

University of Kentucky College of Nursing



Undergraduate Student Handbook 2018-2019

315 CON Bldg., 751 Rose St., Lexington, KY 40536-0232
(859) 323-5108
www.uknursing.uky.edu

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Introduction to the Undergraduate Handbook

We want to welcome you to the University of Kentucky, College of Nursing. You are about to embark on an exciting academic and professional journey.

The undergraduate handbook contains information about the College of Nursing, its mission, policies and organization. It is your resource guide to information about standards, rights and responsibilities, financial aid, scholarships, as well as descriptions of offices you might need to use, and other resources available to you. Take the time to become familiar with this document. It will answer many questions you may have about the College of Nursing.

Information is current at the time of publication. You are required to know the policies and procedures set forth in this handbook. During the first semester in the BSN program, students are required to access the handbook through the BSN Handbook Canvas site, read the handbook, and pass a required quiz with a score of 100%. This requirement must be completed as a condition for subsequent semester enrollment in nursing courses.

The handbook is subject to changes, amendments and modifications. Every effort will be made to inform you of such revisions. It is the responsibility of the students to check for updates.

This published handbook supersedes all previous published editions and is in effect until a subsequent handbook is published. You can find the current handbook online at the following website.
<http://www.uky.edu/nursing/academic-programs-ce/academic-resources/student-handbooks>.

Students should consult the [Bulletin/College Catalog](#), their faculty advisors or Student Services if they have further questions about any of the topics addressed here.

Contact information is conss@uky.edu or (859) 323-5108.

Dean's Welcome

Welcome to the University of Kentucky College of Nursing. I hope you will have an exceptional learning experience in the College, as well as within the larger University. The nursing faculty is deeply committed to preparing nurses for practice in an ever-changing health care environment. I am confident that you will develop your own practice, leadership, knowledge, and skills as you learn side by side with the outstanding nurses who provide care at the University of Kentucky's A.B. Chandler Hospital, the Kentucky Children's Hospital, and UK Good Samaritan Hospital, as well as other hospitals in the greater Lexington area and community-based clinical sites.

The decision to complete your baccalaureate degree within an academic health center affords you with unique opportunities related to research and evidence-based practice. I am pleased to remind you that the College's faculty members are making substantive contributions to the knowledge base of nursing through active programs of research and clinical practice. Therefore, I strongly recommend that you take advantage of these opportunities because you are the next generation of practitioners, nurse scholars and faculty.

Finally, the College's faculty and staff are committed to "engaging in collaborative and cooperative relationships for the purpose of modeling excellence in nursing education, research, service and practice." Faculty, staff and administrators will actively work with you to facilitate your success at the University of Kentucky.

You have selected a profession that will offer you many opportunities throughout your career. Thank you for choosing the College of Nursing for your studies.

If I can be of assistance to you, please do not hesitate to let me know. I can be reached via e-mail at jheath@uky.edu, via phone at (859) 323-4857, or for an opportunity to talk in person, please contact Lisa Galvin at (859) 323-6533 for an appointment.



Janie Heath, PhD, APRN-BC, FAAN
Dean and Warwick Professor of Nursing
University of Kentucky College of Nursing

About the College

Values Statement for a Healthy Learning and Working Environment
Vision and Mission
Strategic Plan
Diversity and Inclusivity Statement

Accreditation

The Baccalaureate Program at the University of Kentucky College of Nursing is accredited by the

Commission on Collegiate Nursing Education (CCNE):

CCNE
One Dupont Circle N.W.
Suite 530
Washington, DC 20036-1120
Internet: www.aacn.nche.edu/accreditation

Kentucky Board of Nursing (KBN):

KBN
312 Whittington Pky
Suite 300
Louisville, KY 40222
Internet: www.kbn.ky.gov

Standards of Clinical Nursing Practice

College of Nursing faculty and students in the baccalaureate-nursing program uphold the profession's standards of clinical practice. These are based on:

- *Code of Ethics for Nurses with Interpretation Statements*, (American Nurses' Association [ANA], 01/2015)
- *Nursing: Scope and Standards of Practice*, (2nd Edition, American Nurses' Association [ANA], 2010)
- *Nursing's Social Policy Statement: The Essence of the Profession*, (American Nurses' Association [ANA], 2010)
- *Quality and Safety Education for Nurses (QSEN)*, (American Association of Colleges of Nursing [AACN], 2011)
- *The Essentials of Baccalaureate Education for Professional Nursing Practice*, (American Association of Colleges of Nursing [AACN], 10/2008)

Student Rights and Responsibilities

As a student in the University of Kentucky College of Nursing, you are expected to become familiar with all of the rules and regulations of the university and college. You have the right to know what is expected of you as a student and a member of this community. We expect you to become familiar with the following policies as well as those throughout this handbook:

- › *The University of Kentucky Bulletin* <http://www.uky.edu/registrar/bulletin-course-catalog>,
- › *University of Kentucky Student Rights and Responsibilities* <http://www.uky.edu/StudentAffairs/Code>
- › *University Policy on Discrimination and Harassment* <http://www.uky.edu/regs/files/ar/ar6-1.pdf>

College of Nursing Undergraduate Faculty and Staff Directory

| NAME | TITLE | ROOM # | PHONE | E-MAIL |
|---|--|--------|----------------|--|
| Kristin Ashford, PhD, APRN, WHNP-BC, FAAN | <i>Associate Dean of Undergraduate Faculty & IPE Affairs</i> | 447 | (859) 257-9333 | Kristin.Ashford@uky.edu |
| Darlene Welsh, PhD, MSN, RN | <i>Assistant Dean of BSN Program Studies</i> | 427 | (859) 323-6620 | jdwels00@uky.edu |
| Jessica Wilson PhD, APRN | <i>RN-BSN Track Coordinator</i> | 525 | (859) 553-8015 | jessicaL.wilson@uky.edu |
| Stephanie Fugate, MSN, ACNP | <i>Second Degree/MedVet-BSN Track Coordinator</i> | 415 | (859) 323-8565 | sj.fugate@uky.edu |
| Lee Anne Walmsley, PhD, EdS, MSN, RN | <i>Military and Veteran Student Liaison and Interim Director of Work-Life Engagement</i> | 415 | (859) 323-8586 | lawalm0@email.uky.edu |
| James Hayhurst | <i>Student Support Specialist</i> | 202 | (859) 323-5428 | James.hayhurst@uky.edu |
| Rene Palumbo | <i>Administrative Assistant, Undergraduate Program</i> | 445 | (859) 323-8071 | rene.palumbo@uky.edu |
| Joanne Davis | <i>Assistant Dean, Academic & Student Affairs</i> | 315C | (859) 323-6135 | jdavis1@uky.edu |
| Mary Jane Lesshafft | <i>Data & Compliance Coordinator</i> | 315G | (859) 323-6174 | mjlesshafft@uky.edu |

Office of Student Services

The *College of Nursing Office of Student Services* provides services to all students enrolled in the College of Nursing to supplement and further enhance life at the University.

Location: UK Campus, 315 College of Nursing Bldg., 751 Rose St., Lexington, KY 40536-0232

Phone #: (859) 323-5108

Fax #: (859) 323-1057

E-Mail: conss@uky.edu

Website: www.uknursing.uky.edu

Map Location: <http://ukcc.uky.edu/cgi-bin/dynamo?maps.391+campus+0232>

Registration

Each semester at specified times, you will need to schedule an advising appointment and register for the next semester's work. Registration dates are posted in the Degree Planner and Registration tab. In addition, advisors are listed with email address so that you may contact her/him directly for questions regarding advance registration procedures

Student Programs and Referral Services

The Office of Student Services acts as a central resource to assist you with questions regarding student life at the College of Nursing. This office is responsible for:

- ✓ offering guidance to the Undergraduate Nursing Activities and Advisory Council (UNAAC) and the UK chapter of the Kentucky Association of Nursing Students (UK SNA)
- ✓ supplying current literature and announcements that may be of interest within the College
- ✓ filing applications for degree completion
- ✓ planning the College of Nursing pinning ceremony and other special events
- ✓ assisting you with the transition of your role as a student to professional nurse
- ✓ providing CON scholarship information

Our staff also maintains active communication with other student personnel offices on campus to keep our students, faculty, and staff up to date on university activities and programs. Please contact 859-323-5108 if you need assistance.

Other University Resources

[Link Blue](#)

[Canvas](#)

[Undergraduate Education](#)

[Undergraduate Studies](#)

[Student Affairs](#)

[Student Involvement](#)

[Student Life](#)

[Student Government](#)

[Writing Center](#)

[Student Media Depot](#)

[Student Activities Board](#)

[Housing](#)

[Off Campus Student Housing](#)

[Campus Recreation](#)

[Event Calendar](#)

[Academic Calendar](#)

[International Center](#)

[Counseling & Testing Center](#)

[Distance Learning](#)

[Presentation U Online Tutoring](#)

[Graduate Resources](#)

[Career Center](#)

[Office of the Registrar](#)

[UK Jobs](#)

[UK Alert \(sign up\)](#)

[Scholarships](#)

[Financial Aid](#)

[Cats Cab](#)

[SAFECATS](#)

Financial Aid, Scholarships / Financial Awards, Application Guidelines and Emergency Aid

Financial Aid

The *University of Kentucky Office of Student Financial Aid* administers financial aid to eligible students. As a College of Nursing student, you are eligible for assistance and encouraged to discuss your needs with a representative from that office. For more information, please go to the Office of Student Financial Aid website at <http://www.uky.edu/FinancialAid> or phone (859) 257-3172. The office is located in Room 128 of the Funkhouser Building.

Financial Aid Literacy Resources for Students

The *University of Kentucky* is committed to financial literacy and the success of its students. We have dedicated staff to help answer questions related to student financial aid, billing, and academic scholarships. A new website will combine information for many of UK's financial resources, to help visitors easily locate the information needed to finance their education at UK. This resource is located at <http://www.uky.edu/financialaid/content/financial-aid-literacy>

Office of Academic Scholarships

The *University of Kentucky Academic Scholarship Program* offers funds to outstanding students who demonstrate the potential for superior academic performance. For more information, go to <http://www.uky.edu/financialaid/scholarships>.

Academic Excellence Scholarship

Funds are received from the UK Office of Academic Scholarships for these scholarships. All students are automatically considered for an *Academic Excellence Scholarship* when they complete the UK College of Nursing Undergraduate Scholarship Application.

Scholarship Opportunities Outside the UK College of Nursing

The College of Nursing receives notification throughout the academic year of additional external scholarships. Watch for announcements about these in *The Dose* (the college's biweekly student e-newsletter), direct emails, on bulletin boards and on the wall monitors in the undergraduate student lounge.

Other Sources for Scholarships

Plan to spend time researching online by entering “nursing school scholarship.” Check with any branch of the armed forces (UK has Air Force ROTC and Army ROTC on campus), parents’ employers, hospitals (nurse recruitment or human resources), non-profit organizations, private lending institutions, state boards of nursing, local, state or federal agencies and more.

Undergraduate Scholarships

March 1 each year is the deadline to apply for a UK College of Nursing Undergraduate Scholarship. The scholarship search tool can be found at

<http://www.uky.edu/nursing/admissions/undergraduate/financial-aid-scholarships/college-nursing-scholarships>. Awards are made for one academic year, for example, the 2018-2019 awards were for the Fall 2018 / Spring 2019 semesters. Applicants must meet the minimum requirements for admission to the College of Nursing and be in good academic standing. Priority in awarding scholarship funds is given to those students who have high financial need. Most scholarships are for upper-level nursing students and are disbursed in equal amounts in the fall and spring semesters. If the recipient will be graduating in December, the award will be for the fall semester only.

Scholarships are renewable, provided the recipient continues to meet the terms of the scholarship and makes reasonable academic progress. UK’s Reasonable Academic Progress Policy is here:

<http://www.uky.edu/financialaid/rap>. Even if the scholarship is renewable, students must apply annually by March 1 for continued support. Some scholarships have minimum GPA requirements. Any student who fails to maintain the minimum GPA will be ineligible to have the scholarship renewed.

The College of Nursing Scholarship Committee reviews all completed applications and attachments postmarked by the March 1, 5:00 pm EST deadline. Applicants are considered for all scholarships for which they are eligible. The average award is \$1,000-\$2,000 and both the scholarships and amounts available to award vary from year to year. The scholarship amount, when added to other sources of financial aid, may not exceed the total annual cost of attendance as determined by the UK Office of Student Financial Aid, <http://www.uky.edu/financialaid/overaward-policy>.

Award recipients and non-recipients will be notified in June or July before the new academic year begins via mail and/or email. All recipients must complete a Scholarship Acceptance Form by the deadline listed to confirm acceptance of the award or forfeit their scholarship. The College adheres to the Family Educational Rights and Privacy Act (FERPA) <http://www.uky.edu/Registrar/ferpa.htm>.

Scholarship Brunch

Hosted annually by the College of Nursing, this event provides an opportunity for donors and their families to meet the recipients of the scholarships they have established. All scholarship award recipients are expected to attend.

