UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF NURSING
UNDERGRADUATE STUDENT HANDBOOK
2015-2016

www.nursing.ucf.edu

Revised August 2015
August 12, 2015

Dear nursing student:

Welcome to the College of Nursing at the University of Central Florida (UCF)! We are delighted that you have chosen to pursue your degree at UCF! Our nursing program has a rich, 35-year history of nursing education. Over the years, we have developed many new program options to increase access to education, and we are committed to helping you achieve your educational goals, whether they are at the undergraduate, masters, or doctoral level. The core values of integrity, scholarship, community, creativity and excellence are embraced by the faculty and guide our efforts in working with you in your educational endeavors.

This handbook will serve as a useful guide and resource during your nursing education at UCF. It is important that you review the policies and procedures included as they relate to many aspects of your educational experiences at UCF on a regular basis. Policies and procedures that are altered during the year will be communicated to you electronically. A copy of the Student Handbook with up-to-date information is always available on the College of Nursing website.

On behalf of the college, its faculty and staff, please accept our best wishes for a successful year.

Sincerely,

Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM
Dean and Orlando Health Distinguished Professor
UCF College of Nursing
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COLLEGE OF NURSING MISSION STATEMENT

The mission of the College of Nursing at the University of Central Florida is to offer high-quality undergraduate and graduate academic programs designed to prepare nurses to practice in a continuously changing health care environment; to provide innovative access to education and research; to develop nurse clinicians, leaders and scholars who promote the health of diverse populations in local, national and global communities; and to touch lives, lead by example and make a difference through clinical excellence, research and community service.

HISTORY

The College of Nursing – The nursing program at UCF began in 1978 with an authorization from the State of Florida Board of Regents (BOR) and the Florida Board of Nursing to initiate a baccalaureate nursing program. The first class of students was admitted in 1979 to the Department of Nursing. Nursing transitioned to a School within the College of Health & Public Affairs in 1995.

On July 1, 2007, the School of Nursing became the College of Nursing. This change in status reflected the growth and depth of the educational programs, research and caliber of students attracted to UCF.

Nursing program offerings flourished and approval was granted to the School of Nursing to offer an RN to BSN program in Orlando, Cocoa and Daytona. A second degree accelerated BSN option for non-nurse college graduates began in May 2003.

In 1992, the BOR approved planning for the Master’s program, and in 1995 the MSN program started. The MSN program now includes tracks for Nursing Leadership & Management, Clinical Nurse Leader and Nurse Educator.

In 1997, web-based RN to BSN courses were developed and an RN to MSN program option was initiated. From 1998-2002, the School of Nursing expanded the basic BSN program to Cocoa and began offering the state’s first fully web-based RN to BSN program. In 1999, graduate certificate options were offered in Nursing and Health Professional Education, and Post-MSN Nurse Practitioner. In 2006, an undergraduate baccalaureate program was started on the Daytona campus.

The PhD in nursing program commenced in 2003. The program has three areas of focus: Healthcare systems and policy, vulnerable populations, and application of innovative technologies to nursing education and clinical care. The Doctorate of Nursing Practice (DNP) began in 2007. The Doctoral program now includes tracks for Adult, Family & Pediatric Nurse Practitioner and Clinical Nurse Specialist.

The University - The University of Central Florida (UCF) is one of eleven public universities within the Florida Board of Education’s Division of Colleges and Universities. The University was founded in 1963 as the Florida Technological University and the name was changed to the University of Central Florida in 1978. UCF serves an eleven-county area. Since its inception, UCF has grown to meet the needs of the Central Florida metropolitan area. In 2011, UCF became the second-largest university in the nation with more than 56,000 students. UCF Stands for Opportunity!

ACCREDITATION

The College of Nursing Undergraduate Baccalaureate and Master’s and Doctoral Programs are accredited by:

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle N.W.
Suite 530
Washington, DC  20036-1120
Telephone: 202-887-6791
Internet:  www.aacn.nche.edu/accreditation

The Baccalaureate program is also approved by the:
Florida Board of Nursing
4052 Bald Cypress Way, Bin CO2
Tallahassee, FL  32399-3252
Telephone: 850-245-4125
Internet:  www.doh.state.fl.us/mqa
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Student Learning Center
Undergraduate Skills Lab
Simulation Lab
Anderson Graduate Teaching Lab
Quiet Study Room
Student/Administration Lounge

UTWR 332, 333
UTWR 650B
UTWR 601
UTWR 604
UTWR 333
UTWR 300
CAMPUS PROGRAM OFFERINGS

I. Orlando – The Orlando campus site offers the following programs:
   A. Basic BSN Program
   B. Accelerated Second Degree BSN Program
   C. RN to BSN/AS to BSN Program*
   D. RN to MSN Program*
      1. Nurse Educator
      2. Leadership and Management
   E. Master’s Program (MSN):
      1. Nurse Educator*
      2. Nursing Leadership and Management*
      3. Clinical Nurse Leader*
   F. Certificate Programs:
      1. Post-Baccalaureate Nursing Education*
      2. Post-Master’s Nurse Practitioner: Adult, Family
      3. Post-Master’s Clinical Nurse Specialist
   G. Doctoral Programs
      1. PhD
      2. DNP

II. Southern Region Area Campus
   A. Cocoa Campus Site
      1. RN to BSN/AS to BSN/RN to MSN classes
      2. Basic BSN Program
   B. Palm Bay Campus
      1. RN to BSN/AS to BSN, RN to MSN advising

III. Eastern Region Area Campus
   A. Daytona Campus Site
      1. RN to BSN classes
      2. Basic BSN Program

IV. Western Region Area Campus
   A. Leesburg – RN to BSN classes
   B. Ocala – RN to BSN/AS to BSN advising

V. Seminole State College at Altamonte Springs
   A. UCF/SSC Concurrent Nursing Program
   B. RN to BSN/AS to BSN advising

VI. Valencia College West Campus
   A. UCF/Valencia College Concurrent Nursing Program
   B. RN to BSN/AS to BSN advising

VII. Lake Sumter State College at Leesburg
   A. RN to BSN/AS to BSN Advising

VIII. Virtual Campus (Online Programs)*
   a. RN to BSN/AS to BSN
   b. RN to MSN
   c. MSN – Nurse Educator
   d. MSN – Nursing Leadership and Management
   e. MSN – Clinical Nurse Leader
   f. Post-Baccalaureate Certificate in Nursing Education

*Note: Students enrolled in programs offered at area campuses or online may be required to travel to select campuses for specific course-related events.
Students admitted to the BSN (basic) program at a specific campus are restricted to courses at that campus unless authorized by program coordinator to attend classes or clinical rotations held on or supervised by other campuses.
ACADEMIC PROGRAMS

BACCALAUREATE PROGRAM IN NURSING
The undergraduate program leads to a BSN degree, the basis of professional nursing practice. The BSN graduate is prepared to provide comprehensive care in a variety of acute, community and rehabilitative settings. Program emphasis includes clinical nursing practice, health promotion and maintenance, hands-on experience across the continuum of care, and preparation for assuming leadership roles and graduate study in nursing. The baccalaureate curriculum provides a solid foundation for graduate study.

OBJECTIVES
The BSN graduate is able to:
1. Synthesize knowledge from nursing and the physical, biological, behavioral, psychological and social sciences, and the humanities in the practice of professional nursing.
2. Use critical thinking as the basis for professional nursing practice.
3. Participate in interdisciplinary teams and community partnerships to meet the health care needs of individuals, families, and communities in a diverse society with particular emphasis on needs of vulnerable populations.
4. Demonstrate effective verbal, written, and electronic communication in the promotion of culturally appropriate care.
5. Apply innovative technologies to optimize outcomes for self, clients, and communities.
6. Demonstrate competency in the performance and evaluation of nursing techniques and skills.
7. Incorporate ethical, cultural and legal principles as professional values in the practice of professional nursing.
8. Use the principles of teaching and learning to promote, maintain, and restore health, and prevent illnesses with individuals, families and communities.
9. Apply theories and principles of leadership and management to collaborate with interdisciplinary teams to promote and maintain quality health care for individuals, families and communities.
10. Participate in efforts to influence health systems policy on behalf of patients and the profession.
11. Use research in the exploration of health problems and the implementation of evidence based practice.
12. Assume responsibility for lifelong learning and plan for professional career development.

PROGRAM POLICIES

Documentation
Students in the Basic and Accelerated Second Degree BSN program enroll for clinical experiences in the first and multiple subsequent semesters of their nursing program. RN to BSN, AS to BSN, RN to MSN and Concurrent students have a clinical experience during their final semester their program.
In order to meet the requirements of the various clinical agencies to protect students and patients from potential hazards, the following requirements must be met.

Checklist to ensure your student file is complete prior to the first day of class before the first day of class of every semester that includes clinical experiences (CPR, CON health form, proof of health insurance must be updated annually). Please notify the College of Nursing of any changes.
- Completion of the College of Nursing Student Health Form (see attached). The College of Nursing Student Health Form must be updated annually.
- Proof of completion of any required immunization series must be provided to the College of Nursing by the date specified by the nursing program in which the student is enrolled. PPD test or chest x-ray is done annually.
- Evidence of HIV/AIDS training—may take CON online module after admission.
- Drug Screening
- Evidence of patient confidentiality training (Health Insurance Portability and Accountability Act (HIPAA))—may take CON online module after admission.
- Proof of current CPR certification (CPR for Healthcare Providers must be from the American Heart Association).
- Proof of personal health insurance (Students are responsible for payment of any health care services). Resubmit every semester.
- Certification of clear background for continued enrollment (See forms section).
- FDLE and FBI Background fingerprinting—prior to application for Basic and Accelerated.
- CertifiedBackground.com—background check—prior to application for Basic and Accelerated.
Proof of licensure as a registered nurse in the State of Florida or state where clinical experiences are conducted (RN to BSN, AS to BSN, RN to MSN and Concurrent students only).

Individual agencies where students are assigned may have additional requirements such as FIT testing.

Current computer anti-virus contract (copy attached).

Statement of acknowledgement of policies and procedures as set forth in the student handbook (copy attached).

Confidentiality agreement (See forms section).

Signed classroom behavior policy (See forms section).

Student must provide current documentation of on-going health insurance coverage each semester

Consent for photographs or video (See forms section)

The information above must be uploaded into Certified Background by the appropriate date. Failure to provide or falsification of the above documentation is grounds for dismissal from the College of Nursing.

Student documents must be current and complete in order to participate in any clinical practice learning experience that involves clients or patients. (Students who do not have the FBI/FDLE and Drug Screening clearance may not be able to complete the program and graduate.) Students may also be asked to successfully complete clinical agency-mandated educational programs to participate in clinical learning experiences.

