

College of Nursing

University of Tennessee, Knoxville

The University of Tennessee, College of Nursing (CON) Undergraduate Student Handbook has been designed to provide vital information to upper division nursing students. The CON Undergraduate Student Handbook is intended to be used in conjunction with information located on all Nursing Academic Affairs Canvas sites, individual Canvas course sites, and the University of Tennessee main website.



Largely, information that undergraduate students need will be accessible via links as shown in this handbook. All traditional (TBSN) and accelerated (ABSN) students are responsible to have read and understood all information within the student handbook PRIOR to beginning upper division nursing courses. Additionally, it is expected that students will need to refer back to this information on an as needed basis until graduation from the university.

Vision, Mission & Values

Vision: Leading Care. Creating Partnerships. Improving Health

Mission: We are catalysts for optimizing health through nurse-led care by integrating education, practice, research, and technology. We define health broadly and impact it by addressing policy and social issues through advocacy and leadership. Fueled by our commitment to communities, families, and individuals, we seek partnerships to create innovative solutions that improve health for all.

Values: Valuing All We value diversity and inclusiveness.

Originality: We value innovative solutions to complex health issues.

Leading with Integrity: We value exceptional leadership.

Seeking Knowledge: We value a spirit of inquiry

The **vision, mission, and philosophy** of the College of Nursing (CON) can be found on the web site for the CON: <https://nursing.utk.edu/about/mission-vision/>

Student Learning Outcomes

The purpose of the College of Nursing BSN program is to prepare graduates who are generalists to practice patient centered care across the lifespan and across the continuum of healthcare environments. BSN graduates are prepared to understand and respect patient centered care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Student Learning Outcomes (SLOs):

1. Apply theoretical and scientific knowledge from nursing and other disciplines to make evidence-based practice decisions with a commitment to life-long learning.
2. Synthesize and apply knowledge to provide high quality nursing care for individuals and populations that promotes and restores health, encompassing birth through end-of-life.
3. Communicate and collaborate with individuals, populations, intra-/inter-professional teams to improve patient health outcomes.

4. Demonstrate leadership and professional integrity by delivering high quality care and servicing the community in a dynamic healthcare system.
5. Integrate knowledge and skills of current and emerging technology into nursing practice.

These Student Learning Outcomes are achieved through the development of the following behaviors:

- communicates effectively
- reasons critically
- leads effectively
- practices safely
- acts professionally

Student Learning Outcomes (SLO's): At completion of the program, the BSN student will:	Communicates Effectively	Reasons Critically	Leads Effectively	Practices Safely	Acts Professionally
Apply theoretical and scientific knowledge from nursing and other disciplines to make evidence-based practice decisions with a commitment to life-long learning.			X		X
Synthesize and apply knowledge to provide high-quality nursing care for individuals and populations that promotes and restores health, encompassing birth through end-of-life.			X	X	X
Communicate and collaborate with individuals, populations, intra-/inter-professional teams to improve patient health outcomes.	X			X	
Demonstrate leadership and professional integrity by delivering high quality care and servicing the community in a dynamic healthcare system.			X		X
Integrate knowledge and skills of current and emerging technology into nursing practice.	X	X		X	X

Academic Honesty & Integrity

Academic Integrity

The leadership and faculty of the UTK College of Nursing believe that academic integrity is one of the most important values and behaviors that should be practiced by students during all academic and clinical experiences.

Honesty and integrity are especially valued in healthcare professions because accurate diagnosis and treatment of patients are greatly dependent upon a professional nurse's honest and capable assessment of symptoms and diagnostic tests.

This assessment can be rendered only by nursing professionals who have "real" knowledge obtained as a student who answered examination questions and completed writing assignments independently.

The student who chooses to be dishonest in his/her educational pursuits is placing future clients/patients at great risk to potential health care errors/mistakes.

In addition, failure to maintain the high ethical and professional standards of the nursing profession may subject a student in the CON to permanent dismissal or other appropriate remedial action by the University.



Forms of Academic / Professional Dishonesty

Resulting in Dismissal or Remedial Action:

1. Commission of any offense classified as a felony by TN's criminal statutes or by Federal criminal statutes.
2. Unlawful use, possession or sale of drugs or narcotics, whether or not felonious.
3. Plagiarism, falsification of records, fabrication or other act which substantially impugns the integrity of the student. Examples include (but not limited to):
 - Quoting another person's actual words, complete sentences or paragraphs, without noting the source/s.
 - Copying another student's essay or written assignment (care map, presentation)
 - Working together on an individual assignment, sharing computer files/programs, and then submitting individual copies as one's own individual work.
 - Citation of information not taken from the source indicated.
 - Listing sources in the reference section not directly used in the academic assignment.
4. Cheating: an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information. Examples include (but not limited to):
 - Looking at another student's exam or allowing another student to see your exam
 - Using unauthorized materials during an exam/quiz
 - Passing test/quiz questions or answers from one student to another, even after the test is complete

- Discussing test questions or answers during the exam or to students who have not yet taken the examination.
 - Tapping objects, coughing, or otherwise signaling in code, or using any form of technology (cell phones, smart watches, etc.) to view or transmit answers.
 - 5. Academic Misconduct: intentional violation of UT policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered exam. Examples include (but not limited to):
 - Signing into class for another student who is not present
 - Stealing, buying or otherwise obtaining all or part of an unadministered exam (ex. Purchasing/obtaining specific textbook test bank questions)
 - Selling or giving away all or part of an unadministered test, including specific textbook test bank questions.
 - 6. Academic Dishonesty in Clinical Settings: deliberate, deceitful intention to fabricate clinical data/information, use information from another source and claim as own, or misrepresent one's actions in order to avoid sanctions. Example include (but not limited to):
 - Providing unauthorized information to other students on clinical assignments
 - Feigning illness or emergency to avoid a clinical assignment/rotation
 - Communicating confidential information to a person not involved in the patient's care without authorization
 - Misrepresenting any aspect of patient care or documentation
 - 7. Other unprofessional or unethical conduct which would bring disrepute or disgrace upon student or profession or which would tend to substantially reduce or eliminate the student's ability to effectively practice his/her profession.
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The Honor Statement

An essential feature of the University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty.

The honor statement to which students at the University of Tennessee are required to affirm is:

As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

See [Hilltopics](#) for expanded explanation.

Standards of Conduct

A student may be disciplined for cheating, plagiarism or any other act of academic dishonesty. See [Hilltopics](#) for a description of prohibited conduct.

1. If a student is suspected of having "wandering eyes" during an exam, the faculty member observing the behavior will immediately approach the student and warn the student *once* to keep their eyes focused on the exam. If the behavior is observed again, the student will be asked to turn off his/her

computer or turn in the paper exam and a grade of zero will be assigned. The Office of Student Conduct and Community Standards and the Assistant Dean of Undergraduate Programs will be contacted.

2. If a student is detected attempting to cheat during an exam by using notes or mechanical means, a grade of zero will be assigned for the exam. The Office of Student Conduct and Community Standards and the Assistant Dean of Undergraduate Programs will be contacted.
3. If a student is found to have plagiarized on an assignment, a grade of zero will be assigned. The Office of Student Conduct and Community Standards and the Assistant Dean of Undergraduate Programs will be contacted.

As with all penalty grades, the student has five days from the receipt of the letter to appeal the grade as detailed in [Hilltopics](#).