Emergency Aid-Clo Gartner Emergency Fund Guidelines

Please Note: An **“AGREEMENT TO REPAY LOAN” form must be complete before process can take place.** This revolving loan fund was established to provide students with money in an emergency financial situation and to whom the traditional sources of grants, scholarships or loans were not available.

Other Financial Resources

| | |
|--|---|
| American Association of Colleges of Nursing | http://www.aacn.nche.edu/students/scholarships |
| Kentucky Board of Nursing | http://kbn.ky.gov/nisf/Pages/default.aspx |
| Kentucky Higher Education Assistance Authority | http://www.kheaa.com/website/kheaa/home |
| UK HealthCare | http://ukhealthcare.uky.edu/nursing/scholarships |

College of Nursing Committees and Organizations

College of Nursing Alumni Association

The College of Nursing Alumni Association (CONAA) promotes the College's best interests, updates membership with the progress and needs of the College and encourages loyalty and fellowship among its alumni. All College of Nursing graduates are automatically members.

All profits from membership events hosted by the Alumni Association are used to support various programs and projects hosted throughout the year such as:

- Annual awards for outstanding alumni, graduating seniors, and graduate students. The **Nightingale Award** is given to an outstanding undergraduate, the Alumni Award goes to a DNP or PhD graduate, **Sebastian/Stanhope Award** is presented to a DNP graduate, and the **Carolyn Williams Award** goes to a graduate of the PhD Program.
- Homecoming/reunion activities,
- Networking opportunities for alumni, and
- Mentoring programs to connect students with alumni to learn more about their nursing projects and careers.

For questions or additional information, please contact Kerrie Moore, Alumni Relations and Annual Giving Coordinator at 859-323-1966 or kerrie.moore@uky.edu.

Student Ambassador Program

College of Nursing Student Ambassadors are a select group of nursing students dedicated to enhancing the image of professional nursing in Kentucky. Ambassadors promote the College by assisting in information sessions, providing tours and giving an idea of "what it's really like" to be a UK College of Nursing student. Ambassadors assist in UK recruiting events such as See Blue Preview Nights, Come See Blue for Yourself and other events for the College. On average, Ambassadors participate in 1-2 events per month during the academic year, mainly during daytime hours.

Students are qualified to be an Ambassador if they:

- Have been admitted to the Professional Nursing Program;
- Are a Sophomore or Junior Undergraduate Nursing Student (Pre-Nursing Majors are not eligible); **AND**
- Maintain a minimum cumulative grade point average of 3.25.

Once the application has been released, qualified students must: 1.) Complete a College of Nursing Student Ambassador Program Application; 2.) Submit the Application with two faculty recommendation forms; 3.) Provide a copy of their current class schedule; and 4.) Provide a copy of their unofficial UK transcript by the stated deadline to the Brittany Fiero in CON 315M.

Eligible applicants will participate in an interview with Dean of Students and Brittany Fiero, Student Affairs Coordinator. If chosen as an Ambassador must commit to at least one year of service. Students agree to keep

the College's Office of Student Services apprised of their availability for events. Questions, please contact Brittany Fiero at (859) 323-6227 or by email at Brittany.Fiero@uky.edu.

Delta Psi Chapter - Sigma Theta Tau International Honor Society for Nursing

From its beginnings in 1922, Sigma Theta Tau International (STTI) has served to advance knowledge, promote learning, and foster service through nursing scholarship and leadership. The society has furthered these goals through academic excellence, social and ethical commitment to addressing public, health care, and nursing issues influencing the health and health care of people in the United States and throughout the world. In addition, the society has provided a forum for nurses and others to share knowledge, discuss health care concerns, encourage world health initiatives across the globe as well as provide evidence through research and evaluate changes in health care and health policies.

UK's Delta Psi Chapter has maintained a proud tradition of advancing the goals of Sigma Theta Tau. Goals are to: 1.) increase communication with members, 2.) strengthen ties among the academic, clinical, and community sectors and their members and provide service to a variety of organizations needing help within our communities. STTI has been a channel to network with other nurses and nursing student inductees at meeting, regional and international conferences, through means of "The Circle" – a site on the STTI website, which allows you to contact other members within your chapter, job search, visit the Virginia Henderson online library to seek information and research articles. Check out www.nursingsociety.org or Delta Psi Chapter's site at <http://thecircle.nursingsociety.org/home> for more information.

With STTI, you have a means to stay connected. The board encourages your participation at scholarship, meetings and serving on committees, at service events or helping other organizations. If you have questions, please contact any board member or Judy Ponder, President at judy.ponder@phsi.com.

Student Association of Nursing - UK Chapter (UK SNA)

The College of Nursing is proud to have an association for nursing students, which is a constituent member of the *Kentucky Association of Nursing Students (KANS)* <http://kansnews.wordpress.com> and The *National Association of Nursing Students (NSNA)*. NSNA is the recognized pre-professional organization of nursing is affiliated with both *The American Nurses' Association and The National League for Nursing*. As a College of Nursing student (traditional, second career, or R.N.) you are eligible to join the organization. The local chapter is the University of Kentucky Student Nurses' Association (UK SNA). UK SNA affords students many opportunities with community engagement, networking, leadership, and career guidance. There is an annual fee for membership. We invite and encourage you to become an active member of this professional nursing organization. Contact Julia Hall at (859) 323-6598 or by email at jjhall2@email.uky.edu. You may also contact Tammy Courtney at tammy.courtney@uky.edu. For more information, visit the following websites: <https://orgsync.com/100783/chapter>, on Facebook at UK Student Nurses Association, on Instagram @ukysna, via gmail at ukysna@gmail.com, or <http://www.nsna.org>.

Undergraduate Nursing Activities and Advisory Council (UNAAC)

The Undergraduate Nursing Activities and Advisory Council (UNAAC) serves as a liaison between the College's Dean, administration, faculty, staff and students. UNAAC provides undergraduate student input regarding College procedures, activities, and evaluation. If you have questions, please contact Paula Kral at 859-323-8397 or E-Mail at prkral2@email.uky.edu. You may also contact Stephanie Kehler at Stephanie.kehler@uky.edu.

Functions

- To foster communication among administrators, faculty, staff, and students through such things as student publications
- To serve as a liaison among undergraduate students, faculty, staff and the Student Government Association (SGA), <http://www.uksga.org>
- To plan and implement undergraduate student activities

- To review and make recommendations regarding:
 - Evaluation procedures for undergraduate courses and teaching
 - Proposed appointment and promotion of faculty members in accordance with University Administrative Regulations
 - Programs of the College that relate to undergraduate students, with suggestions to the College of Nursing administration for involvement in national and international programs and opportunities to meet with visitors from other cultures and backgrounds
 - Undergraduate student problems, concerns, and appropriate actions
- To identify and promote resources and support systems which will facilitate all undergraduate students' successful completion of the baccalaureate program
- To provide opportunities for involvement in community service
- To promote links among all College of Nursing organizations to foster better communication and cohesiveness
- To conduct and oversee all undergraduate student class officer election processes

Membership

- Five voluntary representatives from both the first- and second-semester sophomore classes, including one additional representative from the second-degree track;
- Junior and senior class officers from each semester, having been elected in the semester preceding the year of service;
- One additional representative from each of the junior and senior classes elected in the semester preceding year of service, a second degree student from each class and Med Vet student from each class;
- Other representatives include the UKSNA president or designee, the College of Nursing senator to SGA, the Associate Dean of Undergraduate Faculty & IPE Affairs, Assistant Dean of BSN Program Studies, an advisor from the teaching staff chosen by the Executive Committee in the fall, and a liaison from the College of Nursing Alumni Association.

Undergraduate Student Nursing Enrichment Opportunities

(Nursing Students may elect to participate in only one of these three opportunities)

I. Nursing Practice Seminar (NUR-391)

The College of Nursing at the University of Kentucky sponsors a Nursing Practice Seminar for full time nursing students (second degree and traditional). This opportunity enables students to explore the nursing profession at a depth that is not possible in the three-year program. You attend a seminar for two hours per week for the first seven weeks of each semester. You write a brief evaluation of each presenter and work with a faculty or clinical practice mentor on a practice-focused project. Projects are presented during the last seminar before graduation. Students who complete the 4 semesters and are recommended by their faculty mentor, will be recognized at the CON Pinning Ceremony. If you are interested in Nursing Practice Seminars and would like additional information please contact Dr. Karen Stefaniak at karen.stefaniak@uky.edu or phone (859) 323-2951.

Goals:

- Provide opportunities for in-depth study
- Enhance professional development
- Nurture development of future leaders
- Prepare students for graduate study in nursing

Eligibility Criteria:

- Completion of NUR 211 or NUR 221: *Professional Nursing Through the Lifespan*
- Minimum 3.25 cumulative and nursing GPA

- Demonstrate critical thinking skills, communication skills, creativity, self-direction, perseverance, and integrity.
- Not participating in another nursing enrichment opportunity (*i.e., nursing research interns or nursing skills lab interns*)

Application Process:

1. Submit a brief description (1 page, double-spaced) of work experiences, extracurricular activities, community service (e.g., volunteer experience), other experiences of interest and why you are interested in the nursing practice seminar electronically to Karen Stefaniak.
2. Schedule an interview with Karen Stefaniak

Maintaining Participation in Nursing Practice Seminar:

- Maintain good standing in the College of Nursing
- Successfully complete all nursing courses
- Participate with Nursing Practice Seminar mentor and attend all Nursing Practice Seminar meetings

It is the Student Applicant's Responsibility to ensure all materials are completed and submitted by the published spring and fall semester deadlines. If you have questions about the application process, please contact Dr. Karen Stefaniak at karen.stefaniak@uky.edu or phone (859) 323-2951.

II. Nursing Research Intern (NUR-393)

Nursing Research Interns say that hands-on participation in a study makes research "come alive." With a study's principal investigator as their mentor, students begin to understand what "evidence-based" practice means. They can immediately apply the tools with a better understanding of how research drives practice. Later, students may pursue graduate education where they learn how to develop a research program, develop networks, prepare presentations, and write grants.

Goal of the Nursing Research Internship: to gain an understanding of the basic steps for conducting research and to have hands-on experience working as part of a research team.

Student Learning Outcomes: *The following are a sample of possible student learning outcomes that may be negotiated between the research intern and faculty mentor.*

- Complete human subject's protection training. All research interns are required to complete the online course on *Protection of Human Subjects* as part of the intern experience. The research faculty mentor will guide the research intern through this process. Web-based human protection training instructions can be found at: <https://www.research.uky.edu/office-research-integrity/human-subject-protection-hsp-training-faqs>
- Participate in and contribute to research team meetings
- Assist with recruitment, screening, and tracking of participants in a study
- Assist with data management
- Assist in the development of a grant application
- Assist in the development of a manuscript, research poster, or PowerPoint presentation
- Develop a scholarly presentation with an abstract for submission to the Student Scholarship Showcase (*usually due in January*)
- Develop a scholarly paper for submission to a *peer-reviewed journal*

Method of Study or Description of Experience Planned for the Nursing Research Intern:

- Hands-on experience working on a research project
- Participation on a research team conducting a study or developing a grant proposal for a funded study

Eligibility:

- Sophomore or junior nursing major (senior nursing majors, if they are continuing as nursing research interns with a faculty mentor)
- Minimum 3.25 cumulative and nursing GPA required
- Strong desire to learn the research process
- Desire to function as a nursing research intern for two or more semesters
- Ability to think critically and communicate effectively in speaking and writing
- Interview with research faculty mentor
- Not participating in another nursing enrichment opportunity (i.e., nursing practice seminars or nursing skills lab intern)

Steps for Registering as a Nursing Research Intern:

- The following link will be your guide to register as a *Nursing Research Intern*
<http://www.uky.edu/nursing/academic-programs-ce/undergraduate/traditional-bsn/internships-and-clinical-opportunities/nursing>
- Register for NUR 393 (1-credit); pass/fail grade unless advised otherwise by faculty mentor
- Interns register each semester if continuing as an intern

General questions about the *Research Internship* may be directed to:

Dr. Amanda Fallin
atfall2@uky.edu
Director, Research Internship
Phone: (859) 323-1673; Office: CON 520

III. Nursing Skills Lab Intern (NUR-397)

Goal: To assist interested junior/senior undergraduate students in learning to teach beginning nursing students how to perform clinical nursing and med math skills.