Program Progression

Progression for Pre-License (Basic and Accelerated) Program Students

In order for students to progress in the nursing program, the following criteria must be met:

- Maintain a minimum overall grade point average of 2.5
- A minimum 2.5 grade point average in the nursing major (including no more than 1 nursing elective)
- Earn a grade of "C" or better in all nursing courses.
- Achieve a grade of "satisfactory" in all clinical/lab components of all nursing courses

Students who do not meet all of the above criteria must petition the Undergraduate Admission, Progression, and Graduation Committee (UAPG) to remain in the nursing program or take additional nursing courses. The petition must be received by the UAPG or turned into the main office (UT 300) no later than the first business day following official faculty submission of grades to the registrar (see the UCF Academic calendar for specific date and time each term).

Students who are approved by the UAPG to continue will follow a unique plan of study created by and in consultation with the Program Coordinator. Additional courses may be required. For example, students who receive a failing grade in a theory course, but successfully complete the companion clinical course, may be allowed to retake the theory course; however, an Independent Study will be required in order to update clinical skills prior to progression to further clinical courses. Students who receive a failing grade in a clinical course, but successfully complete the companion theory course, may be allowed to retake the clinical course; however, an Independent Study may be required in order to update theoretical knowledge prior to progression to further clinical courses.

In addition:

- Failure (receive a grade lower than C) of two nursing courses constitutes dismissal from the nursing program.
- A student may not repeat more than one nursing course.
- The nursing curriculum must be completed within four (4) years of initiation of the Basic or Accelerated nursing program.
- Students who drop out for more than one term will be required to petition UAPG to return to the program. If approved to return, completing additional coursework when they return in order to meet the objectives of the curriculum will be required as noted above. Students will receive a revised plan of study upon readmission.
- Students who are not enrolled for two or more consecutive terms must re-apply to the program and are not guaranteed readmission.

Progression for Concurrent program students

Concurrent students who fail any nursing program course for either the ASN or BSN component of the program must petition the UAPG Committee as described above for continuation as a Concurrent student.

- The student must show proof of support from the Host School’s administration and UCF CON on site faculty.
- Student must demonstrate efforts taken to improve likelihood of future success.
- A viable plan of study will be created in consultation with the Host School and the UCF CON on site faculty.
Students who are unsuccessful in two nursing courses from either or both schools will be dismissed as Concurrent students.

**Progression for Post-License (RN to BSN, AS to BSN & RN to MSN) program students**

In order for a student to progress, complete and graduate from any of the above noted programs, they must meet the following criteria.

1. Overall GPA of 2.5
2. Nursing Major GPA of 2.5
3. Earn a grade of at least a “C” or “S” in all courses.
4. Maintain licensure as a Registered Professional Nurse.

In the event that a student cannot meet any of the criteria listed above, the following actions must be taken in order to progress and/or complete the program.

1. Overall or Nursing GPA less than 2.5.
   a. The student will contact their assigned faculty advisor, program assistant or coordinator for guidance.
   b. A hold will be placed on the student's academic records.
   c. If the student is mathematically able to raise the insufficient GPA to meet the above standard, each semester grades must raise the GPA towards that standard.
   d. If the GPA does not raise towards the minimum required GPA after a semester's grades are calculated into the total, the student will be dismissed.
   e. If it is mathematically impossible to meet the minimum GPA to graduate, the student will be dismissed from the program.

2. Course Failure
   a. “Course Failure” is defined as earning a grade of “D”, “F”, or “U” in any course required to complete the BSN degree, inclusive of elective course work as required in the program curriculum.
   b. In the event that a student earns a failing grade in a single class, they may repeat that class in the next available semester. In the interim semester, the student may progress as planned with the exception of taking NUR4604L while awaiting an opportunity to repeat the failed course.
   c. In the event that a student earns a failing grade in two or more courses at any point in the program, they will be dismissed from the program.
      i. The student is immediately notified via email to the student’s official address of record (Knightsmail account)
      ii. An academic Hold is placed on the student’s records.
         1. The hold will be removed upon a change of major to either “Nursing Pending” or non-nursing major.
      iii. Reinstatement to the program will be considered, but not guaranteed, if petitioned after resolution of a Medical Withdrawal and University approval to return to course work after resolution of said Medical Withdrawal.
   d. Students admitted to any post-license program are considered to be in good standing and previous UCF pre-licensure program failures are not considered. Any nursing course previously failed, however, must be successfully completed before progression in the post-license program as determined in consultation with the student’s faculty advisor or program coordinator.

3. Loss of Nursing License
   a. In the event that a student in a post-license program becomes no longer licensed as a registered professional nurse by any license granting authority, they no longer meet the admission criteria of the program and are therefore no longer eligible to progress.
      i. The student will immediately notify the program assistant, faculty advisor or program coordinator of the change in their license status.
      ii. An academic records Hold will be placed on the student’s records.
         1. The Hold may be released upon an official change of major to “Nursing Pending” or non-nursing major.
      iii. The student may be readmitted to the program upon becoming licensed by petitioning the UAPG Committee. Reinstatement is not guaranteed.

The RN to BSN, AS to BSN and RN to MSN programs must be completed in no more than seven years from the enrollment, by whatever means, in the first program course.
Regarding students who were previously unsuccessful in a BSN degree seeking nursing program, including UCF CON, seeking admission to a Post Licensure program.

1. A student who was enrolled in and did not complete a program of study towards a BSN degree as a pre-license student must seek the advice of the program coordinator for the program to which admission is sought.
   a. The coordinator will request a letter of explanation of causative factors from the student.
   b. The student must also obtain notification for the coordinator from the student’s previous program outlining that student’s current standing with that program.
      i. Academic failure in a previous program, including those offered by UCF, will not impede the student’s ability to apply to the program of choice.
      ii. Dismissal from the previous program for reasons other than academic performance may result in a refusal to allow application and/or admission to a UCF nursing program.

2. If admitted to a post-licensure program after failure or disqualification from a pre-licensure program, including UCF, the two-course failure rule applies only to those courses taken as part of the most recent program attended.
   a. Courses failed in a pre-licensure UCF program that are being repeated as part of the post licensure program are considered as new attempts by the College of Nursing.
   b. CON policy does not alter any University policy regarding repeated course attempts.

3. Students unsuccessful in an undergraduate UCF post licensure program are not eligible for admission to a different undergraduate UCF post licensure program. (A student dismissed from the RN to MSN program may not be admitted to the RN to BSN or AS to BSN program or any combination of such programs.)

Dropping Out or Deceleration from Cohort Plan of Study

Students who wish to withdraw from or decelerate in the nursing program MUST confer with and notify in writing the appropriate Program Coordinator. Students who drop out without notifying the College of Nursing may not be considered for readmission.

Continuation or Readmission (after dropping out, dismissal or deceleration)

Student must:
1. Complete and submit in a timely fashion an Undergraduate Petition form requesting continuation or readmission, and a new nursing admission application, if requested (required if the student has been out for two (2) consecutive terms.)
2. Identify reason(s) he/she is petitioning or has been out of the nursing program.
3. Provide a letter that identifies changes that will be made to help the student be successful in the future. If petitioning for readmission the student must provide documentation of having completed any corrective measures or evaluations that were recommended and/or required at the time of dismissal (if applicable).
4. The petition must be received by the main nursing office (UT 300) no later than the first business day following official faculty submission of grades to the registrar for the semester preceding the requested return to studies. (See the UCF Academic calendar for specific date and time each term.)

Student petitions do not guarantee readmission and are evaluated on an individual basis by the UAPG committee. The committee will confer with faculty members, as appropriate, while deliberating on each petition. Academic performance, professional demeanor and personal conduct while in the program will also be taken into consideration. Students who demonstrated behavior indicative of possible substance abuse will be required to submit to drug and/or alcohol screening. Students must release the results of testing to the College of Nursing. Students who fail to provide drug and/or alcohol screening results will be immediately suspended from the College of Nursing until the official results are provided. Students who test positive will be dismissed from the nursing program and referred to the appropriate program coordinator and other administrative officials. Re-admission is dependent upon available classroom, clinical and faculty resources and students are only reintegrated into classes on a space available basis. If the student is readmitted, the program coordinator, will develop a revised plan of study designed for successful completion of the program. The plan of study may include clinical and/or didactic independent studies and course audit requirements designed to refresh the student’s clinical practice and theoretical knowledge or bring it to the level of other students enrolled in the semester in which the student is returning. Student documentation of current CPR, health insurance, and a College of Nursing health form and Drug Screening form will be required prior to the start of the semester the student is returning. An updated background check and drug screening will be required and random testing may be required with results provided to the College of Nursing. Please note: Review the UCF Undergraduate Catalog for the grade forgiveness process. There is a specific timeframe that must be followed and the student must initiate the process. Students are notified via email to their address of record (Knightsmail) of the actions, recommendations, and/or requirements specified by the UAPG Committee.
Appeals
Student academic appeals are subject to the processes and guidelines outlined in the *UCF Undergraduate Catalog* and *Golden Rule Handbook*. In accordance with the Golden Rule, students who wish to appeal a decision of the UAPG committee may request the opportunity to meet with the committee. Requests should be made directly to the UAPG Chairperson.

Graduation
Each student is responsible for reading and understanding the degree requirements as stated in the UCF Undergraduate catalog for the year during which she/he was admitted to the program. The student’s catalog year can be found on their UCF Degree Audit. Written policies and degree requirements can be found in the corresponding UCF Undergraduate Catalog.

Students should talk with an advisor/mentor each semester regarding her/his program of study. Degree Audits are available online from MyUCF in the Student Self Service section and can be accessed by the student at any time. The student also has access to the Program Coordinators, Program Assistants and University counselors, if necessary. Making appointments to meet with advisors/mentors is highly recommended. An "Intent to Graduate" form must be filed by the deadline announced by the University on the Academic Calendar.

NCLEX-RN Examination
Upon successful completion of the program requirements and upon recommendation by the Dean, Basic and Accelerated BSN graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) leading to the registered nurse (RN) license to practice nursing.

The College of Nursing cannot guarantee that students with criminal or substance abuse histories will be permitted to sit for the NCLEX-RN licensure examination. It is of the utmost importance to clear such questions with the College of Nursing and the Board of Nursing as early as possible. Therefore, it is of the utmost importance that students notify the Program Coordinator, within 72 hours, of any arrest that occurs while the student is in the program.

