

UNIVERSITY OF
LOUISVILLE®

SCHOOL OF NURSING

Bachelor of Science in Nursing
STUDENT HANDBOOK

FALL 2022 – SUMMER 2023

Revised 5/2022

Dear Student:

This handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you must understand and comply with in order to be a successful student.

This publication is intended to be a supplement to the University of Louisville Undergraduate and Graduate Catalogs. There may be policy or curriculum changes in the Handbook that differ from those in the Catalog. In these cases, the Handbook supersedes information in the Catalog. Additionally, University student policies can be found in the University of Louisville Student Handbook, the University of Louisville Schedule of Courses, and the University of Louisville website: <http://www.louisville.edu> .

It is the student's responsibility to read the Catalog, student handbooks, and official notices: to be informed about grades, credits, and requirements; and to abide by the regulations of the University and the SON.

We hope this Handbook will be helpful to you. If you have any suggestions on ways it can be improved, please let us know.

The faculty and staff are here to provide assistance to all nursing students. We look forward to getting to know you and with you success in your nursing program.

Best wishes for a very successful academic year!

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Section I: Information for All Nursing Students

School of Nursing Mission, Vision, and Core Values

Mission Statement

To role model professional excellence and to educate professional nurses who are prepared to achieve distinction in: 1) leadership, 2) innovation, 3) practice, 4) research/ scholarship, 5) engagement, and 6) service to meet the evolving health needs of a diverse society. The ULSON mission is congruent with the University of Louisville Mission as identified at <http://louisville.edu/about/>

Vision Statement

To improve health and health outcomes by transforming health care and healthcare systems in partnership with consumers, stakeholders and other healthcare professionals.

Core Values



Accountability - Professional responsibility to Nursing and society that is the foundation for our core values which are:

- **Compassion** – The ability to acknowledge others’ perspectives with concern for their wellbeing
- **Curiosity** - A strong desire to learn and to know more as a life-long learner
- **Engagement** - Mutual, collaborative relationships/partnerships focused on students, faculty, staff, professionals, consumers, and community stakeholders
- **Integrity** - Behaving in an ethical, reliable, and accountable way in personal and professional environments
- **Respect** – Demonstration of esteem for, or a sense of worth or value toward, others through communications and actions
- **Innovation** - Application of novel solutions to meet new requirements, as well as unaddressed or emerging needs

Approved by Faculty Org 5.17.17

Important Academic Web Pages

School of Nursing: <http://www.louisville.edu/nursing>

U of L Undergraduate Catalog: <http://louisville.edu/undergradcatalog/>

U of L Student Handbook: <http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>

The School of Nursing Organizational Charts: <http://louisville.edu/nursing/dean/organizational-chart>

Section II: Baccalaureate Nursing Program Section

PROGRAM GOALS AND AGGREGATE STUDENT OUTCOMES

BSN Program Goals

- Prepare professional nurses to use critical thinking and apply ethical standards in the provision of nursing care.
- Prepare professional nurses to engage in scholarly inquiry and lifelong learning to provide evidence-based, safe, and effective care to individuals, families, and communities.
- Prepare professional nurses to collaborate with interprofessional teams to provide culturally relevant patient-centered care.
- Prepare professional nurses to act as change agents to achieve optimal health outcomes through quality improvement and changes in health care policy in diverse microsystems of care. (Approved 10/14/16)

BSN Expected Aggregate Student Outcomes

The graduate of the baccalaureate program will be able to:

1. Effectively communicate orally with peers, client/family and other health care providers
2. Effectively communicate in writing with peers, clients/family and other health care providers
3. Consistently demonstrate critical thinking cognitive skills and affective dispositions
4. Effectively and cooperatively work with groups
5. Select, use, and evaluate nursing interventions for the client/family/group (community)
6. Demonstrate personal/professional life skills, a commitment to lifelong learning & service to the profession and community
7. Use technology effectively in nursing practice

Professional Licensure Information

All nursing students are advised that successful completion of the BSN program does not guarantee eligibility for RN licensure. KRS. 314.091(1b) states that the Kentucky Board of Nursing may take action on a felony or misdemeanor and allows the Board to deny, limit, revoke, probate, suspend, or take other action against an applicant or licensee who is guilty of the offenses or conduct specified in KRS. 314.091. Any student with criminal convictions should submit a certified copy of the conviction record and a letter of explanation to the Board of Nursing and consult the Kentucky Board of Nursing website at <http://kbn.ky.gov>. This copy of the conviction must be submitted as part of the application process.

University of Louisville Code of Student Conduct

Students are required to abide by the University's Code of Conduct as indicated in the University of Louisville current Undergraduate and Graduate Catalog. Students can read the policy at:

<http://louisville.edu/dos/students/codeofconduct>

EXPECTATIONS FOR STUDENT BEHAVIORS FOR PROFESSIONAL DEVELOPMENT

Nursing is a discipline that requires that each individual possess the ability to think critically and act in a professional manner. Using critical thinking and professional communication skills ultimately results in improved professional collaboration and better patient care. The nursing curriculum is rigorous and requires attention and focus throughout the learning process. Student decisions that affect classroom/lab/clinical performances are evaluated throughout the learning process. To assist students in developing the required professional behaviors and to provide the appropriate environment for learning, the following expectations have been established for classroom, laboratory and clinical behavior. Therefore, please note the following expectations:

Class Attendance

Students are expected to be present, on time, and remain throughout the class period. Regular and consistent class attendance is essential for students to be able to meet the stated course objectives and attain the educational goals set forth by the SON. Class attendance will be addressed if the student's academic performance drops to a sub-standard level that jeopardizes the student's ability to succeed academically. Students should consult the course syllabi for specific attendance policies for each course. Students who must be absent from class should notify the professor. Students missing class are responsible for all class content discussed during the time missed.

Clinical attendance is mandatory. See "CLINICAL POLICIES AND PROCEDURES" below.

Preparation

Materials assigned for each class period are to be completed prior to the beginning of class and students should be prepared to respond and participate in class. Properly preparing for class enables the student to better understand the content, develop questions for discussion and enhance learning.

Professional Communication and Academic Engagement

1. Professional communication skills are required within all the classroom/lab/clinical learning settings. Correct grammar and sentence structure are expected in written and verbal communication. **Threats or abusive behaviors, either in verbal or written communication will not be tolerated.**
2. Respectful communication towards peers and professors must be maintained at all times in the classroom, clinical areas, and labs. Faculty members are to be addressed respectfully using professional titles. Students will be addressed respectfully according to the educational environment with input from students (based on group consensus, course by course basis). Profanity is not acceptable.
3. Students should arrive promptly at the beginning of class/clinical/lab and when returning from breaks. Late arrivals are disruptive to both the faculty member and fellow students. Faculty may determine specific policies for late arrivals and students should refer to each course syllabus for specific attendance expectations.
4. The full attention of each student is required in learning settings. Student participating in conversations during instruction disrupt fellow classmates and interfere with others' concentration and ability to learn. Students that disrupt the instructional setting with private conversations may be asked to leave the classroom. Students sleeping during a class/clinical/lab are displaying unprofessional behavior to other students and the professor, are not engaged as to benefit from the instruction and therefore will be asked to leave the setting.
5. Cell phone use, including text messaging, is prohibited in the classroom. Cell phones must remain turned off or in vibrate mode. Cell phones may be used in the clinical setting only with express permission of the instructor.

Students who are encountering difficulties in relation to any of the above expectations should meet with their instructor to discuss and resolve them. When attempting to problem-solve concerns within any course, the chain of command begins with the individual instructor and progresses to the course coordinator. Stress and conflict frequently occur as problems arise. It is expected that concerns will be discussed in private and a mutually respectful

environment maintained. Additional resource information in this area can be found in the Code of Student Conduct in the Undergraduate University Catalog. If concerns are not resolved at the course coordinator level, the student may make an appointment with the program director. If concerns are still not resolved, the student may make an appointment with the Associate Dean for Academic Affairs and Unit Effectiveness.

Faculty members in teacher-student relations utilize empathetic approaches as part of interaction with students; however, faculty members cannot serve as counselors or practitioners. Students will be assisted in identifying appropriate referrals as the need is mutually identified.

Academic Policies and Progression Issues

Students are responsible for being aware of all academic policies and achievement guidelines as printed in the current University of Louisville Undergraduate Catalog. Students admitted to the Upper Division of Nursing must earn a “C” or above in all nursing courses. Students with one nursing course failure may re-enroll in the course on a space available basis. A student who wishes to repeat a nursing course should submit a Permit to Repeat Course form to the Office of Student Services. Students may be required to enroll in an independent course for remediation prior to retaking the failed course.

Students with a second nursing course failure will be dismissed from the nursing program. Students will still be enrolled at the University and may pursue a course of study within the University. Students who are dismissed may seek re-admission through the petition process (see “Petitions”). Students who are approved readmission may also be required to enroll in an independent course for remediation prior to repeating the second failed course. Enrollment for a failed course after readmission to the nursing program will be on a space available basis.

Grading System

The following numerical grading system has been adopted by the University of Louisville School of Nursing Faculty:

100-93 A
92-84 B
83-75 C
74-67 D*
66-0 F*

*A grade of D or lower is a failing grade for nursing courses (See Academic Policies and Progression Issues).

For courses with written examinations, students must earn a 75% weighted exam average to successfully pass the course. The weighted exam average will be calculated prior to including other course grades. If a student does not meet the required 75% exam average, the exam average is used as the final course average.

Rounding is only used in courses for the calculation of the weighted exam average and the final course grade. At the end of the semester, weighted exam averages and final course grades will be rounded up if the final number is 0.50 or greater. Any score of 0.49 or lower will be rounded down.

University of Louisville’s Definition of Quality Points:
A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0

Mid-Semester Warning Notices

Nursing faculty issue mid-semester warning notices. The warnings are issued to students whose course grades are below a C one week before the deadline to withdraw without academic penalty.

The purpose of the warning is to alert students of their unsatisfactory status in the course. The student may then consider withdrawing from the course before failure, or withdrawing from elective courses in order to concentrate on required courses. The student may re-enroll in the course the following semester on a space

available basis. When a student withdraws from a nursing course, the student should notify their academic advisor to update their program of study and seek guidance on the procedure for seeking a space available return.

The warning does not affect the student's status in the program, but is intended to notify the student of unsatisfactory progression in the course. Students will be notified of their course midterm status through CardSmart, the University's midterm warning system.