Disciplinary Procedures and Appeals

Alleged code of student disciplinary board, academic review board, ethics violations, academic dishonesty and plagiarism: See [Hilltopics](#)

Attendance, Absences, and Tardiness

- Attendance at the first session of all nursing courses is MANDATORY. Students may be dropped from a class if they do not attend the first session.
- Successful completion of upper division nursing didactic courses is strongly dependent on class attendance and punctuality. All classes begin on time. Any student arriving after class has started should wait until the first break or until permission is received from faculty to enter the classroom. The student is responsible for meeting class objectives covered during missed classroom time. Any materials handed out are the student's responsibility to obtain.
- A grade of zero (and/or unsatisfactory) will be assigned for unexcused absences from tests, quizzes, exams, and any other scheduled assignments.
- Attendance and punctuality at all scheduled clinical/simulation experiences is MANDATORY. The student will receive a Student Performance Improvement Form (SPIF) by the faculty for any tardiness or unexcused absence. The student may be dismissed from the clinical/simulation experience for that day and/or be required to submit an additional assignment.
- Repeated unexcused tardiness and/or absence from scheduled experiences may result in an Unsatisfactory grade for the course and potential dismissal from the CON.

Extenuating Circumstances

If personal problems or situations are significant enough to interfere with success in this course and specific accommodations are needed, *it is the student's responsibility* to communicate those difficulties and needs to the course coordinator (or if not possible to another faculty member) in a timely fashion. The faculty will make all reasonable efforts to help you succeed, but it is the *student's responsibility to inform faculty as soon as possible*. **Retroactive consideration of grades is not possible.**

Communicable Condition

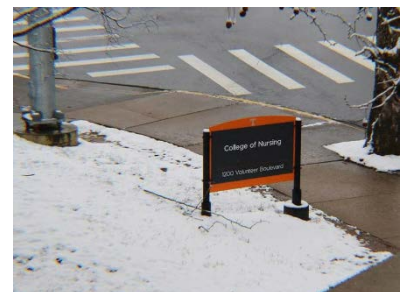
Students with communicable conditions should not participate in a scheduled clinical/simulation experience where risk of exposing others exists. Follow course guidelines for notifying the course coordinator/faculty. If treatment is indicated, the student should follow-up with recommendations from a health care provider. Students should obtain documentation that they were seen by a health care provider and offer this documentation to faculty when negotiating make-up of clinical/simulation experiences.

Inclement Weather Attendance Policy

Please see the current [Hilltopics](#) for the University policy on **inclement weather**.

Safety is always first when considering whether to attend classes and/or clinical experiences. There may be times when the University remains open but clinical experiences are delayed or cancelled.

Clinical faculty will discuss the inclement weather policy and arrangements for notifying students if clinical experiences (especially in early mornings) need to be cancelled or delayed.



Plan for NCLEX Success

Student ATI Assessment and Review Policy

The Purpose of the Comprehensive ATI Review Program

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab. **It is highly recommended that you spend time navigating through these orientation materials.**

Review Modules / Ebooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Focused Reviews / Active Learning / Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual assessment report will contain a listing of the Topics to Review. It’s highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Role of the Student

All elements of the ATI Review Program apply to all prelicensure students and all students are expected to participate fully in its multiple dimensions and to comply fully with its expectations. Inherent in the role that students assume in carrying out the parameters of this program, is the responsibility to frequently communicate/interact with faculty in order to document progress and to define plans to improve outcomes. Students accept full responsibility for assuming an active role in completing all components of the ATI Review Program and for following through with all recommendations given and requirements determined. Students acknowledge that failure to adhere to the plan's components will have academic implications.

Students will submit to the course faculty the required elements of the ATI Review Program in designated courses. Specific criteria for acceptable completion of requirements will be established by course faculty. Completion of all ATI Review Program elements is required for successful course completion. Failure to accurately complete the required elements in the specified timeframe will result in course failure.

UT CON ATI Policy for Content Mastery Series Assessments

Assessment Technologies Institute (ATI) has been shown to increase NCLEX-RN pass rates and reduced student attrition in nursing programs when implemented. Courses throughout the curriculum will be assigned Proctored Assessments. Assigned Proctored Assessments are worth 5% of the course grade.

To be eligible to take a proctored content mastery assessment, students are required to take Practice Assessment A after completion of 75% of the coursework. Based on the results of Practice Assessment A, students will receive a remediation plan for learning success from ATI. Students will have up to two weeks to complete the remediation plan including the three critical points for each review topic. Students submit the remediation materials to their assigned faculty mentor on the Canvas cohort site and are then eligible to take the Proctored Assessment. If a student does not complete the remediation prior to the end of the semester, students will receive an incomplete (I) for a course grade and 0 points for the Proctored Assessment. Students will not be able to progress in the program until the remediation is completed and the Proctored Assessment is taken.



Points for the Proctored Assessment will be determined using the following rubric:

STANDARDIZED PROCTORED ASSESSMENT		
5% of Course Points	2.5% of Course Points	0 points
Earn Level 2 or Level 3 on Standardized Assessment	Earn Level 1 on Standardized Assessment	Earn Below Level 1 on Standardized Assessment

ATI Proficiency Levels Are Based on content Mastery Assessments

Below Level 1: Scores below the Proficiency Level 1 standard can be considered below minimum expectations and can be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

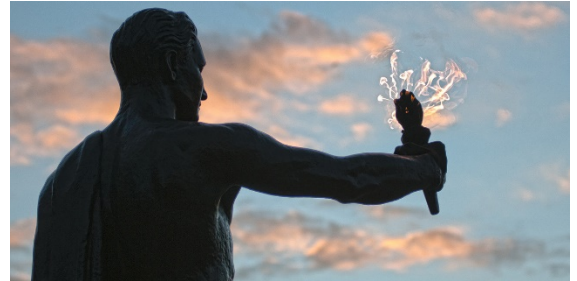
Proficiency Level	Proficiency Level Definition
Level 1	Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content.
Level 2	Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to improve their knowledge of this content.
Level 3	Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Disciplinary Procedures and Appeals

Alleged code of student disciplinary board, academic review board, ethics violations, academic dishonesty and plagiarism: See [Hilltopics](#).

Due Process for Settling Grievance

Students, faculty, and staff are bound by administrative policies that clearly detail the proper procedures to be followed in the event that individual parties cannot resolve matters in a mutually acceptable fashion. These procedures are referenced in *Hilltopics* and students are to assume full responsibility in understanding the information. The CON has a specific set of steps that are to be followed by faculty, students and staff when attempting to resolve a grievance or address an academic issue (excluding final grade appeals), a clinical issue, or a student's mental physical health concern that is not emergent in nature.



1. When a situation, either real or perceived, is identified that requires attention of a student, faculty, or staff member, the individual with the grievance or issue will speak directly with the party involved. If a mutually agreeable plan of action can be developed at this point, no further action is necessary. When each party satisfactorily fulfills all portions of the mutually agreed upon plan, the situation is considered resolved. If either party does not fulfill any portion of the mutually agreed upon plan to the satisfaction of the other party, the situation will progress to number 2.
2. Within 5 business days of the determination that a situation is not resolved or a party to the situation is not responsive to any request to resolve it, the individual who has the grievance will notify in writing, (1) the party with whom he/she has the grievance and the (2) course coordinator if the grievance is of a clinical or didactic nature. All parties will make an arrangement to meet face-to-face within 5 business days following this notification. Each party is to be present with any materials which support their side of the grievance. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of the mutually agreed upon plan to the satisfaction of the other party, the situation progresses to number 3. If one of the parties of the grievance at the level of involvement is the course coordinator, the situation is immediately elevated to number 3.
3. Within 5 business days of the determination that a situation is not resolved at the second level of the due process, the individual who has the grievance will notify in writing the Assistant Dean of Under Graduate Programs. Within 5 business days of notification, the Assistant Dean of the Undergraduate Program will call a meeting between the parties that have the grievance. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of a mutually agreed upon plan to the satisfaction of the other party, the situation will progress to number 4.
4. Within 5 business days of the determination that a situation is not resolved at the third level of the due process, the individual who has the grievance will notify in writing the Associate Dean for Academic Affairs. Within 5 business days of this notification, the Associate Dean of Academic Affairs will call a meeting between the parties who have the grievance. Each party is expected to be present with any and all materials that they possess which make a case for their side of the grievance. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually

agreed upon plan is reached or if any party does not fulfill any portion of a mutually agreed upon plan to the satisfaction of the other party, the situation will progress to a formal hearing by the Academic Review Board in the College of Nursing.