IMPORTANT: An arrest incident may not result in dismissal from the program. However, failure to report an arrest incident is much more likely to result in the student’s dismissal from the College of Nursing.
Eligible students are invited to participate in the Honors in the Major program at UCF. The purpose of the Honors in Nursing Major is to provide highly motivated students with an opportunity to express their creativity in the art and science of nursing through a rigorous research project/honors thesis. In addition, the program exposes students to a variety of roles, responsibilities, and issues related to professional nursing and health care. Students in the Honors in Nursing Major may participate in several activities, such as lectures by distinguished scholars and public leaders in the health care field. It offers students the opportunity to excel at a world-class university and provides a foundation for nursing leadership and advanced education under the guidance of expert faculty who are nationally and internationally recognized.

Admission to Honors in the Major

- An overall 3.2 GPA or greater for upper division
- A minimum 3.5 GPA in the first 12 credits in the nursing major
- At least two semesters of studies remaining before graduation
- Recommendation by a sponsoring faculty member or by the coordinator of the Honors in Nursing Major

Progression

To remain in the program, Honors students must maintain a minimum 3.5 GPA upon graduation in the basic nursing program and in the designated Honors courses. Graduation with Honors in Nursing requires successful completion of six credits of Nursing Honor courses:

- NUR 3165H Nursing Research or NUR 4903H Directed Honors Reading 3 credits
- NUR 3826H Honors Bioethical and Legal Issues in Healthcare 3 credits
- NUR 4837H Honors Healthcare Issues, Policy and Economics 3 credits
- NUR 4970H Honors Thesis or Project Work 3 credits

Graduation

Students complete an Honors Thesis as part of the graduation requirements and must present the thesis at an oral defense. Upon successful completion of all Honors program requirements, the designation of “Graduate with Honors in Nursing” will appear on the student’s diploma and in their final transcript.

Criteria for graduation with University Honors can be found in the Undergraduate Catalog.
COLLEGE OF NURSING POLICIES AND GUIDELINES

GRADING POLICY

The CON grading scale is:  

- 92 - 100 = A  
- 87 - 91 = B+  
- 83 - 86 = B  
- 79 - 82 = C+  
- 75 - 78 = C  
- 70 - 74 = D  
- 69 or below = F

*Grades below “C” are unacceptable for credit towards a nursing degree. A C- (minus) in any prerequisite is not acceptable.

In the undergraduate program, an overall GPA of 2.5 and a 2.5 in the nursing major are required for progression and graduation.

Satisfactory academic progress in a program involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in dismissal of the student from the program.

STANDARDIZED TESTS

Standardized tests may be administered throughout the curriculum. Students are required to take these exams when scheduled and are responsible for costs associated with their administration.

Students in the Basic and Accelerated Second Degree BSN programs may participate in testing from an outside vendor. Students will be informed at orientation or via Knights email at a later date regarding this type of testing and how to purchase. Failure to pay for or take the required tests, or to complete remediation if required, will result in an incomplete in the assigned course and will result in dismissal from the nursing program. Students are responsible for costs associated with the testing from an outside vendor.

EXAMINATIONS

Students are expected to be present for scheduled examinations. Absences are not permitted for examinations except for verified emergencies. If a student must be absent on the day of the scheduled examination, she/he must contact the course coordinator, preferably before the test is given, but NO LATER THAN END OF THE SAME SCHOOL DAY. Opportunity for a make-up is at the discretion of the instructor. If a make-up examination is given, a different format, such as essay questions, may be used at the discretion of the instructor. Instructors may require documentation from students related to reason(s) exams are missed.

The use of personal digital assistants, cell phones, calculators, and other instructional aids are not allowed during examinations unless the instructor gives permission. Unless specifically stated otherwise, students should assume an exam is closed book and should be completed without assistance. Students should assume exams may not be shared or shown to anyone. No copies, including screen shots, of any part of an exam may be made. Exams to which students have legitimate access (e.g. via Webcourses) must be destroyed after completion. See section on academic honesty in this handbook and UCF Golden Rule for university policies related to cheating on academic assignments.

*Please carefully read syllabi for weighting of exams and additional required materials. For example, in some classes an overall average of exams must be 75% without the inclusion of quizzes, papers, or projects in order to pass the course.

PROFESSIONAL EQUIPMENT

Students are expected to have basic equipment for client care during lab and clinical experiences. Necessary equipment includes a professional stethoscope with a bell and diaphragm, bandage scissors, a watch with sweep second hand or digital second readout, penlight, and a pen with black ink. A calculator is recommended. Bandage scissors are not allowed on pediatric units per unit policy.
TRANSPORTATION
Students are individually responsible for arranging their own transportation to the 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.

REGISTRATION FOR COURSES AT UCF
Students will register for courses via the Internet on MyUCF. Dates and directions for registration are explained in the Academic Calendar and Registrar’s Office Website. Overrides for courses are processed in person in the CON office of Student Support.

Prior to registration each term, students should obtain a degree audit through MyUCF and review it for accuracy. Concerns about the audit should be discussed with the student’s academic advisor/mentor, followed by the CON Academic Support Services, or the appropriate regional campus advising office.

Following registration and during add/drop period, students must check on MyUCF that they are correctly registered for the required courses, clinicals, and/or labs for that semester. If the registration is incorrect, it must be corrected during add/drop. Program Assistants and the CON Student Support office can help with registration problems. Failure to do this will result in problems with progression and possibly additional fees. Please see typical plans of study at the end of this student handbook. (Also posted on our website).

OUTSIDE EMPLOYMENT
Employment should be limited as much as possible so that students may devote ample time for course preparation. Basic/Accelerated students should expect two full days of clinical experiences per week and two or three full days of class and other required labs.

*ATTENDANCE*

Attendance at professional meetings should be put in writing and be negotiated in advance with the instructor and Undergraduate Program Coordinator. Generally, attendance at professional meetings may substitute for one clinical day per semester. Only students who are in good standing academically and clinically may miss class or clinical for professional meetings. (Missing clinical requires prior permission of clinical faculty and the Clinical Coordinator. Necessary makeup dates must be arranged through the Clinical Coordinator.)

Examples of sanctioned events include:

University of Central Florida President's Leadership Council meetings/events
University of Central Florida Student Government Association meetings/events
Florida Nurses Association Student Day
Florida Nurses Association Lobby Days
Florida Nursing Student Association Pre-Convention Meeting
Florida Nursing Student Association Annual Convention
Florida Nursing Student Association Executive Board Member meetings/events
National Student Nurses Association Midyear Convention
National Student Nurses Association Annual Convention
University of Central Florida Undergraduate Research Poster Session Presentation Day
University of Central Florida Service-Learning Showcase Presentation Day

FORMAT FOR WRITTEN ASSIGNMENTS
For all College of Nursing courses, the current edition of the APA Publication Style Manual is required for all written work and formal presentations. APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference formatting. Submissions not meeting these requirements will graded accordingly.

CLINICAL OBSERVATION EXPERIENCES
During observation experiences students may not provide direct client care. Students need to prepare in advance for observation experiences. Students are encouraged to ask questions of the staff, interact with agency's clients, and request to be present at all activities relevant to the objectives for the experience.

Absence from a confirmed observation are treated the same as absence from a clinical experience. Students needing to change the date of an observation should discuss this in advance with the course instructor.
CLINICAL ACCOUNTABILITY
The University of Central Florida and the College of Nursing are obligated morally and legally to protect the safety, privacy, and security of clients entrusted to our care. Therefore, in order to function in the clinical setting and to meet course objectives, students must demonstrate evidence of mastery of certain skills and competencies. Students are expected to follow policies of the clinical agency and to maintain confidentiality of client and agency information.

UCF CON students are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to give safe nursing care, and for the knowledge and skills necessary to give this care. Students who are pregnant or become pregnant during the nursing program must notify the clinical instructor and Program Coordinator in writing as the pregnancy may alter clinical experiences open to the student. Students who develop any other illness or medical or psychological condition that may affect their own safety or their ability to provide care to patients must report that condition in writing to the clinical instructor as well as the Program Coordinator. A written medical clearance may be required from a physician or health care provider.

Students who are deemed unsafe or unable to perform patient care at clinical will be removed from the clinical area and must meet with the appropriate program coordinator. This may result in clinical failure and/or dismissal from the College of Nursing Program. In some cases, a medical withdrawal may be indicated.

EXPECTED CLINICAL BEHAVIORS
Students are expected to exhibit behaviors consistent with safe practice under the direction of the faculty and/or preceptor. The student must demonstrate satisfactory performance in each clinical rotation by the last clinical day at the latest. Students who are deemed unsafe will be removed immediately. All documentation must be accurate, reflecting care rendered.

Students should arrive for clinical on time and should stay for the full scheduled shift. Students must notify their instructor and the clinical agency if they will be absent or late. Failure to do this may result in an unsatisfactory grade in a clinical course. Chronic tardiness or unexcused absences will result in clinical failure.

Attention and involvement in the clinical experience is expected. Examples (not complete) include: Sleeping, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate during the clinical experience.

Monopolizing the clinical instructor’s time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during clinical.

Students whose behavior is unacceptable in the clinical setting will have a counseling form written and placed in their personal file following a meeting with faculty, or be given a prescription for review of skills. Disciplinary action, including clinical failure and possible dismissal from the program, may be also be taken for students whose behavior is unacceptable. Examples of unacceptable behaviors include, but are not limited to, the following actions:

- To provide nursing care in an unsafe or harmful manner. For example:
  - Performing a procedure without competence, outside agency policies or procedures, or without the guidance of a qualified person.
  - Providing direct patient care without the supervision of a registered nurse.
  - Willfully or intentionally doing physical and/or mental harm to a client.
  - Exhibiting careless or negligent behavior in connection with care of a client.
  - Refusing to assume the assigned and necessary care of a client, and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.
- Disrespecting the privacy of a client (breach of confidentiality). For example:
  - Using the full name or position of a client in written assignments, and/or patient data of any sort, e.g. computer-generated forms retrieved from the clinical area. (All identifying information must be obliterated from documents.)
  - Discussing confidential information in inappropriate areas, this includes social networking technology.
  - Discussing confidential information about a patient with third parties who do not have a clear need to know. This includes Social networking technology.
  - Removing any record or report (or copy) from the area where it is kept, except in the performance of student nurse assignments.
• Violating HIPAA guidelines (as appropriate to setting).
• To falsify patient records or fabricate patient experiences
• To falsify required documentation related to a clinical experience including clinical logs, journals, and any other paperwork related to College of Nursing experiences.
• To fail to report omission of, or error in, assessments, treatments or medications.
• To use, possess, sell, or distribute illicit drugs; to illegally use, sell, possess, or distribute any drugs or alcohol; or to use prescribed, over the counter, or illicit substances in such a manner as to impair one’s judgment or performance as a nursing student.
• To fail to report body substance exposure to the clinical instructor.
• Disrespectful and/or rude behavior towards patients, family members, instructors, staff members or fellow students will not be tolerated and will result in disciplinary action and will be asked to leave the clinical setting and be marked absent for the day.
• Failure to disclose an illness or medical condition that may affect the student’s safety or ability to provide safe patient care.
• Disrespecting the privacy and confidentiality of an agency.