Philosophical Statement on Group Work

Undeniably the product of a cooperative and successful group is often far superior to what any one individual could have done by himself or herself. One of the goals of working in groups is to prepare students to work in a multicultural, diverse workplace where problem solving, negotiating and respect for the beliefs and opinions of others is necessary for success. Virtually no job is performed in isolation; therefore we must be competent and skilled at working in groups. Faculty understand that teamwork or working in groups is not a simple process, but requires training, planning, and experience for it to be effective and satisfying. As part of the requirement in the undergraduate program, students will be required to work in groups at various times. There will not be any course that assigns greater than 30% of a grade based on group work. The University of Louisville School of Nursing's goal is for students to graduate as capable and competent professionals, skilled in both the art and science of nursing.

Foundational Documents

The following documents are foundational to the BSN program of study. The student is responsible for reading, understanding and acting in accordance with the principles outlined in these documents. Sources are listed below each document where documents can be reviewed.

1. AACN Essentials of Baccalaureate Education
<https://www.aacnursing.org/Education-Resources/AACN-Essentials>
2. ANA Standards for Clinical Practice
Potter, P. & Perry, A. (Eds.). (2021). Fundamentals of nursing (10th Ed). St. Louis: Mosby.
3. ANA Code of Ethics
<http://nursingworld.org/codeofethics>
4. Kentucky Nursing Statute (KRS 314)
<https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38813>

These documents are introduced in the first nursing clinical courses and applied throughout the curriculum. Therefore students are strongly advised to retain all texts throughout the nursing program.

Course, Clinical, and Faculty Evaluations

All students will have the opportunity to evaluate the course, the clinical experience, and faculty.

Medication Competency Examinations

Students will complete a Medication Calculation Exam in the following courses: Foundations for Professional Nursing Practice (NURS 345), Management of Care of the Adult Health Client II (NURS 356), Management of Care III (NURS 486) and Capstone in Professional Nursing Practice (NURS 494).

The purpose of the Medication Calculation Exam is to evaluate the student's ability to read medication orders, discern critical information in the orders, use appropriate conversions, and correctly perform calculations for safe medication administration.

With the exception of Foundations for Professional Nursing Practice (NURS 345), students will be given an exam at the beginning of each semester in the courses listed above to ensure they can demonstrate knowledge in previously

learned skills and integrate new skills. More complex skills will be integrated and tested as students progress through the program.

Students will be tested on medication calculations learned in previous courses as well as new concepts. Information about the new concepts will be provided through online self-led modules and in-class math lab sessions.

The Medication Calculation Exam will be factored into the class average and will be worth 5% of the class average for the courses listed above. The passing standard for all courses is 75%. If a student does not pass the first attempt of the Medication Calculation Exam, the student must remediate and retake the assessment. The retake will be a different version. Remediation will include having the student review his/her missed questions and identify gaps in knowledge. The student will be directed to complete additional practice questions on concepts missed. When a Medication Calculation Exam retake is administered, the higher of the two exam scores will be used for the grade for the Medication Calculation Exam. If a student does not make at least 75% on the second attempt, the student will be referred to Enhanced Cardinal Confidence for additional remediation. If referred, completion of Cardinal Confidence remediation will be required to pass the respective course.

Please refer to the course schedule for dates of the exam. Note: students must provide their own calculators (simple, non-programmable) for exams. Cell phones or other devices will not be permitted for calculator use.

Cardinal Confidence

Cardinal Confidence (CC) is the ULSON's academic support program for prelicensure nursing students. This program is designed to aid in student success by faculty referral or student self-referral. The focus is to improve test taking performance, foster an environment of support, and encourage clinical judgment in prelicensure nursing students. Small groups and one-on-one sessions are offered for topics such as: study skills, time management, test-taking strategies, medication calculation review, skills lab review and adjusting to nursing program rigor and curriculum.

Any student who is concerned with their academic performance (classroom or clinical) is encouraged to schedule an appointment with their course faculty. Students referred to participate in the *Cardinal Confidence* program will receive notification from course faculty initially, then will receive an email of academic concern from Card Smart *Cardinal Confidence* campaign to schedule an appointment.

Any student who self-refer and wants to enhance their overall academic performance with use of Cardinal Confidence resources can visit CC Blackboard Organization or contact CC faculty. To contact Dr. Veronica Eubank, Cardinal Confidence Coach for Louisville BSN and MEPN, email Veronica.eubank@louisville.edu. To contact Mrs. Ashley Durham, Cardinal Confidence Coach for Owensboro & Louisville BSN, email ashley.durham@louisville.edu.

Assessment Technologies Institute Course Requirement

Assessment Technologies Institute (ATI) Testing is designed to help students assess their progress in attaining information essential to success in nursing courses and national licensure exam. The comprehensive ATI program is incorporated in most nursing classes throughout the nursing program. Students are required to purchase ATI materials to complete specific course assignments. Students will be assessed an ATI fee prior to the first semester of upper division and a fee prior to the third semester of upper division. Payment for ATI materials are payable to ATI and will be required by the deadline established by ATI. Students who fail to pay by the posted date listed will be assessed a late fee by ATI. If a student does not purchase the ATI products for the semester, they will forfeit points associated with the assigned ATI work.

Assessment Technologies Institute (ATI) Testing

Assessment Technologies Institute (ATI) proficiency exams are a requirement of some upper division courses and will be part of the course grade. Points for assessments will be awarded based on performance. See course syllabi for details. Students who do not meet minimum proficiency levels as determined by course syllabi, will be required to complete remediation and attend an additional testing session.

Testing dates are listed on the course calendar and are non-negotiable. Students are expected to attend the time he/she is assigned. Students who are unable to attend their testing time are required to show written proof of an

extenuating circumstance (i.e. death of immediate family member or hospitalization). Failure to complete assigned ATI testing will result in a zero for the respective attempt.

Although external standardized assessments (i.e., ATI testing) are administered in selected courses, student performance on external examinations will not be used to determine student progression or matriculation. Instead, a student's standardized exam results will be used to guide student remediation. Remediation will provide the student the opportunity to clarify and enhance their knowledge in content areas in which they may be deficient. Remediation will be implemented as outlined in the current ATI implementation plan

In courses that require specific exam average (i.e., 75%) as a condition for passing the course, student results on external exam shall be excluded in calculation of the course exam average.

CLINICAL POLICIES AND PROCEDURES

Physical and Mental Demands of Nursing Role

The SON has an obligation to ensure that patients for whom students care, receive safe and high-quality care and that students receive a high-quality nursing education. The Return to Class and Clinical policy establishes standards that nursing students must possess in order to meet minimum physical and mental expectations to ensure they are fit for duty. This policy also provides guidance to clinical/course faculty members when managing nursing students who have experienced a change in health status. This guidance provides insight regarding when students may return to the clinical setting or classroom after experiencing a change in their health status, which may limit the student from participating in clinicals and/or coursework. This may include, but is not limited to an illness, surgery, pregnancy/childbirth, or an injury (either inside or outside the clinical setting or classroom).

All considerations of students' mental or physical abilities will comply with University of Louisville policies and procedures as set forth by the Disability Resource Center, the Americans with Disabilities Act of 1990 (ADA), and Sections 504 and 508 of the Rehabilitation Act of 1973 (See <http://louisville.edu/disability/policies-procedures>).

Upon admission to the School of Nursing, students acknowledge that they meet, with or without reasonable accommodations, these minimum skills and abilities:

1. Strength- lift, carry, push or pull objects up to 75 pounds.
2. Movement- Use fine motor skills and dexterity for activities such as keyboard data entry, setting monitors and measuring medication dosages in syringes, and use gross body movements such as bending, stooping, reaching, balancing, crawling, crouching, kneeling, climbing, standing, sitting, running, walking and repetitive movements.
3. Vision- Seeing far, seeing near, depth perception, ability to distinguish color.
4. Hearing- Distinguish sounds during auscultation and during communication with others.
5. Tactile- Feel and distinguish differences or changes in body tissue temperature, consistency, etc.
6. Written & Verbal Communication- Communicate effectively demonstrating both verbal and written skills
7. Cognitive & Mental Health Function- Students must possess the cognitive and mental health wellness in order to critically think, and to assimilate and analyze information to effectuate a timely and appropriate decision in the midst of multiple distractions. Must be able to memorize, analyze, synthesize and transmit information throughout 8-12 hour periods

If a student requires a reasonable accommodation, he or she must utilize the University's process for requesting a reasonable accommodation via the Disability Resource Center, who in consultation with the SON, will review the request. After receiving a request for reasonable accommodations, the program director, in concert with appropriate SON personnel and the University's Disability Resource Center, will review the information to determine whether the SON can provide the requested accommodation or a reasonable alternative.

Clinical Compliance Each student must comply with the current student health policy of the Health Sciences Center. All costs associated with compliance are the responsibility of the student. Because of contractual agreements with agencies and the changing needs of society, this policy is updated periodically. It is the responsibility of the student to maintain his/her health in order to ensure safety for other students and clients. If faculty or the agency deems that any student creates a health risk, the student may be excluded from the clinical experience and/or the program. Individual health care facilities used as clinical sites by the SON may have additional requirements. In this event, the student is required to comply with any additional requirements of that facility.

Questions related to clinical compliance should be directed to Ms. Meredith Grisanti (Meredith.mcgregor@louisville.edu)

Note: Health policies are constantly under review by faculty based on CDC changing requirements and community expectations. Students will be notified of any policy changes, and compliance will be required.

Requirements for Clinical Compliance

1. All new students will receive a Clinical Compliance Requirements packet upon admission into the program.
2. Students must submit all immunization records to the Campus Health Services (CHS) office. CHS will notify students if they are not in compliance with university immunization requirements. CHS will provide the Office of Student Services (OSS) with a list of students that are not in compliance.
3. Requirements must be updated prior to expiration. Students are responsible for maintaining their own records and verify expiration dates.
4. All documentation must be submitted to the SON through the process outlined by OSS.
5. Students will not be allowed to participate in clinical until all areas of clinical compliance have been met. Students who are not in compliance and miss clinical time will be required to make up the clinical time missed.
6. In order to be considered compliant for the semester, all requirements must be current throughout the entire semester. Students are required to ensure there is not an opportunity for clinical compliance requirements to lapse during the semester. This means the expiration date may not fall any time between the first and last day of classes in a semester. For example, if a student's CPR is going to expire in March, the student is required to renew certification prior to the start of the spring semester. No student can attend a clinical course if not in compliance. Students who continue to participate in course/clinical/lab or research experiences while being out of compliance with any of the requirements will be subject to dismissal from the program.
7. For updates submitted to OSS, students should scan necessary documents from the link located on the SON website for submission.
8. Noncompliance with any of the requirements for clinical compliance precludes the student from participating in clinical or clinical research until the requirement is fulfilled.

Students are advised to keep copies of any required documents for their records.

