office hours are posted outside each door. Communication boards/electronic signs are maintained at each site by the SON for posting events. Learning Management sites for undergraduate students as well as bulletin boards on all campuses serve as an avenue for communication between faculty and students. **Effective fall 2006 all UT Tyler students must use the student emails as a means of communication with faculty and other entities on campus.** Information concerning the School of Nursing can also be accessed through WEB.

Students are expected to enroll in the Undergraduate Student Learning Management site for information sharing.
It is the student’s responsibility to remain informed of general and special notices on the Learning Management sites and campus bulletin boards. Students are expected to review these regularly.

**Student Members of Faculty Organization Committees**
Students will be contacted by the chairs of the Nursing Faculty Organization committees to elicit participation. Any student who wishes may serve as a non-voting member of the committees.
Revised: Spring 2011, fall 2013

**Maintaining Current Student Information**
The current name, address and telephone number of each student is essential information kept in each of the three offices of the School of Nursing from the time of admission, through graduation. Students will inform the appropriate nursing office and the Registrar’s Office of any change in name, address or telephone number while enrolled in the nursing program. See WEB site:
http://www.uttyle.edu/registrar/acadinfo/name_changes.php

**Student Paper Re-grading**
Student papers will not be re-graded for a better grade. At the instructor’s discretion, a draft may be written for review.

**APA: Required Format for Papers**
The current edition of the American Psychological Association (APA) Publication Manual is the official writing guide for use in all nursing courses. The manual can be purchased in the bookstore.

**Maintaining Student Papers**
All submitted written material (papers, assignments, examinations, etc.) are the property of the School of Nursing. They will be maintained in an archived file in the School of Nursing.

**Course and Faculty Evaluations**
Course, Faculty, Preceptor, and Facility Evaluation: It is the student’s right and responsibility to evaluate the course, the course faculty, clinical facility and clinical faculty/preceptor at the end of each semester.

**Program Evaluation**
To ensure a quality program, evaluation must take place both during the instruction phase and following graduation. Follow-up evaluations of graduates are included in the SON program outcomes. Students are strongly encouraged to maintain a current email address with the SON in order to participate in the evaluation process and receive alumni benefits.

**Filing for Graduation**
University graduation requirements are outlined in The University of Texas at Tyler Catalog. The student is ultimately responsible for meeting the requirements for graduation. Students follow the process as outlined at http://www.uttyle.edu/registrar/graduation/index.php
NURSING CONVOCATION (Pinning) CEREMONY

The Convocation Ceremony calls all undergraduate nursing graduates, faculty, family, and friends to celebrate the completion of undergraduate the nursing program. The ceremony is typically held prior to the commencement ceremony of The University of Texas at Tyler.

Graduates are encouraged to participate in both ceremonies. Convocation is uniquely nursing, and is conducted by the Student Affairs Committee of the Faculty Organization of the SON with student representation from the graduating class.

Information and instructions pertaining to the convocation ceremony can be obtained at:
http://www.utttyler.edu/nursing/college/undergraduate/convocation.php

“Pinning” is a traditional event conducted by most nursing programs in the past and is the remaining tie to nursing’s historical roots. Undergraduates walk across the stage during convocation and are “pinned” by a Registered Nurse, who has been chosen by the student to perform the honor.

Awards: Two awards are made to selected undergraduates representing all three campuses. Each campus displays plaques which commemorates the recipient’s name and the graduation year. The awards and the criteria for selection will be discussed.

- Most Caring—Undergraduate students who are eligible to graduate on each campus nominate a classmate to receive the “Most Caring” award. Nominations are entered on the convocation web page. A tie will be resolved by ballot. Students nominated exemplify characteristics of the “human service of caring and healing for self and others, and even for the planet Earth itself.” (Watson, 2001) Nominees have a regard for life in the critical intersection between personal and professional behavior where they bring art, science, and spirituality together.

- Most Professional—A member of the graduating class from each campus who meets the criteria will be selected for “Most Professional.” Selection criteria include (1) active member of the Nursing Students’ Association (NSA), and (2) GPA of 3.0.

- Dr. Marian Rowe Award—The award recognizes all undergraduate students who are involved in community service during their time in the nursing program. The student who accrues the largest number of CSH at the time of graduation will receive the Dr. Marian Rowe award and their name will be placed on the plaque.

COMMUNITY SERVICE AWARD AND SCHOLARS

Nursing Students’ Association

The Community Service Program is be funded and administered by the Nursing Students’ Association (NSA) at the University of Texas at Tyler. All students who are enrolled in the SON at the University of Texas at Tyler are eligible for the awards. Criteria for the awards were gleaned from the Texas Student Nurses’ Association Programs and Projects Guidelines and recommendations from the SON faculty and students. Community service will be cumulative; recognition will be made during the student’s graduating semester.

I. COMMUNITY SERVICE SCHOLARS

1. Students will provide a minimum of 50 hours of community service during their tenure of enrollment in the SON Nursing at UT Tyler.

2. Community service will be provided in the volunteer role. Requirements for course or clinical work will not be considered for the Community Service award. Services involving financial remuneration are also not appropriate.

3. The services must be in conjunction with a health related public agency, volunteer organization or not for profit community ministry, and other approved activities of the Nursing
Student Association. (An agency could be considered health related if they seek the services of a registered nurse or other health professional on their Board of Directors).

4. The participating student is responsible for documenting the community service on the approved form (see attached) and for ensuring that the service is acceptable for inclusion. The documentation of hours must be submitted to the NSA during the semester, which it was completed or at the beginning of the semester following the school break, during which the service was performed.

5. The NSA officers and faculty advisors will be responsible for calculating the hours (at least one student and one advisor will be involved in the calculation of hours).

6. Hours will be calculated each semester. During the graduation semester, students need to submit all completed hours and hours in progress by April 1st for spring graduates and November 15th for fall graduates.