CLASSROOM: CLINICAL HOUR RATIO
1 credit = 3 contact hours in the clinical area
1 credit = 2 contact hours of on-campus laboratory
CLASSROOM BEHAVIOR

Expected Classroom Behaviors – These are adapted from Student Rights and Responsibilities at the University of Central Florida

Students are expected to exhibit behaviors that are expected of a professional nurse. Classroom “etiquette” expectations include but are not limited to the following:

- Attendance in nursing classes is expected. At times attendance may be part of the grade for a class. (See specific class syllabi.) If you will be absent please notify the faculty member who is responsible for the class.
- Plan to obtain missed content from a fellow student.
- Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.
- Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes. The student may be dismissed from the class.
- Monopolizing class time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during class.
- Please turn off electronic devices that may be disruptive in class. If you are using a laptop during class please have it focused on current class material. **Use of laptops in class is a privilege, not a right.**
- Students whose behavior is inappropriate in class may be asked leave the classroom and to meet with the instructor at a later time. A counseling form may be written and placed in their personal file. A report to Student Rights and Responsibilities may be made if the behavior continues.
- Disruptive behavior is not allowed. The student will be asked to stop the behavior and may be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action.
- In class and out of class - disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in disciplinary action and possible program dismissal.
- Online students are expected to participate in the course as specified in the course syllabus. Online time should minimally equal face-to-face class time. (3 credit hour course = 3 hours of virtual presence)
- Patient and facility information shared in class is subject to the same confidentiality rules as other patient information. This includes social networking technology.
- Students must obtain permission from an instructor to audio record a class.
UNIFORM POLICIES

CLINICAL PRACTICE AND LAB UNIFORM POLICY
All students should be dressed in professional attire when in the clinical setting, on campus labs, and at professional meetings. The UCF College of Nursing photo identification is worn at all times. Additional identification badges and uniform requirements may be required by the clinical agency. It is NOT acceptable for students to wear either their student name badge or their UCF insignia (patch) while in the agency at any other time (i.e., in the role of employee, volunteer, visitor) or in public social situations.

Uniforms are required for undergraduate students for most experiences. Your instructor will direct you if a uniform is not required for an on-campus skills lab. Students in post license programs taking NUR 4604L are to follow the uniform and identification expectations of their host agency. All students are expected to comply with the policies of the agency at which they are doing their clinical work.

Nails must be kept short, trimmed even to the top of the finger or shorter. Artificial nails and nail polish are not permitted. Jewelry is to be kept to the minimum—one pair of stud-type earrings (one earring per earlobe only and no larger than ¼” in diameter) and plain wedding bands are the only jewelry permitted during clinical and on-campus lab experiences. Gauge type piercings are not allowed. A wristwatch with a second hand is required. No necklaces of any kind are permitted. Jewelry in other visible pierced body parts is not permitted, including clear piercing items. Tongue piercings are not allowed. Tattoos must be covered. Make-up, if used, must be discreet. Perfumes, colognes, or after-shave are not allowed. Hair must be neat, clean, contained, and away from the face and shoulders. Hair, if dyed, must be a color that occurs in nature for human hair. If clips or ties are used to contain hair, they must either be black, white or match the wearer’s hair color. They must also be safe and discreet. Facial hair for men must be clean and neatly trimmed. Some agencies do not allow personnel, including students, to wear facial hair. A “scruffy” appearance, such as a two or three day unshaven appearance or tousled hairstyle, by any student is unacceptable. Good personal hygiene is essential. Inappropriate grooming, behavior or attire may result in being sent home from the clinical site or on-campus lab with an unexcused absence, which may result in a clinical failure.

As nurses, it is important to be role models in health promotion. Smoking is not acceptable when in uniform. In addition, the smell of smoke on clothing and hair may be offensive, especially to clients who are ill. Students who smoke must do so outside the clinical or lab setting. Clothing and hair that retain smoke odors are not acceptable in the clinical setting. The University of Central Florida prohibits smoking on all university owned, operated, leased, and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Smoking is also not permitted on any of the hospital and other agency properties. Chewing gum and use of a personal cell phone during clinical is not permitted.

UNDERGRADUATE STUDENTS
Clean and wrinkle-free UCF uniforms (white top and black pant) with the approved UCF insignia embroidered on the uniform top and pants are the attire for on-campus labs, community, hospital, and long-term care rotations. Uniforms are purchased from designated vendors. Information about where to purchase uniforms and the specific style numbers is disseminated prior to the start of classes. The shirt is worn un-tucked and over the slacks. Undergarments must be worn and should not be noticeable through the uniform. A white camisole or undershirt may be worn to ensure that modesty and professionalism are promoted. If an undershirt is worn, the sleeves must either be full length or not extend beyond the uniform sleeves. The top of the pants is not to be rolled. Only the designated uniform jacket may be worn over the basic uniform if needed and is optional. Other outerwear (jackets and sweatshirts) is not permitted in clinical settings. Shoes are to be white, sturdy, low-heeled, and closed toe/heel with non-marking soles. Shoes must be clean and in good repair. Athletic shoes are acceptable but must be all white and made of leather. Canvas shoes are not permitted. Socks and hosiery must be white or black and cover the ankle.

Activities requiring business casual attire:
When at the clinical agency, for activities such as reviewing records for a patient assignment, students are to wear their uniform or neat, professional or business attire with the designated uniform jacket. The uniform jacket is to have the UCF insignia patch on the left shoulder one inch below the shoulder seam in the center of the sleeve. The UCF insignia patch must be neatly sewn in place. The UCF College of Nursing photo identification is worn at all times. During psychiatric-mental health nursing experiences and occasional Community Nursing activities, students may be required to wear business attire and shoes. These instances will be at the discretion of the instructor on an individual basis. In keeping with the intent of the promotion of professionalism and identification as UCF nursing students, business attire with the uniform jacket will be the norm. (Clinical instructors will provide additional information as relevant to the clinical agency). A good rule of thumb, if you are not sure something is acceptable, choose something else or ask your instructor. See the following overall dress code requirements.
<table>
<thead>
<tr>
<th>Group</th>
<th>DO</th>
<th>DON’T</th>
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<tr>
<td>All Students</td>
<td>Dress neatly and cleanly using appropriate hygiene</td>
<td>Torn, ripped, dirty, frayed clothing or clothing with holes.</td>
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<tr>
<td></td>
<td>Clothes should be clean and in good repair.</td>
<td>Clothing should not expose undergarments, buttocks, chests, or midriffs.</td>
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<td>Polo shirts</td>
<td>Anything denim, any color, (jeans, shirts, skirts, dresses, jackets).</td>
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<td>Slacks with the waist at waist level</td>
<td>Sandals of any type, flip flops.</td>
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<td>Closed toe shoes color-coordinated with outfit</td>
<td>Shorts or leggings of any type.</td>
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<tr>
<td></td>
<td>Appropriate hosiery</td>
<td>T-shirts, tank tops, halter tops, muscle shirts, see through clothing articles, midriff (cropped) tops, thongs or sleeveless tops unless covered by another top.</td>
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<td>Clothing with foul language, obscene images, advertisements, political, racial or religious messages.</td>
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<td>Sweat pants or sweat shirts.</td>
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<td>Gang related items.</td>
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<td>Caps or hats.</td>
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<tr>
<td>Female students</td>
<td>Slacks</td>
<td>Tight slacks.</td>
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<tr>
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<td>Dresses or skirts that are below the knee or longer.</td>
<td>Underwear that can be distinguished beneath clothing or be seen when wearing a dress or skirt. Stirrup pants.</td>
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<td>Appropriate hosiery must be worn</td>
<td>Mini-skirt.</td>
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<td>Blouses, sweaters or knit tops</td>
<td>Tops that display cleavage, midriff or are skin-tight.</td>
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<td>Jeans</td>
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<td>Male students</td>
<td>Collared shirt. Ties are optional</td>
<td>Non-collared shirts.</td>
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<td>Banded-collared shirt</td>
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<td>Sweater with collared shirt underneath</td>
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<tr>
<td></td>
<td>Turtlenecks</td>
<td></td>
</tr>
</tbody>
</table>
MANAGEMENT OF BODY SUBSTANCE EXPOSURE POLICY

Every effort is made by the faculty to avoid dangerous situations in the clinical setting, but risks are ever present during nursing procedures. Students should use universal precautions and safety measures to prevent the likelihood of these types of injury.

DEFINITIONS

1. BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS:
   a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
   b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
   c. HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing cultures medium or other solution; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

2. Body Fluid Exposure is any exposure to non-intact skin or mucous membranes by body fluids that are infected or potentially infected by blood borne pathogens. Most common exposures in the healthcare setting ranked from highest to lowest risk of transmitting disease are:
   a. Needle sticks, cuts
   b. Prolonged exposure to non-intact skin including open wounds, abrasions, chapped hands, dermatitis
   c. Splashes to eyes or mouth
   d. Bites: more at risk for bacterial pathogens from the skin surface than HIV or HBV.

3. Significant Exposure is defined as an exposure to blood/body fluids of source patient by percutaneous injury, exposure or mucous membranes, chapped or broken skin of the healthcare worker.
   These include:
   - Deep injury
   - Visible blood on device
   - Procedure involving needle placed directly in a vein or artery
   - Terminal illness in source patient

4. Source - an individual or object comes in contact with a healthcare worker in such a way that an exposure incident has occurred during the course of work-related duties.

5. Unknown Source is a source determined to be unknown only after reasonable attempts have been made to locate and investigate the source. A source can also be declared unknown for treatment reasons if there is not sufficient time to investigate the source before the at-risk incubation period ends.

FIRST ACTIONS UPON INJURY

1.  
   a. Puncture wound:
      Bleed wound and wash with soap and water
   b. Eyes or mucous membranes:
      Immediately flush with copious amounts of water
   c. Other body surfaces:
      Wash with soap and water

2. Notify instructor/preceptor at once. (Medical follow-up must begin within four (4) hours of the incident). The instructor/preceptor will communicate with the appropriate program coordinator

4. Identify the source patient/object and risk status of source patient if possible.

5. Orlando students should call UCF Student Health Services for medical treatment (407-823-2096 is the direct line to the nurses’ station), unless otherwise instructed by faculty.  
   Hours: Monday through Friday 8:00 AM - 9:00 PM during the Fall and Spring semesters.  
   Monday through Friday 8:00 AM - 6:00 PM during the Summer semester.