Student Learning Outcomes:

- Develop an understanding of teaching – learning principles
- Assess learning needs related to nursing and med math skills
- Work with undergraduate students in learning and practicing nursing skills
- Work with undergraduate students in learning and practicing med-math skills
- Assist in setting up nursing skills laboratory experiences
- Assist in reviewing student competencies via video-validation
- Assist in the development and implementation of nursing laboratory simulation experiences
- Attend course and lab meetings as time permits

Benefits:

- Increased knowledge and application of teaching-learning principles
- Increased proficiency with clinical nursing skills as a result of teaching others

Eligibility Criteria:

1. Junior and Senior level nursing majors
2. Minimum 3.0 nursing and cumulative GPA
3. Letter of recommendation from the student's current clinical instructor or course coordinator
4. Not participating in another nursing enrichment opportunity (i.e., nursing practice or research interns)

Steps for Registering as a Nursing Skills Lab Intern:

- Talk to the coordinator of the Nursing Skills Lab Internship option about your interest in being a nursing skills lab intern
- Submit an application with a letter of recommendation from current clinical instructor or course coordinator to the Nursing Skills Lab Internship Coordinator
- Register for NUR-397 (1 credit) each semester participating

GENERAL QUESTIONS about the Nursing Skills Lab Internship may be directed to:

Jennifer Dent, DNP, MSN, RN

E-mail: jennifer.dent@uky.edu

Nursing Skills Lab Intern Coordinator

Office # 405-N

Undergraduate Faculty

Phone: (859) 323-2224

College Awards/Honors

Dean's List

Undergraduate students who have a semester GPA of 3.5 or better with 12 or more graded hours (no "E", "I" or "F" grades) are named to the Dean's List

Faculty Award

This is an award presented to the graduating senior who has a minimum GPA of 3.5 in all nursing courses taken in our College and exemplifies the characteristics of graduates as stated in the UK Bulletin

Nightingale Award

This award is given to a graduating senior who has a minimum GPA of 3.0, evidence of scholarly activity and mentoring behavior while a student at the CON, an outstanding service to the CON (organizations and offices held) along with outstanding service to the community

Delta Psi Senior Nurse Award

The Board and Officers of the Delta Psi Chapter of Sigma Theta Tau International will choose an outstanding University of Kentucky BSN graduating senior to acknowledge that student's excellence in leadership, service, or scholarship. This award is presented to a UK BSN student during the final semester of the program at the Pinning Ceremony in December and May.

The Delta Psi Senior Nurse Award will be presented by a representative of Delta Psi at the Pinning Ceremony at the end of each semester

- › Overall GPA of 3.5 or greater
- › Demonstrated abilities in scholarship, leadership, or service consistent with the Sigma Theta Tau International Mission Statement
- › Participation in professional organization. Preference given to Delta Psi Chapter Sigma Theta Tau International members
- › Demonstrated commitment to nursing

Omicron Delta Kappa Leadership Award

This award is given to the graduating senior who has a GPA of 3.0 or greater and an outstanding commitment to the college and the community and performs at a high level academically. There is no GPA requirement specified. *(This award is given only for students graduating in May)*

Taylor Ann Davis Award (Presented by SNA and UNAAC)

This is a student-driven award, meaning classmates will vote on the recipient. Students are encouraged to nominate a possible recipient of this award on the basis that he or she exhibits the behaviors that *Taylor* personified. *Taylor* led by example, influencing every classmate and patient with her infectious positivity in the face of adversities, limitless empathy, and unfailing passion for life and all the possibilities it contains. Eligibility is limited to a BSN senior who is in the final semester prior to graduation

UK HealthCare Commitment to Nursing Excellence Award

- › A GPA of 3.0 or greater
- › Clinical inquisitiveness-questions practices, routines to understand why with consistent focus on patient centeredness
- › Utility of evidence-demonstrates application of evidence and best practices
- › Innovation-consistently tries to find a better way when faced with practice or care obstacles
- › Collaboration-understands the role of nursing within the team; seeks to incorporate all essential perspectives in planning and delivery of care. High likelihood of success in a complex, interdisciplinary driven practice environment

Baptist Health Nursing Leadership Award

This award was designed as part of our Partnership in Education and Nursing Program to recognize exemplary nursing graduates by highlighting students who displayed the characteristics that are identified at Baptist Health as being integral to professional nursing practice. Those characteristics are Clinical Excellence, Professional Development, Leadership, and Collaboration. The student must also have a GPA of 3.0 or greater.

Curriculum Framework for the Baccalaureate Program

(Approved at the Undergraduate Faculty Meeting on 4/1/2011)

The curriculum framework is designed to produce an entry-level professional nurse for generalist nursing practice. The program's core concepts are consistent with the 2008 American Association of Colleges of Nursing (AACN), *The Essentials of Baccalaureate Education for Professional Nursing Practice*, and the six core *Quality & Safety Education for Nurses (QSEN)* competencies. The curriculum provides a solid liberal education in the sciences, arts, and humanities to provide a broad knowledge base from which to draw and apply to nursing practice and as a responsible citizen.

The core concepts of the nursing program curriculum are:

- Patient-Centered Care
- Communication and Interprofessional Collaboration
- Clinical Reasoning
- Professionalism
- Culturally Competent Care
- Health Care Systems and Policy
- Evidence-Based Practice
- Quality Improvement and Patient Safety
- Information Management/Informatics
- Health Promotion and Disease and Injury Prevention

Clinical Reasoning

Clinical reasoning is "the ability to reason as a clinical situation changes, taking into account the context and concerns of the patient and family (Benner, et al., 2009, p.85)." Clinical reasoning may involve employment of a

variety of advanced thinking skills, such as critical or creative thinking, critical reflection, or scientific reasoning. Through clinical reasoning, the nurse is able to adapt care appropriately based on the changing status and needs of the patient.

Communication and Interprofessional Collaboration

Professional nursing involves recognition of the unique attributes and contributions of individuals and groups to achieve health goals collectively. The nurse should be able to function effectively within nursing and interprofessional teams and foster open communication, mutual respect, and shared decision-making to achieve high quality and safe patient care. The patient and family are viewed as active partners.

Culturally Competent Care

Nurses, in all professional relationships, should “practice with compassion and respect for the inherent dignity, worth and uniqueness of every individual” (ANA, 2001). In order to be culturally competent, nurses must develop self-awareness and be able to demonstrate knowledge and understanding of the client’s culture while accepting and respecting differences. Nursing care is culturally competent when the care delivered is adapted to be congruent with the client’s culture. Nurses must develop the ability to deliver culturally competent care in order to be effective in establishing a therapeutic relationship with patients, and to accurately assess, develop, implement and evaluate nursing interventions designed to meet diverse patients’ needs.

Evidence-Based Practice

Professional nursing is grounded in the translation of evidence into nursing practice. Evidence-based practice integrates the best available current evidence with clinical expertise and client preferences and values for the delivery of optimal health care. The use of evidence-based practice in nursing promotes clinical effectiveness by enhancing the ability to 1) identify a clinical issue and form a question, 2) use effective search techniques to find and appraise evidence, 3) apply relevant and individualized approaches to care, and 4) evaluate the outcomes.

Healthcare Systems and Policy

Policies impact nursing practice and healthcare systems. Principles of advocacy, policy, finance, and regulatory process are included in the undergraduate curriculum to prepare the baccalaureate nurse for their application in a variety of healthcare environments.

Health Promotion and Disease and Injury Prevention

Health promotion and disease and injury prevention across the lifespan are essential elements of baccalaureate nursing practice at individual and population levels, and are necessary to improve population health. At the individual level, this includes knowledge about growth and development as well as evidence-based clinical prevention practices. At the population level, this involves identifying determinants of health, prioritizing primary prevention, actively identifying and reaching out to those who might benefit from a service, and using available resources to assure best overall improvement in the health of the population.

Information Management

Professional nursing requires competence in navigating, documenting, and planning patient care using electronic health records to provide safe patient care. The professional nurse needs to access and “use information and technology to communicate, manage knowledge, mitigate error, and support decision making” (Johnson, 2010, p.1).

Patient-Centered Care

Patients and designees are empowered and recognized as full partners in the relationship with the caregivers. This care results in compassionate and coordinated care based on respect for the patient's preferences, values, and needs.

Professionalism

Professionalism is commitment to self-conduct and demeanor that demonstrate the values of nursing and supports autonomous practice. These values include continuing pursuit of knowledge, ethical conduct based on ANA Code of Ethics, accountability, respect for human dignity and social justice, and participation in development of new nursing knowledge and evidence.

Quality Improvement and Patient Safety

The baccalaureate nurse is prepared to understand quality improvement concepts, processes, and outcome measures. Graduates analyze the effectiveness and safety of nursing care delivery and apply knowledge of complex systems and change processes to achieve desired outcomes in the populations they serve.

Program-level Learning Outcomes

| Outcome Number | Graduating BSN Student Learning Outcomes |
|----------------------|--|
| Outcome 1: | Integrates knowledge, skills, and values from the arts and sciences to provide humanistic, safe, quality care (AACN Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice). |
| Outcome 2: | Demonstrates clinical reasoning in making independent and collaborative decisions in a complex health care system (AACN Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety) |
| Outcome 3: | Applies a systematic process consistent with professional standards and evidence-based practice to prevent illness and injury; promote, maintain, and restore client health; or support clients toward a peaceful death (AACN Essential III: Scholarship for Evidence-Based Practice). |
| Outcome 4: | Demonstrates skills in using patient care technologies, information systems, and communication devices that support safe and effective care (AACN Essential IV: Information Management and Application of Patient Care Technology). |
| Outcome 5: | Demonstrates leadership, responsibility and accountability in addressing health care issues (AACN Essential V: Healthcare Policy, Finance, and Regulatory Environments). |
| Outcome 6: *GCCR* | Employs oral and written communication and inter-professional collaboration in providing safe, high quality care to improve client health outcomes (AACN Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes). |
| Outcome 7: | Demonstrates caring, professionalism, and respect in providing nursing care to diverse populations in a variety of settings (AACN Essential VII: Clinical Prevention and Population Health). |
| Outcome 8: | Demonstrates the professional standards of moral, ethical, and legal conduct (Essential VIII: Professionalism and Professional Values). |
| Outcome 9: | Understands the scope of generalist nursing practice and applies its principles in clinical practice (Essential IX: Baccalaureate Generalist Nursing Practice). |

Bibliography

- American Association of Colleges of Nursing (AACN), (2011), Available online at <http://www.aacn.nche.edu>.
- American Association of Colleges of Nursing (AACN), (2008), *The Essentials of Baccalaureate Education for Professional Nursing Practice*, <http://www.aacn.nche.edu>.
- American Nurses Association (ANA), (Revision 1/6/15), *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD: Author.
- Benner, P., Sutphen, M., Leonard, V., & Day, L. (2010). *Educating nurses: A call for radical transformation*. San Francisco, CA: Jossey-Bass.
- Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3). pp. 122-131.
- Johnson, J.K. (2010). Health informatics competency resource paper. AACN QSEN Education Consortium.
- Quality and Safety Education for Nurses (QSEN). (2011). Available online at <http://www.qsen.org>.

University and College of Nursing Health Care Policies and Protocols

Behavioral Standards

You are expected to read and adhere to policies in these documents:

The University of Kentucky Medical Center Behavioral Standards in Patient Care

<https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/BehavioralStandardsPatientCare.pdf>

The Health Care Colleges Code of Student Professional Conduct

<http://www.uky.edu/Trustees/agenda/full/2008/oct/pr3.pdf>

University Health Insurance Portability and Accountability Act (HIPAA)

<https://ukhealthcare.uky.edu/patients-visitors/privacy-policy>

You are also responsible for following policies in other such documents for agencies where clinical and research experiences are obtained. Violations of the standards and behavioral code may affect your ability to progress through the program.

Blood Borne Pathogen-Occupational Exposure Protocol

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the University of Kentucky Medical Center. It requires training in prevention of injury and in the management of injuries when they occur. The *UK HealthCare Policy Blood Borne Pathogens-Occupational Exposure Protocol* can be found at the following link.

<https://ukhealthcare.uky.edu/university-health-service/employee-health/exposure>.

Criminal Background Check and Drug Testing

A criminal background check and 9-panel drug screen are becoming standard requirements for employment, especially at health care facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences. Students can expect and should be prepared to complete them and assume the associated costs.

A criminal background check and a 9-panel drug screen are required for enrollment and participation in all undergraduate nursing clinical courses. The student must cover the cost. The particular types of checks or tests required, as well as the associated costs, are subject to change and beyond the control of the University or the College of Nursing.

Students who fail to successfully pass a criminal background check or drug screen would be ineligible for enrollment in required clinical courses and, therefore, would not be able to complete the requirements for

graduation. The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

Healthcare Insurance:

Students must provide proof of current health insurance as required by federal law and clinical agencies. Instructions for providing the appropriate evidence will be included in the compliance information sent to students as part of their admission into the BSN program. Health insurance is required during all semesters of the curriculum once the student is admitted into the nursing program.

Dress Code: Undergraduate Student Clinical Dress Code

Approved April 2009; Revised May 2014

The purpose of this undergraduate program-wide clinical dress code is to: (1) Communicate professionalism and competence to patients, the institution and the public, and (2) Maintain a safe, hygienic environment for patients. This dress code is to be adhered to any time the student is in a clinical agency. In addition, students are to adhere to individual agency dress code standards.