Final Grade Appeal Process

Students may appeal a final grade that has been assigned to them for any nursing course in accordance with the Undergraduate Grade Appeal Process described in [Hilltopics](#). Before starting the appeal process, a student must furnish evidence that the situation meets the criteria as set forth in [Hilltopics](#) for allowable appeals. If the student can clearly furnish evidence that their situation meets the criteria for an appeal, then the student should follow the plan as outlined below.

To appeal a grade, the student should take the following steps

1. **First, consult with the instructor** and if an agreement cannot be reached, appeal to the Assistant Dean of the Undergraduate Program in writing no later than 5 business days after grades are made available by the registrar's office. The letter must describe the nature of the appeal and the rationale for the appeal using the criteria set forth in [Hilltopics](#).
2. The Assistant Dean of the Undergraduate Program will review the circumstances surrounding the assignment of the grade and determine if the grade should be changed. If the Assistant Dean of the Undergraduate Program recommends that a grade be changed and the faculty member elects NOT to do so, the Assistant Dean of the Undergraduate Program may refer the matter to the Associate Dean for Academic Affairs and/or the Dean for further review and resolution. If the matter cannot be resolved to the satisfaction of all parties the Dean will refer the matter to a grievance committee consisting of three nursing faculty members and 3 nursing students. Ordinarily these members will be members of the CON Academic Review Board. However, if any of these members have conflicts of interest, the Dean or designee may appoint student or faculty alternates.
 - The Assistant Dean of the Undergraduate Program will chair the committee as a nonvoting member. A two-thirds vote to recommend upholding the grade or changing it is required. The committee forwards its recommendation to the Dean with rationale for its decision. The Dean will recommend to the faculty member who awarded the grade that 1) the original grade has been retained or 2) that the grade be changed. The final decision about the grade rests with the faculty member who awarded it.
 - During deliberations the committee may at their discretion or choice, interview or hear testimony from any person directly involved with the case such as the student who received the grade and is appealing, the faculty member who awarded the grade, and other faculty members who taught the student in any component of the course. The committee may also request to review any or all tests or other written materials submitted by the student to meet course requirements as well as any or all materials written by faculty to document the extent to which course objectives were achieved.
 - Persons not directly involved with the case such as parents, spouses, attorneys, may NOT be present during any part of the deliberations or testimony. Persons who provide testimony may not be present before or after they present their testimony.

If the issue is still unresolved at the College of Nursing level, the student may initiate a formal appeals process at the Undergraduate Council Level. The procedure for this process is stated in [Hilltopics](#) and the student is referred to that publication for guidance and steps in that process.

Dosage Calculation (DC)

Student Distribution of DC Study Packet

Incoming ABSN students

Course Coordinators will coordinate with UG Student Affairs to have the Dosage Calculation Study Packet placed on the Canvas Cohort Sites before August 1st.

This provides students a chance to study before the Fall semester.

Current BSN/ABSN students

Course Coordinators for clinical courses will provide the Dosage Calculation Study Packet to students via the Canvas course site at least 7 days prior to the beginning of the semester.

The DC Study Packet can also be accessed on the Canvas Cohort Site.

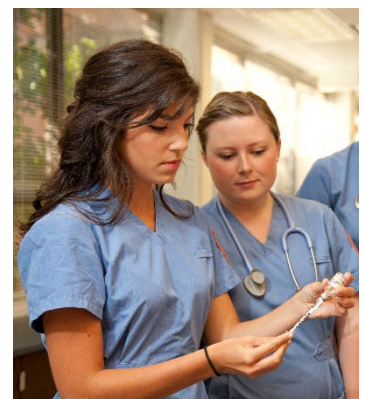
Teaching and Testing Policy

Expectations

- First semester (Fall) junior students will begin learning Dosage Calculation as part of N352 Pharm I course. First semester junior students are required to take and pass a scheduled dosage calculation exam as outlined in this policy prior to administering medications in the clinical setting.
- For all senior, ABSN, and 2nd semester junior students, faculty are responsible to facilitate students' learning of dosage calculations (DCs) by equipping students with a Dosage Calculation Study Packet and other learning resources prior to the start of the new semester.
- All senior, ABSN, and second semester junior students are responsible to engage in and master the Dosage Calculation study materials prior to the start of each semester.
- First semester ABSN students will take their first dosage calculation exam within the first month of the fall semester.
- First semester Seniors, 2nd semester ABSNs, and 2nd semester TBSN junior students must be prepared to complete a Dosage Calculation Test on the first day of the semester.
- Students must successfully pass the DC exam to participate in clinicals.
- To enhance DC retention, dosage calculation will be integrated into all clinical courses: e.g. exam problems, clinical medication administration, clinical post conference, simulation.
- If more than one clinical course is taught in the same semester, a pass or failure in one clinical course will automatically result in a pass or failure in the accompanying clinical course.
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Level 3 courses

- DC exam administered in clinical courses as determined by course coordinators.
 - Review basic concepts of DC through methods deemed appropriate by the course coordinator before scheduled DC exam.
 - Student must successfully pass DC exam with 90% to attend clinicals.
1. Student takes 10 item exam; score earned on this exam is recorded in the gradebook
 2. Student earning greater than or equal to 90% on #1 exam:
 - a. Student completes remediation form for missed question
 - b. Student may attend clinicals and administer medications during clinical experiences
 3. Student earning less than 90% on #1 exam:



- a. Student completes remediation form for missed questions
 - b. Retest with different 10 item exam
 4. Student earning less than 90% on #2 exam:
 - a. Student meets with course coordinator and Assistant Dean for Undergraduate Programs, and first Student Performance Improvement Form (SPIF) completed (See Student Handbook)
 - b. Student completes remediation form for missed questions
 - c. Student completes math tutoring
 - d. Retest with different 10 item exam
 5. Student earning less than 90% on #3 exam:
 - a. 2nd SPIF completed
 - b. Student completes remediation form for missed question
 - c. Retest with different 10 item exam
 6. Student earning less than 90% on #4 exam:
 - a. 3rd SPIF completed
 - b. Student will not be permitted to attend clinicals and will therefore receive an unsatisfactory grade for the clinical component of the course(s). Per the course syllabus, students must earn a satisfactory grade in the clinical component; an unsatisfactory grade in clinical work overrides all other course work and therefore constitutes failure in the course.
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Level 4 courses

- DC exam administered in clinical courses as determined by course coordinators.
 - Student must successfully pass DC exam with 95% to attend clinicals.
1. Student takes 20 item exam; score earned on this exam is recorded in the gradebook
 2. Student earning $\geq 95\%$ on #1 exam:
 - a. Student completes remediation form for missed question
 - b. Student may attend clinicals and administer medications during clinical experiences
 3. Student earning $< 95\%$ on #1 exam:
 - a. Same day remediation and math tutoring
 - b. SPIF completed (See Student Handbook)
 - c. Retest with different 20 item exam within 2 business days (as determined by course coordinator)
 4. Student earning $< 95\%$ on #2 exam:
 - a. Student meets with course coordinator(s) and Assistant Dean for Undergraduate Programs and 2nd SPIF completed
 - b. Retest with different 20 item exam within 2 business days (as determined by course coordinator)
 5. Student earning $< 95\%$ on #3 exam:
 - a. 3rd SPIF completed
 - b. Student will not be permitted to attend clinicals and will therefore receive an unsatisfactory grade for the clinical component of the course(s). Per the course syllabus, students must earn a satisfactory grade in the clinical component; an unsatisfactory grade in clinical work overrides all other course work and therefore constitutes failure in the course.