7. All graduating students who have performed 50 or more hours of acceptable community service will be recognized with a certificate as a Community Service Scholar.

II. COMMUNITY SERVICE AWARD

The graduating senior who has performed the most community service beyond 50 hours will be recognized during the nursing convocation as the recipient of the Dr. Marian Rowe Community Service Award. A plaque donated by the NSA will be maintained by the SON and the name and graduation date of each recipient will be added each semester.

III. DEDICATION

The award will be dedicated during the convocation ceremony each semester. Students may begin accumulating hours after that date. The awards will begin during the first semester following the dedication that students have 50 or more hours of acceptable community service documented.

IV. EXAMPLES OF COMMUNITY SERVICE ACTIVITIES (this list is not intended to exhaustive)

1. Blood pressure, scoliosis, glaucoma, dental screening, vision and hearing related health screenings
2. First Aid, such as those efforts coordinated by the American Red Cross
3. Co-sponsoring blood drives
4. Fund raising events in connection with not for profit health related agencies
5. University volunteer work for public health clinic, Senior Citizen’s Centers,
6. Immunization clinics
7. Women’s centers, crisis center
8. Health education projects such as drug awareness, domestic violence awareness, cancer awareness, etc.
BSN Course and Clinical Information and Policies

Prerequisites for Entry to all Courses
All students are required to submit and update when required, copies of the following to portal.castlebranch.com/UM57 in order to be released for registration:

• American Heart Association, Health Care Provider, CPR
• Immunizations as described below.

Failure to present copies will prevent the student from registering, attending class and clinical experiences until written proof can be obtained.

Immunizations and Documentation Requirements
Any student enrolled in any two or four year institution of higher education (schools, universities) listed in the Texas Higher Education Coordinating Board’s list are required to have the following immunizations. This is applicable to all students enrolled in health related courses which will involve direct patient contact in medical or dental facilities regardless of: number of courses taken, number of hours taken and classification of student. Students considered to be provisionally enrolled cannot be provisionally enrolled without receipt of at least one dose of MMR vaccine if direct patient contact will occur during the provisional enrollment. These requirements must be completed prior to students beginning their first nursing semester.

Students enrolled in nursing courses are required to certify immunity to or to certify immunization of the following vaccines:

Influenza: Each fall all students are required to submit proof of a flu shot. This is a mandatory requirement that became effective January 2012 for all students admitted to the program.

Hepatitis B Series: A complete series (3 injections) is required (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). Obtain anti-HBs serologic testing 1 to 2 months after dose #3. One vaccine must be complete and date documented in writing and signed by a physician, registered nurse or public health personnel prior to the first day of scheduled classes for the semester.

• If anti-HBs is at least 10 mIU/mL (positive), the patient is immune. No further serologic testing or vaccination is recommended
• If anti-HBs is less than 10 mIU/mL (negative), the patient is unprotected from hepatitis B virus (HBV) infection; revaccinate with a 3-dose series. Retest anti-HBs 1 to 2 months after dose #3.
  o If anti-HBs is positive, the patient is immune. No further testing or vaccination is recommended
  o If anti-HBs is negative after 6 doses of vaccine, patient is a non-responder. See CDC guidelines or facility protocols.

Measles: Students born on or after January 1, 1957, must have 2 doses of measles vaccine on or after their first birthday and 28 days apart prior to any direct patient contact. If a second dose has not been received, this must be completed as quickly as possible, but does not prevent the student from having direct patient contact. Physician validated histories of measles illness or serological confirmation are acceptable in lieu of vaccine.

Mumps: Students born on or after January 1, 1957 must have received one dose of mumps vaccine on or after their first birthday. Physician validated histories of mumps illness or serological confirmation are acceptable in lieu of vaccine.

Rubella: Students must have one dose of rubella vaccine administered on or after their first birthday or serological confirmation of immunity prior to any direct patient contact.
**Tetanus/Diphtheria (Td):** One dose of Td must have been administered to the student within the past 10 years.

**Pertussis:** Effective January 2013, all students entering the undergraduate nursing program must submit documentation of a pertussis vaccination within the last five years. This may be a part of receiving an updated DPT.

**Polio:** Although the polio vaccine is not required for any student, nursing students are encouraged to ascertain that they are immune to poliomyelitis.

**Varicella:** Evidence of immunity is either documentation of two doses of varicella vaccine given at least 28 days apart, history of varicella or herpes zoster based on physician diagnosis, laboratory evidence of immunity (titer), or laboratory confirmation of disease.

**Tuberculosis Screening Requirements**

Students enrolled in nursing courses are required to submit written verification of an annual TB skin test with the date and results verified by a physician or public health personnel. Students with known positive skin tests must submit a yearly release from a physician or nurse practitioner. Students who have taken BCG must submit written documentation from their physician and/or nurse practitioner regarding current status.

Acceptable documentation of required immunization or proof of immunity is as follows:
1. Any validated document of immunization is acceptable, provided it shows the day, month, and year when each immunization was received. The documents must be signed by a physician or public health personnel.
   - Any validated document of laboratory (serological) evidence of immunity (titer).
2. Physician validated histories of varicella, measles or mumps illnesses that are presented in lieu of vaccines, must be supported by a written statement from a physician licensed to practice medicine in the United States. The physician’s statement should contain wording such as: “This is to verify that (name of student) had measles or mumps illnesses on or about (date) and does not need measles or mumps vaccine.” If the student is unable to submit a physician validated statement, then the vaccine is required.
3. A physician’s statement of rubella disease without serological verification of immunity will not be accepted and the student must receive the rubella vaccine.