6. If Student Health Services is closed/unavailable, go to the hospital Emergency Department immediately for treatment. The needle stick or body substance hotline should be contacted and guidelines followed. **Regional campus students should follow the agency's body substance exposure policy.**

7. Report to UCF Student Health Services on the next working day with your records from the hospital.

**Regional Campus students must complete the Incident Report Form and follow the protocol of the clinical facility.**  
Students should go to the hospital Emergency Room or to their healthcare provider for treatment.

Treatment will vary depending on the magnitude of the exposure and the risk status of the source. If there is potential HIV/HBV transmission, facility protocols will be followed with testing and counseling provided. AZT (Zidovudine) will be prescribed if a large or moderate exposure has occurred; or when the source is not known.

Confidentiality is very important. All student test results are confidential. No test result information will be given to the UCF College of Nursing or to any nursing faculty. If a student chooses to refuse HIV testing, he/she must sign a waiver.

Payment: Payment for services rendered are the responsibility of the student. Personal Health Insurance coverage, required as part of the student’s enrollment in clinical, may pay for part or all of the services.

HIV testing is done:  
- Immediately after exposure  
- At 6 weeks, testing is repeated only if a viral syndrome occurs  
- 3 months later  
- 6 months later  
- 12 months later
Students admitted to the College of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entering into clinical nursing courses. The College of Nursing will collaborate with students on making reasonable accommodation(s) for known physical and/or mental impairments. The cost of special equipment will be the responsibility of the student. However, it must be noted that nursing is a physically and mentally demanding profession. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. The following Core Performance Standards will be used by Student Disability Services, and students, along with faculty, to determine whether or not accommodation(s) can be made reasonably. Students are responsible for letting the College of Nursing know prior to the start of the program if accommodations are required and must work with the UCF Student Disability Services in order to receive the appropriate disability accommodations. Students may not receive any accommodations unless the student has been approved for those accommodations by the UCF Student Disability Services.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Nursing Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.</td>
<td>Competent assessment of clients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, design of appropriate nursing care plans, evaluating the effectiveness of interventions and revising planned interventions.</td>
</tr>
<tr>
<td>Cognitive</td>
<td>Ongoing capacity to learn new information and skills to provide safe nursing care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information.</td>
<td>Learn new skills and rationales for nursing care in a timely manner. Learn and adopt new methods of providing nursing care to reflect the dynamic nature of health care provision.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport and relate effectively with clients, their families, and colleagues. Work effectively with these individuals when they are stressed physically and/or emotionally. Provide socially and culturally care that is acceptable to clients</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Includes professional interactions.</td>
<td>Follow verbal and written instructions. Clearly communicate with other health care providers by appropriately documenting the nursing interventions provided and the clients' responses. Provide effective client teaching. Consult with a health care provider in a professional manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. The ability to meet the physical demands of providing nursing care.</td>
<td>Lifting, moving, carrying, pushing, pulling, and supporting clients, equipment and other objects independently. Standing, bending, walking, and sitting while working directly with clients and co-workers, and documenting care</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Perform vital signs, CPR, physical assessment, use equipment, hang IVs and tube feedings, draw up and give injections. Document nursing interventions and patient care in legible writing or accurate type.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile dexterity sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheters, giving injections</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability (natural or device assisted) sufficient to monitor and assess health needs.</td>
<td>Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by clients, families and co-workers. Understanding mechanically reproduced voices such as on audiotape.</td>
</tr>
<tr>
<td>Personal Behaviors</td>
<td>Maintains personal behaviors consistent with the American Nurses' Association Code for Nurses.</td>
<td>Demonstrates personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, harm toward self or others, or engaging in or supporting criminal behavior.</td>
</tr>
</tbody>
</table>

Adapted from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN)
The Health Insurance Portability and Accountability Act of 1996, referred to hereafter as HIPAA, was established to provide national standards for privacy and confidentiality of all health data and the transmission of health data electronically.

Policy
The University of Central Florida, College of Nursing has identified itself as a business partner for healthcare organizations and healthcare providers. In accordance with this designation, we need to abide by HIPAA regulations and provide or verify that education on HIPAA has been given to students who are enrolled in our programs. HIPAA education needs to be completed before a student is allowed to start a clinical/practicum with a healthcare organization or a healthcare provider.

Procedure
New basic and accelerated/second degree BSN students will be automatically enrolled in the UCF CON online HIPAA course and are required to complete the course unless proof of completion of a comparable course is provided. The document providing proof of completion of a comparable course should be submitted to the appropriate Program Assistant.

Enrollment in UCF College of Nursing HIPAA Course
Requests for enrollment in the HIPAA course can be made through the designated HIPAA course coordinator and will be discussed in orientation. Your NID will be needed for placement in the course. The course is online through the MYUCF portal and under Webcourses@UCF. Upon completion of the course, the student will receive one certificate for his/her personal file and one certificate will be placed in his/her school file.
STUDENTS RIGHTS AND RESPONSIBILITIES

ACADEMIC HONESTY
Honesty is highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a critical factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in The Golden Rule, the University’s Student Handbook. See http://www.goldenrule.sdes.ucf.edu for further details. Information may also be obtained from the Office of Student Conduct at (407) 823-2851.

Faculty members may also use www.turnitin.com, to review papers and projects for plagiarism. This website allows instructors to quickly and easily compare each student’s report to billions of web sites, as well as an enormous database of student papers. After submission of the paper, instructors receive a report that states if and how another author’s work was used.

Academic action will be taken for the following behaviors:
1. Cheating—whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.
2. Plagiarism—whereby another’s work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
3. Falsification of clinical paperwork, including clinical logs, journals or other related paperwork.
4. A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

Actions that may be initiated by the Instructor, Program Coordinator, Clinical Coordinator, Associate Dean, or Dean of the College may include: counseling; loss of credit for specific assignment, examination or project; or removal from course with a grade of “F”. The Office of Student Conduct may also take additional action including: warning, probation, suspension, expulsion, or a permanent conduct record that is accessible by other institutions upon request. The student is notified in writing when action is taken along with the reasons for the action. A report is also sent to the Dean of the College of Nursing. See www.Z.ucf.edu for UCF policy on grade designation for Academic Dishonesty.

PROFESSIONAL CONDUCT
Students as representatives of the University of Central Florida and the College of Nursing are expected to conduct themselves in a professional manner at all times. Students are expected to treat faculty, clinical staff and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs. Further, students should strive to maintain an optimum level of personal health and well-being in order to promote the same in others. Students are reminded that equipment found in the clinical agencies is the property of that agency.

SOCIAL NETWORKS
Professional conduct extends to all forms of social networks, including Facebook, MySpace, You-Tube, texting, emailing, photographing, videotaping and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and others students met during their time at the College of Nursing. Permission prior to recording or taping must be obtained. Failure to follow these rules, may result in administrative action, including dismissal from the College of Nursing. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.
STUDENT GRIEVANCES
In accordance with the UCF Golden rule, students are to attempt a solution of problems at the lowest level possible. The administrative hierarchy for discussing students concerns is: Instructor, Course Coordinator, Program Coordinator, Associate Dean, and Dean of the College of Nursing. If resolution does not occur at the College level, The Golden Rule outlines further steps to be taken to resolve grievances.
Students admitted to the UCF College of Nursing pre-license programs were cleared of having a criminal history that would prevent placement in a clinical setting or obtaining a license as a Professional Registered Nurse. Such status must be maintained throughout the student’s participation in the BSN program. The College of Nursing reserves the right to require a repeat screening of any student for criminal history and drug use. Such screenings will be at the student’s expense and conducted by the agency of choice of the College of Nursing.

If a student is arrested for any offense after admission to the College of Nursing, the student must notify, in writing, the coordinator of their academic program within 72 hours of the arrest. Failure to do so will result in immediate dismissal upon discovery of the non-disclosure. Only certain criminal offences may result in the student being disqualified from being eligible to continue in their program of study. Such disqualifying events are based on, but not limited to, Florida Statute 435.04.

Prior to entering a clinical placement, each student must file an affidavit of non-arrest with the appropriate Program Assistant. Falsifying this affidavit will result in immediate dismissal from the program upon discovery of the falsification. If the student is arrested for an offense that is a disqualifying event, the student will not be placed in a clinical setting. If currently in a clinical rotation, the student will be removed. Academic progression will be suspended pending support of a continuance petition from the student to the UAPG Committee. Additionally, a final decision for placement permission from all potential clinical agencies with whom the student could be placed must be obtained. If a clinical site cannot be obtained, the student will be determined to be uneducable for initial licensure as a Registered Professional Nurse and therefore dismissed from the program of study. If the offense prevents the student from being eligible for initial licensure as a Registered Professional Nurse within the program completion timeframes listed in this handbook, the student will be dismissed from the program of study.
COLLEGE OF NURSING SERVICES

Students with Disabilities
The College of Nursing will make reasonable accommodation for known physical and/or mental impairments. However, it must be noted that nursing is a physically and mentally demanding profession. Standards recommended by a task force of the Southern Council on Collegiate Education for Nursing will be used by students along with advisors to determine whether or not accommodations can be made reasonably.

The University of Central Florida encourages academically qualified student with disabilities to take advantage of its educational programs. The Office for Student Disability Services provides a variety of services. Contact (407) 832-2371 or the UCF Catalog for more information.

Research
The faculty is committed to the conduct of research and the use of research as the foundation of practice. Students are introduced to the research process and the evaluation of research in the undergraduate program. In the graduate program, students increase their knowledge of the conduct of research and the application of that research in practice. Dissemination of this knowledge is both valued and encouraged through, papers, posters, and peer-reviewed publications.

Service (Community Partnerships/Collaboration)
Service to the school, profession, and community is encouraged both as a part of the formal curriculum and through activities of the students and faculty. Students and faculty have both leadership and participant roles in the governance of the university. Active participation in professional organizations is encouraged at the local, state, regional, national and international levels. Collaborative work with the community is evident both in the linkages established by the College of Nursing and through professional and civic work of students and faculty.

Diversity of Students and Educational Programs
The faculty values the diversity of the student population of the University of Central Florida as well as the broad spectrum of educational backgrounds and needs they represent. Innovative avenues for access to the baccalaureate degree program are developed and provided by the College of Nursing in order to remain responsive to the need for nurses in the changing health care environment.

Advisement
The faculty recognizes that their influence through advisement, mentorship, and cooperation with students can result in higher levels of student retention and increased student satisfaction with the educational process. Student advisement is based on a professional relationship that is accessible, and provides specific and accurate information.