Resources Used

Coyne, E., Needham, J., & Rands, H. (2013). Enhancing student nurses' medication calculation knowledge: Integrating theoretical knowledge into practice. *Nurse Education Today*, 33, 1014-1019.

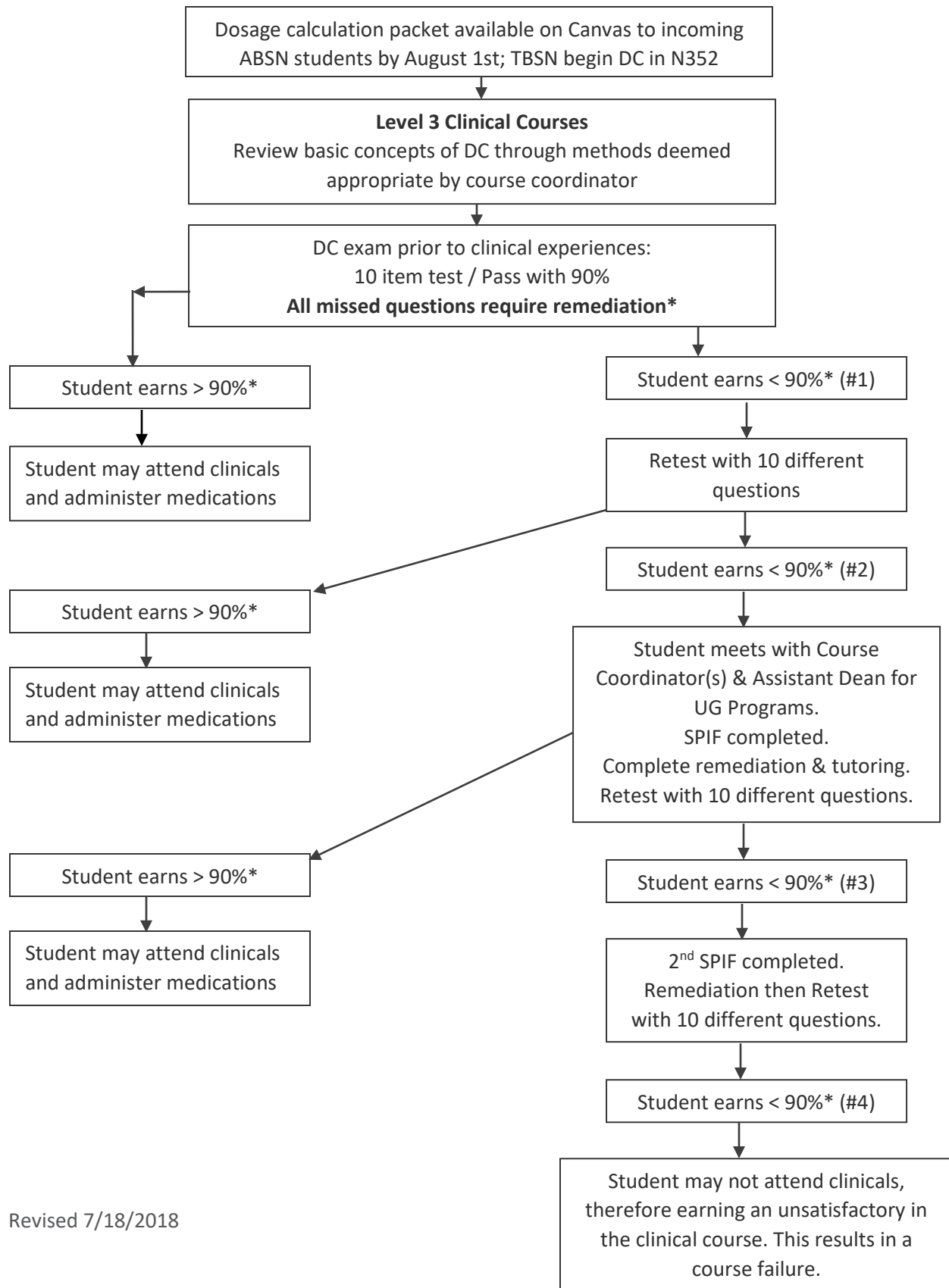
doi:10.1016/j.nedt.2012.04.006

Wright, K. (2008). Can effective teaching and learning strategies help student nurses to retain drug calculation skills? *Nurse Education Today*, 28, 856-864. doi: 10.1016/j.nedt.2008.01.002

Wright, K. (2007). Student nurses need more than math to improve their drug calculating skills. *Nurse Education Today*, 27, 278-285. doi:10.1016/j.nedt.2006.05.007

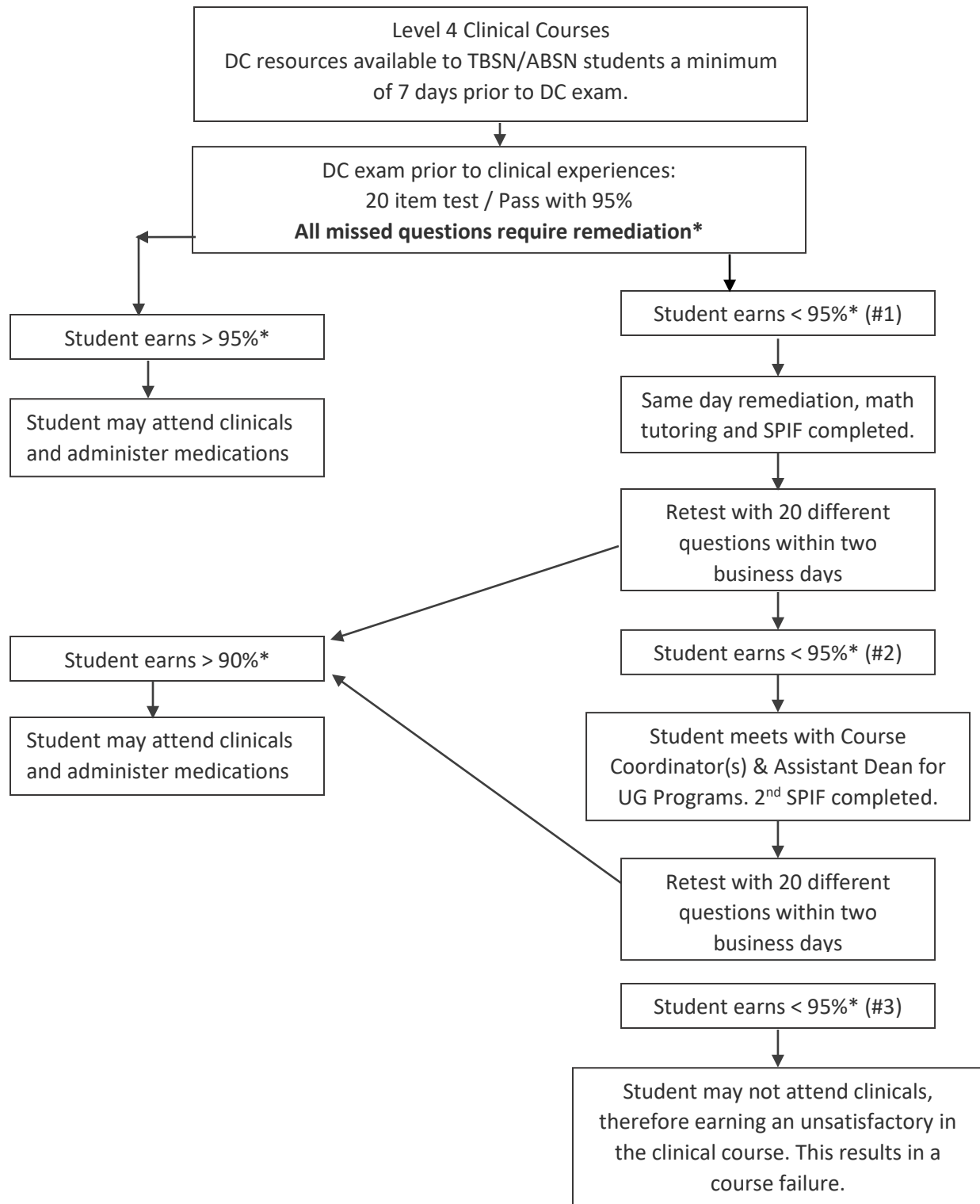
Wright, K. (2005). An exploration into the most effective way to teach drug calculation skills to nursing students. *Nurse Education Today*, 25, 430-436. doi:10.1016/j.nedt.2005.04.004