Exclusions from immunization compliance are based on health care facility. Exclusions may be allowable on an individual basis for medical contraindications, religious conflicts, and active duty with the armed forces of the United States. Requirements for polio, measles, rubella, mumps and hepatitis B vaccine are waived during pregnancy.
1. Students with medical contraindications must submit written verification form a physician or nurse practitioner that the immunization required would be injurious to the health and well-being of the student or any member of the student’s family or household. Unless a lifelong condition is specified, the verification is valid for only one year from the date signed by the physician.
2. Students whose religious beliefs forbid the use of vaccines must present an affidavit signed by the applicant stating that the immunization conflicts with the tenants and practice of a recognized church or religious denomination of which the applicant is an adherent or member.
3. Pregnant female students who submit written documentation of a positive pregnancy test are not required to take any of the above listed vaccines with the exception of Td. If the student has not had a Td within the last 10 years, it is best to delay administration of Td until the second trimester. There are no contraindications to Td during pregnancy after the first trimester.

**Professional liability insurance** fees will be added to the bill at registration.
Licensure Verification for RN and LVN students
For all licensed nurses (RN and LVN) current licensure in the state will be verified before admission is considered. Any licensed nurse with a current license restriction or who receives a subsequent restriction after admission to the SON must contact the Director for the BSN Program. Progression in the program will be contingent upon the nature of the restriction.
Texas Department of Public Health 1999: Centers for Disease Control & Prevention 2014
Student Affairs Committee- 3/93 Revised: July 2004: April 2015

Test-Taking Rules
Nursing students are expected to comply with the following rules governing examinations that are taken in the classroom:
1. All exams are administered via WEB based software. Students with testing accommodations are responsible for obtaining the appropriate documentation as to what accommodations are required. 
https://www.uttyler.edu/disabilityservices/

2. Exams will start promptly.

3. All books, notes and personal items are to be left at the front of the testing room unless otherwise directed by the instructor. There will be absolutely no cell phone or other electronic device including text-capable electronic watches used preceding, during an exam or immediately after an exam. All hats/caps will be removed during testing.

4. Students are expected to refrain from talking, gesturing, or communicating in any manner with other students during the examination.

5. Students may not leave the room during testing without permission.

6. Students are asked to cooperate in maintaining the integrity of examinations and encouraged to inform the instructor when cheating occurs in the examination.

7. Make-up exams will be administered only at the discretion of the instructor. Any student taking the exam at another time will receive an alternate form of the test.

Grading Policy for Clinical Courses
Calculation of course grades involves a two-step process:
1. If the simple (un-weighted) average of exam grades is less than 75%, the student does not pass the course. The grade will be documented according to the result of the simple average of the exams. No further calculations will be done (weighting of exams, project/paper grades, etc.).

2. If the average of the major exam grades is 75% or higher, faculty will proceed with calculating the final grade according to all course requirements and weighting specified in the syllabus. Grades of 74.5 to 74.9 will not be rounded.

Make-up work or extra credit will not be done in order to allow student to attain a passing grade.

Test Review:
1. Class reviews will be done at the discretion of the faculty group. Group reviews will be conducted at faculty discretion.

2. Students may review an exam during the 2 weeks from the date of the exam results returned to the student.

Approved: FO 11/00
**Medication Administration Policy**

**Philosophy:** Nurses are legally and ethically bound to provide safe care to the patients/patients they serve. Schools of nursing strive to develop curricula to prepare student nurses for this professional role. Schools of nursing promote graduates' abilities to achieve success on the NCLEX as well as to model values to be safe clinicians. Concerns of faculty and findings from recent studies and reports highlight the increased need for improved patient safety. The SON requires that all nursing students assume accountability for the safe administration of medications in their student nurse role and in preparation for their professional role. In conjunction with this expectation, the SON advocates a supportive and sound teaching-learning environment for all students. Components of this environment include appropriate identification of student learning needs and subsequent enhancement and remediation opportunities to help students meet course standards. The SON advocates positive approaches to learning.

**Purpose:** The purpose of this policy is to provide a means of ensuring that students are competent in medication administration. Learning and evaluating emphases will be in two major areas. One will be on the development of competent medication administration skills that includes abilities in basic mathematics and conversion measurement systems for the accurate calculation of medication dosages. Second will be the emphasis on students' competencies in critical thinking, assuming responsibility, being accountable for their actions, and understanding the serious consequences of medication errors to patient safety.

**Definition:** A medication error is a dosage of medication that differs from that ordered by physicians or other providers holding prescriptive authority or from that of facility policy and procedure. Categories of medication errors are: wrong patient, omission of medication, unauthorized drug, wrong dose, wrong route, wrong rate, incorrect administration technique, wrong time, wrong preparation of a dose, improper transcription, improper documentation, disregard for allergy history, and failure to recognize and heed specific nursing implications for drugs.

**Medication Administration Exam**

1. All clinical courses will require a medication administration exam to be administered prior to attending actual clinical experiences.
2. If the student does not achieve a grade of 90% or higher after two attempts, she/he has failed the clinical component of the course and must withdraw from the course for the semester.
3. Any grade of "W" is recorded on the student's transcript, however, the grade is documented in the student's file, in the SON, as a course failure.

Approved FO: 5/00
Revised: UG Studies 1/12

**Prevention of Healthcare-Associated Infections**

Students, as members of the health care team, are required to follow the established Center for Disease Control (CDC) guidelines to healthcare-associated infections. Following these procedures will facilitate prevention of exposure to potential infections.

Current guidelines and recommendations for environmental infection control, hand hygiene, immunizations, infectious diseases, isolation precautions, and nosocomial infections, etc. are found in the following WEB site for the CDC: [http://www.cdc.gov/az/a.html](http://www.cdc.gov/az/a.html) All students are required to be familiar with information found in this site.
Needle stick Policy  Guidelines Following a contaminated Needle Stick or Hazardous Exposure to Blood, Blood Products, or Body Fluids while in Clinical Learning Experiences

The faculty of The University of Texas at Tyler SON endorses the following “Guidelines Following a contaminated Needle Stick or Hazardous Exposure to Blood, Blood Products, or Body Fluids while in Clinical Learning Experiences.” Clinical learning sites include such settings as hospitals, clinics, physicians’ offices, patients’ homes, schools, skills lab, and other settings where students may learn and apply nursing care/skills.