- **Immunizations**

If for any reason students are unable to undergo the required testing and/or subsequent immunizations, documentation from the health care provider is required. Documentation must be provided for the following required tests and results/titers:

All questions about immunizations are directed to Campus Health Services at 852-6446.

1. Tetanus-Diphtheria
2. Varicella (Chicken Pox)
3. Hepatitis B (or signed waiver form)
4. Tuberculosis Skin Test - must be completed annually
5. Measles (Rubeola)
6. Mumps
7. Rubella

- **CPR Certification**

CPR Certification for the Health Professional is required and must be maintained at all times. The American Heart Association Basic Life Support for Healthcare Provider course is the only CPR course that will be

accepted for Louisville BSN, RN-BSN, MEPN, DNP and PhD programs. American Red Cross Basic Life Support for Healthcare Provider course will be accepted as an alternate certification for Owensboro BSN students. This requirement is not fulfilled until a copy of the certification card is submitted to the Office of Student Services.

- **Professional Liability Insurance**

Please apply early. It may take 4-6 weeks to receive your policy after you apply.

- For **Prelicensure**: RN Student Coverage with limits of 1,000,000 to 3,000,000.
- For **RN-BSN students**: RN coverage with limits of 1,000,000 to 3,000,000.

An application is **NOT** proof of coverage. Requirement is fulfilled by submitting a copy of the policy that has been issued with an effective date and coverage limits. *NOTE: The U of L SON does not endorse any particular insurance agent or company. However, some companies make their applications available to our students. These applications are available at the SON for your convenience if you need assistance obtaining professional liability insurance.*

- **Bloodborne Pathogen (BBP) Online Training for Employees and Students**

It is required annually by the University for anyone who will be working with patients either in the hospital or community setting to take a training course in Bloodborne Pathogen Compliance. The course is offered online by the University. It takes approximately 25 minutes to complete and provides a certificate of completion that must be in your file.

Instructions for the on-line blood borne pathogen training course are as follows. Please note- students must have Ulink ID before they are able to access:

- 1) Go to <https://louisville.bioraft.com/raft/training/courses>
- 2) Use your U of L username and password to log on.
- 3) After you are logged in, locate Bloodborne Pathogens Training and click “Launch Course”
- 4) Review training modules
- 5) Take quiz (if you miss any, it will take you back to those questions until you receive 100%)
- 6) To get the certificate, you can go to www.louisville.bioraft.com, log in with your U of L username and password, go to “My Training”. This will list all of the training you have taken that is provided by DEHS. You can print a certificate from there. If you have problems contact DEHS at 502-852-6670
- 7) Print confirmation and keep for your records
- 8) Submit a copy of confirmation to Office of Student Services for your student file.

- **Nurse Aide Training (NAT)**

All students entering pre-licensure programs at the University of Louisville will be required to successfully complete training as a nursing assistant/nurse aide prior to beginning Upper Division. The NAT requirement can be met in one of four ways:

- Successful completion of NURS 330-51/52 or NURS 221: Principles of Basic Patient Care with a C or higher.
- Submission of documentation of 100 hours of direct health patient care work experience within the past 12 months of upper division clinical compliance deadline. Submit [Work Validation Form](#) to Brandon Nakasato (brandon.nakasato@louisville.edu).
- Documentation of completion of a Medicaid approved State Registered Nursing Aide Program. Students are not required to take the SRNA certificate exam.
- Active certification as a State Registered Nursing Aide (SNRA). Students meeting this requirement must submit proof of SNRA certification from the Nurse Aide Registry

- **UofL HIPAA Online Training for Students:**

All students must complete the University of Louisville’s HIPAA Privacy Fundamentals and the HIPAA Security Fundamentals training courses. To complete the HIPAA Training Courses go to CITI website: www.citiprogram.org as directed in instructions provided by OSS. Register to create an account using the name and e-mail address on file

with UofL. You will be directed to the needed courses for you to complete. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement, click on the name of the Module to start each module. Upon completion of all required modules and achieving 80% overall correct scores, print your Completion Report and keep for your records. **TURN IN A COPY OF THE COMPLETION REPORT** to Office of Student Services (OSS). Questions about accessing the Citi website should be directed to the university's I.T. Helpdesk at 502-852-2454, not to OSS.

- **Drug Screening:**

Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and “for cause” if a student demonstrates impaired behaviors. Upon admission, all students will complete an initial drug screen. After the initial drug screen, students may be requested to complete additional testing “for cause” (See Appendix A & F). Instructions for completing this requirement can be found at: <https://castlebranch.com> If you don't know your account information, contact the CBC Customer Service Department at (888) 666-7788 ext. 7194. Your package code for Louisville BSN students is Ni53dt and for Owensboro BSN Students is IP69dt.

Clinical Attendance

Clinical attendance is mandatory and essential in ensuring that students can demonstrate clinical competence and mastery of clinical objectives. Students missing one or two clinical experiences will jeopardize their ability to demonstrate clinical competence. Students who miss more than two clinical experiences will earn a failure in the course. Missed clinical time must be made up. It is the student's responsibility to contact the faculty to arrange a plan for making up clinical time/work.

A student who is unsafe in a clinical or research setting will be removed from the clinical/research setting immediately and will be subject to academic action, including dismissal from the program.

All students are responsible for arranging transportation to and from the clinical site. Students should arrive in advance of the stated time for clinical and be prepared to start the clinical experience.

Some clinical experiences may require the student to visit the clinical site the afternoon or evening before the scheduled clinical day to obtain clinical assignments and appropriate patient information. Students are required to wear appropriate clinical attire and name tag for these activities.

During clinical experiences in the program of nursing, students will be required to adhere to all HIPAA regulations, the ANA Code of Ethics, and appropriate general professional conduct in order to protect client confidentiality. Confidentiality of patient information is essential for the nurse/patient relationship as well as nursing's responsibility to society. Any breach of these policies will result in formal academic discipline.

In the event of a public health quarantine due to Covid-19, students will be permitted to make up clinical absences up to 30-35% of the total clinical time within the course. Documentation of the quarantine and subsequent release must be submitted to the respective program director. In absence of the required documentation, students will not be permitted to make up the clinical absence in excess of the allowable non-Covid absences.

Students who knowingly attend clinical or simulation experiences while under public health quarantine will be held accountable for unprofessional and unsafe behavior.

Simulation in Nursing Education

Clinical Simulation Center (CSC) simulation experiences follow the International Nursing Association for Clinical Simulation and Learning (INACSL) Healthcare Simulation Standards of Best Practice.

Simulations are life-like situations that use task trainer, interactive experiences, manikins, standardized patients, online (virtual) simulation, or hybrid scenarios that promote learning in the following domains: psychomotor, cognitive, and affective. Simulation education is a bridge between didactic learning and real-life clinical experiences. Each simulation experience has time allotted for pre-briefing, clinical scenario, debriefing, and evaluation.

Simulated clinical experiences are reviewed by simulation faculty members with expertise and training in simulation pedagogy and facilitated by faculty that have been trained in simulation pedagogy. Simulation experiences will be linked to program objectives, course objectives, and student learning outcomes and will be evaluated through written objectives. Annual training, simulation evaluation, and on-going professional development for faculty will be overseen by the Simulation Committee.

Clinical Experiences

The clinical experiences will provide students the opportunity to practice professional nursing, under the direct supervision of a clinical instructor, with clients across the lifespan. The clinical experiences will help develop students' critical thinking and decision-making abilities, communication skills, and psychomotor skills. Each student is expected to perform selected psychomotor skills satisfactorily.

While engaged in clinical, students will be provided the opportunity to perform nursing skills, under the supervision of the clinical faculty. With the exception of clinical experiences in NURS 494, students are not permitted to perform any nursing skills without prior approval from the instructor and direct supervision by a licensed professional. Students are to seek help from the instructor when they are unsure of anything relating to the assignment and to ask for the instructor's assistance with new or unfamiliar activities.

There are certain functions a nursing student is never allowed to perform or perform without supervision

1. A student nurse cannot take phone orders
2. A student nurse cannot hang blood or blood products, but may assist with RN with initiating blood
3. A student nurse cannot sign out narcotics
4. A student nurse cannot administer chemotherapy (neither can I, you must be certified)
5. A student nurse cannot administer ANY IV push drug, IV antibiotic, or IVF with additives without the **direct supervision** of the instructor and/or preceptor

Delayed Class Schedule for Bad Weather

The SON follows University policy on Severe Weather. Please see <https://louisville.edu/registrar/general-information/bad-weather-schedule> for the policy.

Official communication related to cancellations and/or delays will be posted on the UofL home page. If the University cancels classes, no class or clinicals are held. When the Office of the Provost announces that classes are on a delayed schedule for bad weather, classes typically will begin at 10:00 am. If you have a class that begins before 10:00 am and runs until after 10:00 am, it is expected that you come to class at 10:00 am. If the University is on a delayed schedule on the day a clinical session is scheduled, you must communicate with your clinical instructor related to attendance at clinical.

Emergency Alert System

The University has developed a system to notify faculty, staff, and students of emergency situations. For more information including how to receive text messages, please visit <http://louisville.edu/alerts/>.

Campus and Clinical Site Emergencies

The University of Louisville campus emergency plans are described on the Department of Environmental Health and Safety website at <https://louisville.edu/dehs>. The University of Louisville has its own police department, whose mission is to maintain public peace and safety, safeguard the assets of the institution and our faculty, staff, students and visitors, and assist in providing an environment conducive to the teaching, research and public service missions of the University. Additional information can be found on the [University of Louisville Police Department](#) webpage. If an emergency arises while a student is in a clinical site, the student should follow the agency's emergency procedures. In addition, the student should notify the clinical instructor by phone of the emergency situation.

Clinical Incident Reports

A clinical incident is an event or circumstance resulting from health care which could have, or did, lead to unintended harm to a person, loss or damage, and/or a complaint. In the context of this document, a 'person' includes a patient, client, visitor, clinical site staff, student, or instructor. If a student believes a clinical incident has, or may have, occurred the procedure to be followed is:

1. Student must notify faculty member as soon as an incident has occurred.
2. Faculty must ensure (a) the student completes the clinical incident report in an accurate and timely manner and (b) the agency receives communication about the incident.
3. If the incident involves a student injury and/or exposure, the student should contact the HSC Student Health Services at 852-6446. There is a HSC Student Health Services physician on-call 24 hours a day, 7 days a week to advise individuals.
4. In the event of a non-sterile needle stick, the physician will determine the need for any required interventions. IF an intervention is determined to be necessary, the physician will explain the process and make arrangements for the student to obtain emergency post-exposure drugs, available 24 hours a day. Any required blood work may be completed during routine office hours (Monday-Friday, 8:00am-4:30pm) up to 3-4 days after the exposure. Students who are rotating out of town should also follow the same process. The HSC Student Health Office will make arrangements for any necessary drugs through a local hospital or pharmacy as needed. The cost of the on-call service, diagnostic testing for the student and the initial 5 day starter supply of medications is included in the student health fee.
5. Any incident involving a student(s) must be reported by completion of the Clinical Incident Report Form within 24 hours of the occurrence.
6. The completed Clinical Incident form must be submitted within 72 hours of the occurrence to the course coordinator who will then forward the form to the Program Director and the Associate Dean for Academic Affairs & Unit Effectiveness for signature.
7. Associate Dean for Academic Affairs & Unit Effectiveness should forward to the Dean for signature.
8. Signed form should be filed in the Office of Associate Dean for Academic Programs & Unit Effectiveness.