Dosage calculation teaching and testing flowchart for Level 3 clinical courses



Revised 7/18/2018

Dosage calculation teaching and testing flowchart for Level 4 clinical courses



Remediation Form for Level 3 Clinical Courses

Dosage calculation exam and exam calculation questions

Complete this form as directed by faculty for dosage calculation error(s) on exams. One problem per page.

Date:

Student:

Course #

Faculty:

DC Exam # _____

Part I. Student report about error:

Copy the dosage calculation you missed, showing your math work with error. Rework the problem, showing your corrected math work. Explain why you believe the error was made.

Student Signature: _____ Date: _____

Part II. Faculty comments:

Faculty Signature: _____ Date: _____

Remediation Form for Level 4 Clinical Courses

Dosage calculation exam and exam calculation questions

Complete this form as directed by faculty for dosage calculation error(s) on exams. One problem per page.

Date:

Student:

Course #

Faculty:

DC Exam # _____

Part I. Student report about error:

A. Copy the dosage calculation you missed, showing your math work with error. Rework the problem, showing your corrected math work. Explain why you believe the error was made.

B. What could have been possible patient outcomes due to this error?

Student Signature: _____ Date: _____

Part II. Faculty comments:

Faculty Signature: _____ Date: _____

Examination Policy

Additional Policies

- Students are required to take examinations on scheduled dates.
- Students may miss scheduled exams only in extreme circumstances such as illness, death in family, or other emergencies.
- In the event a student misses a scheduled exam, the following steps must be taken:
 1. Notify the course coordinator before the scheduled time for the exam or as soon as possible
 2. Schedule with the course coordinator a date for taking the missed exam
- Any student missing a scheduled exam without following the steps above will receive an unexcused absence and earn a zero (0) on the exam.
- Refrain from discussing the missed examination with other students who have already taken the exam (see [Academic Honesty & Integrity Policy](#))
- A different version of the exam will be administered

Classroom Examination Procedures

UTK CON students are responsible for upholding academic honesty and integrity when taking exams.

- Students should use the restroom before an exam begins.
- Students will bring necessary equipment to exams (charged computer, #2 pencils)
- Faculty will determine seating arrangements for the exam; students must report to assigned room (some exams may be scheduled in multiple rooms)
- No outer apparel is to be worn during the exam. These items must be left at front of room with backpacks and other personal belongings.
- All personal electronic equipment (cell phones, smart watches, etc.) must be turned off and left with personal items in front of room. Failure to do so may result in expulsion from the room and grade of zero (0) on the exam.
- Once the exam has started, speaking to another student is not permitted. All questions or requests should be made directly to faculty/proctors.
- Testing start and end times will be listed on the board. Students arriving late will not receive extra time to complete the exam.
- Remain quietly in your seat until test end time and you are dismissed by faculty.
- If taking electronic exam, upload your exam immediately upon completion of exam, enter test review password to complete immediate review (when applicable), then immediately exit ExamSoft and close computer.

NOTE: Any adjustments on exam questions are determined by faculty based on exam analytic results; therefore, your final score may change (i.e. for incorrect answer keyed)

Electronic-Based Examination Procedure



Student Responsibilities

1. Nursing students must install and maintain the current version of examination software application on their computer for use during proctored examination/s.
2. Students must be familiar with their computer, the current version of examination software and instructions prior to downloading an examination.
3. Students must adhere to any instructions from the UG Academic Affairs Office regarding updates and system maintenance of the current version of examination software. Instructions for examination software is accessed on the Canvas Cohort Site.
4. Students must download the examination at time designated by course faculty.
 - a. Students beginning the examination late will not be granted additional time to complete the examination.
5. On examination day, students must:
 - a. Arrive at least 5 minutes before the scheduled start time of an examination
 - b. Have a fully charged computer
 - c. Have anti-virus software disabled (PC) and notifications turned off (Mac)
 - i. PC antivirus - <https://examsoft.force.com/emcommunity/s/article/Disabling-Anti-Virus-Software>
 - ii. Mac notifications - https://support.apple.com/kb/PH25747?locale=en_US
 - d. Have an A/C power cord available. There is no guarantee that outlets will be available for charging
 - e. Have sign-in and password for examination software application
 - f. Set the internal clock to the correct date and time (EST)
 - g. Upload the examination on completion or as the scheduled examination period ends and before leaving the room
6. Students who check-out/borrow a UT CON computer for testing must:
 - a. Contact Course Coordinator at least 24 hours in advance of the need to check-out a computer
 - b. Do not download the exam to your personal computer if you will be using a different computer for testing. If you do download in error, let Course Coordinator know when requesting UT CON computer.
 - c. Arrive at least 10 minutes prior to the scheduled start time of an examination to retrieve computer and download exam. Pick up from and return UT CON computer to Course Coordinator.
 - d. Make note of the number of the borrowed CON computer