All students are responsible for obtaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment, and follow-up that are not covered by the student’s health insurance. Students should be aware of the coverage on their health insurance policy, as most may not cover the full cost of required medical treatment and services in the case of a needle stick or hazardous exposure to blood or blood products.

Students who have been exposed to needle sticks or to potentially infectious blood or blood products or body fluids should be evaluated and have treatment initiated within 2 hours according to established criteria that conform to federal and state law and Center for Disease Control (CDC) standards. The treatment/management guidelines are as follows:

Treatment/Management Guidelines:
Immediately upon receiving a contaminated needle stick or exposure to blood, blood products, or body fluids, the student will:
1. Report the incident to the clinical faculty member/preceptor and the appropriate person in the clinical agency.
2. Complete the appropriate institutional incident report.
3. Follow institutional protocols regarding wound care and reporting procedures. Clinical faculty should be notified as soon as reasonably possible.
4. Seek treatment intervention from the Campus Health Center, or a private health care provider within 2 hours of the exposure incident.

Based on information provided to the health care provider, baseline lab values and chemoprophylaxis may be ordered.

In responding to an incident in which a student experiences a contaminated needle stick or exposure to blood, blood products, or body fluids, the clinical faculty will:
1. Verify appropriate wound care has been initiated.
2. Counsel the student to seek follow-up care at the Campus Health Center or his/her private health care provider.
3. Advise the student to consult the Campus Health Center’s Treatment Protocol (available in the Campus Health Center) or the CDC for follow-up on contaminated needle sticks or exposures to blood, blood products, or body fluids should he/she choose to seek a private health care provider.
4. Assist the student in completing any administrative paperwork that may be required.

First Aid for Percutaneous and Mucocutaneous Exposures:
1. Needle sticks or puncture wounds: express blood from wound, scrub area vigorously with soap and water for 5 minutes.
2. Oral mucous membranes: rinse area several times with oxygenating agent such as 50% strength Hydrogen Peroxide. Do not swallow.
3. Ocular: irrigate immediately with water or NS solution.
4. Human bite: cleanse with povidone-iodine and sterile water.

Reference for first aid:

Approved 11/19/99: Faculty Organization Reviewed: Spring 2004
**Undergraduate Clinical Dress Requirements:**

**General:** It is the philosophy of the SON that the student has a responsibility to be neatly groomed and modestly dressed. Appearances should promote good health, safety and general well-being of the student. Clothing should avoid brevity and/or design that are offensive to the dignity and rights of others. School officials have the right and responsibility to counsel with the student or take any other corrective action. Types of clothing (other than those specified in this document) may be worn at the direction of the nursing instructor for special events.

**Classroom:** Casual or everyday business wear is recommended. This includes but is not limited to the following: slacks or skirt; sweater, blouse, and shirt. Jeans as well as conservative shorts (mid-thigh or longer) may be worn, but avoid overly frayed or soiled items. Shoes must be worn. See items to be avoided below.

**Professional/Clinical Presentations:** Business or dressy day social: suit, dress, dressy separates, jacket, tie, nice fabrics, and dress shoes. Denim, jeans, t-shirt or other casual clothes are not considered appropriate and are not allowed. For workshops/seminars attended by students, professional/business attire will be worn. Students will wear a clean, white lab coat, with the UT Tyler SON patch, over professional attire at the discretion of the nursing instructor.

**Skills Laboratory and Simulation:** The school clinical laboratory setting is designed to simulate the hospital or health care clinical area. Students will wear the adopted uniform with name badge and UT Tyler SON patch on the front left pocket area while in the Skills laboratory and Simulation setting.

**Pre or Post-clinical Experiences in the Health Care Setting:** Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students will wear lab coat with name badge and UT Tyler school patch. Professional dress will be worn under the lab coat. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, ball-caps, etc.

**Clinical Experience:** When attending any clinical experience students are required to wear the adopted student uniform with name badge and school patch. Professional dress will be worn in appropriate clinical settings as directed by the clinical faculty. The white coat, with white lab coat, name badge and school patch will not be worn when participating in direct patient care to avoid the potential of spreading pathogenic bacteria. When providing direct patient care, sleeves will be no longer than the elbow (see items to avoid in clinical areas). Students are to remember that whenever they are visiting a clinical agency or any clinical site, they are a representative of UT Tyler and the SON and are expected to be professional in appearance and behavior at all times. Students will refrain from wearing student uniforms to non-UT Tyler related activities (restaurants, shopping, etc.)

When student uniforms are required for clinical experiences, as specified by the course, the following guidelines must be adhered to:

a) School patch on the front left pocket area of lab coat and uniform top.

b) The UT Tyler name badge with photo will be worn in all clinical settings. Name tag must be worn above the waist, so name and title are clearly visible.

c) White or neutral nylon hose are worn with dress/skirt; nylon hose, knee highs or white socks with pants. Socks must cover ankles.

d) Clean, white clinical shoes or white leather athletic shoes should be worn, no canvas, mesh, or clogs (shoes may be mostly white and if stripes or logos are on shoes, these must be minimal and light colored). Shoes must be secured at heel with fixed back.

e) Jewelry: wedding or engagement rings only; single stud earrings and only one in each lobe (no dangling or hoops); no rings or studs in the nose, tongue, lip or any other facial or body piercing (other body piercing must be covered or removed); no necklaces or bracelets (only Medic Alert). Students must have a watch with a second hand.
f) Make-up, hair, and grooming should be conservative. Hair shoulder length or longer must be pulled neatly back in a ponytail or bun. Hair clips, bands, etc. shall be functional, not decorative (no bows). Mustaches and beards will be neatly groomed, clean and trimmed.

g) Tattoos must be covered and not visible.

h) Nails are to be clean and neatly trimmed to no more than fingertip length; no polish or artificial nails.

i) No perfume, after-shave or other strong scents since this causes nausea and/or difficulty in breathing for many patients.

j) Gum chewing is not allowed.

k) Any question concerning adherence to the dress code should be directed toward the clinical instructor.