Professional Conferences and Clinical Time

Students are encouraged to attend professional activities. At the discretion of the course coordinator, one day of professional activity may be counted toward clinical time if the professional activity coincides with the student's regularly scheduled clinical day. Time may be spent attending professional conferences such as KNA, KANS, NSNA, SNRS, MNRS, etc. Only students who have not been absent from clinical and who are currently passing clinical are eligible for a professional day. The student must provide the clinical instructor with an itinerary of planned activities and written objectives prior to attending the conference. After approval by the clinical instructor, the student may attend the conference and then write up how objectives were met. The student may also be required to present information about the professional activity to the clinical group. The number of hours at the professional conference must equal the number of missed clinical hours.

Policy on Clinical Attire (Dress Code)

The University of Louisville nursing student engaged in clinical, community or professional activities is expected to project the image of a professional nurse. Students will adhere to the regulations stated below. Individual agencies may have specific regulations that vary somewhat with these SON regulations. In those cases the regulations of the individual agency regarding student dress and agency policy will also be followed.

The final evaluation of student compliance with the dress code will rest with each faculty member. Repeated failures to comply with the Dress Code may be grounds for course clinical failure.

U of L School of Nursing (SON) Official Uniform

The student must wear the official uniform of the SON. Students will be given instructions on how to order uniforms during Upper Division Orientation. Instructions will also be posted on clinical course sites on Blackboard.

- **Uniform Tunic:** The uniform top will be worn with black pants or skirt. The uniform tunic top must allow for full movement of the student's arms and shoulders without excessive strain across the chest. Tunic tops will be purchased from a designated supplier. Students are free to select one of two approved styles. For any

exceptions, for example pregnancy, consult with the Program Director.

- **Pants:** Black uniform-type scrub pants will be worn. Pants also will be purchased from a designated supplier and students must select an approved style. Length must be a minimum of 1½ inches from the floor at the heel.
- **Skirts:** Students who prefer to wear skirts instead of pants will wear the red SON uniform tunic top with a black scrub skirt. Skirts must be at minimum a length that will cover the mid-knee. Plain flesh colored stockings must be worn with skirts.
- **T-shirts:** Long or short sleeved plain white or black T-shirts may be worn under uniform tops. The bottom hem should not be visible below the hem of the uniform top. The visible neckline and arms of the T-shirt must be clean, neat, and with no visible print or patterned design. Optional.
- **Fleece Jackets:** Solid black fleece jackets without decoration, or logos larger than the standard SON logo, may be worn. Students may also wear an approved Patagonia pullover (heathered-grey with the SON logo). Jackets must be clean and well-maintained and must not have hoods. Sweater and sweatshirts will not be worn. When wearing an approved jacket, students are required to wear their uniform tunic under the jacket. Optional.
- **Underclothing:** Underclothing should never be visible.
- **Shoes:** The student will wear solid black athletic shoes, duty shoes, or clogs with closed toes and heels with solid uppers. Shoes must be clean and polished at all times. Shoestrings must match shoe color and be clean. Dress shoes, heels, platform shoes and high tops are not acceptable.
- **Lab Coat:** Lab coats must be white and at least finger-tip length. Lab coats may be worn with uniforms or over street clothes when visiting clinical sites to gather patient data prior to scheduled clinical time. The uniform and lab coat may not be worn except during the assigned clinicals or for data gathering purposes pertaining to SON clinicals. Optional.
- **Jewelry/Piercings:** The student may wear small post-style earrings of silver, gold or uniform color. The student may not wear more than two post-style earrings per ear and all ear jewelry must be confined to the ear lobes. Other types/styles of earrings may not be worn (i.e., hoops, earrings that dangle below the ear lobes, gauges, or tunnel styles). With exception to two small post-style in the ear lobe, no other visible body piercing is permitted. Hoops or earrings that dangle below the ear lobes may not be worn. Students may not wear jewelry in any other visible body piercing. Watches must have a second hand or be digital. Students may wear a narrow band ring with small stones and/or an engagement ring. The design of the ring should not compromise glove integrity. No other jewelry is allowed; this includes necklaces, bracelets and ankle bracelets.
- **Hair:** Hair must be clean at all times. The student's hair is to be worn so as not to come in contact with the patient or compromise any patient care activities. Hair combs, headbands, or barrettes that blend with the hair color are acceptable. No other types of ornamental hair pieces are acceptable. If the hair is pulled back or worn up, it must be neatly pinned with no sections of hair falling around the face and neck. Unnatural hair color is not allowed (i.e. pink, orange, blue, purple, green etc.).
- **Facial Hair:** Beards and mustaches must be clean, trimmed, and neatly combed.
- **Fingernails:** Nails may not be longer than the tips of the fingers. Only natural nails are permitted; no artificial nails or enhancements of any type may be worn.
- **Make-up and Fragrances:** Make-up must be light and conservative consistent with a polished, professional appearance. Colognes and perfumes are not allowed.
- **Tattoos:** Students must cover any visible tattoos when participating in clinical experiences
- **Nametags and I.D. cards:** The official School of Nursing name tag and student ID card, the Cardinal Card, are required and are to be worn at all times on the left chest of the uniform or lab coat. These items should be worn and must be visible any time the student is in a clinical agency. The Cardinal Card will be worn beneath the nametag. The official SON name tag should have the following: name, BSN Student, University of Louisville. Name tags may be ordered at the upper division orientation. Due to the need for heightened security within all healthcare agencies, the use of the picture ID along with your nametag will be strictly enforced.
- **Scrub clothes:** If a unit requires a student to change into hospital-issued scrub clothes, the scrub clothes should not be worn out of the unit without a lab coat. Lab coats should be buttoned when worn with scrubs.

A Final Note: The uniform, lab coat, and/or fleece must be cleaned and pressed at all times. Students arriving to clinical in wrinkled or soiled uniforms or other attire or otherwise violating this dress code will be subject to formal disciplinary action including but not limited to dismissal from the clinical site, remediation and possible failure of the clinical course.

Alternate Clinical Attire

The student will wear the designated University of Louisville SON polo shirt and black uniform pants for the clinical experience for Community Health Nursing, Psych/Mental Health, Global Public Health, and in the Health Assessment Lab.

Professional Attire

Professional attire and lab coat with ID and nametag may be required for alternate site clinical experiences. Some activities and alternate site clinicals require a more casual form of attire. The faculty will advise you when this type of attire is required.

Busy patterns and frills are not appropriate. Casual T-shirts, rugby-style shirts, and sweatshirts are not appropriate. Trousers should be of a single, solid color. Capri length pants and sandals are not appropriate. Jewelry and hair should be conservative in accordance with clinical requirements with the exception that long hair may be worn down and loose. Shoes and socks should be appropriate to the outfit. The official School of Nursing name tag and Cardinal Card ID card are required and are to be worn at all times.

Business Attire

Some clinical activities or assignments such as presentations may require business attire to project the appropriate professional image. For these occasions, students should wear a conservative dress suit or pants suit of one color or two coordinating colors.

Special Circumstances

Special circumstances regarding clinical attire will be addressed by the course coordinator on an individual basis.

GENERAL COMMUNICATION

Laptop Computers

All upper division nursing students are mandated to have a laptop computer that follows the SON's laptop minimum standards by the first class meeting of the semester. Minimum standards and recommendations can be found on this site: <http://louisville.edu/nursing/current-students/technology-for-new-current-nursing-students>

Software

The university's IT Xpress store can be accessed at: <https://louisville.edu/it/departments/itech-xpress-and-printing-copier-management/itech-xpress/>. Students will find a variety of software products, computer accessories and more. IT Xpress offers students a suite of regularly priced, discounted, and free products.

Wireless Access

Students are required to bring and use their own laptops in the School of Nursing and take advantage of wireless access. Students will be able to access the University's internet for their communication and work. Information on technology services and products is available at <http://louisville.edu/it/students-parents>. Students should ensure they have internet access on the HSC campus and access to Blackboard prior to the first day of classes. If students experience any problems or have questions regarding this, please contact the IT Help Desk at (502)852-7997 or contact itch Connect at <http://louisville.edu/it/departments/consulting/itech-connect>.

Student Blackboard Academic Suite™ Guide

Blackboard Academic Suite™ is a software platform used for course management, including Web-based integration. Blackboard Academic Suite™ is the Web technology that will be used as the primary source for communicating information to all undergraduate students in the SON. All undergraduate nursing students will be entered in Blackboard Academic Suite™ by their program code. Blackboard will also be used in each upper division course as a means of communicating announcements, posting course assignments and course documents and may be used for course discussion groups.

The Blackboard Academic Suite™ home page includes the specific organizations for which the student is a member and may include one or more of the following:

- BSN Upper Division - all upper division nursing students;

- BSN Lower Division – all lower division nursing students
- All Nursing Students - all undergraduate nursing students.
- Owensboro Nursing- Owensboro undergraduate nursing students

It is critical that students develop a routine for regularly checking both their Blackboard Academic Suite™ home page and e-mail accounts for important information from the SON.

If you have difficulty with Blackboard Academic Suite™ login, contact the Helpdesk by phone at (502) 852-7997 or by email at helpdesk@louisville.edu. For resources on how to use Blackboard, visit:

<http://louisville.edu/delphi/blackboard/help/student-help>

E-mail Communication

The most efficient method of communication for all faculty and staff is e-mail. All students are required to have and use their university assigned e-mail accounts for all e-mail communication. Faculty will only respond to University e-mail accounts. All faculty and staff have e-mail accounts; e-mail addresses are available using the university address book. All students are expected to check their e-mail account daily since this is the primary method of communication. Students should exhibit professional communication in emails to faculty, staff and fellow students. The student will be held accountable for any information generated via email by the faculty. Students will be unable to send or receive emails if their mailbox storage size exceeds its limits. If you are experiencing problems with email, contact the Helpdesk by phone at (502) 852-7997 or by email at helpdesk@louisville.edu. The Helpdesk is available most weekends and holidays.