- e. Upload the examination on completion or as the scheduled examination period ends and before leaving the room
NOTE: There are a limited number of UT CON computers available for check-out.
- f. Any attempt to tamper with or disable the electronic testing software security features will be considered a violation of the UT Student Code of Conduct and will result in disciplinary action. Prohibited activities include, but are not limited to sharing examination password(s), recording examination questions, and reverse engineering examination encryption or attempting to do so.
- g. Technology accommodations are granted when a student is unable to download and install the electronic testing software and/or the examination file. These problems must be reported to the course faculty **by e-mail before the examination download deadline set by course faculty**. CON students experiencing technology problems must arrange with the CON IT Office (Room 232A in CON) to inspect their computer by 4:00 PM, one (1) business day prior to the scheduled exam. This will allow appropriate measures to be taken to enable a student to take an examination as scheduled.
- h. Nursing students who are successful in downloading the examination file, but experience technology issues outside of normal business hours that would prevent the use of their computer during an examination should report the issue (including relevant details) as soon as possible by e-mail to the course faculty. **In this case, students MUST bring their computer and power adapter to the examination room for inspection by the faculty.** The student will be referred to the CON IT Office, Room 232A, following the examination for inspection and diagnosis of their computer problem. A functioning computer must be available for the next testing session.
- i. If a student encounters a technical problem with their computer at the start of or during an examination, they should immediately notify the faculty proctor/s for assistance. Every effort will be made to resolve the issue in a reasonable timeframe. If the faculty proctor/s determines that the issue cannot be resolved in a reasonable timeframe, the student will be issued a paper examination. The student will follow-up with the course faculty and CON IT Office, Room 232A, as instructed.
- j. One sheet of scratch paper will be provided to each nursing student during the administration of an examination/s. Students must clearly print, sign and date the scratch paper. The scratch paper must be submitted to the faculty proctor/s at the conclusion of the examination. Students who fail to return this sheet will receive a zero (0%) on the examination.
- k. At the completion of the examination, students are required to upload their examination/s immediately. Students are to ensure they see the examination submission confirmation screen (green screen) before leaving the testing room to ensure examination results are received properly. Students who experience difficulty submitting their examination will be referred for technical assistance (CON IT Office Room 232A). Students who do not upload examination results and do not seek technical assistance the day of the examination are at risk of receiving a zero on the examination.

Emergencies Procedures During Examinations

1. All students must shut down their devices (hard shut-down, using the off switch). This stops the clock on the exam. There will be a record of all of the students' keystroke activities during the emergency.
2. Once students return to the classroom, turn on their devices, and are ready to continue their exams, the universal resume code will be provided.

3. At examination completion, students will return their scratch paper to the faculty proctor, show their submission confirmation screen (green screen) to the faculty proctor and their name will be checked off the class roster.
4. At examination completion, there will be a check of the electronic testing log for any improper activity during or after the emergency.

College of Nursing Grading Policies

- Rounding will not occur until calculation of final course grades. All final course grades of XX.5 or higher will be rounded to the next highest whole number. A final course grade of XX.49 will not be rounded up. Examples: A grade of 89.5 would round to 90. A grade of 89.49 would remain 89. A grade of 74.5 will be rounded to a 75. A grade 74.49 would remain a 74.
- A minimum of 75.0 is required for passing in all BSN courses. No nursing course may be repeated more than once. If a grade of less than C is earned on the second attempt, the student must withdraw from the program.
- The Satisfactory/No Credit (S/NC) option is not permitted in courses meeting degree requirements in nursing unless that is the only way the course is offered.
- Any student who achieves a grade of C-, D or F for two nursing courses will be required to withdraw from the program, even if the previous course in which the grade of less than C was achieved has already been repeated and replaced with a grade of C or better.
- If a student receives an incomplete (I) in a nursing course, the incomplete (I) must be removed prior to enrolling in any course for which the incomplete course is a prerequisite.
- If a student's clinical laboratory performance for any nursing course is deemed unsatisfactory, the grade for that course will be an F regardless of any grades related to the theoretical component of the course. If the unsatisfactory clinical performance is characterized by unethical, unprofessional, or unsafe behavior that actually or potentially places the client in jeopardy, the student will be required to withdraw from the program.

The following grading scale applies to all undergraduate nursing courses

A = 92 - 100	C = 75 - 77
A- = 90 - 91	C- = 70 - 74
B+ = 88 - 89	D+ = 68 - 69
B = 82 - 87	D = 62 - 67
B- = 80 - 81	D- = 60 - 61
C+ = 78 - 79	F = 59 and below

Student Health and Welfare

Health & Welfare Directives 2018-2019

The College of Nursing has identified specific health care requirements for all students enrolled within the College of Nursing. Current CDC recommendations, hospital/clinical partners, clinic policies, and college directives are the basis for these requirements.

For more information about student responsibility for maintaining and updating health records, refer to the student program handbooks found on the web.

To protect the public and health care professionals, Knoxville area health care facilities require annual background checks and drug screening of all new employees and student health professionals who use their facilities. The College of Nursing uses an outside vendor, CastleBranch, www.castlebranch.com, to conduct student background checks and to compile results of other requirements such as drug testing, CPR, personal health insurance and immunization records.

Keep in mind it is the responsibility of each student to ensure all immunizations and certificates are current. During summer and throughout the year, the college will initiate a random audit of student records for compliance. Failure to pass will result in dismissal from all nursing courses. Please ensure your documentation remains current.

Specific directions for how to obtain and submit the required documentation are located on the CastleBranch. All requirements are program specific; it is the responsibility of the student to understand the requirements of their program as detailed in their CastleBranch account.

The cost of the background check, drug screen, personal health insurance, and medical document manager are the responsibility of the student.

ALL SUBMITTED DOCUMENTATION MUST BE COMPLETE BY THE ESTABLISHED DEADLINE.



Criminal Background Checks

To enhance patient safety and protect the public, all nursing students must undergo a criminal background check.

Drug Testing

To enhance patient safety and protect the public, all nursing students must undergo drug testing. Students will be required to register on CastleBranch; the agency will email specific instructions about completing the drug testing process (approved locations and drug test forms will come directly from CastleBranch). The College of Nursing administration reserves the right to random drug screen. Please refer to the [Substance Abuse & Drug / Alcohol Testing Policy](#).

Physical Examination

The College of Nursing provides a Health Clearance Form and [Technical Standards Form](#). A health care provider must sign and complete this form with necessary documentation. A student must be in good physical and mental health. Based on the University of Tennessee College of Nursing Technical Standards for Nursing Students, a student must be free from any health impairment that might interfere with his/her performance

or which is a potential risk to patients, personnel, students, self, or faculty (with or without a reasonable accommodation). The Health Clearance form is also required to return to clinical after an illness, injury or surgery. (See attached documents)

CPR Requirements

Students will submit a copy of their American Heart Association Health Care Provider (BLS) CPR card to their CastleBranch account. The College of Nursing requires all CPR training be conducted through the American Heart Association; please note that students must complete the American Heart Association Health Care Provider (BLS) course including CPR/AED. The course must involve a hands-on simulation check-off. This requirement is not negotiable. Expiration date and signature must be visible on the BLS card when scanned into CastleBranch. The American Heart Association Health Care Provider (BLS) certification must remain current until graduation from the College of Nursing.

Immunization Records

In keeping with the policy of the College of Nursing, students will submit documented immunization records. Students in the College are required to give official medical records (e.g. State Health Department record) as proof of immunizations. *These immunizations are separate from the records required for admission to the University of Tennessee, Student Health Department.* Students are required to give proof they have had the following:

Two MMR vaccines: Documentation of two MMR vaccines given after 12 months of age or positive antibody titers for rubella and rubeola showing immunity. Please note in order to document immunity to rubeola “Red measles”, students will provide evidence of dates of childhood immunization. Students who tests non- immune must attach evidence of a recent rubella (or MMR) immunization. Precautions for rubella immunization: pregnancy; history of anaphylactic reaction following receipt of neomycin; immunosuppression.

Hepatitis B series: The series of three Hepatitis B injections are typically around \$50 each and take six months to complete. *The College of Nursing will not accept titers in place of documentation of completion of the series of three Hepatitis B injections.* Students should upload documentation at the beginning of the six-month series after each injection, specifically listing the date for the next dose.

Varicella titer: Documentation of two Varicella vaccinations or positive antibody titer (lab report required). Varicella immunizations are required for any student who tests non-immune. Providing date of childhood disease is not sufficient; childhood disease dates are not accepted. Declination of vaccination requires submission of titer. If student has a negative antibody titer, they may request a declination.