 Failure to comply with the above requirements may result in an unexcused clinical absence and/or negative clinical evaluation.

In order to meet the variety of needs for warmth the following options for undershirts and/or jackets are permissible:

l) No undershirt for females are required if uniform top neckline is such that complete modesty is maintained, no cleavage is to be showing.

m) Sleeveless white round neck tank top.

n) A short sleeve, round neck, royal blue or white top available through designated vendor.

o) A 3/4 length sleeve, white top available through designated vendor.

p) Men will wear a round neck white undershirt with no visible logos or advertising. Short sleeves should not be visible hanging from under sleeve of uniform top.

q) Long sleeve or turtleneck tops are not acceptable options.

r) A royal blue, cotton jacket available through a designated vendor with the UT Tyler SON patch on the upper left pocket area, may be worn over the student’s matching UT Tyler uniform.

Some individual situations may require collaborative effort by faculty to reach an appropriate solution to best deal with tattoos, skin disorders etc.

**Items to be avoided in all School-related Functions (including but not limited to):** overly frayed, worn or soiled garments; costume look, transparent blouses, bare midriff shirts, tank tops, spaghetti straps, muscle shirts, overtly sexual styles, gang colors or logos, facial or body piercing, obscene slogans or pictures, bedroom wear, short-shorts, short skirts, or clothing that may be offensive to others.

If the dress code rules are broken and a change of clothes is not available, the student may be removed from the school-related function for the remainder of the day. **Appropriate disciplinary action will be taken for repeated violations of this code.**
Undergraduate Student Clinical Responsibilities

Each student has the responsibility to be present and punctual for all agency and patient appointments. Students will not be excused early from clinical to go to work. If the student is unable to go to the agency or visit a family, as assigned, due to illness or emergency, it is the student’s responsibility to work with faculty/preceptor to achieve objectives of the missed clinical experience.

Unsafe Clinical Performance

Any act, omission or commission that may result in harm to the patient is considered unsafe clinical practice. An unsafe clinical practice includes, but is not limited to, the following:

1. Harm or threats to harm the physical, psychological, microbiological, chemical, or thermal safety of a patient;
2. Disregard of previously mastered principles, learning, or objectives in carrying out nursing skills and/or delegated medical functions;
3. Inappropriate independence in action or decisions;
4. Lack of adherence to current CDC guidelines for infection control.
5. Failure to recognize one’s own limitations, incompetence and/or legal responsibilities;
6. Failure to accept moral and legal responsibility for one’s own actions, thereby violating professional integrity as expressed in the Code of Nurses, Good Professional Character policy.
7. Arrival at clinical setting in an impaired condition as determined by clinical instructor.

NOTE: An evaluation denoting unsafe clinical performance results in immediate dismissal from the practicum experience with a failing grade. A failure in the clinical portion of the course results in failure of the course regardless of theory grades.

Clinical Information

Clinical facilities: The nursing program utilizes numerous clinical facilities in the East Texas and surrounding geographic area. Students can expect to be placed in a variety of facilities during their enrollment in the program. Students are to speak with their clinical faculty member to request clinical sites not already approved by the SON. Students are not to be the initiator of any clinical contracts. Only faculty can initiate this process.

Transportation: Students are responsible for their own transportation to clinical sites. Undergraduate students are not to transport patients in their own vehicles. This protects both the student and the patient. When a patient is in need of transportation for health purposes, there are volunteers and agencies that provide this service. The faculty may be contacted for further information.

Narcotic Acquisition by Students in Clinical

Students may only access narcotics for patient use with a licensed nurse. At no times shall a student have possession of the narcotic keys or narcotic cabinet unsupervised by a licensed nurse. When signing for narcotics, student signatures must always be co-signed with a licensed nurse.

Approved: 2/95
Substance Abuse Policy

The UT Tyler SON is committed to maintaining a drug-free academic and work environment consistent with and in furtherance of UT Tyler's Alcohol and Drug Abuse Policy for UT Tyler Students. The attached policy is effective fall 2011 for all students enrolled in the SON and for all students admitted thereafter.

The UT Tyler SON is committed to maintaining a drug-free academic and work environment consistent with and in furtherance of UT Tyler's Alcohol and Drug Abuse Policy for UT Tyler Students. Nursing students are also expected to comply with regulations of the health care facilities in which they receive supervised clinical training from the faculty of the SON including reporting to the clinical settings in a drug-free, unimpaired state. If a student's behavior suggests unsafe practice, as defined in the Guide for Baccalaureate Students, Preceptor Handbook, and course syllabi or violates the disciplinary rules of the assigned clinical facility, the student will be removed immediately from the clinical site by the faculty member.

In addition, students demonstrating behaviors that suggest an impaired state while in the classroom or on any UT Tyler campus will be subject to disciplinary action. Assessment of the student's cognitive state will be done and actions taken according to UT Tyler Drug Abuse Policy and SON Substance Abuse Policy.

A. Purposes
   1. To promote the safety and well-being of patients, students, faculty and staff in the clinical and academic environments and to meet the requirements of the entities which provide clinical experiences;
   2. To encourage a student who abuses or becomes dependent upon chemicals to contact the Office of Counseling for evaluation, advice, and referral to a qualified counseling or rehabilitation service, if appropriate.
   3. To provide an environment that supports and encourages a student who has successfully completed a recommended counseling or rehabilitation program to return to the School of Nursing and complete academic work.
   4. To uphold the University policies regarding substance abuse and promote healthy lifestyles in caregivers.