- **Infection Control and Safety:** Infection control and client/student safety are of the utmost importance and are reflected throughout this dress code. Specific requirements protect both the client and the student from transmission of bacteria.
- **Name badge:** The official UK Chandler Medical Center ID badge must be worn in clinical settings at all times. This ID badge identifies students as UK College of Nursing students and is to be worn on the front upper torso; it is to be worn only in the student nurse role and not worn outside of college, clinical, or classroom settings. Badges may not be defaced with stickers, tape or pins.
- **Scrubs:** Only royal blue scrub top and pants or skirt may be worn. Royal blue scrub dresses that meet the criteria are acceptable. Any garment worn under the scrub top should be tucked in to the pants or skirt and must be solid white, gray, or UK blue in color. Scrubs should fully cover back and abdomen, even with full range of motion. Skirts and dresses must fall at or below the knee and be worn with hose or tights that are neutral or white in color. Pants length should stop at top of shoe at instep. All clothes should be unwrinkled. Scrubs are not to be worn in any setting other than clinical agencies.
- **Shoes:** Shoes must be clean and made of leather; no canvas shoes or no crocs with holes are permitted. All shoes must have enclosed heels and toes and be solid white, brown or black in color. Only white or skin-colored hosiery or white or black socks are permitted.
- **Nails:** Nails must be clean; nail polish and artificial nails are not permitted. Nails may not be longer than one-quarter inch beyond tip of finger.
- **Hair:** Hair must be simply arranged, neat, and clean, off the collar, away from the face and well controlled. Plain barrettes, bobby pins or elastic bands may be used but no decorative hair extensions, hair ornaments, decorative caps or scarves are permitted. Head coverings worn for religious beliefs must allow the student to use a stethoscope and other medical instruments and must not interfere with asepsis, patient exams or therapeutic communication. Any hair color that cannot be grown naturally is not permitted.
- **Beards/Mustaches:** Men must have beard/mustache neat and trimmed to maintain adequate asepsis and professional appearance (no longer than ½" in length).

- **Tattoos and Piercings:** Tattoos and piercings may not be visible.
- **Jewelry:** Jewelry may include one pair of small post-pierced earrings worn in lower ear lobes (not pinna), a plain wedding band and wristwatch. No other jewelry is permitted.
- **Make-up/Perfume:** Must not be excessive, should conform to general body tones and avoid extreme colors. No perfume, cologne, or smell of smoking is permitted during clinical time.
- **No gum chewing permitted.**
- **Cell phones are not permitted in the clinical setting. Exceptions per course as approved by UPC will be noted in individual course syllabi.**

Note. Any exceptions to this Undergraduate Student Clinical Dress Code will be on a course-by-course basis. These exceptions will be noted in the course syllabus after first being approved by the Undergraduate Program Committee (UPC).

The Health Care Colleges Code of Student Professional Conduct

<http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/HCCSPBC.pdf> outlines the standards of professional and academic practice expected of students enrolled in any of the health care colleges at the University of Kentucky.

Health Fee and Activity Fees

ALL students at the University of Kentucky are eligible to use the Health Service for their health care. All University of Kentucky full-time students pay a mandatory fee as part of tuition, which entitles them to most services at University Health Service at minimal cost.

Note: Appointments are required for treatment at UHS.

- General Information - 859-323-5823
- Appointment Line - 859-323-2778
- Phone Information Nurse - 859-323-4636
- Behavioral Health - 859-323-5511
- For more information <https://ukhealthcare.uky.edu/university-health-service/student-health>

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA, a federal law, has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practice or data collection. Instructions for completing this training will be provided in the admission packet.

Identification Badges

All students using Medical Center facilities for any purpose MUST wear a University of Kentucky Medical Center, College of Nursing (CON) identification badge. This will be your required badge to wear at all times at CON and the Medical Center. If you lose your badge, you will be required to pay for a replacement. You will be unable to use Medical Center facilities without it. Forms and directions will be distributed at orientation or you may contact the College of Nursing Office of Student Services, 315 CON Bldg., (859) 323-5108. **Please Note:** Fees for ID Badges are as follows, New Wildcard ID \$17.00, Vanity Card \$5.00, Replacement ID: \$37.00. *(all costs are subject to change)*

Immunization Requirements-New Admits

1. You are required to have the following immunizations as an incoming nursing student:
TB (IGRA blood test; no skin test for new admits), TDAP, MMR, Varicella and HEP B series.
2. The College of Nursing is now using the *Medical Document Manager of CastleBranch* to process and track immunization records. You will be able to download your records to a secure site where you will have access to the documents for life. You will be able to print the documents as needed for future clinical sites. You will receive information on how to purchase the *CastleBranch* package upon admission to the professional program.
3. Contact MJ Lesshafft at (859) 323-6174 or email mjlesshafft@uky.edu if you have any questions.

Undergraduate Student TB and CPR Policy

(Approved by Undergraduate Program Committee and Undergraduate Faculty 12/2/11)

(Beginning with Registration in Spring Semester 2012)

- **For returning nursing students:** TB, CPR and verification of medical insurance must be current for the entire academic year for continued admission in the College of Nursing and before students are able to register for the fall semester clinical nursing classes.
- **Cardiopulmonary Resuscitation (CPR):** Students in clinical courses must demonstrate competence in CPR. Students must provide proof of current certification for the entire academic year from an American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers program. AHA BLS for Healthcare Providers is the ONLY CPR course the College of Nursing will accept. *NO OTHER CPR CERTIFICATION WILL BE ACCEPTED.*

VERIFICATION OF MEDICAL INSURANCE

You must provide **VERIFICATION OF COVERAGE** that includes the following information:

1. Name of insurance company.
2. Student's name listed as policyholder or dependent.
3. Indication that policy is in effect.
4. A copy of the insurance card **IS NOT ACCEPTABLE.**

Undergraduate Student Flu Vaccine Policy

(Beginning Fall 2014)

Documentation of having received a flu vaccine, administered during the current academic year, is required for all UK nursing students. Students must be compliant with the flu vaccine by October 31, as this vaccine is not available until early fall. Students will work with their clinical instructors to track their compliance. Students who are not able to take a flu vaccine will be required to wear a mask at all times while participating in clinical experiences, sign a Declination Form, and meet any other requirements specified by clinical agency.

Nurse Aide Training

You must complete nurse aide training - also known as Certified Nursing Assistant (CNA) - before your first clinical course begins. This training must include blood pressure skill training and meet federal Nurse Aide Training (NAT) guidelines (75 clock hours of which 16 are clinical). You must provide proof of successful completion of this course. Instructions sent in the admissions packet.

NOTE: A STATE EXAM FOR NURSE AIDE LICENSING IS NOT REQUIRED BY THE COLLEGE OF NURSING FOR ADMISSION *(but would be required if you want to work as a nurse aide).*

Information for students who may want to work as a nurse aide while attending College of Nursing.

- **Kentucky Residents:** After successfully completing the Nurse Aide training course, students must then pass the Kentucky state competency exam for Nurse Aide training.

- **Out-of-State Residents:** After successfully completing the Nurse Aide training course in their home state, the student must then pass the state competency exam in their home state. When the student moves to Kentucky, the student applies to Kentucky Board of Nursing (KBN) for “RECIPROCIITY.” KBN grants reciprocity if a student has passed a state exam for nurse aide training, is in good standing and has active certificate.

UK offers the Nurse Aide Training course. For more information, go to the following web site.

<http://www.uky.edu/nursing/academic-programs-ce/continuing-education/state-registered-nurse-aide>

Social Media Guidelines

(Approved: Undergraduate Faculty April 10, 2015)

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, the University of Kentucky has established policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

Both in professional and institutional roles, students are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations, and guidelines for interacting with faculty, students, parents, patients, alumni, donors, media, and other University constituents apply. Students are accountable for any institutionally related content they post to social media sites.

The National Council of State Boards of Nursing gives scenarios in the White Paper: A Nurses’ Guide to the Use of Social Media HTTPS://www.ncsbn.org/social_media.pdf.

The American Nurses Association (ANA) has developed tips for nurses using social media at https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf

ANA’s Principles for Social Networking

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

6-Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

- American Nurses Association, (2011, September), Principles for social networking and the nurse, Silver Spring, MD: Author.
- National Council of State Boards of Nursing, (2011, August), White Paper: A nurses' guide to the use of social media, Chicago, IL: Author, www.NursingWorld.org

Student Health Emergencies (approved by UG Faculty 11/2015)

Faculty will follow these procedures for treating student medical emergencies that occur during classroom and clinical activities. Implement basic life saving measures guided by principles of BCLS and or call 911 as appropriate to the situation. If transportation is required for treatment, faculty shall not transport but will wait arrival of paramedics or in the case of students in hospital clinical setting, await arrival of appropriate hospital personnel to transport.

Student Rider

As a University of Kentucky College of Nursing student participating in off-site clinical or observational education experiences, you may be subject to the following:

1. Be responsible for providing medical insurance or other financial means to pay expenses which may arise as the result of injury or illness occasioned during the period of clinical/observation.
2. Acknowledge that neither the facility nor the University of Kentucky assumes any liability for injuries or illness, which may arise during the period of clinical/observation at the facility, in the absence of a showing of actual negligence on the part of the entities or any of their agents, officers, or employees.
3. Have the following inoculations which are required of University of Kentucky students and show proof of inoculations: MMR and Hepatitis B. Proof of a current negative TB skin test is also required.
4. Understand that students are not employees of the University of Kentucky or the facility and are not covered by Workman's Compensation and/or Unemployment Compensation.
5. Be responsible for the completion of health forms and other administrative requirements of the facility.
6. Be responsible for all personal transportation and housing during the clinical/observation.
7. Be subject to the health care policies and code of conduct of the facility.
8. Provide appropriate uniforms which may be required and dress appropriately, according to facility and clinical/observation dress codes at all times.
9. Be permitted time off for facility holidays.
10. Be responsible for notifying facility of the intended time of arrival and reporting to the designated individual in the facility.
11. Daily schedule will be at the discretion of the preceptor and/or facility.
12. Facility drug/alcohol policies which may include urine/blood screening to assess for the presence of drugs/alcohol.
13. The community-based faculty member/institution may be provided with relevant information concerning your academic and professional development in conjunction with your assignment.

Technical Standards

One goal of the College of Nursing is preparation for the professional practice of nursing through programs of undergraduate and graduate education. Graduates of the College of Nursing degree programs must demonstrate competencies in the intellectual, psychomotor, and social tasks that together represent the fundamentals of nursing practice. Applicants and students are evaluated not only on their scholastic ability and achievement, but also on their intellectual, physical, and emotional capacities to meet the full requirements of the respective curricula.

The standards of admission to the undergraduate program is established by the faculty and reflect the achievements, skills, and abilities needed for the practice of professional and advanced nursing. Respective faculty groups recommend the admission of applicants to the program Associate Dean based upon information in the application, and where applicable, letters of recommendation and personal interviews.

Nationally recognized organizations that accredit various programs in the College require the development of broad knowledge and specialized skills and behaviors to prepare for delivering general or advanced nursing care. This educational process enables students to become self-directed learners, pursue further education, and deliver competent nursing care. Courses in nursing and the basic sciences provide a core of knowledge necessary for clinical practice, while clinical courses include diverse experiences in inpatient and outpatient settings that lead to competence in the practice of nursing at a basic or advanced level.

The following technical standards specify those attributes the faculty believes are necessary for completing the educational programs in nursing. These standards describe the essential functions students must demonstrate to fulfill the requirements of the degree programs in nursing and thus are prerequisites for entrance, continuation, and graduation.

The University of Kentucky, College of Nursing will consider for admission any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed in this document. Applicants are NOT required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Associate Dean. If appropriate, and upon the request of the applicant, student, or faculty, reasonable accommodations for a disability will be provided.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with nursing education or practice. Other illnesses may lead to high likelihood of student absences and should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude and demeanor may jeopardize patient care, and thus become grounds for course failure and possible dismissal from a nursing program.

Students must possess aptitude, abilities, and skills in five areas: (a) observation; (b) communication; (c) sensory and motor coordination and function; (d) conceptualization, integration, and quantification; and (e) behavioral and social skills, abilities, and aptitude. These areas are described in detail below.

▪ **Observation**

Students must be able to observe a patient accurately, at a distance and close-at-hand, noting nonverbal as well as verbal signals. Specific visual tasks include, but are not limited, to the following: observing skin and anatomic structures and body movements, reading written and illustrated material, seeing class and clinical demonstrations, discriminating numbers and patterns associated with patient care instruments and tests (such as sphygmomanometers, electrocardiograms, urine output).

▪ **Communication**

Students must be able to relate effectively and sensitively to patients and families, conveying a sense of compassion and empathy. Students must be able to elicit information from patients; accurately describe changes in mood, activity, and posture; and perceive verbal and nonverbal interactions. Communication includes reading and writing as well as speaking and listening. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with members of the health care team. Specific requirements include, but are not limited, to the following: eliciting pain levels from patients, providing patient teaching, and reporting changes in patient states to other members of the health care team. Students must learn to recognize and appropriately respond to emotions such as sadness, worry, fear and anger in patients. Students must be able to read and record observations and plans legibly, efficiently, and accurately in documents such as the patient record. They must be able to prepare and convey concise, but complete, summaries of brief and prolonged

encounters with patients. Students must be able to complete forms according to directions in a timely fashion.

▪ **Sensory and Motor**

Students must have sufficient sensory and motor function to perform a physical examination using palpation, auscultation, percussion, and other diagnostic maneuvers. In general, this requires sufficient exteroceptive sense (touch, pain, and temperature), proprioceptive sense (position, pressure, movement, stereognosis, and vibration), physical strength, and motor function. Students should be able to execute motor movements to provide general care and to competently use patient care equipment (such as intravenous monitors, sterile equipment, catheters). They must be able to respond promptly to urgencies within a health care setting, and must not hinder the ability of co-workers to provide prompt treatment and care. Students must be able to learn to perform basic laboratory tests, diagnostic and therapeutic procedures, and patient care procedures (such as finger stick, dressing changes, intravenous insertions). Examples of emergency treatment reasonably required of nursing students include responding quickly when called, initiating appropriate therapeutic procedures, administering intravenous medication, applying pressure to stop bleeding, and performing cardiopulmonary resuscitation.