Students should be mindful of the time they are sending email messages to faculty and allow an appropriate amount of time for faculty to respond. Faculty may not be able to quickly respond to email messages sent late in the evening or over the weekend.

Telephone Messages for Faculty

All full time faculty and staff have voicemail. If you need to communicate a voice message, please use voicemail. You may leave a message for faculty or staff with the SON receptionist if there is an urgent need or an emergency at 502-852-5825 for the Louisville campus or 270-688-5110 for the Owensboro Extension.

Cell phone use, including text messaging, is prohibited in the classroom.

Emergency Telephone Messages

There is no paging system available on the Health Sciences Center campus. In an **emergency situation** the receptionist will make every effort to contact the student in class or clinical. However, since nursing students often engage in learning experiences away from campus, it is wise to give a copy of your schedule (including clinical site, instructor, research site, etc.) to your **family, child's school or day care, employer, etc.** so they will know how to reach you should an emergency situation arise. If you are expecting an important phone call, please leave word with the receptionist where you may be reached.

GENERAL INFORMATION

Course Syllabi

Course syllabi for nursing classes are available via Blackboard Academic Suite™, generally 2 weeks prior to the beginning of the semester. Students are **required** to obtain course syllabi prior to the beginning of the semester in order to complete assignments and/or readings for the first class of each course. Students must be registered for the specific nursing course in order for it to be listed on the Blackboard Academic Suite™ home page, which then allows the student access to the course syllabus. All students are responsible for reading and understanding the course syllabus for each course.

Course syllabi can be accessed at home or online. Students are **strongly encouraged** to retain their syllabi after completion of each course as they may be needed in the future for course transfer purposes or for application for further graduate work.

Health Insurance

All students must have health insurance and are responsible for submitting proof of health insurance. Every HSC student will be assessed the comprehensive plan of the University sponsored health insurance. **Students who already have health insurance that includes hospitalization coverage can waive the fee** by going to: <http://www.louisville.edu> and entering health insurance waiver in the search box.

Click on Health Science Students, Campus Health Services.

- Submit Insurance Waiver forms each July or early August. This helps to assure that you are not assessed the automatic health insurance fee.
- Students admitted for spring term will submit online waiver in December and then again in July or August for the next full academic year.

Health Services Fee

Every HSC student will be assessed the \$52.50 Health Services Fee each semester. The following services provided under the \$52.50 fee:

1. All pathogen exposure (TB and needle stick) to include outside labs, x-ray, and medications
2. All visits to the Student Health Services (Belknap and HSC)*
3. Mental Health Services*

**Medications, lab, or x-ray costs that might be associated with these visits are not covered by the \$52.50 fee. Owensboro students receive similar options. Details will be provided in Orientation.*

Counseling Services

The University of Louisville Counseling Center provides short term individual, group, and couples counseling, crisis intervention, and psychological testing. Urgent Consultation hours are available Monday-Friday, 8:30am-4:30pm at the Counselling Center, located at Cardinal Station, 215 Central Ave., Suite 201, Louisville, KY 40208. To obtain services, call (502) 852-6585. Additional information can be found on the [University of Louisville Counseling Center](#) website.

The Dean of Students office provides a variety of student support services, including student non-academic grievance services, RSO funding, student conduct services, crisis assistance, extended absence notifications, SGA advising, and other programs designed to help create and promote a vibrant campus community. Additional information can be found on the [Dean of Students](#) webpage.

Background Check

The SON requires all students to have a background check through CastleBranch, Inc. which will be at the federal level. The student will deal directly with the company to have this performed. Instructions for accessing the CastleBranch system are available through the Office of Student Services. <http://www.castlebranch.com/>. The results will be sent to the SON to keep on file as required by our affiliation agreements with the hospitals and community agencies. Students are responsible for any costs associated with this process. This background check is part of the admissions application process to the SON. If you have questions about the background check, please contact the Office of Student Services at 502-852-1196.

Information for Students with Criminal Convictions in School of Nursing

It is critical to note that all nursing students are required to have background checks. As a result, the Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please read carefully these guidelines at the URL below and speak with the Associate Dean of Undergraduate Programs, at 852-5825 should you have any questions. <https://kbn.ky.gov/investdiscp/Pages/reportingcriminalconvictions.aspx>

Graduates from the UofL School of Nursing are prepared to apply for RN licensure upon graduation; however, educational preparation does not guarantee professional licensure. If you have questions regarding Kentucky RN licensure, please contact the Kentucky Board of Nursing (kbn.ky.gov/apply/Pages/Examination/examination.aspx). For RN licensure questions in other states, please contact the respective state board of nursing (ncsbn.org/contact-bon.htm).

Student Organizations and Leadership Opportunities

The SON encourages students to become active in student organizations. Many employers inquire about leadership roles and student involvement when considering applicants for employment. Additionally, several of the honors and awards presented at graduation are based on student involvement and service to the School, the University, and/or the nursing profession. Being active provides the opportunity to share ideas and opinions on important issues and helps develop valuable leadership qualities that are beneficial both personally and professionally.

Undergraduate Student Organizations

- *The Nursing Student Council (NSC)* is a part of the University's Student Government Association. NSC members play an important role in formulating policies related to students. The organization also sponsors fundraising, social activities, and service opportunities throughout the year. The faculty advisor for the Louisville program is Dr. Imelda Wright (margaret.wright@louisville.edu). The faculty advisor for the Owensboro Extension is Mrs. Amy Wimsatt (amy.wimsatt@louisville.edu)
- *The University of Louisville Kentucky Association of Nursing Students (KANS)* is the SON chapter of the National Association of Nursing Students. As part of socialization to the nursing profession and as an educational resource, all students are encouraged to join the Kentucky Association of Nursing Students (KANS) and to attend the annual convention. The faculty advisor is Mrs. Diane Riff (dfriff01@louisville.edu).
- *Black Student Nurses Association (BSNA)* is a recognized student organization and a member of the student government association and the Association of Black Students. Its mission is to provide nursing enrichment and to enhance the recruitment, retention, and graduation of African American nursing students. The faculty advisor is Ms. Alona Pack (ahpack01@louisville.edu).

BSN Academic Affairs Committee

The BSN Academic Affairs Committee is a group comprised of faculty, student representation, community representation, and library staff representation. The purpose of the BSN Academic Affairs Committee is to evaluate curriculum and program outcomes, develop and supervise academic policies, and review and approve student admissions and progression. Student representatives from the upper division undergraduate program in Louisville and in Owensboro are elected by the student body to serve as members of the regular session of the BSN Academic Affairs Committee. Students interested in serving should contact the NSC President or faculty advisor in their respective program.

Lactation Room

A private room is available for students to use to express milk while they are separated from their baby/child. The room can also be used to breastfeed a baby/child. The key can be obtained from the receptionist in room 3019. Students at the Owensboro Extension have access to a lactation room on the 2nd floor. Please contact Ms. Holly Bodne (holly.bodne@louisville.edu) to request badge access.

Student Lounge

The Student Lounge in Louisville is located in room 2019 of the K building, is available for use by nursing students. The Student Lounge on the Owensboro Extension is located in the lab wing of Suite 400.

Student Lockers

A limited number of lockers are available for students. If you are interested, please see the School of Nursing receptionist in room 3019 of the SON in Louisville or the Administrative Assistant in Owensboro.

Parking and Security

Security is an important issue and should be taken seriously. Public Safety officers patrol the HSC campus in Louisville and are available to assist students with stalled cars, keys locked in cars, and emergency situations. An escort service is available at any time for students walking to parking lots. Please take advantage of this service, especially after hours. To request this service call (502)852-6111. The Department of Public Safety (DPS) is located on the first level of the Abell Building, next to the SON. To report suspicious activity or request

assistance, the number to call is (502)852-6111.

Secure Access to HSC Buildings: For the safety of students, faculty and staff, a security system has been installed in the K- Building. A keypad is located on a post near the entrance to the building. The four digit code is changed periodically by the Department of Public Safety and is announced to students in class. The Cardinal Card ID card and/or the building access code will be required to enter K-Building, HSC Instructional Building, and Kornhauser Library. The Chestnut St. Fitness Center requires your Cardinal Card be scanned for entry at all times.

Parking and shuttle information can be obtained in the parking office located in the Chestnut Street Parking Garage. The hours of operation are 8:00a.m.-1:00p.m. and 2:00p.m.-4:00p.m. Monday through Friday. The phone number is (502)852-5112 if you have any parking questions. Students must have a valid ID to purchase permits.

Information on parking and security for the Owensboro Extension will be provided at orientation.

Kornhauser Library

The Kornhauser Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Hours of operation and additional information on the Kornhauser library can be found at <http://www.louisville.edu/library/kornhauser>.

HSC Bookstore

The Health Sciences Center Bookstore, operated by Follett and located on the first floor of the K Building (Floyd Street Side), carries textbooks and supplies for courses taught on the HSC campus. Textbooks, lab coats, pens, binders and other supplies are also available for purchase, as well as novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy, etc.

Hours of operation are: 9am-5pm Monday-Friday, 10am-2pm Saturday

Postal Services

A postal office is located on the ground level of the HSC Library & Commons Bldg.

Hours of operation

Monday – Friday: 9:00 a.m. – 11:00 a.m. and 12 Noon – 3 p.m.

Phone number: (502)852-5339.

Photocopying

Copiers are located in the Kornhauser Library and in the CopyIT Center located in Room 17 in the School of Dentistry. Student may NOT request the SON receptionist or the Office of Student Services staff to make personal copies for them.

Transportation

Students are individually responsible for arranging their own transportation to classes and clinical sites or other outside clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision making process when clinical assignments are made. Transit Authority of River City (TARC) bus schedules are available in Kornhauser Library.

Office of Student Services

Program of Study: Students must follow the Program of Study assigned to them when they enter the upper division level. Students who deviate from their assigned Program of Study jeopardize their space in nursing courses. Enrollment in nursing courses taken out of sequence are subject to space availability in the program. Students should meet with their assigned academic advisor for appropriate instructions on maintaining an up to date Program of Study.

The Office of Student Services is available to assist students in planning their academic program and to provide students with information regarding policies, procedures, and general information.

The office is located in Rooms 3023-3066 in the SON. Office hours are 8:30 am to 5:00 pm Monday through Friday. The phone number is (502)852-1196.

It is the student's responsibility to be knowledgeable of the policies and procedures, and to take the initiative in seeking help and advice. Students are encouraged to make an appointment with an adviser whenever they have a question, a problem, or they do not know where to go for assistance. In addition, SON faculty members are available to counsel students on professional nursing concerns.