B. Policy
   1. Drug testing will be conducted as a condition of enrollment for admitted School of Nursing Students prior to enrollment in clinical courses. Enrollment in clinical courses and placement in clinical facilities are contingent upon successful completion of the drug testing and the absence of positive results.
   2. Drug testing may be conducted on student's participating in clinical courses or experiences at any time pursuant to a random drug testing program, and every semester as required by clinical facilities.
   3. Drug testing may be conducted if there is a reasonable suspicion that the student is impaired.
   4. Drug testing may be conducted if allowed to return to clinical courses after a violation of drug and alcohol rules.
   5. Drug testing may be conducted if allowed to return to clinical courses after being identified by a substance abuse professional as needing assistance in resolving problems with drug or alcohol abuse.

C. Procedures
   1. Designated Drug Testing Companies and Costs. UT Tyler will designate a company (ies) approved to do the drug screening. Results from a source other than those designated will not be accepted. All costs for drug screening and requirements of this policy, including required reports and any retesting, are the responsibility of the student.
2. Consents and Failure to Comply. A student who is required to take a drug test under this policy will sign the required consents and releases authorizing the drug testing and release of results to the designated officials at UT Tyler SON and, if required by the clinical facility in which the student will be participating in a clinical experience, to the designated official(s) at that facility. A student who refuses to comply with the requirements will not be placed in the clinical course or experience and will be subject to academic dismissal and may be subject to disciplinary action. Refusal to comply includes failure to comply with the laboratory’s methods and procedures for collecting samples, failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement, and engaging in conduct that obstructs the testing process.

3. Drugs Screened. The drug test will include screening for the following controlled substances or any other controlled substances that are suspected of being abused or used by the student: Amphetamines; Barbiturates; Benzodiazepines; Cocaine Metabolite; Opiates; Phencyclidine (PCP); Marijuana (THC) Metabolite; Methadone; Methaqualone; Propoxyphene; Meperidine.

4. Positive Drug Screen.
   a. Removal from clinical courses and or clinical experiences. If the university is notified of a positive drug screen, a student will be academically withdrawn from any clinical courses and/or clinical experiences.
   b. Recommendation of School Committee on Chemical Abuse and Dependency. The School Committee on Chemical Abuse will review the matter and this committee will refer the matter to the Dean of Students with the recommended action(s). The recommendations may include a variety and level of assistance and/or sanctions, up to and including dismissal from UT Tyler.

D. Records. The test results will remain confidential and disclosed only to those individuals within UT Tyler or third parties in accordance with the Family Educational Right to Privacy Act and other law.

E. Reporting Requirements
   Pursuant to the Texas Board of Nursing, Nurse Practice Act, any licensed nurse associated with The University of Texas at Tyler, either as an employee, preceptor, or a student in the SON, who has reasonable cause to suspect that the ability of any professional nursing student to perform the services of the nursing profession may be expected to be impaired by chemical abuse or dependency must take one of the following actions:
   (1) Submit a signed, written report to the Texas Board of Nursing identifying the student and provide any additional information required by the Board; or
   (2) Report the student to the professional nursing educational program in which the student is enrolled.

F. School Committee on Chemical Abuse and Dependency
   1. The Admissions and Progression Committee of the SON shall serve as the committee on chemical abuse and dependency. This committee consists of three faculty members appointed by the Chairperson of the Faculty Organization (in consultation with the Associate Dean) of the SON for terms of one academic year. The Director of the University Employee Assistance Program will also serve as a member of this committee.
   2. The Committee will be responsible for developing and implementing a program for the SON that will accomplish the purpose of this policy.
   3. In the development and implementation of the program, the Committee will utilize the existing services, facilities, and personnel of the University and will not duplicate such services or facilities, in whole or in part within the SON.

G. Voluntary Self-Disclosure.
   1. A student who voluntarily self-discloses a substance or alcohol abuse problem to the Committee on Chemical Abuse and Dependency prior to a positive drug/alcohol test result and who is willing to enter into and complete an appropriate program of treatment will not be
referred to the Dean of Students for disciplinary action. Such a student, must consult with his/her health care provider, enter into the appropriate counseling or rehabilitation program for chemical abuse or dependency, and authorize the professional responsible for the student’s counseling or rehabilitation program to provide the Dean of Students with the following information:

a. The nature, severity, and prognosis of the student’s problem (including a recommendation regarding a medical withdrawal from the program and whether the student may safely perform clinic requirements).
b. periodic reports concerning the student’s progress, and;
c. A final report indicating whether the program was successfully completed and assessing the student’s ability to avoid future abuse of chemicals.

2. A student who voluntarily reports and is withdrawn from the nursing program pending successful completion of a counseling or rehabilitation program must apply for readmission. The Admissions and Progression Committee will review the final report from the professional who was responsible for the student’s program and recommend to the Dean whether the student should be readmitted.

3. If the Committee recommends that a student should continue in the nursing curriculum while participating in a counseling or rehabilitation program or that a student who has withdrawn should be readmitted after successful completion of such program, the Committee will include in the recommendation any restrictions or conditions that will apply to the student’s future participation in the nursing curriculum. The student’s participation in the nursing curriculum will be conditioned upon the written agreement of the student to comply with such restrictions or conditions. The restrictions or conditions may not be the type that are authorized as student disciplinary penalties.

4. The Committee will be responsible for determining whether a student complies with the restrictions or conditions established for participation in the nursing curriculum. The Committee will inform a student of any allegations that he or she has failed to comply with such terms and conditions and will meet with the student and hear his or her response. If the Committee determines that the allegations are true, the Committee may impose additional restrictions or conditions or recommend to the Dean that the student be withdrawn.