Faculty Availability
Each faculty member schedules office hours each week for student conferences. Students are encouraged to make appointments with faculty members during their scheduled office hours. Electronic communication is also encouraged. The Program Coordinators, Associate Deans, as well as the Dean of the College of Nursing are available to meet with students as needed, or communicate via electronic mail. Although the administrators have an “open door” policy to meet with students, appointments are suggested so that adequate time is available to address student issues, concerns, and suggestions.

Communication
Students will be assigned a penda-flex mail folder located in a file cabinet in the CON Student Learning Center. Students should check their folders frequently. Announcements and other information will be sent to the class e-mail lists. Many courses also use Webcourses to facilitate course communication.

Electronic mail is a vital component of the University of Central Florida and the College of Nursing communication. Every UCF student is issued an electronic mail account when admitted to the program. Students are responsible for learning how to access e-mail at UCF. “…@knights.ucf.edu” mail will be the official email for the College of Nursing students. Students should check e-mail frequently, preferably daily. Students must have anti-virus software, and update the software on a regular basis.

LISTSERVS
Distribution lists (listservs) are established for students in each program. These listservs are an essential part of dissemination of information. “Not being on listserv” is not a valid excuse for inability to receive email. Upon admission, students are added to the appropriate CON listserv using the student’s knightsmail address. All students will be notified, in a timely manner, of changes in academic policy and program issues via the respective program listservs, the approved method for communication at UCF. Students are required to provide the CON with a “Knights” email account address for all Listserves.

**Change in Personal Information**

It is the student’s responsibility to contact his/her program assistant regarding changes to email, phone, address, and name. Changing this through the My UCF portal does not change the records in the College of Nursing.

**List of LISTSERVs:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brevard Students – Seniors / Graduate August 2016</td>
<td><a href="mailto:brev2016@listserv.cc.ucf.edu">brev2016@listserv.cc.ucf.edu</a></td>
</tr>
<tr>
<td>Daytona Students – Seniors / Graduate August 2016</td>
<td><a href="mailto:dayt2016@listserv.cc.ucf.edu">dayt2016@listserv.cc.ucf.edu</a></td>
</tr>
<tr>
<td>Accel/Second Degree BSN Students / Graduate August 2016</td>
<td><a href="mailto:accelbsn16@listserv.cc.ucf.edu">accelbsn16@listserv.cc.ucf.edu</a></td>
</tr>
<tr>
<td>Basic Students – Fall 2015 Entry</td>
<td><a href="mailto:NUR2017@listserv.cc.ucf.edu">NUR2017@listserv.cc.ucf.edu</a></td>
</tr>
<tr>
<td>Seniors/Graduate May 2016</td>
<td><a href="mailto:NUR2016@listserv.cc.ucf.edu">NUR2016@listserv.cc.ucf.edu</a></td>
</tr>
</tbody>
</table>

**Orlando Basic/Accelerated Students**

Common areas of the building (University Tower) must be vacated by students by 5:00 PM Monday – Friday, unless accompanied by faculty, staff or in a class/lab with faculty present.

**Reserving Rooms in University Tower**

Students may not reserve classrooms or conference rooms without written permission from faculty.
FINANCIAL AID/SCHOLARSHIPS

Undergraduate Students
Scholarship applications may be obtained online at http://www.nursing.ucf.edu/Scholarship/index.asp. Other information related to financial assistance is available from the UCF Financial Aid and Minority Affairs offices.

A list of available scholarships has been compiled by the College of Nursing Student Scholarships and Awards Committee. Information about scholarships is posted on the college’s website each fall (August/September). Many scholarships are based on financial need and require a completed FAFSA form. Students are encouraged to complete a FAFSA form upon entry into the program to facilitate administration of scholarships and other financial aid.

Scholarship eligibility requirements are checked to ensure students adhere to the requirements set forth by the donor. Please note the UCF College of Nursing reserves the right to withdraw and or cancel a scholarship if the student fails to maintain the requirements set forth by the donor such as enrollment requirements.

Many institutions offer tuition assistance and reimbursement for employees. Several agencies also offer scholarships for students who agree to work at the agency upon graduation. Students should investigate these options.

CHILDREN IN SCHOOL ACTIVITIES
Children are not to be brought to class, campus labs or clinical agencies.

DUPLICATE COPIES
Faculty members may request duplicate copies or an electronic version of paper/projects for the College’s files.

INCLEMENT WEATHER
Occasionally, inclement weather occurs. Students need to monitor school closings on the TV and/or radio. If the University of Central Florida is closed, the College of Nursing will not hold classes or clinicals. Students should listen for the closings of their specific campus (i.e. Orlando, Cocoa or Daytona).
STUDENT LIFE

Nursing students are encouraged to participate in student activities at the college and university levels. Students also have the opportunity to participate in undergraduate and graduate student nurses associations.

**Student Nurses' Association (SNA)**

The Student Nurses’ Association (SNA) is a University of Central Florida organization for baccalaureate nursing students. The association is a constituent of the Florida Nursing Students' Association and the National Student Nurses’ Association. Regularly scheduled meetings are held throughout the year. The Orlando, Cocoa and Daytona campuses have SNA chapters. Membership is open to basic and second degree BSN and RN-BSN students. A faculty advisor who is a member of FNA will be appointed by the CON Dean.

**Nursing Honor Society - Sigma Theta Tau**

Sigma Theta Tau is the International Honor Society of Nursing. Theta Epsilon is the University of Central Florida's chapter. Students who meet the eligibility criteria will be invited to become a member each Spring. Faculty counselors are elected to answer questions about membership.

Undergraduate students who have completed half of the nursing curriculum, achieved an overall GPA of at least 3.2, and are in the upper 35% of the graduating class are invited to apply. Graduate students who have completed at least one-fourth of the graduate program and achieved a graduate GPA of at least 3.5 are invited to apply.

**Other Organizations and Student Forums**

**STUDENT REPRESENTATION**

Students have representation on specific College of Nursing committees. The Curriculum Committee has a student representative from each campus and pre-license program with voting privileges as delineated in the College of Nursing Faculty Association By Laws. The student representative is expected to attend all meetings and share information with their classmates.
Name: ___________________________  PID: ____________________
Date: ___________________________  Program: ☐ Basic ☐ RN-BSN ☐ MSN
  ☐ Accelerated

Note: The physical exam must have been completed within six months prior to the first day of class. All three pages of the health review must be turned in prior to starting the program.

1. ALL STUDENTS MUST COMPLETE THE TB SCREENING FORM ON THE REVERSE SIDE. PPD screening results must be included on the HEALTH HISTORY AND PHYSICAL EXAMINATION FORM (page 3).

2. REQUIRED IMMUNIZATIONS:

<table>
<thead>
<tr>
<th>Immunization/Disease</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polio Vaccine (Dates of Immunizations)</td>
<td></td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis (Tdap) (Booster within last ten years)</td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR) OR laboratory evidence of immunity</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox) Vaccine OR Titer</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Vaccine OR laboratory evidence of immunity</td>
<td></td>
</tr>
<tr>
<td>Seasonal Influenza vaccine (Flu) required annually</td>
<td></td>
</tr>
<tr>
<td>(Our healthcare partners are requiring students to receive the Influenza Vaccine annually OR wear a mask if within 5 feet of a patient.)</td>
<td></td>
</tr>
</tbody>
</table>

**Highly Recommended:**

<table>
<thead>
<tr>
<th>Immunization/Disease</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A Vaccine</td>
<td></td>
</tr>
<tr>
<td>Meningococcal Conjugate Vaccine</td>
<td></td>
</tr>
</tbody>
</table>

*If immunization series is in progress or to be started during the first semester in the program, indicate dates of upcoming doses and provider. Proof of completion needs to be submitted.*

(if started, indicate finish date)

3. I have a latex sensitivity.  Yes ☐  No ☐

4. I have reviewed the “Core Performance Standards (for non-licensed students) for Clinical Course Work in the College of Nursing”, (page 4 and on the back of the Health History & Physical Examination form), and am able to undertake all aspects of the nursing education program, including interactions with patients and staff in clinical settings.

5. Please state any special accommodations needed below. These will be reviewed by the Admission, Progression and Graduation (APG) Committee on a case-by-case basis.

   Special Needs:  Yes ☐  No ☐
   (if yes, please describe): __________________________________________

I certify that the information provided above is correct.

____________________________________  _______________________
Student Signature       Date
Please complete the following questionnaire as part of the tuberculosis (TB) screening process.

DO YOU HAVE, OR HAVE YOU HAD IN THE LAST TWO MONTHS, ANY OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Yes</th>
<th>No</th>
<th>Symptoms</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Productive cough</td>
<td></td>
<td></td>
<td>Fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night sweats</td>
<td></td>
<td></td>
<td>Sore throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortness of breath</td>
<td></td>
<td></td>
<td>Rash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of appetite</td>
<td></td>
<td></td>
<td>Swollen or tender lymph nodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unusual tiredness</td>
<td></td>
<td></td>
<td>Open or infected sore or wound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unintentional weight loss</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please answer the following questions:  

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been exposed to TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, when?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever had a positive TB skin test?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever taken BCG vaccine?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever taken any medication for TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you taking any routine medication?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HEALTH HISTORY & PHYSICAL EXAMINATION

TO BE COMPLETED BY A LICENSED HEALTH CARE PROVIDER

Is there any significant medical history or condition that could affect functioning as a nursing student, including interaction with patients and staff in clinical settings?

Yes ☐  No ☐

Please Describe: ____________________________________________________
____________________________________________________
____________________________________________________

Is this individual currently taking any medication that could affect participation in a nursing education program, including interaction with patients and staff in clinical settings?

Yes ☐  No ☐

Please Describe: ____________________________________________________
____________________________________________________
____________________________________________________

I certify that ____________________________________________________________________________________________ has been examined by me on ______________ and is found to be in good physical and mental health and appears able to undertake all aspects of the nursing education program, including interaction with patients and staff in clinical settings. (Please see “Core Performance Standards (for non-licensed students) for Clinical Course Work in the College of Nursing”: on the back of this form.)