▪ **Intellectual-Conceptual**

These abilities include measuring, calculating, reasoning, analyzing, judging, recognizing numbers, and synthesizing. Problem solving, a critical skill demanded of nurses, requires all of these intellectual abilities, and must be performed quickly, especially in emergency situations. Students must be able to identify significant findings from history, physical, and laboratory data, and recall and retain information. They must be able to arrive at a nursing diagnosis, plan and evaluate care, and evaluate the outcomes of care. Students must be able to provide reasoned explanations for their diagnoses, learn to prescribe therapies (which may include medications), and become skilled in managing time, people, and resources according to their level of educational preparation. The ability to collaborate with other health care professionals and to incorporate new information from patients, families, peers, teachings, and literature into decision-making is essential. Discriminating judgments in patient assessment, care planning and evaluating are mandatory. Students must be able to identify and communicate the limits of their knowledge to others when appropriate. Students must be able to interpret graphs describing relationships and to use other modes of data presentation.

▪ **Behavioral Attributes**

Empathy, integrity, honesty, concern for others, interpersonal skills, interest, and motivation are personal qualities required of all nurses. Students must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities attendant to the care of patients, and the development of mature, culturally sensitive, and effective relationships with patients. These attributes require the ability to be aware of, and appropriately react to, one's own immediate emotional responses and biases. Students must be able to develop professional relationships with patients, providing comfort and reassurance when appropriate, while protecting patient confidentiality. Students must possess adequate endurance and strength to function effectively under stress and for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and respond by modifications of behaviors when necessary.

Computer and E-mail Resources

PLEASE NOTE: for RN-BSN students, technology requirements are below e-mail access

The University of Kentucky strongly recommends that each student purchase a personal laptop computer. The College of Nursing follows the guides of the University, which can be found here, <https://www.uky.edu/its/student-hardware-software-guidelines>.

Minimum suggested laptop computer hardware:

- Processor:
Intel: Core i3 minimum, i5 preferred, i7 optional
AMD: Ryzen 3 Quad Core Minimum, Ryzen 5 preferred, Ryzen 7 optional
- Memory: 8 GB minimum (16 GB preferred)
- Storage Capacity: 250 GB minimum (500 GB or larger preferred)
- Wireless card: 802.11n minimum (802.11ac preferred)
- Operating system must have the latest security updates installed and have malware detection software enabled (Windows Defender is free and on by default)
- Webcam (many laptops come with an integrated webcam and will not require an external device)
- USB headset or headphones with microphone
- *Other helpful options:* 8 GB or larger USB Flash Drive, external hard drive (for data backup/extra storage), 1920X1080 or better external monitor for desktop use, wired or wireless external mouse, video adapters (dvi/hdmi), and Kensington Security Slot laptop security cable

IMPORTANT NOTE: UK College of Nursing currently recommends the use of PC devices versus MAC Devices. The College of Nursing currently utilizes course material that has embedded “flash” programming that is not supported by the MAC OS. Students choosing to utilize MAC Operating Systems do so with the understanding that the potential exists that they will encounter issues accessing course material. If issues arise, accessing course materials/videos etc. while using MAC device students will be directed to access those materials at one of the campus computer labs running the Windows Operating System. The College of Nursing IT group will NOT be able to assist Mac users having difficulty accessing course related material. Additionally MAC Operating Systems running Windows Software will not be supported.

CONTACT FOR STUDENTS/PARENTS SEEKING ADDITIONAL TECHNOLOGY INFORMATION SPECIFIC TO THE COLLEGE OF NURSING:

- JASON HARRIS: 859-323-3433
- BRENDA GHAEIAN: 859-323-2974

For all other general Information Technology questions regarding Campus-Wide computer systems, and many other Campus-Wide programs please visit the following URL <http://www.uky.edu/ukat>

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- Computing account access
- (Link Blue): <http://www.uky.edu/UKHome/subpages/linkblue.html>
- Computer Labs: <https://www.uky.edu/its/customer-support-student-it-enablement/computer-labs>
- Nursing Lab located on 6th floor of CON: <https://www.uky.edu/its/customer-support-student-it-enablement/computer-labs> (scroll down to see Nursing Libraries: <http://libraries.uky.edu>)
- Computer Center: www.uky.edu/ComputingCenter
- Student Computing Services:

http://libraries.uky.edu/page.php/images/quiz/page.php?lweb_id=571<ab_id=1110

- Computer Purchase: www.uky.edu/ebuy
- Software Download: <http://download.uky.edu>

E-mail Access

E-mail is the primary mode of communication between you and the faculty/staff. **All students in the College of Nursing are required to use UK exchange or Office 365 email. All Faculty, Staff and Students automatically receive an Office 365 account to use Office Online or to install the Microsoft Office suite on your device. You may also use Office 365 for your University Email Account.** College of Nursing uses the **UK e-mail address** that is provided to you at the beginning of your program. Please, **DO NOT forward** your UK email accounts to your personal E-Mail account, such as Yahoo, Juno, etc. If your UK E-Mail is forward to your personal account, there is a chance important email may be bounced. It is imperative that you check your e-mail at least once a day for important announcements, class changes, scholarship notices, and special events. UK Information Technology (UKIT) uses Microsoft Exchange 2016 **for email for all students**. Go to the Account Manager to activate your email account and create new password self-reset questions and answers. **Do not forward your UK email to another email account.** For tips and FAQs, visit <http://www.uky.edu/its/customer-support-student-it-enablement/it-service-desk/university-email-and-cloud-apps>.

RN-BSN Track Computer/Technology Requirements

All nursing classes in the **RN-BSN Track** are offered online and will be interactive. A personal computer, laptop or tablet is **REQUIRED** for this track. Guidelines are as follows:

Courses will be accessed in the learning management system called “Canvas.” You can log into Canvas at www.uky.edu/canvas/. In order to be successful, you are expected to be an engaged, self-directed learner. Some courses may have requirements for the frequency with which you must log into the course online. Faculty are available by email and/or scheduled telephone calls or by live webcam conferencing scheduled through Canvas. Canvas student tutorials are available at www.uky.edu/canvas/; click on “online tutorials” and “student video orientation.”

Minimum suggested laptop computer hardware:

- Processor:
 - Intel: Core i3 minimum, i5 preferred, i7 optional
 - AMD: Ryzen 3 Quad Core Minimum, Ryzen 5 preferred, Ryzen 7 optional
 - Memory: 8 GB minimum (16 GB preferred)
 - Storage Capacity: 250 GB minimum (500 GB or larger preferred)
 - Wireless card: 802.11n minimum (802.11ac preferred)
 - Operating system must have the latest security updates installed and have malware detection software enabled (Windows Defender is free and on by default)
 - Webcam (many laptops come with an integrated webcam and will not require an external device)
 - USB headset or headphones with microphone
 - *Other helpful options:* 8 GB or larger USB Flash Drive, external hard drive (for data backup/extra storage), 1920X1080 or better external monitor for desktop use, wired or wireless external mouse, video adapters (dvi/hdmi), and Kensington Security Slot laptop security cable
- CONTACT FOR STUDENTS/PARENTS SEEKING ADDITIONAL TECHNOLOGY INFORMATION SPECIFIC TO THE COLLEGE OF NURSING:

IMPORTANT NOTE: UK College of Nursing currently recommends the use of PC devices versus MAC Devices. The College of Nursing currently utilizes course material that has embedded “flash” programming that is not supported by the MAC OS. Students choosing to utilize MAC Operating Systems do so with the understanding that the potential exists that they will encounter issues accessing course material. If issues arise, accessing course materials/videos etc. while using MAC device students will be directed to access those materials at one

of the campus computer labs running the Windows Operating System. The College of Nursing IT group will NOT be able to assist Mac users having difficulty accessing course related material. Additionally MAC Operating Systems running Windows Software will not be supported.

- JASON HARRIS: 859-323-3433
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For all other general Information Technology questions regarding Campus-Wide computer systems, and many other Campus-Wide programs please visit the following URL <http://www.uky.edu/its/>

Tablets and other devices:

- Recommended Tablet Platform: Major Brand Android Dual Core 1.3 Ghz or higher | Apple A9 or higher
- Minimum Memory (RAM): 2 GB for Apple devices, 4GB for Android
- Storage capacity: 32 GB or larger
- Operating system: Most recent version for your hardware (Please check with your [College/Program Contact](#) for any specific OS requirements)

Note: Because tablets and other devices (such as Chromebooks) have less storage than laptops and some software will not run on the OS, users with these devices and high-speed Internet connectivity can use UK's virtual desktop and virtual application environment, ([Virtual Den](#)), to expand the number of applications available to them. See further below in this document about the software this service provides. Also, many tablets have HDMI or USB ports for connecting external monitors, keyboards, mouse, headset, and other devices.

College Specific Requirements

Some colleges have specific requirements in addition to these. Please visit the [student information](#) section of the UK Purchasing eBuy portal for college contacts and links (www.uky.edu/Puchasing/ebuy/student.php). The site also provides students with information that allows them to purchase equipment and software at a discounted price.

Other Considerations

Other considerations when purchasing include warranty, accidental damage plans, display size and resolution, weight of the hardware, battery life, and charging capabilities. A warranty may help if the laptop/tablet experiences problems in the first years of ownership. The student should consider the most appropriate warranty for his or her needs and whether an accidental damage plan would be beneficial. Each student should also consider where and how he or she will carry and use the laptop/tablet and how to keep it charged.

Software

Visit <https://download.uky.edu/> to learn about software available free of charge or at a reduced rate. In addition to downloadable software, students with high-speed Internet connectivity can access [Virtual Den](#) (Virtual Desktop and Virtual Application Environment), which provides access to general student lab software on any UK student's personal device (desktop, laptop, tablet). This allows anywhere, anytime access to a number of Windows applications, including SAS, SPSS, Microsoft Office, and Adobe products. See <http://www.uky.edu/its/customer-support-student-it-enablement/virtual-den> for more information. Mac users can access Virtual Den software just as easily as PC users.

Adapters/Other Hardware

Because tablets have less storage than laptops, tablet users with high-speed Internet connectivity can use UK's virtual desktop and application solution <http://www.uky.edu/its/customer-support-student-it-enablement/virtual-den> to expand the number of applications available to them. See further below in this document about the software this service provides. Also, many tablets have HDMI or USB ports for connecting external monitors, keyboards, mouse, headset, and other devices.

Other Resources

Bulletin Boards/Monitors

Bulletin Boards are located on every floor of the College of Nursing. Monitors are located in the Student Lounge. These provide valuable information for undergraduate students such as:

- Employment opportunities
- Financial aid and scholarship notices
- Faculty communications
- Current events
- Training notices

Remember: It is your responsibility to read and note posted information!

Calculators

Only non-programmable calculators are permitted for use in nursing classes.

Campus Safety

To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the police department's Web site, www.uky.edu/Police

University of Kentucky Police Department

Emergencies: 911

Free call from your cell phone - #UKPD (#8573)

Health Emergencies

Students should access their usual health care providers for health problems that occur while they are enrolled in the College of Nursing. Additionally, resources for students at the University of Kentucky include the University Health Service (859-323-5823), the UK Counseling Center (859-257-8701), the office of Student Health and Well-Being (859-257-9687), and others. Emergency services are available by calling 911, using a cell phone to call the UK Police Department at #8573 or accessing the Crisis Text Line by texting 741-741. Local emergency departments are available 24/7 for emergency treatment of illness.

When students report serious medical or mental health issues to faculty outside of usual business hours, the faculty member will call 911 for assistance. The potential or real medical or mental health problem will be reported along with the student's name and contact information including current address to 911 emergency services. Students must update their contact information in MyUK each semester as part of the registration process for use in emergent situations.

Students who are unable to meet the technical standards of the program due to medical or mental health illnesses or symptoms during their clinical work will be asked to leave the clinical area. Written confirmation from a professional health care provider that indicates that the student's health has improved to the level that clinical work can continue must be presented to the coordinator of the course before clinical work resumes. The confirmation should include any restrictions that are necessary to promote or support the student's health and ensure safe patient care. Some restrictions may prohibit an immediate return to the clinical setting and these will be evaluated by course faculty on a case by case basis.

Change of Address/Name

It is your responsibility to keep the College and the University Registrar informed of any address or name changes. You will need to contact the University Registrar's Office, 10 Funkhouser Bldg., or make this change online on **myUK** at <https://myuk.uky.edu/irj/portal>. We frequently mail important information to you, so it is to your advantage to keep name and address information current. Your current address should also be on file in the College of Nursing, Office of Student Services and with the Registrar at all times.