5. The decision of the Dean regarding all recommendations of the Committee is final.

6. Participation in a counseling or rehabilitation program for chemical abuse or dependency will not be considered as a mitigating factor in determining whether a student meets the performance standards for the nursing curriculum.

PolSubAbuse.7/30/97; revised 9/10; 4/11
Approved by UT System Office of General Counsel: 4/11
Support Services

Library Resources
The Robert R. Muntz Library can be accessed on line at http://library.uttyler.edu/

The Louise Herrington Patriot Center
http://www.uttyler.edu/recsports/hpc/index.php
or email: hpc@uttyler.edu

The University of Texas at Tyler Health Clinic
A partnership exist between UT Health Center at Tyler and UT Tyler. The U Health Clinic is dedicated to the highest quality treatment and care of the students, faculty, and staff of UT Tyler. Immunizations required by the SON can be obtained at the Clinic. For information about services provided and hours of operation, go to http://www.uttyle.edu/clinic

Nursing Student Organizations http://www.nsna.org/

The University of Texas at Tyler Nursing Students Association (UTTNSA) was established in the fall of 1981. Each BSN nursing student is encouraged to actively participate in his or her professional organization for personal growth and professional identity as well as strengthening the local chapter. Opportunities are provided for UTTNSA members to attend and to participate on the state and national level. Publications on all three levels are included in membership dues in addition to information about scholarships, discounts on equipment, and employment opportunities.

Members of UTTNSA function on the local level as the nucleus of the organization of the students in the SON. They select a health-related community program to support, participate in social functions within the SON, sponsor the selection of The Student Nurse of the Year, participate in fund-raising projects which benefit nursing students, and provide programs for professional growth and social interchange. Members have an opportunity for exchange with other nursing students through state and national conventions and projects.

UTTNSA participates with other campus organizations in University-wide projects. Such opportunities provide interdisciplinary student association. The UTTNSA utilizes a mailbox in the office of the SON.

Graduates are encouraged to maintain current addresses with the University so that communication about the Alumni Association may take place.

The Nurses Christian Fellowship (NCF) http://ncf-icn.org/ chapter was organized in spring 1996. The NCF is a professional organization concerned about the nurse as a whole person and advocates quality nursing care. All student nurses are eligible for participation and membership.

Honor Society of Nursing, Sigma Theta Tau International:
http://www.nursingsociety.org/
The University of Texas at Tyler School of Nursing is affiliated with the Iota Nu Chapter of Sigma Theta Tau, which was chartered March 13, 1988. The only international honor society for nursing, the purposes are to recognize the achievement of superior scholarship and the development of leadership qualities, foster high professional standards, encourage creative work and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

Students who rank within the upper 35% of their class and who exemplify scholarship and leadership may be invited to become members of the Honor Society.
Those invited to membership are selected from:

1. Students enrolled in the baccalaureate program who have a GPA of at least 3.0, have completed one-half of required upper division nursing courses and are in the upper one-third of the inductee group.

2. Students enrolled in programs of graduate study in nursing who have completed one-fourth of the program of study and have a GPA of 3.5.

3. Registered nurses within the community with a baccalaureate or higher degree who have demonstrated marked achievement in nursing.

Chapter meetings are held each semester. There is an induction ceremony for new members each spring.
STUDENT AFFIRMATION FORM

___ I agree to protect the privacy of faculty, peers, patients, and family members of patients by not
inappropriately disclosing confidential information about faculty, peers, patients or their family
members that is disclosed to me in my capacity as a University of Texas at Tyler nursing student.
In addition, I agree not to inappropriately disclose confidential information about any agency or
institution that is disclosed to me in my capacity as a University of Texas at Tyler nursing student. I
will adhere to HIPAA guidelines.

___ I have/will read the syllabus of this nursing course I am taking this semester, and I understand the
criteria established for grading my course work. I understand that my average on exams must be 75
or higher in order to attain a passing grade for the course.

___ I agree that I will conduct myself in a manner that exhibits professional values and in accordance
with the American Nurses Association (ANA) Code of Ethics for Nurses, the Texas Nurse Practice
Act and UTT’s Student Academic Dishonesty Policy.

___ I will maintain and uphold the academic integrity policy of the College of Nursing and will not
condone or participate in any activities of academic dishonesty including, but not limited to,
plagiarism, cheating, stealing, or copying another’s assigned work.

___ I will not recreate any items or portions of any exam for my own use, or for use by others during my
enrollment in the College of Nursing.

___ I will not accept or access any unauthorized information related to any exam administered during
my enrollment in the College of Nursing.

___ I will sign only my own papers and other documents and will not sign any other student's name to
anything, including class rolls.

___ I will not allow any other student access to any of my paperwork for the purpose of copying.

___ After any simulated learning lab experience, I will not share details and activities with other students
who have not participated in the learning experience.

_________________________  ______________________
Student's Signature            Date

_________________________  NURS
Student's Printed Name            Course

Approved: University of Texas System-Spring 1996
Faculty Organization-Spring 1996
Revised: Spring 2000; May 2004, Summer 2005, Fall 2011
Student Affirmation Form Non-Clinical Course

☐ I agree to protect the privacy of faculty, peers, patients, and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a University of Texas at Tyler nursing student. In addition, I agree not to inappropriately disclose confidential information about any agency or institution that is disclosed to me in my capacity as a University of Texas at Tyler nursing student. I will adhere to HIPAA guidelines.

☐ I have/will read the syllabus of this nursing course I am taking this semester, and I understand the criteria established for grading my course work. I understand that my average must be 75 or higher in order to attain a passing grade for the course.

☐ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses, the Texas Nurse Practice Act and UTT’s Student Academic Dishonesty Policy.

☐ I will maintain and uphold the academic integrity policy of the College of Nursing and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another’s assigned work.