Practitioner’s Name (PLEASE PRINT): __________________________________________________________

Practitioner’s Signature:   ______________________________________________________

Licensed as (PLEASE CIRCLE ONE):  ARNP   Physician Assistant   Physician

License Number: _____________________ State/Country Licensed: ______________________

PPD DATE : ___________________ ( must be within last 6 months)     RESULTS: ___________________

-OR-
CHEST X-RAY IF POSITIVE PPD
RESULTS: ___________________ DATE: ___________________ (does not need to be within last 6 months)

Signature: ______________________________________________________

Title: __________________________________________________________________________
Students admitted to the College of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entering into clinical nursing courses. The College of Nursing will collaborate with students on making reasonable accommodation(s) for known physical and/or mental impairments. The cost of special equipment will be the responsibility of the student. However, it must be noted that nursing is a physically and mentally demanding profession. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. The following Core Performance Standards will be used by Student Disability Services, and students, along with faculty, to determine whether or not accommodation(s) can be made reasonably. Students are responsible for letting the College of Nursing know prior to the start of the program if accommodations are required and must work with the UCF Student Disability Services in order to receive the appropriate disability accommodations. Students may not receive any accommodations unless the student has been approved for those accommodations by the UCF Student Disability Services.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Nursing Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.</td>
<td>Competent assessment of clients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, design of appropriate nursing care plans, evaluating the effectiveness of interventions and revising planned interventions.</td>
</tr>
<tr>
<td>Cognitive</td>
<td>Ongoing capacity to learn new information and skills to provide safe nursing care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information.</td>
<td>Learn new skills and rationales for nursing care in a timely manner. Learn and adopt new methods of providing nursing care to reflect the dynamic nature of health care provision.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport and relate effectively with clients, their families, and colleagues. Work effectively with these individuals when they are stressed physically and/or emotionally. Provide socially and culturally care that is acceptable to clients</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Includes professional interactions.</td>
<td>Follow verbal and written instructions. Clearly communicate with other health care providers by appropriately documenting the nursing interventions provided and the clients' responses. Provide effective client teaching. Consult with a health care provider in a professional manner</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. The ability to meet the physical demands of providing nursing care.</td>
<td>Lifting, moving, carrying, pushing, pulling, and supporting clients, equipment and other objects independently. Standing, bending, walking, and sitting while working directly with clients and co-workers, and documenting care</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient</td>
<td>Perform vital signs, CPR, physical</td>
</tr>
</tbody>
</table>
to provide safe and effective nursing care.

<table>
<thead>
<tr>
<th>Tactile</th>
<th>Tactile dexterity sufficient for physical assessment.</th>
<th>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheters, giving injections.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by clients and families and co-workers. Understanding mechanically reproduced voices such as on audiotape</td>
</tr>
<tr>
<td>Personal Behaviors</td>
<td>Maintains personal behaviors consistent with the American Nurses' Association Code for Nurses.</td>
<td>Demonstrates personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, harm toward self or others, or engaging in or supporting criminal behavior.</td>
</tr>
</tbody>
</table>

Adapted from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN)

Print____________________________________________________________________

Sign____________________________________________________________________

Date____________________________________________________________________
University of Central Florida
College of Nursing
Student Incident Report Form

This report is to be completed promptly (within four (4) hours of incident) by the student for any related accident, injury, or illness. This report is to be turned in to or sent to the College of Nursing Program Coordinator or Associate Dean, and a copy to the Dean's office. (UTWR 341).

If immediate medical attention is needed, report to the UCF Student Health Services 407-823-2096. Health Service Center hours are: Monday thru Friday 0800-2100 (Fall and Spring semester) and Monday through Friday 0800 – 1800 (Summer semester). If Student Health Services is closed / unavailable, go to the hospital Emergency Department immediately for treatment.

PLEASE PRINT:

<table>
<thead>
<tr>
<th>Student Name _________________________</th>
<th>Time of Incident: ______________________ AM  PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ______________________________</td>
<td>Date of Birth _______ / _______ / _________</td>
</tr>
<tr>
<td>Contact Phone #: ______________________</td>
<td>Social Security #: __________________________</td>
</tr>
<tr>
<td>Date of Incident: _______ / _______ / ________</td>
<td>Instructor: __________________________________</td>
</tr>
</tbody>
</table>

Please describe any other information related to the incident (use separate pieces of paper if needed):

How did incident occur?

Where did the incident occur (be specific to exact site and clinical location)?

Who witnessed the incident?

Who did you first report incident to?: Name: ____________________________ Phone #: ______________________

What is the nature of your injury? (circle appropriate)

Needle stick          Cut          Strain          Burn          Bite          Puncture          Splash          Inhalation          Other: __________________________

Body part affected: (i.e. low back, right arm, left leg) ____________________________________________

Type of fluid involved: (circle appropriate)

Blood          Saliva          Emesis          Mucus          Semen          Urine          Feces          Sweat          Tears          Exhaled Air          Other: __________________________

Amount of exposure: (circle appropriate)

Less than one drop          One drop to one teaspoon          Over one teaspoon          Unknown

The following questions are for needle stick incident only:

Was the instrument visibly contaminated with blood? (circle appropriate answer)   YES    NO

Needle stick from (circle appropriate response):

Recapping          Injection          In trash          In linen          Full needle box          Other: __________________________
The following questions are for splash incident only:

Splash to:  Mouth  Eye  Ear  Nose  Other ____________________________

Skin-  no break  Skin-broken (explain): ________________________________

What steps were taken immediately after exposure? (Circle all appropriate)

Washing  Rinsing  Bleeding

Type of protective equipment worn at the time of exposure? (circle all that apply)

Gloves  Mask  Eye protection  Gown  Apron  Resuscitation  Mask  None  Other: ____________________

Source of exposure (Gather information available):

Name of source client: __________________________________________________________

Date of Birth: __________________________________________________________________

Full Address: ______________________________________________________________________

Telephone: _______________________________________________________________________

Attending physician of source client: ________________________________________________

Diagnosis of source client: ________________________________________________________

Comments regarding source client risk factors:

HIV, Hepatitis A, B, C, type unknown, Syphilis, Gonorrhea, Tuberculosis, Meningitis, Other: ____________________

Medical Information

Did you seek medical attention? ______________________________________________________

Date: ____________________________

Who is your health care provider? ____________________________________________________

Address: _________________________________________________________________________

Telephone: _______________________________________________________________________

Who is your current health insurance provider? __________________________________________

**Please provide a copy of the provider statement related to the incident

Student Signature: ________________________________

Date: ____________________________

Time: ____________________________  AM  PM
Confidentiality Agreement

I understand that I may come in contact with various types of information in my studies or through my clinical rotations while a student in the College of Nursing at the University of Central Florida. This information may include, but is not limited to, information on patients, employees, students, families, donors, research, and financial and business operations. Some of this information is made confidential by law (such as “protected health information” or “PHI” under the federal Health Insurance Portability and Accountability Act, HIPPA) or by the college or university. Confidential information may be in any form, such as, written, electronic, oral, overheard or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to engage in my studies or to complete my approved academic requirements for the program in which I am enrolled.

I will protect all confidential information, including PHI, while a student at the College of Nursing. I will not share PHI with those outside of the College of Nursing unless they are part of my studies or educational program at the College of Nursing and have a need to know. I will not remove nor electronically send any confidential information from the agencies and facilities where I am assigned as a student except as permitted by the specifics of the agency and in accordance with the agreements with those agencies.

I will protect any sign-on codes provided to me from any agency. The sign-on and password codes are equivalent to my signature and I will not share them with anyone nor allow anyone to use them. I will not attempt to access PHI information with these codes except to meet the needs specific to my reason for being there. I will be responsible for any use or misuse of my codes.

If I knowingly violate this agreement, I will be subject to failure in the related clinical/didactic course and expulsion from the College of Nursing. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have completed the required UCF College of Nursing HIPPA on-line course and received a certificate of completion for this course.

I have read and understand the above and agree to be bound by it. I understand that signing this agreement and complying with its terms is a requirement for my inclusion in the College of Nursing educational program and participation in clinical experiences.

Name (PRINT full legal name): ______________________ UCF ID#: _________ Date: _______

Signature_________________________ Program ________________________________
I am aware that taking nursing courses involves the downloading of files from the Internet and the sending and receiving of attached files. I understand that for my protection and the protection of others, it is imperative that virus protection software be installed on my personal computer. I also understand that virus updates need to be performed regularly.

I agree to update my anti-virus software regularly. I am aware that passage of infected files to other students or faculty may result in denial of access to the Internet portion of the course, which could have grade consequences.

________________________________________
Signature

________________________________________
Print Name

________________________________________
Date

Program – Indicated one: Basic, RN to BSN, Accelerated 2nd Degree

Location – Indicate one: Orlando, Daytona, Cocoa, Other
CLASSROOM BEHAVIOR

Expected Classroom Behaviors – These are adapted from Student Rights and Responsibilities at the University of Central Florida

Students are expected to exhibit behaviors that are expected of a professional nurse. Classroom “etiquette” expectations include but are not limited to the following:

- Attendance in nursing classes is expected. At times attendance may be part of the grades for a class. (See specific class syllabi.) If you will be absent please notify the faculty member who is responsible for the class so you may obtain needed class information.

- Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.

- Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes. The student may be dismissed from the class.

- Monopolizing class time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during class.

- Please turn off electronic devices that may be disruptive in class. If you are using a laptop during class please have it focused on current class material. **Use of laptops in class is a privilege not a right.**

- Students whose behavior is inappropriate in class may be asked to meet with the instructor. A counseling form may be written and placed in their personal file. A report to Student Rights and Responsibilities may be made if the behavior continues.

- Disruptive behavior is not allowed and the student will be asked to stop the behavior and will be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action.

- In class and out of class - disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in disciplinary action and possible program dismissal.

- Online students are expected to participate in the course as specified in the course syllabus. Online time should minimally equal face-to-face class time. (3 credit hour course = 3 hours of virtual presence)

- Patient and facility information shared in class is subject to the same confidentiality rules as other patient information. This includes social networking technology.

- Students must obtain permission from an instructor to tape a class.

________________________________________
Signature

________________________________________
Print Name

_________________________
Date
University of Central Florida
College of Nursing

CERTIFICATION OF CLEAR CRIMINAL BACKGROUND
FOR CONTINUED ENROLLMENT IN THE COLLEGE OF NURSING

Per the University of Central Florida College of Nursing Handbook, “If arrested after admission to the College of Nursing, a student must notify the appropriate faculty member (program coordinator of the program accepted by) within 72 hours of the offense. Selected offenses may prevent the student from attending clinical experiences. Failure to notify the College of Nursing will result in dismissal from the program.”

The College of Nursing requires that I report any arrest, regardless of cause, to the College of Nursing no later than 72 hours after the arrest.

I state that I have not been arrested since my admission to the College of Nursing. This certificate will be completed by the student during the first week of enrollment in each semester the student attends nursing classes.

I do hereby swear or affirm that the above information is true and correct. I understand that any failure to disclose an arrest or any misrepresentation of my criminal background status may subject me to disciplinary action and/or academic action, up to and including dismissal from my nursing program. This includes the final semester of the nursing program.