Students are **REQUIRED** to come to the Office of Student Services for the following:

1. Complete withdrawal from all courses or from the SON
2. Schedule changes
3. Leave of Absence request
4. Evaluation of transfer credits
5. Repeat options

Name/Address Changes

Name and address changes are made through the REGISTRAR'S OFFICE so they are corrected in the PeopleSoft system that is the official source of name and address information for all correspondence between the SON and students. To change your name, you must take your new Social Security Card that verifies your new name to the Registrar's office in the Houchens Building on the Belknap Campus and complete required forms requesting the official change. After submitting name change forms to the Registrar's office the student should also submit this information to the Office of Student Services. To change your address and/or phone number, you can do so using the following procedure: Log in to ULink using your User ID and password at <http://ulink.louisville.edu> then click on the **STUDENT** tab at the top of the page; scroll down to Personal Info in the center column and click on *Home and Mailing Addresses or Phone Numbers* to update personal information.

Cardinal Card

The Cardinal Card serves as the student identification card. It can also serve as your building access card, library card, meal plan card and ATM card (if banking with US Bank). Meal plans can be opened in the Campus Card Office or online. You can store up to \$500 in your Cardinal Cash purse. Cardinal Cash can be used to make purchases at select vending machines, dorm laundry, printers and copiers, CopyIT Centers, University Bookstores, Food Service Locations, and at the Art and Music schools. The Cardinal Cash purse is an online secure account. Please notify the Cardinal Card Office if your card is lost or stolen. For more specific information on the Cardinal Card use, visit the website at: <http://louisville.edu/campuscard/students>

Cards are made in the Campus Card main office in the lower level of the Houchens Building in Room 08K (Belknap Campus) or at the satellite office in the Chestnut Parking Garage Office. Please visit the Cardinal Card website at <http://www.louisville.edu/campuscard/> for office hours.

What to bring with you when getting a new card?

- Student ID or Employee ID -Photo ID
- Completed Cardinal Card agreement with signature <http://louisville.edu/cardinalcard/get-a-card>

Financial Aid

University of Louisville financial aid information can be obtained at <https://louisville.edu/financialaid/about-the-office/>. All students are **strongly** encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Office of Financial Aid (502)852-5511 or at www.fafsa.ed.gov. Often financial assistance and scholarship programs for nursing students require that a FAFSA be completed prior to application. The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks. Applications are available in the Office of Student Affairs.

General Policies and Procedures

Smoke Free Campus

All campuses have been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site or anywhere on the grounds of the Health Science Center campus or the Owensboro Extension.

Disability Statement

Students with disabilities, who are requesting modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the course coordinator as early as possible to identify and plan specific accommodations. If determined necessary, students will be directed to the Disability Resource Center. Any identified modification(s) deemed necessary must be documented in writing by the Disability Resource Center and provided to the SON. The Disability Resource Center must re-evaluate and provide documentation each semester. Undergraduate students should also refer to the “Technical Standards for Performance in the Professional Nursing Educational Programs” located in the Undergraduate Catalog.

The following information is pertinent to facilitate success. Each entity (University of Louisville, NCLEX-RN®, GRE, etc.) has their own process for receiving documentation, analyzing documentation, and determining the use of accommodations for students with documented disabilities. Students are responsible for communicating directly with each entity to provide documentation, secure an analysis, and obtain eligibility for accommodations. Allowance for accommodations at the University of Louisville does not guarantee accommodations through independent entities.

Work-Restricted Religious Holidays Policy

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students’ requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available at <http://www.louisville.edu/calendars/>. This list is not exhaustive. Information about specific holidays is also available by phone from the University Multicultural Center at (502)852-8867.

Impaired Student Policy

The University of Louisville SON, in compliance with federal law, University of Louisville policy, and professional responsibilities, support a drug free environment for its students. The purpose of the SON is to provide quality education and quality client care in a safe environment. The intent of these procedures is to help students and faculty: a) define impairment; b) identify signs and symptoms of impairment; c) obtain interventions and treatment; and d) provide follow-up of students. (See Appendix A.)

Drug Testing Policy

The use of substances which interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose unacceptable risk for patients, the University (faculty, students, and staff), and health care agencies. Therefore, use of alcohol, use of illegal drugs, and/or the misuse of legal therapeutic drugs and/or substances by nursing students while engaged in their educational experience affiliated with the SON is strictly prohibited. Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and “for cause” if a student demonstrates impaired behaviors. (See Impaired Student Policy and Procedures) (See Appendix A and F.)

Academic Dishonesty Policy

Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the

quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, the following: cheating, fabrication, falsification, multiple submission, plagiarism, and complicity in academic dishonesty. It is expected that a student in the SON will not plagiarize or cheat. Plagiarism and cheating are considered to be academic matters and the penalty for being found guilty may be permanent dismissal. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the University of Louisville Undergraduate Catalogue, Code of Student Rights and Responsibilities, Section 5, Academic Dishonesty and Section 6, Discipline Procedures for Academic Dishonesty. Students should additionally be familiar with the SON Procedure for Suspected Academic Dishonesty (see Appendix C). A plea of ignorance is not acceptable as a defense to the charge of academic dishonesty.

Additional measures have been implemented to promote academic integrity when taking exams. See Appendix D for further details.

Social Media Policy

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students are expected to properly use social media in all settings, as defined in the Student Handbook. Please consult the student handbook for full information (Appendix E).

Jury Duty

Students who receive a summons for jury duty but determine that the reporting date conflicts with their educational responsibilities should follow instructions on their summons for requesting a deferral. A letter confirming status as a student in good standing may be required and can be provided by the Office of Student Services. Students are not routinely excused from fulfilling their civic responsibility, but may be deferred to an alternate, later date.

Overseas Travel

The University's Provost's Office asks that all U of L students who travel overseas to study, or attend to any University business while overseas, inform the University, through the International Center, of the destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In case of any emergency, the traveler should call the Department of Public Safety (502-852-6111) immediately so they may relay the information to the International Center. To ascertain additional information for traveling abroad and a list of required documentation: <http://www.louisville.edu/provost/travel/>.

Official and Unofficial Transcripts/Records Verification

Students may request official transcripts on-line through the University Registrar's office. Students may also print unofficial transcripts through ULink. Official transcript requests usually take 3-5 business days to be processed and mailed. Students may also request transcripts by going directly to the Registrar's office on Belknap campus. Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, the student should plan ahead and allow at least 24 hours for a request of this nature to be processed. The student diploma and transcript will not be released until ALL financial obligations to the School of Nursing and/or University are settled. This includes replacements of lab equipment, short term loans, parking tickets, etc.

Privacy of Student Records

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education. The University has adopted a student records policy that explains in detail the procedures to be used by the University in compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be found at

<http://louisville.edu/dos/students/studentrightsandresponsibilities>. Questions concerning the policy may be referred to the Director, University Archives and Records Center.

NOTE: Student e-mail addresses are considered “directory information” and can be made available online or in a printed directory. Students wishing to prevent disclosure of directory information must submit a written request. For assistance, contact the University Archives and Records Center, (502)852-6674.

Registration Procedures

Students are strongly encouraged to take advantage of early registration to help ensure that space is reserved in the required courses for each semester. Failure to register early may result in delaying degree completion.

The University uses an online registration system. Students register for courses according to the total number of credit hours and an alphabetic rotation established by the University’s Office of Registration. Specific registration instructions are available on the web: <http://louisville.edu/registrar/>

Students are encouraged to meet with their advisor prior to registration if they need assistance in course selection. Students in conditional or probationary status are required to be advised by their advisor before they will be allowed to register for any course (see section entitled Program of Study). Students who do not have an approved Program of Study on file must also be advised by their advisor prior to registration. Students who register for courses without having met the prerequisites will have their registration canceled and will be required to re-register on a space available basis. Registration will also be canceled for continuing students who fail to complete a Program of Study, or for students on probationary status who fail to meet with their advisor prior to registering. Re-registration will be on a space available basis.

Shortened Credit Hour Policy

To address the needs of its diverse student body, University of Louisville (UofL) has established an academic calendar policy based on a standard of fourteen (14) weeks (fall/spring terms). The university policy adheres to the requirements established by the federal government and the applicable accrediting bodies. All courses at UofL follow uniform standards for determining the amount of credit awarded:

- A one credit hour of lecture, discussion, or seminar requires at least 50 contact minutes per week during a regular semester (as allowed by SACS and consistent with the federal recognition of the Carnegie Unit definition).
- For each hour of credit, a student is expected to spend at least two-and-one-half hours (2.5 hours) of out of classroom activity per week.

More information can be found at: <http://louisville.edu/oapa/credit-hour-definition-and-policy>

Drop/Add Procedures

Students wishing to alter their schedule of courses in any way must make the changes with the University’s Registrar’s Office. Failure to officially withdraw from a course may result in a grade of “F” and tuition charges for that course. Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. The touch-tone or online ULink systems may be used for drop/add. See <http://louisville.edu/registrar/registration-information> for current instructions for Drop/Add after classes begin.

IMPORTANT NOTICE: Students should check the U of L Website to confirm that his/her student schedule is accurate after making any changes. If it is not accurate, repeat the change request. If this fails, contact the Office of Student Services at (502)852-1196 or the Registrar’s Office at (502) 852-6522.

Late Withdrawal after the Deadline

The School of Nursing follows the [university withdrawal policies](#). Students may withdraw from a course until the withdrawal deadline established by the university and published in the official registration calendar. In *extraordinary circumstances*, students may petition for a *late withdrawal* from an individual course after the withdrawal deadline. A late withdrawal will only be considered when the student has provided documentation of an extenuating circumstance which occurred after the withdrawal deadline and prevents the student from successfully

completing the course. If a student experiences an extraordinary circumstance and wishes to pursue a late withdraw, the student should consult with their academic advisor to discuss the steps in the process.

Petitions

A student who wishes to be exempted from a standard school policy should make an appointment with his/her academic advisor for advice on filing a petition. The Office of Student Services will submit any necessary documentation to the appropriate administrative body and/or committee. A student may not petition for a change of grade in a course. However, the student may petition regarding the fairness in which a grade was calculated.

Line of Communication and Grievance Procedures

The School of Nursing is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience. The School of Nursing has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site to facilitate the open communication between students and faculty. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

- Course or clinical instructor
- Course coordinator (if applicable)
- Specialty coordinator (if applicable)
- Program Director
- Associate Dean of Academic Affairs & Unit Effectiveness
- Dean of the School of Nursing

The Associate Dean of Academic Affairs & Unit Effectiveness is available to assist the student in this process. Contact the Office of Student Affairs at 502-852-5825.