☐ I will not recreate any items or portions of any exam for my own use or for use by others during my enrollment in the College of Nursing.

☐ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the College of Nursing.

☐ I will not allow any other student access to any of my paperwork for the purpose of copying.

Type your signature and date in the space below

Student Signature

Date

NURS

Course

APPROVED:
University of Texas System-Spring 1996
Faculty Organization-Spring 1996
Revised: May 2004, Summer 2005, Summer 2012
CLINICAL INTRAVENOUS POLICY

I understand that at no time in any clinical experience in the nursing program will I be allowed to prepare or perform any peripheral or central line intravenous (IV) procedures without direct visual supervision of either a clinical preceptor or UT Tyler clinical instructor. These procedures include, but are not limited to:

✓ Initiating an IV
✓ IV push medications
✓ IV piggyback solutions
✓ Hanging an IV solution
✓ Flushing an IV line
✓ Changing IV tubing
✓ Site dressing changes

I understand that if I violate this policy at any time I will receive a clinical failure, thus failing the clinical course. The severity of the violation will determine if I am allowed to continue in the nursing program.

NURS ___________________________ Semester:  □ Fall  □ Spring  □ Summer

______________________________  ______________________________
Student Signature                              Date

______________________________
Student Printed Name

Approved: Student Affairs- 4/11; Undergraduate Studies- 5/11
(Place in student’s file)
School of Nursing

Undergraduate Student Accountability

Students may NOT:
- Take verbal or telephone orders from physicians, midwives, nurse practitioners, or physician assistants
- Transcribe or note physician, midwife, nurse practitioner, or physician assistant orders
- Witness operative or procedural permits
- Perform any skill that violates the Nurse Practice Act, even if under a physician's supervision (i.e. intubation of a patient)
- Perform any delegated medical act (i.e. removal of chest tube, arterial line, pacer wires)
- Discontinue central IV lines, including PICC lines
- Access central venous access devices (i.e. porta Cath, mediport)
- Administer chemotherapy
- Initiate or adjust IV Pitocin drips during the labor process
- Initiate IV therapy in the nursery
- Take possession of the narcotic keys
- Sign out narcotics, witness stocking of narcotics, or remove narcotics from a storage unit
- Initiate infusion of blood products

Students MUST be supervised by the preceptor/instructor when:
- Performing any peripheral or central IV related procedure (including IV initiation, hanging solutions, changing tubing, flushes, IVPB, IVP, site dressing change)
- Performing an unfamiliar skill; students should only be performing skills listed on the SON clinical lab check-off lists
- Administering medications by any route

If present during a code, a student may:
- Perform CPR except on a newborn
- Document code procedures
- NOT administer drugs or perform skills other than basic CPR
Social Networking Policy

Online social networking mediums, such as Facebook® and MySpace®, etc. may be effective modalities for students to connect in positive ways. However, students must be aware of, and, sensitive to, the information and pictures they post (of themselves and others).

The purpose of this policy is to outline the privacy and confidentiality issues related to students' postings to ensure safeguarding of The University of Texas at Tyler (U.T. Tyler), School of Nursing’s identity, integrity and overall reputation, in an effort to prevent violations of confidentiality and privacy.

Social Networking (definition) – Any activity that involves interaction with other individuals/users in an online environment, i.e., Facebook®, Twitter®, MySpace®, Flicker®, Friendstar®, Classmates.com®, LinkedIn®, Xanga®, Bebo®, etc. (http://en.wikipedia.org/wiki/List_of_social_networking_websites). In addition, the use of other electronic devices to record pictures, images, and other information or data that may be stored, reviewed, or shared with others either immediately or at a future date are considered social networking.

For purposes of this policy, this interaction includes, but is not limited to, browsing other users’ profiles/personalized web pages, browsing other users’ photos, reading messages sent through social networking forums, and engaging in online messaging services, such as instant messaging or email that is in any way related to U.T. Tyler or the School of Nursing or activities conducted while in attendance at the University. The following provides guidance as to what type of behavior is inappropriate relative to online social networking. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making.

Students are encouraged to refer to the following which was prepared by the National Council of State Boards of Nursing (NCSBN): https://www.ncsbn.org/2930.htm and download A Nurse’s Guide to Professional Boundaries and to download the ANA Guide to Social Media Use https://www.ncsbn.org/SocialMedia_rev4-13.pdf
**Confidentiality and Privacy**

**Violations of Confidentiality include but are not limited to:**

1. Photocopying patient documents, removing patient documents from the clinical site, and postings of patient information on Internet social networking sites (Facebook®, MySpace®, Twitter®, YouTube®, etc.) as well as online blogs and journals.
2. Contacting patients/patients’ family members through a social networking system.
3. Photographing in any clinical setting. Taking and/or posting any picture taken within a clinical facility without written permission of the facility or patient (even if the patient’s identity is not disclosed) is a breach of the **Health Insurance Portability and Accountability Act** (HIPPA).
4. Discussing/posting any patient information related to the clinical facility one is assigned on Internet social networking sites or in a public place.
5. Social networking, texting, email, and other recreational computer use is prohibited during class or clinical time.
6. Using U.T. Tyler, School of Nursing’s name, logo, or other information in one’s personal social networking profile. Pictures of oneself should not be posted wearing U.T. Tyler nursing attire. Social networking mediums, blogs, Twitter® and Internet/electronic mail, all are considered public domain.

Failure to comply with the above guidelines will result in disciplinary action which can include dismissal from the program. Any student found in violation of the above mentioned policies and/or any policies related to conduct unbecoming a University of Texas at Tyler student, is subject to procedural disciplinary action as outlined in the **U.T. Tyler Manual of Policies and Procedures for Student Affairs**: Specifically Sec 8-801 and 8-804

Approved: UG Studies: 5/11