Signature: ____________________________________________
Printed Name: __________________________________________
Date: __________________________________________
PID: __________________________________________

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PHOTO/VIDEO/OTHER MEDIA CONSENT FORM for Students

For and in consideration of benefits to be derived from the furtherance of the educational programs of the University of Central Florida, I, the undersigned Participant, hereby authorize the UNIVERSITY OF CENTRAL FLORIDA, and any agents, officers, employees, servants or students of the University of Central Florida, to record and photograph my image and/or voice for use by the University of Central Florida or its assignees for purposes that include, but are not limited to, the creation of training and/or other informational materials, scientific research, quality assurance, recruiting, advertising and marketing, as well as education and teaching, at the University of Central Florida’s sole discretion.

I understand and agree that these audio, video, film and/or print images may be used, edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees to me or to anyone else on my behalf, forever and I hereby relinquish all right, title and interest therein to the University of Central Florida.

I release the University of Central Florida, and any agents, officers, employees, servants or students of the University of Central Florida, the University of Central Florida Board of Trustees, the Florida Board of Governors and the State of Florida and their respective agents, officers, employees and servants from any and all liability relating to the taking, reproduction, and/or use of such photographs, video images, and/or sound recordings.

I hereby certify that I am at least 18 years of age and that I am legally competent to sign this form.

Witness                  Date    Name of Participant (print)

__________________________________________
Signature of Participant

Date:________________________
ACKNOWLEDGEMENT OF RECEIPT AND READING OF STUDENT HANDBOOK

After you have received and read the UCF College of Nursing Student Handbook, please complete this form and return it to the College of Nursing, University Tower – 3rd Floor, for inclusion in your file.

All College of Nursing students are subject to the provisions in the Student Handbook and are responsible to know the policies included in it.

Please sign below to indicate that you have received a copy of the UCF College of Nursing Student Handbook (hard copy or electronic copy) and will abide by the policies included in it.

Please check one:

__ Basic Program Student
__ Accelerated Second Degree Program Student
__ RN-BSN / AS to BSN Program Student
__ RN-MSN Program Student
__ Concurrent Program Student
__ SSC
__ VC

Print name: ________________________________

UCF ID#: _____________________________________

Signature: _________________________________

Date: ____________________________________

This form will be placed in your file.

Note: Failure to sign this form does not exempt a student from the provisions in the Student Handbook.

Thank you.
# College of Nursing Curriculum

## Plan of Study (POS) for the Orlando Student in the Basic Program

Any change or modification of the POS MUST be reviewed and signed by the program coordinator PRIOR to registration. Non-compliance may result in a delay in graduation.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3065</td>
<td>Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3065L</td>
<td>Health Assessment Lab</td>
<td>1</td>
</tr>
<tr>
<td>NUR 3616</td>
<td>Health Promotion Across the Lifespan</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3616L</td>
<td>Health Promotion Across the Lifespan Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NUR 3028</td>
<td>Essentials of Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3028L</td>
<td>Essentials of Nursing Practice Lab</td>
<td>1</td>
</tr>
<tr>
<td>NUR 3755L</td>
<td>Essentials of Nursing Practice Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NUR3125</td>
<td>Pathophysiology for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL FIRST SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3145</td>
<td>Pharmacology for Nurses</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3225</td>
<td>Nursing Care of the Adult I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3225L</td>
<td>Nursing Care of the Adult I Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3445</td>
<td>Nursing Care of Families</td>
<td>4</td>
</tr>
<tr>
<td>NUR3445L</td>
<td>Nursing Care of Families Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NUR3XXX</td>
<td>Professional Nurse Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL SECOND SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3165</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4837</td>
<td>Health Care Issues, Policy, and Economics</td>
<td>3</td>
</tr>
<tr>
<td>NUR/NSP XXXX</td>
<td>Nursing Elective (If not previously completed.)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL THIRD SEMESTER</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 4227</td>
<td>Nursing Care of the Adult II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 4227L</td>
<td>Nursing Care of the Adult II Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4535</td>
<td>Psychiatric Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4535L</td>
<td>Psychiatric Mental Health Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL FOURTH SEMESTER</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fifth Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 4828</td>
<td>Leadership, Management, and Role Transition</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4945L</td>
<td>Nursing Practicum</td>
<td>4</td>
</tr>
<tr>
<td>NUR 4637</td>
<td>Public Health Nursing (Web-based)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4637L</td>
<td>Public Health Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NUR 4257</td>
<td>Critical Care Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL FIFTH SEMESTER</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

The undergraduate nursing program is a total of 65 credits.

Any alteration to the above plan of study requires advanced approval of the Program Coordinator and/or the UAPG Committee.
If you have taken a course that may be an acceptable elective, UAPG Committee approval of the course is required.
For either request, an Undergraduate Petition must be submitted per the included instructions. The Undergraduate Petition can be accessed here: CoN Web Site > Students > Undergraduate > Policies, Handbooks & Forms

College of Nursing Curriculum
Plan of Study (POS) for the Orlando student in the Accelerated Program

Any change or modification of the POS MUST be reviewed and signed by the program coordinator PRIOR to registration. Non-compliance may result in a delay in graduation.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NUR 3065</td>
<td>Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3065L</td>
<td>Health Assessment Lab</td>
<td>1</td>
</tr>
<tr>
<td>NUR 3616</td>
<td>Health Promotion Across the Lifespan</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3616L</td>
<td>Health Promotion Across the Lifespan Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NUR 3028</td>
<td>Essentials of Nursing Practice</td>
<td>3</td>
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<tr>
<td>NUR 3755L</td>
<td>Essentials of Nursing Practice Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NUR3125</td>
<td>Pathophysiology for Nurses</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL FIRST SEMESTER</strong></td>
<td></td>
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</tr>
</tbody>
</table>

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<thead>
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<td>Nursing Care of Families</td>
<td>4</td>
</tr>
<tr>
<td>NUR3445L</td>
<td>Nursing Care of Families Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NUR3816</td>
<td>Professional Nurse Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL SECOND SEMESTER</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
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<td>Psychiatric Mental Health Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NUR/NSP XXXX</td>
<td>Nursing Elective (May petition for substitution.)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3165 OR</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3167</td>
<td>Nursing Research Seminar (Undergraduate Petition approval required.)</td>
<td>1</td>
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<tr>
<td><strong>TOTAL THIRD SEMESTER</strong></td>
<td></td>
<td><strong>16-18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 4829</td>
<td>Leadership, Management, Role Transition, and Health Care Issues</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4945L</td>
<td>Nursing Practicum</td>
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<tr>
<td>NUR 4637</td>
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<td>Critical Care Nursing</td>
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</tr>
<tr>
<td><strong>TOTAL FOURTH SEMESTER</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

The Accelerated Second Degree Nursing program is a total of 60-62 credits.

1 Students may have taken an acceptable Nursing elective course in their previous degree. Please review your Degree Audit you have already met the requirement. If not, and you have taken a course which may qualify as a nursing elective, you must submit an Undergraduate Petition for approval.

2 If you have already completed a research methods course in a previous degree, you may be able to take NUR3167 instead of NUR3165. You must complete the Undergraduate Petition no later than the end of the first semester of study.

The Undergraduate Petition can be accessed here: [CoN Web Site > Students > Undergraduate > Policies, Handbooks & Forms](#)

College of Nursing Curriculum

Plan of Study (POS) for the Cocoa or Daytona student in the Basic Program
Any change or modification of the POS MUST be reviewed and signed by the program coordinator PRIOR to registration. Non-compliance may result in a delay in graduation.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR 3065</td>
<td>Health Assessment</td>
<td>2</td>
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<tr>
<td>NUR 3065L</td>
<td>Health Assessment Lab</td>
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<tr>
<td>NUR 3616</td>
<td>Health Promotion Across the Lifespan</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3616L</td>
<td>Health Promotion Across the Lifespan Clinical</td>
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<tr>
<td>NUR 3028</td>
<td>Essentials of Nursing Practice</td>
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<tr>
<td>NUR 3028L</td>
<td>Essentials of Nursing Practice Lab</td>
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<tr>
<td>NUR 3755L</td>
<td>Essentials of Nursing Practice Clinical</td>
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<td><strong>TOTAL FIRST SEMESTER</strong></td>
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<tr>
<td>Second Semester</td>
<td>Pathophysiology for Nurses</td>
<td>3</td>
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<tr>
<td>NUR 3165</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4837</td>
<td>Health Care Issues, Policy and Economics</td>
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<td><strong>TOTAL SECOND SEMESTER</strong></td>
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<tr>
<td>Third Semester</td>
<td>Pharmacology for Nurses</td>
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<tr>
<td>NUR 3225</td>
<td>Nursing Care of the Adult I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3225L</td>
<td>Nursing Care of the Adult I Clinical</td>
<td>2</td>
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<tr>
<td>NUR 3445</td>
<td>Nursing Care of Families</td>
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</tr>
<tr>
<td>NUR 3445L</td>
<td>Nursing Care of Families Clinical</td>
<td>2</td>
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<tr>
<td>NUR 3816</td>
<td>Professional Nurse Seminar</td>
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<tr>
<td>Fourth Semester</td>
<td>Nursing Care of the Adult II</td>
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<td>NUR 4227</td>
<td>Nursing Care of the Adult II Clinical</td>
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</tr>
<tr>
<td>NUR 4535</td>
<td>Psychiatric Mental Health Nursing</td>
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<tr>
<td>NUR 4535L</td>
<td>Psychiatric Mental Health Nursing Clinical</td>
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<tr>
<td>NUR/NSP XXXX</td>
<td>Nursing Elective (If not taken previously.)</td>
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<td><strong>TOTAL FOURTH SEMESTER</strong></td>
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<tr>
<td>Fifth Semester</td>
<td>Leadership, Management, and Role Transition</td>
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<tr>
<td>NUR 4945L</td>
<td>Nursing Practicum</td>
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<tr>
<td>NUR 4637</td>
<td>Public Health Nursing (Web-based)</td>
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<td>NUR 4637L</td>
<td>Public Health Nursing Clinical</td>
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<td>NUR 4257</td>
<td>Critical Care Nursing</td>
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<td></td>
<td><strong>TOTAL FIFTH SEMESTER</strong></td>
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</tr>
</tbody>
</table>

The undergraduate nursing program is a total of 65 credits.

Any alteration to the above plan of study requires advanced approval of the Program Coordinator and/or the UAPG Committee. If you have taken a course that may be an acceptable elective, UAPG Committee approval of the course is required. For either request, an Undergraduate Petition must be submitted per the included instructions. The Undergraduate Petition can be accessed here: CoN Web Site > Students > Undergraduate > Policies, Handbooks & Forms.