Tdap (tetanus, diphtheria, and a cellular pertussis): There must be documentation of a single dose of Tdap in adulthood.

Annual TB skin test: Students are required to submit a documented negative TB skin test or IGRA Assays (Quantiferon Gold or T-Spot blood test) upon admission to the College of Nursing. Each subsequent year every student is required to submit an annual negative TB skin test. If the results are positive, students must submit a documented cleared Chest X-Ray. The multi-puncture skin test for tuberculosis is not acceptable.

Annual Flu vaccine: All students will provide yearly documentation of Flu (Influenza) vaccine. This documentation is a fall term requirement submitted to CastleBranch. A healthcare facility may also request this documentation; please retain and add it to your personal health records/documentation.

RN and APRN Licensure (if applicable)

All DNP, MSN, Post-MSN, PhD, and RN to BSN students must hold a valid Registered Nurse license. If applicable, Advanced Practice Nurses should submit a copy of their APRN license. A copy of a student's current license with the expiration is required.

Program Requirements

Students will receive Health and Welfare Directives and information detailing requirements for their specific program.

Declination Information

Students who cannot receive or refuse to obtain vaccinations can request a declination through the Health and Welfare Committee. The committee must review and approve all declinations before issued. A Health and Welfare representative must sign an approved Declination Form before a student can upload it to their CastleBranch account.

Declinations: Medical/religious consideration for declinations are case-by-case necessity; students will be required to obtain a signed letter from their physician documenting the medical necessity.

NOTE: Students will not be granted a declination based on cost or financial consideration. Personal views of vaccinations by students or healthcare providers are not basis for approving a declination. Keep in mind the health status requirements listed above reflect the College of Nursing's student standards; our clinical academic requirements are strictly enforced.

Declination procedure

Declination Request: Students may submit a request and a copy of a titer (for Varicella Waiver only) to the College of Nursing, Health and Welfare Committee by emailing Karen Messing at kmessing@utk.edu. Members of the Health and Welfare committee will review the declination request and supporting documentation. Supporting Documentation includes, but is not limited to copy of original titer; signed letter from healthcare provider documenting legitimate medical reason. A Health and Welfare representative will contact the requesting student to inform them of the committee's decision within 2 weeks.

Declination Submission: Health and Welfare Committee will document approved declination forms. Students who receive *reviewed, approved and signed* declination forms must submit to their CastleBranch account. It is the responsibility of the student to sign the approved declination form and upload it to their CastleBranch account. It is the student's responsibility to return the signed declination and supporting documentation to the Health and Welfare Committee representative.

PLEASE NOTE:

HEPATITIS B VACCINATION: It is understood by refusing the vaccine there is a continued risk of acquiring Hepatitis B, a serious liver disease, which can lead to cirrhosis, cancer of the liver, or death.

INFLUENZA 'FLU' VACCINATION: It is understood by refusing to take the influenza/flu vaccine; I am at risk of contracting this disease and spreading the virus to my patients. By refusing this vaccination, I acknowledge I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

TDAP VACCINATION: It is understood by refusing to take the Tetanus Diphtheria-Pertussis/Tdap vaccine, I am at risk of contracting these diseases and spreading it to my patients and family. By refusing this vaccination, I acknowledge I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

VARICELLA VACCINATION: It is understood by refusing to take the Varicella vaccine, I am at risk of contracting these diseases and spreading it to my patients and family. By refusing this vaccination, I acknowledge I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

Student Health Insurance

The College of Nursing requires all students carry personal health insurance. Students must either present evidence of current coverage or enroll in a health insurance program. Students must show evidence of current coverage on their CastleBranch account. Student group insurance is available through the university. For more information about the student health insurance available through the university contact Student Health Services (865-974- 2251). Insurance is available for purchase through the University of Tennessee.

Student Professional Liability Insurance

The CON requires that **ALL** students have professional liability insurance coverage before enrolling in nursing courses with a clinical component. The University, under its Liability Insurance Program, will provide the necessary coverage at the lowest possible cost. This insurance coverage is limited to clinical laboratory experiences (all locations on and off campus) that are a component of nursing courses planned and supervised by faculty and does not cover student employment in clinical facilities.

When Nursing students are enrolled in nursing courses, the professional liability insurance is automatically charged to their accounts during the first week of classes. Students are charged once a year and the cost of the insurance may change from year to year.

Latex Allergy

The incidence of latex allergies may be higher among healthcare workers. Knowing the symptoms is imperative. Symptoms can range from mild to severe, and can include one or more of the followings:

- Hives or welts
- Swelling of affected area
- Runny nose
- Sneezing
- Headache
- Reddened, itchy or teary eyes
- Sore throat, hoarse voice
- Abdominal cramps
- Chest tightness, wheezing, or shortness of breath (asthma)

If exposure to latex continues, allergy symptoms may include a severe and life threatening allergic reaction called anaphylaxis.

See more at <http://latexallergyresources.org/symptoms>

Any student who has or who develops a latex allergy while enrolled in the CON should notify clinical faculty immediately.

Injuries and Exposures

Students injured or exposed to certain communicable diseases during clinical practice should follow student responsibility protocols described below. Forms can be found in the Appendices.

Post Exposure Protocol Bloodborne Communicable Disease

This protocol is specific for UT CON and is consistent with the Rules and Regulations of the Department of Labor, Occupational Safety and Health Administration, Part 1910 as published in the *Federal Register*, 54 (235), April 3, 2012 and the Campus Bloodborne Pathogen Control Plan, revised June 12, 2012.

Faculty and students must report contact with potentially infectious material through breakage of intact skin (puncture or cut), splash into eyes or mouth or exposure of non-intact skin.

Potentially infectious material include but are not limited to blood and blood products, semen, vaginal secretions, other body fluids containing visible blood, other normally sterile body fluids (cerebrospinal, synovial, peritoneal, pericardial, amniotic), tissues and organs other than skin.

The following are not considered infectious for bloodborne pathogens, but may contain other infectious agents: feces, nasal secretions, sputum, sweat, tears, urine, vomitus, saliva. 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 should be considered infectious. The reporting process must be adhered to regardless of age of patient or known HIV or hepatitis B status of the patient, student, or faculty involved in the exposure.

Student Responsibilities

1. The student must notify the supervising faculty member promptly.
2. The student must make an immediate report of the incident to the appropriate individuals within the agency in which the accident occurred and complete any records required by agency policy.
3. The student may receive immediate testing/treatment at the agency if offered OR report immediately by phone to a Healthcare Provider at Student Health Services or The University of Tennessee Medical Center (UTMC) Emergency Room (ER) if after 4:30. Immediate report will allow initiation of the process of appropriate follow-up of possible exposure to bloodborne pathogens as well as provide for timely administration of appropriate therapy in the event of known HIV/hepatitis B or other infectious exposure.
4. The student and faculty together must meet within 72 hours of the incident and complete the CON Post Exposure Incident Form for Bloodborne Communicable Diseases (see Appendices). This form contains a refusal for follow-up waiver on the back.
5. The student will have financial responsibility for testing and any ensuing treatment.

Faculty Responsibilities

1. The supervising faculty member will assist the student in the above reports and clarify the student's understanding of the recommendation of the agency's exposure protocol, the Student Health Services or the UTMC ER physician.
2. The supervising faculty member will make the Course Coordinator aware of the incident and will file the CON Post Exposure Incident Form with the College's Health/Safety Compliance Officer.
3. The Health/Safety Compliance Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.