Discrimination and Harassment

University Administrative Regulations - <https://www.uky.edu/regs/administrative-regulations-ar>, prohibits all discrimination on the basis of sex, race, ethnic origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is an explicit violation of Administrative Regulations and should be reported. Students, faculty members, staff members, or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Office of Institutional Equity and Equal Opportunity Office (859) 257-8927 to resolve a complaint of sexual harassment. Additional information about "Preventing Sexual Harassment" training will be communicated to you through the college dean and associate deans.

Expenses

You will find the tuition and mandatory fees listed here <http://www.uky.edu/registrar/2018-19-Tuition>. Additional expenses include textbooks, course packets and equipment packs. The price ranges from \$600-\$1000 per semester. Some textbooks are purchased early in the program and are used in more than one course. Students are encouraged to keep their nursing textbooks and the syllabi and course packs for future use in the program, and when reviewing for NCLEX.

Room and Board: <http://www.uky.edu/Housing/undergraduate/rates.html>

- **Books**
The cost of textbooks and course packets for nursing students ranges from approximately \$600-\$1,000 per semester. Retaining your nursing textbooks is recommended so they can be used as resources throughout the nursing program and NCLEX review.
- **Semester Fees:** \$603.00
 - › Clinicals
 - › Computer Based Exam Software
 - › Disposables
 - › HESI Standardized Exams
 - › Nurse Pak
 - › Nursing Pin for graduation
 - › Simulation
- **TurningPoint Clicker—Total cost of clicker plus 3-year license:** \$60.99
- **Nurse Aid (SNRA) Training:** Approximately \$567.00 with BLS; \$502 w/o BLS
- **BLS Training:** \$55.00
- **CastleBranch Package** (background check, drug screen, Medical Document Manager): **\$110-\$125**
- **UKHC ID Badge:** \$5.00
- **Wildcat ID Card:** \$17.00
- **Scrubs:** Varies; *see page-20 for CON Dress Code.*
You are required to adhere to the dress codes of the agencies to which you are assigned for clinical work.
- **Watch:** Cost Varies
A watch with a second hand is necessary before starting your clinical experience.
- **Stethoscope** (\$18.00-\$100.00)
 - Double-head with replacement or interchangeable parts
 - "Littmann-like" double-head with interchangeable parts
 - MDF Instruments stethoscopes from \$54.99 – \$79.99 (additional discount for CON students)
- **Penlight**

- disposable-\$3.25
- reusable-\$5.50-\$7.90
- **Blood Pressure Cuff**
 - Regular adult B/P cuff with matching bag-\$34.00
 - MDF Instruments aneroid sphygmomanometer \$29.99 (additional discount for CON students)
 - ADC B/P cuff-\$47.00
 - MDF Instruments Assessment Kit including stethoscope, BP cuff, and LED penlight \$124.93 (additional discount for CON students)

Family Educational Rights and Privacy Act (FERPA)

At the University of Kentucky, one of our most important priorities is the safety and security of everyone on our campus — our students, faculty and staff. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Key elements of this law include:

- Education records are any record maintained by the institution, which include student information, regardless of the medium (paper, electronic, et al).
- FERPA rights transfer to the student upon enrollment in a higher education institution regardless of age. Parents have no inherent rights to student education records.
- Institutions may only release directory information to third parties and then only if the student does not have a privacy flag and/or has not provided explicit signed consent to the release of non-directory information.
- Students have the right to prevent institutional disclosure of any student record information, including directory information (i.e. a FERPA/privacy flag – displayed in myUK and SAP).
- Students’ have the right to review their own education records.

FERPA website links for more information

- o Students – <http://www.uky.edu/registrar/FERPA-privacy>
- o Parents/Guardians – <http://www.uky.edu/registrar/content/ferpa-parentsguardians>
- o Faculty/Staff – <http://www.uky.edu/registrar/content/facultystaff-ferpa-privacy>

Guidelines for Lactation Support

(Adapted from the University of Kentucky Lactation Guidelines)

Recognizing the importance of breastfeeding for both mother and infant, the College of Nursing will make students who choose to breastfeed aware of available appropriate environments to pump their breast milk or breastfeed. The CON goal is to support Undergraduate and Graduate students in their breastfeeding endeavors.

Policy

The College of Nursing recognizes the many benefits of breastfeeding and is committed to supporting this effort. Breastfeeding accommodations are guided by [Kentucky Revised Statute 1](#) that acknowledges that a woman may breastfeed her child or express milk in any location, public or private, where the mother is otherwise authorized to be.

Process

Upon returning as a student after the birth of a child, the Undergraduate or Graduate Nursing student may request break time to express her milk on a reasonable schedule. Students are responsible for requesting lactation support prior to the first day of class. They should provide adequate written notice to the course coordinator about the need for break time and an appropriate location to pump.

1. The course coordinator will advise the student to inform all faculty members about specific needs for support.
2. Students are encouraged to use the break time between classes to pump milk.

3. Alternatively, flexible scheduling time for lactation purposes will be negotiated with their professors. Professors are not required to excuse tardiness or absences due to lactation needs.
4. In the case of clinical experiences, students shall obtain permission and make plans with the course coordinator, the clinical instructor and, in some instances, the nurse preceptor for breast pumping during the clinical rotation. Specific times and locations for breast pumping will be outlined in writing.
5. Currently, there are designated lactation spaces across campus that are offered to accommodate employee and student needs (see below for more details).
6. The frequency of milk expression as well as the duration will likely vary. Typically, new mothers need to express milk every two to four hours (e.g. a student who attends classes for 8 hours, will need to express milk two to three times). The duration will likely extend for 25-35 minutes.
7. The CON will abide by the ACA revised section 7 of FLSA and will provide reasonable break time for a student to express breast milk for 1 year after the child's birth.
8. This policy does not extend to permitting infants in the classrooms.

Lactation Station

The nearest Lactation Station room is located in CON 604. Take the elevator to the sixth floor, take a right from the elevators and turn left when you reach the hallway. CON 604 will be located on your left. Please indicate on the sign to the right of door that the room is occupied. The room has two chairs, small table with a lamp, hand sanitizer, and several AC outlets. A pump is not provided in the room.

Questions

For more information about UK Lactation Guidelines visit: <http://www.uky.edu/hr/work-life/resources-for-parents/uk-lactation-guidelines>

To find other lactation space available at UK visit: <http://www.uky.edu/hr/work-life/resources-for-parents/lactation-in-workplace>

Additional questions, please contact Ana Maria Linares, DNS, RN, IBCLC at 859-323-4726, or email her at am.linares@uky.edu.

Prepared by: Ana Maria Linares, Darlene Welsh, and Sherry Holmes, College of Nursing

Approved by Undergraduate Program Committee (UPC): Dec 05, 2014

Updated by: Paula Kral and Ana Maria Linares August 8, 2016

University of Kentucky Policy on Deadly Weapons

Students who possess deadly weapons in violation of this prohibition are guilty of violations of the *Code of Student Conduct* and are subject to disciplinary action under that Code, including expulsion from the University, and all other appropriate legal actions. Please view the complete policy at <http://www.uky.edu/regs/files/ar/ar6-6.pdf>.

Request to Borrow Equipment

Occasionally, you may find that it is necessary to borrow equipment from the nursing skills laboratory for use in off-site laboratory experiences. Such requests should be made in writing **at least one week in advance** to the instructional specialist in charge of maintaining the laboratory.

Student Employment

If you choose to work, you must do so under the regulations of the University (*see University of Kentucky Bulletin*). A student employed in a health care facility (*versus supervised clinical experience as part of a course requirement*) is in no way related to the College of Nursing during such work periods. Uniforms bearing the College of Nursing insignia (name pin and student patch) *must not be worn*. You may not perform any skills that you have not been approved to perform by personnel in the agency of employment, nor may you call yourself a

nursing student. We strongly advise you not to attempt to work full time while carrying six or more hours, or three different courses. Working greater than 15 hours/week is NOT recommended for full time students.

Student Lockers

Lockers are available in 320-CON Undergraduate Student Study Lounge. To sign up for a locker, please contact James Hayhurst, the Undergraduate Program Assistant, in CON 202. Please provide your own lock. Sharing a locker may be necessary for there may not be enough spaces for all students. **NOTE: Please remove your lock at the end of the eight-week summer session.**

Study Sessions

First-Aid Fridays (FAF) is a free, weekly study hall for professional nursing students. **ALL** sophomore, junior and senior nursing majors are encouraged to take advantage of this opportunity to study with peers and tutors. *First-Aid Fridays* take place each Friday that the university is open for business from 10am-3 pm in the CON fourth floor simulation/lab skills center. Students can drop in for part or all of the FAF time. This resource includes:

- Peer tutors for patho-pharmacology and nursing content review (***They have been through it!***)
- Teaching assistants to lead hands-on practice of clinical nursing and med-math skills, and,
- Academic support for individual students and study groups.

Recording Lectures

Students may record lectures for personal use with the consent of the instructor.

The Dose E-Newsletter

This is an e-newsletter specifically for CON Undergraduate Nursing Students. There will be reminders about deadlines, information from advisors, UNAAC, special events, scholarships and more. ***Your newsletter will come to you through your UKY E-Mail address.*** Please check CON E-Mail often as this is the main way of communication between students and the College of Nursing. We welcome any comments or suggestions about information you would like to see in *The Dose*. **Deadline for submission of information will be *Wednesday before publication at noon.*** You can email James Hayhurst at james.hayhurst@uky.edu with news related information. *The CON reserves the right to edit any submitted material.*

Tobacco Free Initiative

The University of Kentucky as well the College of Nursing is committed to creating and maintaining a culture of compliance with the *Tobacco Free Initiative*. For information regarding the *Tobacco Policy*, please go to <http://www.uky.edu/regs/files/ar/ar6-5.pdf>.

Transportation to Clinical Facilities for Student Experiences

To meet the changing emphasis in health education, some courses will require clinical experiences off campus in community facilities located within the city, as well as outside the Lexington area. Our faculty negotiates clinical facilities for student experiences. You will encounter travel for placements outside Fayette County for distances of not more than 70 miles weekly. We will expect you to be responsible for transportation and travel expenses. Please be prompt. If for any reason you cannot be prompt or present for laboratory activities, you must notify your instructor and/or clinical faculty as far in advance as possible. Students are expected to provide their own transportation.

Academics

College of Nursing Academic Advising Policy (*Approved: Nov. 21, 2008*)

Under normal circumstances, advisors will acknowledge receipt of an advisee inquiry within two business days.

Important aspects of the faculty/staff advising role include:

1. Guiding the student through the nursing program of study and completion of graduation requirements.
2. Referring the student to resources as needed and/or requested.
3. Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
4. Promoting personal, professional and intellectual development and academic excellence, including encouraging self-directed learning.
5. Evaluating student progress in meeting requirements of the program.
6. In collaboration with course faculty, fostering professional and academic accountability.

Important aspects of the advisee role include:

1. Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct.
2. Actively engaging in advising and learning process.
3. Keeping the advisor apprised of personal challenges that may impact his/her academic performance.
4. Seeking support when needed.
5. Reading and responding, as appropriate, to all programmatic communication in a timely manner.
6. Utilizing the student handbook.
7. Scheduling and keeping appointments with advisor throughout semester.
Evaluating the advisor as requested.

Accommodation of Religious Holidays

We know from self-study that the climate for learning on campus is critically important to student success and to the viability of our community. As we strive to ensure that our students, faculty and staff experience UK as a welcoming environment, we embrace the many aspects of diversity represented on campus and endeavor to be inclusive in the ways we live, learn and work here. This involves respecting, among all else, the religious diversity on campus. Throughout the academic year, members of our community observe various official high holy days of their respective religions. Urging sensitivity to the importance of these days to the observers among us, the campus should be reminded of the Senate vote that established the following rule:

"Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them, in advance, that religious observances prevent the students from doing their work at its scheduled time. Faculty shall indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty may use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation."

HESI Achievement Examinations

Students are required to successfully complete standardized achievement examinations at the end of major clinical courses (e.g., HESI) and at the end of the program, to facilitate the evaluation of program effectiveness and to help them determine their level of preparation for National Council Licensure Examination for Registered Nurses (NCLEX-RN). The HESI examination is used to guide student learning by identifying areas in need of remediation and by providing a mechanism for the remediation process. Student scores on HESI examinations do not directly impact progression or graduation, in other words, there are no HESI score requirements for program progression. However, student clinical placements during the senior capstone course may be impacted

when HESI scores fall below 850 and course faculty may alter the grade of a course assignment or give credit in some way when HESI scores are below or above an established baseline.

Admissions/Progression-Admissions: Traditional BSN Student

Admission to the Professional Nursing Curriculum in the College of Nursing will occur in the fall and the spring. Deadline for application is March 1 of each year. Only qualified students will be admitted. See the College of Nursing web site for application deadlines at www.uknursing.uky.edu.