The University of Louisville also has a Student Academic Grievance Policy to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty as a whole, a faculty member, or the unit once the student has exhausted the line of communication. Students who believe they have been treated unfairly, discriminated against or have had their rights abridged may initiate a grievance which shall be processed in accordance with the Student Academic Grievance Procedure pursuant to The Redbook: <http://louisville.edu/provost/redbook> (The Academic Grievance Policy is published in the University of Louisville Student Handbook).

Leave of Absence

A student may need to request a leave from coursework for a brief time period to handle personal or financial problems. The student must request this leave in writing from the Associate Dean for Academic Affairs & Unit Effectiveness. Approval of a leave of absence is at the discretion of the Associate Dean for Academic Affairs & Unit Effectiveness as well as any conditions associated with it. Subsequent matriculation in the nursing program will be on a space available basis. See the current University of Louisville Undergraduate Catalog for additional detail related to Leave of Absence.

Application for Degree

The following is required in order for the student to receive the nursing degree:

1. Satisfactory completion of the required courses (No grade of below a C in nursing courses) with a cumulative nursing program grade point average of 2.5 or above.
2. File an online application for degree prior to the date specified in the online Schedule of Courses. Online application for degree forms are available at ULink <https://ulink.louisville.edu>. Log on to ULink and click on the Student tab, scroll down the right hand column to Registration/Student Records and then Degree Application. This application must be submitted by the published deadline or the student will not graduate that semester.
3. The School of Nursing is required to submit students' information to the Kentucky Board of Nursing upon completion of program requirements. This information includes student's date of birth, social security number and legal name. Students are required to provide a release form to the Office of Student Services with the necessary

information during their last semester of the nursing program.

Commencement and Convocation

The School of Nursing holds a convocation in May and December. Graduating students will receive information on the School of Nursing Convocation. Graduating students attending Convocation must wear appropriate graduation apparel. Information regarding graduation apparel as described at the commencement website at <http://louisville.edu/commencement>.

APPENDIX A

Student Exhibiting Impaired Behavior Policy

UNIVERSITY OF LOUISVILLE
School of Nursing

DEFINITION

Impairment is the use of illegal drugs or misuse of legal drugs including alcohol. It is also the use of prescription medication which adversely affects the student's participation in the educational process. Student use of alcohol, illegal drugs, or misuse of legal drugs which impairs the student's ability to perform will be cause for appropriate discipline up to and including immediate suspension or expulsion from the nursing program. The intent of this procedure is to identify and refer students who are impaired.

SIGNS AND SYMPTOMS OF IMPAIRMENT

The following list, which is not exhaustive, gives some examples of physiological, behavioral/social, and cognitive symptoms which, in combination or alone, may suggest an individual is impaired: alcohol odor on breath in class or clinical; tremors; needle marks on skin; fatigue, somnolence, reports of poor sleep; frequent illness, especially respiratory or GI nature; trauma, such as bruises, lacerations, fractures; syncope episodes; dry mouth; pupil size or response abnormalities; anorexia; vital sign changes or abnormalities; unsteady gait; slurred speech; skin flushing; frequent late arrivals for class or clinical; repeated excuses and requests for extensions on assignments; chronic absences from class or clinical, emotional liability -- (includes a host of behaviors like irritability, anger, euphoria, and so forth); poor hygiene/appearance; wearing long sleeves in warm weather; withdrawal from usual social groups and situations; marital/relationship discord; concentration or memory deficits; poor classroom or clinical performances. A formal determination of impairment and the extent of impairment require a clinical evaluation by a trained substance abuse professional.

INTERVENTION

Purpose: To encourage the student to acknowledge the problem, accept assistance, and work toward rehabilitation.

Procedure: If a faculty member believes a problem exists, s/he must:

- A. Confront the student about his/her behavior of suspected impairment;
- B. Remove the student from the setting if behavior is disruptive or potentially dangerous to self and/or others;
- C. Document current data, any prior incidents, and actions taken. This documentation is given to the Associate Dean for Undergraduate Programs or administrative designee.

The student must meet with the faculty member and Associate Dean or administrative designee to discuss his/her behavior and be given opportunity to present evidence that could explain behavior. If the Associate Dean believes drugs are involved after evaluating the student's explanation, the student will be asked to take the following actions:

- a. See a Substance Abuse Counselor at the Student Counseling Center (or another trained substance abuse professional selected by the student and approved by the Associate Dean) for evaluation and treatment recommendations within two working days of the above meeting;
- b. Sign a release for the SON to receive information from the substance abuse professional regarding the student's evaluation and treatment process;
- c. Follow the recommended treatment plan and ensure written reports on evaluation and summary progress reports are forwarded to the SON.

FOLLOW-UP AND MONITORING

1. The SON will require monthly (or more frequent) written summary progress reports to the Associate Dean indicating that the student is continuing treatment and, in the opinion of the Counselor, is able to continue in the educational process without posing a danger to self and/or others.

Additional written and/or verbal progress reports may be required as deemed necessary by the Associate Dean.

2. Monitoring of the progress in treatment will continue until a student is released from counseling with a prognosis that indicates satisfactorily to the Associate Dean that the student will resume educational and clinical activities without being impaired by the illegal use or misuse of drugs, including alcohol. In any case in which the Associate Dean questions the progress during or upon release from counseling, the Dean shall make the final determination in accordance with The Redbook. Records will be retained at least one year after graduation. Relapse may result in dismissal from the program in accordance with The Redbook.

CONDUCT DURING TREATMENT / OUTCOME

Participation in a drug abuse counseling program does not prevent a student from being subject to sanction including dismissal under applicable University procedures for inappropriate academic behavior or conduct or violations of the Student Code. Any student who the Associate Dean determines has exhibited symptoms of impairment and who refuses to see a substance abuse professional for evaluation, including treatment, to follow the treatment plan, and/or to allow the SON to have written summary progress reports of the treatment may be subject to an academic dismissal from the SON program by the Dean in accordance with The Redbook.

APPENDIX B

University of Louisville School of Nursing

Honor Code Pledge

School of Nursing Honor Code Pledge



I join my fellow students today to pledge my commitment to the highest ideal and academic standards of my education at the University of Louisville School of Nursing

I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility, comes accountability for my actions.

Therefore, as a representative of the School of Nursing, I pledge to adhere to the highest standard of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty.

I pledge to work together with my peers to support one another in the pursuit of excellence in our nursing education and to report unethical behavior.

I will work to safeguard the health and welfare of clients who have placed their trust in me and will advocate forth the client's best interest.

I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

APPENDIX C

Procedure for Suspected Academic Dishonesty

The term “academic dishonesty” means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities).

After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, the following steps will be taken:

1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, course coordinator/leader, and the student(s). Prior to this meeting, the student will be provided in writing the reason for the meeting, and be provided with the Academic Dishonesty Policy. This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.
2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Associate Dean or his/her designee and/or the appropriate program director, if possible, within five working days of completion of investigation of the academic dishonesty. The faculty member’s letter shall include (1) a detailed description of the academic dishonesty; (2) copies of supportive material; and (3) a recommendation commensurate with the seriousness and circumstances of the academic dishonesty.
3. The appropriate Associate Dean or his/her designee and/or the appropriate program director will schedule a meeting with the involved parties prior to making a decision.
4. The appropriate program director will provide a written recommendation to the Associate Dean or his/her designee.
5. The appropriate Associate Dean or his/her designee will review and respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.
6. The appropriate Associate Dean or his/her designee will send a letter to the student(s) regarding the outcomes of the investigation and/or consequences, if possible, within five working days of notifying the faculty member. The letter to the student(s) shall include a copy of this procedure.
7. All records and documents obtained, prepared or related to the investigation and disposition of a charge of academic dishonesty will be maintained in the student’s Office of Student Services file.
8. If at any time, it is determined that an academic offense did not occur, the matter is resolved and no further action is required.

Approved by Faculty Org September 2020

APPENDIX D

ACADEMIC INTEGRITY OF ACADEMIC EXERCISES:

To promote academic integrity, the following examination guidelines will be used during the course. Students are expected to adhere to these guidelines during all examinations.

1. Confidentiality of Academic Exercise Content (before, during, and after academic exercise):
 - a. Students will not be provided permanent access or possession of exam content.
 - b. Exam questions, responses, and answers are confidential and should not be shared in any manner, verbally, written, or electronically by students.
 - c. Recording, photographing, or transcribing exam questions, responses, and answers is prohibited and a violation of the SON Student Handbook.
2. Computer Hardware & Software Requirements:
 - a. Students must comply with hardware and technology requirements as required by the respective program's student handbook.
 - b. Browser lockdown/proctoring software will be used during applicable online academic exercises.
 - c. Computer software (including lockdown browser and any software related to the academic exercise) and operating system must be updated to the latest version.
 - d. Prior to the academic exercise
 - i. Clear the Internet browser cache
 - ii. Reboot computer
3. Student Expectations During Academic Exercises (Note that examples contained within the following items are not an exhaustive list of academic dishonesty.):
 - a. Students must:
 - i. Wear clothing as would be worn in person/in class.
 - ii. Not leave the computer during online academic exercises completing the activity in one sitting.
 - iii. Remain visible, within the view of the camera.
 - iv. Not talk or read questions aloud.
 - v. Not have any background audio (TV, radio, others talking).
 - vi. Not have open doors or open or uncovered windows behind them.
 - b. Items not to be worn, accessible or present in the environment when a student is taking an exam:
 - i. Hoodies/hoods, shawls, blankets, pillows, any hats (ex: ballcap, beanie, sock hat, etc.) except where culturally appropriate.
 - ii. Electronic devices other than the device being used for the academic exercise (e.g.: smartwatch/cell phones, programmable calculator, or any other electronic device that has the capability of storing information).
 - iii. Water bottles, food, drink, candy, chewing gum, use of tobacco products or vaping, etc.
 - c. Students will immediately notify the course coordinator of any interruptions or problems during the exam (notification as determined by faculty): see respective course syllabus for additional guidance.
 - d. Photo identification: A government or university-issued photo identification card must be presented at the start of video recorded online academic exercises.
 - e. Environmental scan:
 - i. Academic exams utilizing webcam proctoring software or recorded exams require an environmental scan. An environmental scan must be completed prior to the start of exams and includes but is not limited to:
4. Entire work surface and surrounding space should be completely clear of any related activities.
5. Each wall, floor, ceiling, top and bottom of desk/table, chair or seating surface.
6. The computer screen/monitor and keyboard must be completely visualized - utilizing a mirror if necessary testing environment may be restricted to a private room with a door that can be closed and window that can be covered; environmental scans must reflect environment requirements as outlined by individual course syllabus.
7. Environmental scan is not included in allotted testing or assignment time.

- a. Students experiencing special circumstances related to workspace should notify the course faculty.
- b. Failure to comply with Procedures 4 & 5 may result in penalties up to and including failure of the online academic exercise.