- ◆ **Pre-nursing students:** A student is admitted as a pre-nursing major. This is a general admission to the University and to the College of Nursing. Admission to pre-nursing does not guarantee admission to the Professional Nursing Curriculum. Application to the University of Kentucky can be made at <http://www.uky.edu>. Pre-Nursing students are eligible to apply for admission to the Professional Nursing Curriculum *at the sophomore level* if they meet the following criteria:
 - minimum cumulative grade point average of 3.0 or greater
 - a minimum GPA of 3.0 in the pre-requisite science courses is required
 - a minimum of a "C" in all required pre-nursing courses
 - completion of pre-requisite science courses (or their equivalent)
 - **BIO 103**, Basic Ideas of Biology
 - **CHE 103**, Chemistry for Health Professionals
 - **ANA 109**, Anatomy and Physiology for Nursing I
 - **ANA 110**, Anatomy and Physiology for Nursing II
 - **Completion** of the UK College of Nursing approved Medicaid Nurse Aide training program
 - **The Internet-based TOEFL** is required of all applicants whose *first or primary language* is other than English. Minimum cumulative score of 90; *and at least* minimum individual scores of 26 in speaking, 22 in listening, 20 in writing and 22 in reading

The Admissions Committee will select a class that reflects the population it will serve. Therefore, all qualified applicants will be considered for academic, gender, and multicultural factors.

- ◆ **Early Admission:** Early provisional admission to the Professional Nursing Curriculum will be granted to graduating high school seniors who meet the following criteria:
 - High school GPA of 3.6 or higher (unweighted) **AND**
 - ACT composite of 28 or higher (or the equivalent SAT combined score) providing students maintain a 3.6 GPA in *each* semester during the freshman year and a 3.6 GPA in the pre-requisite science courses.

Students who meet these requirements are guaranteed Early Admission in either the fall or spring of sophomore year to the Professional Nursing Curriculum. Students not meeting those requirements will be grouped with other applicants who are considered for admission after completion of pre-requisites.

- ◆ **Admission RN-BSN Student - Deadline for application, Fall semester is March 1 preferred until August 1 on space available basis and Spring semester is October 15.**

See RN-BSN program admission requirements on the College of Nursing website.
<http://www.uky.edu/nursing/academic-programs-ce/undergraduate/rn-bsn>

- **Admission 2nd Degree Student - Deadline for application, Fall semester is March 1 and Spring semester is August 15.**

Second Degree Track admission requirements are on the College of Nursing website.
<http://www.uky.edu/nursing/academic-programs-ce/undergraduate/second-degree-bsn>

- **Admission MedVet-to-BSN – Deadline for application, Fall semester is March 1 and Spring semester is September 1.**

MedVet-BSN Track admission requirements are on the College of Nursing website.
<http://www.uky.edu/nursing/academic-programs-ce/undergraduate/medvet-bsn-0>

Attendance

Nursing students are expected to attend all scheduled classes, labs, and clinical experiences. We know your regular class attendance will most effectively maximize learning and use of your time and effort. Because some instructors limit the number of absences allowed (*see course syllabus*), the faculty will determine the effect of excessive or unexcused absence or lateness on your course grade and/or continuation in the program. Our College will request a medical report from you for excessive absence or illness.

Audit and Special Examination

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester's duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit except for the special examinations **described on page-82** in the *Bulletin* at <http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/201617%20Bulletin.pdf> under Special Examinations.

Characteristics of a Successful Nursing Student

1. Works not at all or less than 15 hours per week during the academic year. Views nursing program as a "40-hour work week."
2. Actively participates in academic activities (e.g., coming to class and advising sessions prepared with expected documents and with assignments completed). Reads nursing journals.
3. Attends all classes and exam reviews, and sets a daily schedule that includes study time.
4. Finishes homework and assignments before deadlines rather than procrastinates.
5. Takes class notes using Cornell Method (or comparable style) and reviews notes within 24 hours of a class. (Does not rely solely on PowerPoint slides, reviews textbook information related to notes).
6. Participates in study groups or group discussions (e.g., attends First-Aid-Fridays each week).
7. Studies during daylight hours rather than late at night.
8. Prepares in advance to study for all exams, including mid-terms and finals.
9. Makes an appointment early in the semester to meet with course faculty during office hours, as needed, and consistently communicates with faculty throughout the semester when he/she does not understand content.
10. Is willing to make mistakes, and learn from those mistakes.
11. Comes to each class with 5 questions having already read the material of the day's subject matter.
12. Asks for assistance from tutors, advisors, and instructors and utilizes UK resources such as *The Study or First-Aid Friday's study hall*.
13. Reviews questions in NCLEX practice books and NCLEX 4000 practice questions (software loaded on computers in 4th floor lab) on topics from class.
14. Consistently does more than is required (e.g., reads the textbook even when tests are based on notes or reads professional nursing journals).
15. Knows her/his dominant learning style and how to creatively engage with a teacher who instructs in a different style.

16. Makes appropriate personal choices (e.g., not using drugs, drinking alcohol underage or on the weekend before an exam).
17. Is self-aware of personal issues, prejudices, and biases that interfere with connections with others.
18. Has financially prepared for the costs of an education.
19. Schedules time each day for personal renewal and fulfillment.
20. Practices self-care (e.g., on a daily basis: exercises, eats a healthy diet, and sleeps at least 7-8 hours/night).

Cheating and Plagiarism

Students shall not plagiarize, cheat, or falsify or misuse academic records. [US: 3/7/88; 3/20/89]

- See Student Rights and Responsibilities, University Senate Rules (*Rules 6.3.0 - 6.4.3*).
<http://www.uky.edu/StudentAffairs/Code/Section%20VI.pdf>
- University of Kentucky, the Office of Academic Ombud Services
<http://www.uky.edu/Ombud/Plagiarism.pdf>.

Copyright Compliance

Course syllabi, written or electronic lab, clinical, or course assignments, and other materials created by the course faculty for student completion are protected by university and faculty copyright statutes. Students may not copy faculty generated materials to distribute to others for profit or gain monetarily or academically. Completed assignments may not be shared with other students during or after the course is completed through electronic or other means. Students should not use others work. All course assignments that require documentation of sources should site published works. Work from another student which has not been published does not meet this standard. Violating copyright compliance could be construed as cheating as defined under University Senate Rule 6.3.2. Violating copyright compliance could be construed as violations of legal and civil law. Individuals who violate copyright compliance may also be subject to legal action.

Link to University of Kentucky Ombud Services Academic Integrity Statement:

<http://www.uky.edu/ombud/academic-integrity>

Link to University of Kentucky Ombud Services Plagiarism: What Is It?:

<http://www.uky.edu/ombud/plagiarism-what-it>

Link to University Senate Rules USR 6.3.1 and USR 6.3.2:

https://dib.uky.edu/ombud/sites/www.uky.edu.ombud/files/6.3.1_6.3.2_Plagiarism_Cheating.pdf

Students are expected to adhere to University policy on cheating and plagiarism in all courses. If students violate University policy or Copyright Compliance a penalty as listed in the syllabus will be incurred.

College of Nursing Probation and Academic Suspension Standards

Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement (SR: 5.3.0). These University regulations can be found at <http://www.uky.edu/StudentAffairs/Code/part2.html>. In addition, the following standards apply.

NOTE: *In the statements below, the phrase "in the College of Nursing [CON]" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the CON" refers to other courses (required by the College of Nursing, which does not have the NUR prefix).*

These standards apply to all undergraduate nursing students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the dean of the College of Nursing.

Undergraduate Program Probation

Regardless of academic standing in the University, a student shall be placed on probation when the student:

1. earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing,
or
2. earns a grade less than a "C" (2.0) for any required courses with a NUR prefix.

Removal from Undergraduate Program Probation

A student shall be removed from probation when the student:

1. in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND
2. earns at least a grade of "C" (2.0) in each course required in the CON with a NUR prefix for which the student previously earned a grade below "C" (2.0)

Undergraduate Program Suspension (Dismissal from College of Nursing)

A student shall be suspended from the undergraduate nursing program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester, OR
2. for a second time fails to earn a grade of "C" (2.0) in a course required in the CON with a NUR prefix, OR
3. fails to earn a grade of "C" (2.0) in any two courses required in the CON with a NUR prefix, OR
4. earns less than a GPA of 1.5 in the courses required by the CON at the end
5. of any semester, except for the first semester at the University, with a preliminary probationary period.

Removal from Suspension

After the period of regular University suspension rules, a student may be reinstated into the CON when the student meets the requirements for admission.

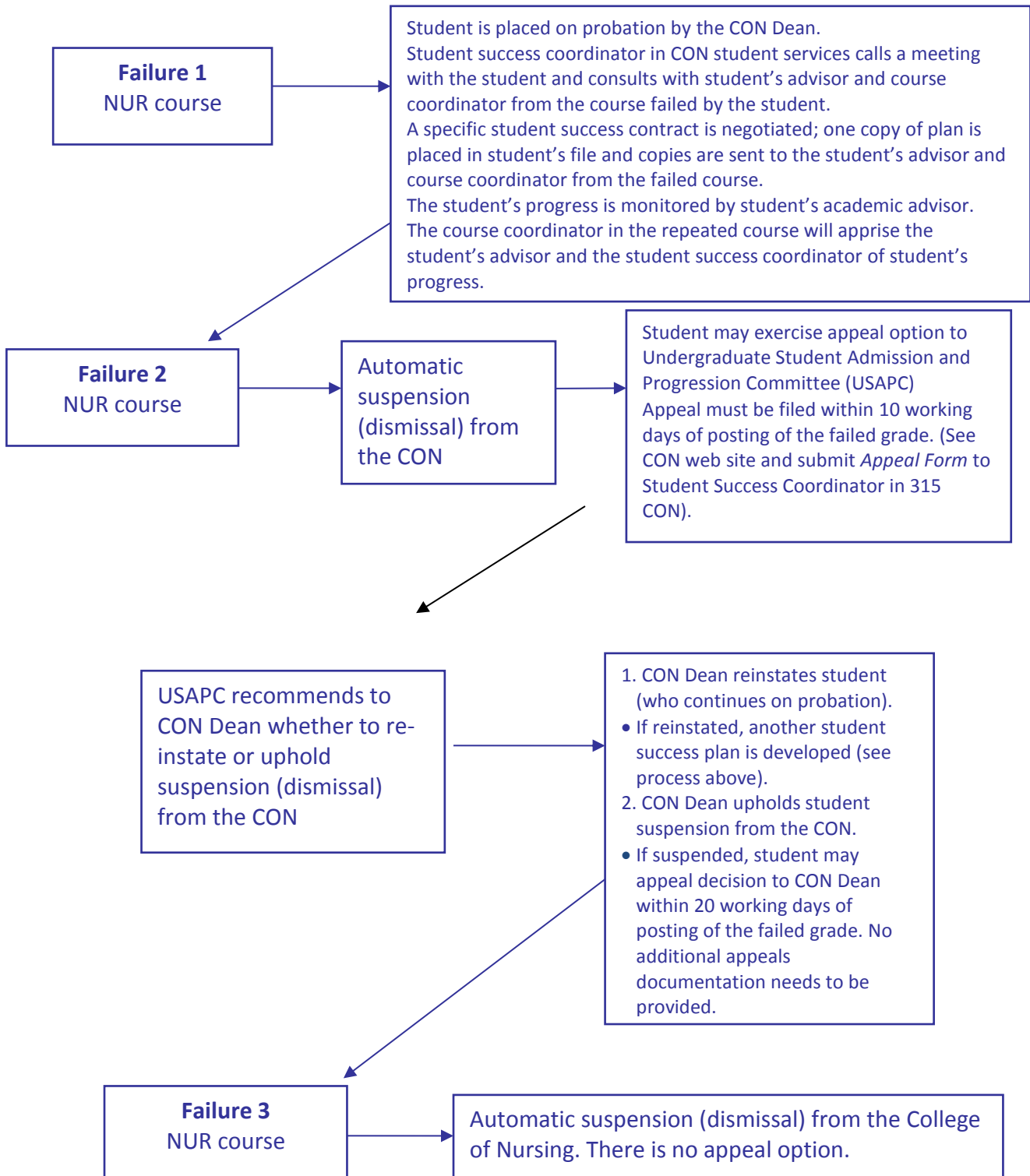
Probation and Suspension (Dismissal) Policy

A nursing student must repeat any Nursing (NUR) *clinical* course in which they do not earn a "C" or better before progressing to the next *clinical* course. Students who earn less than a "C" in *any* NUR course must successfully pass the course the next time the course is taken. The student is not allowed to withdraw "failing" from the course the second time it is taken.

Appeals of Academic Actions

If you wish to appeal one of the above academic actions, address your concern in writing to the Undergraduate Student Admission and Progression Committee (USAPC). The appeal then proceeds through established academic channels.

**COLLEGE OF NURSING (CON)
PROBATION AND SUSPENSION DECISION TREE**



Computerized Nursing Exams

As resources permit, undergraduate nursing courses give nursing course exams on the computer. This will prepare the nursing student for the NCLEX-RN licensing exam that is computerized. Students may be assessed a computer exam fee that will cover all semester computerized exams.

Examinations and Electronic Devices/Watches Statement

The use of any electronic devices during examinations other than an electronic device specifically sanctioned by the instructor in charge of the testing is strictly prohibited. No wrist or handheld watch or any electronic device, (cell phones, wearable devices, etc.) may be on or near a student's personal body or testing space during an examination.