APPENDIX E

University of Louisville School of Nursing Use of Social Media

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students are expected to properly use social media in all settings, as defined in the Student Handbook.

The National Council of State Boards of Nursing (2011), *White Paper: A Nurse's Guide to Social Media*, has been recognized as a primary resource by the American Nurses Association in regard to social media use. Students at the University of Louisville should note the considerations for smart social use, which can be found here: <https://louisville.edu/dos/students/studentpoliciesandprocedures/social-media-guidelines>. Beyond these general considerations, students at the University of Louisville School of Nursing (UofL SON), as students engaged in clinical care settings have ethical considerations and legal requirements as it relates to patient care. As such, and in accordance with the references cited above, students at UofL SON are mandated to comply with the following requirements as it relates to the use of social media and the clinical practice:

Refrain from posting or disclosing any information in which is otherwise prohibited by law and/or may lead to the identification of a patient or a patient's family member. Any use or disclosure of information may constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA), the Patient Bill of Rights and/or the ULSON student handbooks.

Refrain from transmitting any patient-related information by means of any electronic device except for assignments through approved UofL communication applications. Privacy settings within websites are not sufficient to protect patient confidentiality and privacy.

Maintain professional boundaries and behaviors with patients, clinical or university staff members, faculty members, and other students via social media, even if the individual cannot be identified. Unprofessional conduct, including but not limited to conduct and/or comments that are harassing, threatening, discriminatory, profane, obscene, sexually explicit, or otherwise contrary to those standards required in the nursing profession as outlined in the UofL SON's policies and procedures and by the Kentucky Board of Nursing will not be tolerated.

Obtain written permission to take pictures, videos, or audio recordings in academic and/or clinical settings. No distribution of these materials or course materials (e.g., PowerPoint, lab materials) without prior appropriate consent is permitted.

Report immediately any suspected breach of confidentiality or privacy related to social media use to the appropriate faculty member.

Non-adherence to these guidelines will result in disciplinary action as noted in the UofL Student Handbook. Consult the University's Code of Student Conduct found at: <http://louisville.edu/dos/students/policies-procedures/code-of-student-conduct.html> for further information. The Procedure for Suspected Academic Dishonesty found in the UofL SON Student Handbooks will be followed for all suspected incidents of academic dishonesty using social media.

References

- a. BSN Student Handbook, RN-BSN Student Handbook, MEPN Student Handbook, DNP Student Handbook, PhD Student Handbook
- b. American Nurses Association. (2011). *ANA's principles of social networking and the nurse: Guidance for registered nurses*. Retrieved from: <https://www.nursingworld.org/~4af4f2/globalassets/docs/ana/ethics/social-networking.pdf>
- c. Kentucky Board of Nursing [KBN]. (December 2017). *Advisory opinion statement: Social media for nurses*. Retrieved from <https://kbn.ky.gov/General/Documents/aos40-social-media-for-nurses.pdf>
- d. Merriam-Webster. (2013). Definition of social media. Retrieved from <http://www.merriam-webster.com/dictionary/social%20media>
- e. National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to social media*. Retrieved from: https://www.ncsbn.org/Social_Media.pdf
- f. University of Louisville Dean of Students Social Media Policy: <https://louisville.edu/dos/students/studentpoliciesandprocedures/social-media-guidelines>

APPENDIX F

Drug Testing Policy

The use of substances which interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose unacceptable risk for patients, the University (faculty, students, and staff), and health care agencies. Therefore, use of alcohol, use of illegal drugs, and/or the misuse of legal therapeutic drugs and/or substances by nursing students while engaged in their educational experience affiliated with the SON is strictly prohibited. Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and “for cause” if a student demonstrates impaired behaviors. (See Impaired Student Policy and Procedures.)

The student is responsible for all costs related to the drug screening process including repeated testing and “for cause” testing.

Refusal by a student to submit to testing will result in denial of admission or dismissal from the School of Nursing.

APPENDIX G

Return to Class and Clinical Policy

Students must be able to demonstrate the ability to perform minimum skills and abilities involving physical strength, movement, vision, hearing, tactile sensation, written and verbal communication, and cognitive function when progressing through the nursing program. Nursing students acknowledge they are able to meet these minimum skills and abilities, with or without reasonable accommodation(s), upon admission. Failure to demonstrate fitness for duty with or without reasonable accommodation(s) in the clinical area may result in students being dismissed from the clinical site with the requirement for a healthcare provider release prior to return.

If a student cannot meet the clinical/course objectives with reasonable accommodations, the student may be asked to return to clinical/classroom only when the objectives can be reached with reasonable accommodations. This decision is made on a case-by-case basis in consultation with the student, the SON, and the University of Louisville's Disability Resource Center.

To prevent transmission of microbial infections to patients/peers/others, students must not come in contact with others while having a transmissible microorganism infection. A microbial infection that may be transmitted to others (patients, peers, staff) during clinical/class must be reported to the clinical/course coordinator who may require a healthcare provider (HCP) release to return to clinical/class. A student appears infective (ill or sick) in the clinical/class area may be asked to leave the clinical site/classroom and may be required to have their HCP complete the Healthcare Provider Release form to return to clinical/class.

Any clinical absences related to illness, surgery, pregnancy/childbirth, or injury must be made up. In addition to the requirements of this policy, students must abide by agency-specific guidelines to return to clinical experiences.

Approved by Faculty Org May 2021

APPENDIX H

General Guidelines for Simulation

- Professionalism must be displayed by all users, faculty and staff at all times.
- Disrespect towards students, faculty, staff, the space and its resources will not be tolerated.
- Simulation attire will follow the SON clinical dress code.
- All activities in the SON Clinical Simulation Center (CSC) are considered confidential. Confidentiality agreements will be signed by all students at the beginning of their program of study.
- Any student questions about simulation scheduling will be directed first to the course coordinator, if further clarification is needed contact nursim@louisville.edu for the Louisville campus; at Owensboro questions should be directed to the Simulation Coordinator, Owensboro.
- Food and drink are not permitted in simulation areas.
- Simulated areas should be left clean and tidy.
- A school ID badge should be visible at all times on faculty, staff and users.
- All simulated patient encounters should be treated with the same professionalism as clinical patient encounters.
- Users are expected to be prepared for all simulation experiences.
- Tardiness or leaving early may be considered as an absence. See course syllabus for further details.
- Users will be notified of equipment needed prior to simulated experience.
- All heavy foot traffic areas are to be free of clutter to prevent the risk of falling. This includes electrical wires, chairs, personal property such as book bags, handbags, and nursing student packs.
- If an accident occurs, it is to be immediately reported to the CSCNA staff.
- Good body mechanics are imperative when dealing with heavy equipment. Individuals within the center are trained to move the heavy equipment and manikins.

Simulation Process

Simulation provides opportunities for users to improve functional knowledge levels in the following domains: psychomotor, cognitive and affective. The users of the CSC should also respect the rights of privacy, health, and safety of others in the environment.

Pre-briefing:

Pre-briefing sets the stage of the simulated clinical experience. This provides the opportunity for an orientation to simulation setting, equipment, roles/responsibilities, objectives, expectations and specifics of the scenario. Students are given time to ask questions and obtain clarification on any aspect of the environment or the scenario. **See Simulation Pre-briefing and Debriefing Policy and Procedure.**

Debriefing:

Debriefing allows time for reflection which is the essential component of the simulated clinical experience. All debriefing is conducted by faculty that has observed the simulated clinical experience and is competent in the debriefing process. Debriefing occurs after simulation with chairs provided for student comfort so that it is more conducive to learning. The debriefing facilitation is guided by the simulation scenario objectives. The debriefing framework utilized will be determined during simulation design. **See Simulation Pre-briefing and Debriefing Policy & Procedure. PEARLS debriefing tools can be found at <https://debrief2learn.org/pearls-debriefing-tool/>.**

Evaluation:

All simulated clinical experiences are evaluated by the learner utilizing the SET-M Tool (Simulation Effectiveness Tool Modified). See Appendix A. The SET-M Tool is student's chance to evaluate the learning experience by evaluating the learner's perception of simulation effectiveness, design & implementation including: prebriefing, learning, confidence, debriefing, and facilitator & simulation operations personnel effectiveness. This evaluation is used for quality improvement and curricular changes as needed.

In addition, evaluation is conducted for pre-licensure simulated clinical experiences based on the program and course learning outcomes on the student's clinical evaluation form, simulation is considered a clinical day for undergraduate students.

Confidentiality

In order to preserve the simulation experiences for all users and provide equitable learning: all users will be required to adhere to a confidentiality expectation during each simulation session.

Users agree to:

- Keep simulation experiences regarding the scenario information including patient health information, student user performance, and any other scenario details from the experience confidential.
- Abide by HIPAA and FERPA guidelines.

Confidentiality agreements will be signed by students upon entry into their program of study. Each student is required to abide by the respective SON program handbook. Agreements will be scanned and stored in Simulation SharePoint site.

Any external vendor or visitors observing simulation scenarios involving students will sign a confidentiality agreement.

Photography and Video Recording Use (Louisville Campus)

In the Louisville Campus CSC all simulation and clinical rooms are equipped with video recorders and microphones along with signs indicating there is video monitoring in use.

Video consent for general simulation observation and debriefing use is obtained along with confidentiality on the combined agreement (Appendix C) upon entry into their program of study.

Non-employees, including students of the University of Louisville are PROHIBITED from photographing or video recording during any simulation experience without proper consent of the CSC Director or designee. (Refer to Student Handbook for Social Media Policy)

Video recordings can be accessed on and off campus via a password protected weblink. CSC video recordings are kept for approximately 7 days after final grades are posted to Ulink, unless individual simulation video consent is signed and reflects that recording may be used for educational or professional development purposes in future semesters.

Photography and Video Recording Use (Owensboro Extension)

In Owensboro Extension Sim Room 1 and Sim Room 2 are equipped with audio monitoring equipment and one-way mirror for observation. Video monitoring and recording can be obtained with portable recording devices, webcams and microphones with set up, varying by need. In the event a faculty member utilizes video monitoring, equipment is identified as part of orientation to the room and signs will be posted in the rooms indicating there is video monitoring in use.

Non-employees, including students of the University of Louisville are PROHIBITED from photographing or video recording during any simulation experience without proper consent of the Owensboro Simulation Faculty Coordinator or designee. (Refer to Student Handbook for Social Media Policy)

In the event a faculty member utilizes video recording, students are made aware video recording is in use with posted signs. Video recordings are secured in a password protected Panopto private folder. Video recordings are kept for approximately 7 days after final grades are posted to Ulink, unless individual simulation video consent is signed and reflects that recording may be used for educational or professional development purposes in future semesters.