Faculty and Course Evaluations

The College of Nursing uses a web-based site for evaluation of teaching. Student feedback regarding courses and faculty instruction is very important to the College. Student comments make a difference in the planning and presentation of our curriculum. The composite results are shared with individual faculty members and administrators only after final grades are submitted. All evaluations are anonymous and cannot be linked to any individual student. The evaluation forms are online on a confidential evaluation site, <http://www.uky.edu/iraa>. Announcements about evaluations will be sent to students at appropriate times during the semester. To receive announcements about the evaluations, students must activate and use their UK e-mail addresses. The announcements will contain the information students need to log on to the site and to access the evaluations.

Formatting and Style Guidelines-American Psychological Association (APA)

<http://www.apa.org>

Grading Policy

The grading policy for the College of Nursing is as follows:

- A = 92-100
- B = 84-91
- C = 76-83
- D = 68-75
- E = less than 67

***Note:** The College of Nursing grading scale is higher than in most non-nursing classes. Graduates of the College of Nursing sit for the National Council Licensing Exam (NCLEX) in order to practice as a Registered Nurse.*

Clinical/Simulation Laboratory

Your laboratory experience essentially affects fulfillment of your course and program objectives. Client welfare and/or College/agency relationships will be affected by your approach to laboratory activities and by how well you perform. We require you to fulfill your laboratory responsibilities, including field trips to health agencies other than those usually used for laboratory experience.

Medication Math Mastery Policy Statement

The purpose of the med math policy is to ensure safe medication administration following current recommended guidelines to avoid medication errors.

Every clinical course will give a med math exam (exception: Public Health course in the traditional program and RN-BSN option). Faculty will use two proctored exams for mastery, each with 10 distinct open-ended test questions, except for NUR 311, 313, and 401 will give 5 distinct open-ended questions. Mastery passing grade is 100%. Students who do not achieve mastery within two attempts, will be required to perform remediation. Each course will define a course specific med math policy included in the course syllabus. The

course specific med math policy will include the maximum number of attempts, specific deadline date for mastery and remediation guidelines. For sophomore level students, each attempt will contain 10 distinct questions. For junior and senior level students, faculty may have the discretion to retest students only on the specific type and number of question(s) missed. Questions for all med math exams are always open ended. Failure of the course results if mastery is not achieved by course specified deadline.

Military Members and Veterans

The University of Kentucky recognizes the complexities of being a member of the military community as well as a student. Drill schedules, calls to active duty, mandatory training exercises, issues with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are a member of the military or a military veteran or dependent, and in need of special accommodations, please see your instructor immediately. If you need assistance, please contact Tony Dotson, Coordinator of the *University of Kentucky Veterans Resource Center* at (859) 257-1148. Additional resources at UK are available at <http://www.uky.edu/veterans>

Part-Time Study

As a degree candidate, if you do not complete all requirements within a seven-year period (five years for R.N.s) after admission to the College, your records will be re-evaluated and you may be required to repeat or take selected courses (see *UK Bulletin*). The traditional and second-degree nursing curricula were designed with co-requisite courses and courses taken in sequence. Students will be admitted with expectation that they will follow the prescribed nursing curriculum plan.

Reading and Study Skills

University Counseling and Testing Center

This office offers a number of programs designed to help learners develop and/or improve reading and study skills, such as *Study Skills for Women in Continuing Education*; *Critical Reading and Thinking*; and the *Study Skills Derby*. For more information, call (859) 257-8701 or go to their site at <http://www.uky.edu/StudentAffairs/Counseling>.

Center for Academic Resources and Enrichment Services (CARES)

This office is a part of the *Office of Institutional Diversity*. For information, call (859) 323-6347 or go to their site at <http://www.uky.edu/Diversity/CARES>.

University Writing Center

The writing center is located in the W.T. Young Library. Appointments may be required at certain times during the semester. For information, call (859) 257-1368 or go to <http://www.uky.edu/AS/English/wc> for assistance.

Repeat Option

Students may use repeat options to replace grades - up to three different courses repeated one time. The Repeat Option form can be found at the following site <http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/Repeat-Option-Form.pdf>. Please complete form and returned to the College of Nursing, Office of Student Services by the beginning of the last week of classes any semester to apply the repeat option to that semester. For more information please go to <http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/Repeat-Option-Form.pdf>

"Rules Relating to Attending the University", 5.0, Section-V,5.3.1.1 – Repeat Option

Schedule of Classes

The *Schedule of Classes* can be found at <https://myuk.uky.edu>. For questions, please contact the Registrar at (859) 257-7163 or visit room 12 of the Funkhouser Bldg.

Process for Undergraduate Nursing Student Complaints

The College considers a formal complaint as one that cannot be resolved within the academic unit. Within the College, student issues are directed to the involved party. For example, if a student has a concern about a grade in a course or on an assignment, s/he is directed to the course instructor and then the course coordinator, if applicable. If the issue is not resolved, the student can appeal to the Assistant Dean of BSN Program Studies. If the issue remains unresolved, the student has the option of meeting with the Dean. In addition, all Undergraduate Clinical Courses have course representatives that can speak about issues on behalf of students in the course.

Formal complaints are to be directed to the University of Kentucky Office of the Academic Ombud Services (www.uky.edu/Ombud/index.php#whenconsult). "This office is designated within the University to investigate individual complaints, problems, and conflicts. The Ombudsperson is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The primary focus of academic Ombudsperson services is the process by which decisions are made, and the primary task of the Ombudsperson is to assure fair policies, processes, and procedures that are equitably implemented." Non-academic issues are handled according to the appropriate UK policy (e.g., sexual harassment, discrimination)

Graduation Eligibility

Students are responsible for being familiar with requirements for the Bachelor of Science in Nursing degree and for conferring with advisors when selecting your courses. The University will award your degree upon your successful completion of the College and University requirements. You will find curriculum requirements for traditional, second-degree, Med Vet, and RN students, as well as descriptions of nursing courses, in the *University of Kentucky Bulletin*.

To be eligible for graduation, you must meet University and College requirements for graduation. You must achieve a grade point average of 2.0 in nursing and a 2.0 overall grade point average.

To be eligible for an undergraduate degree, a student must file an application with the dean of the college from which the undergraduate degree is to be awarded: by November 30 for degrees to be awarded the following May, by February 28 for degrees to be awarded the following August, and by June 30 for degrees to be awarded the following December.

Interruption of Nursing Program

Withdrawal

While enrolled in the College of Nursing, you may need to interrupt your program for various reasons.

- **Withdrawal during term**
 - ✓ meet with advisor
 - ✓ contact Registrar's office to drop all classes
 - ✓ notify housing
 - ✓ contact Scholarships/Financial Aid at (859) 257-4198

To withdraw from all classes, you must formally withdraw by contacting the Registrar's Office. Tuition refunds are based solely on the date of withdrawal. Please go to <http://www.uky.edu/registrar/withdrawal> for dates.

Temporary Leave

Students should submit requests for leave of absence in writing to the Office of Student Services. The Undergraduate Student Admission and Progression Committee will review and make a decision. Leave of absence requests will be reviewed on an individual basis and will require that you:

- ✓ meet the current minimum grade point average admission criteria, (2.75 on all college work attempted),
- ✓ be considered in good standing with the University, (minimum of 2.0 UK grade point average)
- ✓ be considered in good standing with the College of Nursing after admission, (minimum of 2.0 nursing grade point average).

Not returning for fall or spring semester

- ✓ meet with advisor
- ✓ drop all classes
- ✓ cancel housing
- ✓ contact Financial Aid
- ✓ submit a temporary leave request

If you leave the University during any term, you must withdraw officially; otherwise, all grades for the semester will be recorded as "E."

NOTE: *The UK Bulletin also covers withdrawal procedures.*

Readmission Policy Following Withdrawal University of Kentucky

As a former University of Kentucky student in good standing, you are eligible for readmission. Readmission requests to the University and the College of Nursing must meet College application deadlines.

College of Nursing

Readmission to the College of Nursing following an interruption of your program is not automatic. At the time you request readmission to the University of Kentucky, you should also address a request to the dean of the College of Nursing. College policy affecting readmission is as follows:

- If you remain withdrawn from the nursing program for more than two semesters you will be expected to meet any new admission and graduation requirements of the College occurring since your withdrawal date, as well as supply up-to-date CPR, TB, drug screen, background check and verification of medical insurance.
- If you withdraw but plan to return before this two-semester time lapse you may be readmitted provided:
 - ✓ you are in good standing.
 - ✓ you have reapplied prior to appropriate application deadline dates.
 - ✓ you have requested readmission, by letter, to the dean and provided the dean has approved the readmission.
 - ✓ the College can accommodate your current class needs.
- **See Re-enrollment after Nursing Course Withdrawal or Failure process on next page**

Re-enrollment After Nursing Course Withdrawal or Failure

Students who withdraw from or fail one nursing course and want to re-enroll the following semester must follow this process for tracking purposes. *(If a student has failed two nursing courses, please refer to the probation and suspension decision tree). See page 41.*

WITHDRAW from a NUR course

or

One FAILURE of NUR course



Within 10 working days of posted failed grade or withdrawal:

1. The student must write a letter to the chair of the undergraduate student admission and progression committee (USAPC) that: *(1) explains the reasons for the withdrawal or failure and (2) describes the student's plan for returning to the course.*
2. The letter should be addressed to the USAPC chair and sent electronically to the student success coordinator in the student services office of the College of Nursing.
3. Students who withdraw from or fail one nursing course may enroll in the course a second time the following semester *(no special permission is needed to enroll).*
4. Students who withdraw from the same course two times are subject to Senate Rule 4.3.3 which states: "The chair of a department may refuse to allow a student to register in a course a third time. A withdrawal from the course shall not be counted as registration for these purposes if the student can demonstrate that their withdrawal was for urgent nonacademic reasons."

Kentucky Board of Nursing Licensure, Registration Policies and Continuing Education

The Kentucky Board of Nursing (KBN) Credentials Branch is responsible for licensing practical nurses and registered nurses. Applicants for nursing licensure are required by the KBN to report all misdemeanors and felony convictions, and to undergo a criminal background check, which is part of the licensure process. Questions about this policy and the process involved must be directed to the KBN. Please visit the KBN web page at <http://kbn.ky.gov/Pages/default.aspx> access the most current information on Applications for Licensure and Registration.

- **Continuing Education Credit RN Students**

Regulations of the Kentucky Board of Nursing (KBN) require mandatory continuing education for all nurses licensed in Kentucky. For information regarding the requirement, please go to <http://kbn.ky.gov/Pages/default.aspx>

**Kentucky Board of Nursing
312 Whittington Pkwy
Suite 300
Louisville, KY 40222**

**Phone: (502) 429-3300
or (1-800) 305-2042**

Career Center

In seeking employment opportunities now and after you graduate from UK, the College strongly urges you to contact the UK, James W. Stuckert Career Center at, 408 Rose Street, Lexington, KY 40506, <https://www.uky.edu/careercenter/students>, or phone (859) 257-2746.

PLEASE NOTE: *The College of Nursing, Office of Student Services does not serve as a repository for resumes and recommendations for student placement and is not equipped to provide employers with the necessary credentials that are generally requested when seeking qualified candidates for positions. Registering with the Career Center ensures that your completed placement credentials are readily available to employers. We do not require completion of placement credentials, but we encourage graduates to keep up to date credentials that will facilitate future employment opportunities.*

Bachelor of Science in Nursing Curriculum

- [Traditional Student Sample Schedule](#)
- [Second Degree Student Sample Schedule](#)
- [RN-BSN Student Sample Schedules](#)
- [MedVet Student Sample Schedule](#)

The University of Kentucky College of Nursing Pin



Nursing pins originated in the late 1800's and are worn by nurses to identify the school from which they graduated. Traditionally, they are presented by faculty to new graduates at a pinning ceremony to welcome them to the nursing profession. With nurses no longer wearing starched white uniforms, caps or navy capes, the nursing pin remains a time-honored tradition.

Most pins are designed around an emblem or other symbol significant to the school. UK's nursing pin was designed by the first dean of the College of Nursing, Dr. Marcia Dake, two faculty members, Louise Jim and Muriel Poulin, and three members of the first graduating class of 1964. Searching for a way to represent the uniqueness of UK, they focused on the sculpture that originally stood in front of the UK Medical Center. That sculpture, formally called the Sculpture of Duality, is more commonly known as "the boomerangs."

According to its creator, Amarigo J. Brioschi, the rising form symbolizes "the epitome or heights man has reached" while the downward form represents "man's mediocrity, his failures, and disappointments." The original group believed this was a fitting and unique symbol of the struggles faced by nurses, as patients and health professionals fight against injury and illness, working to restore health. Therefore, the pin was designed with an image of the sculpture.

To accept the nursing pin symbolizes the graduate has earned the privilege to practice nursing and also accepts many responsibilities. The main responsibility, however, is the promise to the public to offer safe, quality care. To do this, the professional nurse must not only have adequate knowledge at this moment but must continue to learn. The nursing pin communicates to consumers of nursing services that the wearer is competent, educated, knowledgeable, and possesses professional attributes.

At the culmination of the BSN program, students participate in the UK College of Nursing Pinning Ceremony. Graduates are recognized with the UK College of Nursing pin to proudly announce their completion of the nursing program and entrance into the profession. We look forward to celebrating your accomplishments.