Post Exposure to Tuberculosis

Student Responsibilities

1. The student must notify the supervising member of a confirmed exposure to tuberculosis.
2. The student must report the exposure incident to the appropriate individuals within the agency.
3. A PPD skin test should be obtained for baseline data (provided the student had a previous negative skin test). If the agency does not provide this service for the student, the student may go to the University Student Health Service. PPD testing is also done at the local health department, but there is a testing fee for those over 21 years of age. If PPD testing is done at the health department, the reading must also be done there. They will not accept a reading report from anyone else.
4. A repeat PPD should be done three (3) months later. If the PPD is positive, a chest x-ray should be taken. At this time, a decision will be made regarding prophylactic medication and appropriate medical follow-up. The health department provides x-rays free of charge.
5. If the student has a current positive PPD, he/she should not have a PPD done, but wait 3 months and have a chest x-ray.
6. The student will complete a CON Post Exposure for Tuberculosis Incident Form at the time of exposure.
7. The student assumes financial responsibility for testing and any ensuring treatment.

Faculty Responsibilities

1. The supervising faculty member will assist the student in obtaining the necessary testing and clarify the student's understanding of the recommendations for follow-up.
2. The supervising faculty member will make the Course Coordinator aware of the incident and file the completed CON Post Exposure for Tuberculosis Incident Form with the Health/Safety Compliance Officer. The student is to receive a copy of the form for reference in obtaining 3-month follow-up care.
**The Health/Safety Compliance Officer will keep a record of all such exposures.*

Post Occurrence Protocol for an Incident Other Than a Bloodborne Communicable Disease or Tuberculosis

Student Responsibilities

1. The student must notify the supervising faculty member promptly.
2. The student must make an immediate report of the incident to the appropriate individuals within the agency and complete any records required by agency policy.
3. The student may receive immediate treatment at the agency if offered OR report immediately by phone to a Healthcare Provider at Student Health Services or UTMER if after 4:30 p.m.
4. The student and faculty together must complete a *CON Post Occurrence Form* within 72 hours of the incident.
5. The student will have financial responsibility for any ensuing treatment.

Faculty Responsibilities

1. The supervising faculty member will assist the student in the above reports and clarify the student's understanding of the recommendations of the agency's treating personnel, the University Student Health Services or the UTMER physician.
2. The supervising faculty member will make the course coordinator aware of the incident and will file the *CON Post Occurrence Form* with the CON Health/Safety Compliance Officer.
**The Health/Safety Compliance Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.*

Undergraduate Faculty Mentor



**Students entering as juniors will be assigned a faculty mentor.
Both clinical and tenure track faculty will serve as mentors.**

Definition of Mentoring

“Mentoring is a nurturing process in which a more skilled or experienced person, serving as a role model, teaches, sponsors, encourages, counsels, and befriends a less skilled person for the purpose of promoting the student’s professional and personal development” (Dorsey & Baker, 2004).

“The relationship between faculty and student is reciprocal and develops over time. It is an interactive experience grounded in respect, created in an environment of trust, mutual sharing, affirmation, collegiality, and caring” (Kostovich & Thurn, 2013).

Goals for Mentoring

1. To provide consistency over a 4-semester period and allow a trusting student-faculty relationship to develop.
2. To contribute to a positive atmosphere in which intellectual activities can germinate into a successful career as a professional nurse.
3. To provide an opportunity for students to make connections with faculty and make informed decisions for career development.

Mentor’s Responsibilities

1. Available to help assigned students understand their responsibilities and assist in students’ socialization to the profession of nursing.
2. Provide support, guidance, and encouragement to assigned students.
3. Review, grade, and provide feedback on assigned students’ Academic Service Learning (ASL) assignments using established rubrics.
4. Review and grade all student ATI Remediation activities over the course of the 4 semesters.
5. Contact group of assigned students at least once a semester and meet with them (either face to face or via Zoom).

Mentee’s Responsibilities

1. Maintain regular contact with your mentor

2. Submit reflections/assignments to Faculty Mentor via cohort canvas site
3. Be clear about your expectations and needs
4. Do not expect to have all your questions answered immediately
5. Accept and act upon all feedback you receive

Benefits of Participating in a Mentoring Relationship

The Mentee Benefits By

1. Interacting with a faculty member who serves as a role model over 4 semesters.
2. Having access to an experienced listener who can respond to problems or concerns.
3. Having someone who can offer useful guidance on achievement of academic and professional goals and identifying career direction.

The Mentor Benefits By

1. Sharing expertise and wisdom related to both personal and professional experiences.
2. Experiencing the satisfaction of recognizing potential and then observing growth and achievement in a student.
3. The College of Nursing Benefits By:
4. Increasing faculty-to-student interaction and networking.
5. Building a strong and supportive College of Nursing culture among all members of the collegiate community.
6. Developing successful students that will result in better program outcomes.

References

Dorsey, L. & Baker, C. (2004). Mentoring undergraduate nursing students: Assessing the state of the science. *Nurse Educator*, 29(6), 260-265.

Eller, L., Lev, E., & Feurer, A. (2014). Key components of an effective mentoring relationship: A qualitative study. *Nurse Education Today*, 34(5), 815-820. doi:10.1016/j.nedt.2013.07.020

Kostovich, C & Thurn, K. (2013). Group mentoring: A story of transition for undergraduate baccalaureate nursing students. *Nurse Education Today*, 33, 413-418. doi:10.1016/j.nedt/2012.12.016

Reinstatement / Readmission

If an upper-division student has been approved to take a leave of absence from the College of Nursing (i.e. documented medical reasons), he/she will need to submit to the College an Intent to Return Form. (See appendices). The Assistant Dean for Undergraduate Programs must approve leaves of absence prior to absences or withdrawal from courses. Additionally, the student may also be required to reapply through the Office of Undergraduate Admissions (see Office of Undergraduate Admissions policies). Students on good standing and approved for leave are eligible for reinstatement to the College of Nursing.

Upper-division students dismissed from the College of Nursing due to unsuccessful completion of two or more courses are not eligible for readmission to the College of Nursing.

Note: *Students that are reinstated/readmitted may be required to submit an updated Health Clearance and Technical Standards Form.*

Student Performance Expectations

Students enrolled in the UTK, College of Nursing are expected to adhere to a code of ethical and professional conduct/behavior which establishes an atmosphere conducive to the delivery of responsible care to clients and establishes and maintains positive student/faculty relationships. This conduct should in no way detract from the image of the profession of nursing or the reputation of the College. Ethical and professional behavior is demonstrated by:

- Respect for individual human dignity in all encounters.
 - Respect for the atmosphere of teaching and learning in the clinical and classroom setting.
 - Respect for one another by refraining from gossip, intimidation, aggression, lying and slander.
 - Respect and recognition of faculty workload/responsibilities by scheduling of appointments.
-

Student Performance Improvement Form (SPIF)

A [Student Performance Improvement Form \(SPIF\)](#) may be given for unsatisfactory appearance, attendance, tardiness, performance, and/or behavior related to clinical/lab/simulation experiences (preplanning, assignment completion, or scheduled clinical/simulation). A Student Performance Improvement Form (SPIF) may also be given for failure to follow directions or guidelines pertaining to the didactic portion of any nursing course. The severity of the issue requiring a SPIF may result in further disciplinary action up to dismissal from the nursing program.

NOTE: Always refer to the *UT CON Undergraduate Student Handbook* and each *Course Syllabi* for student performance expectations.

Performance in Clinical Experiences

Students build knowledge and skill in the practice of nursing in Clinical Laboratory experiences under the instruction and guidance of nursing faculty. Clinical experiences include participation in the nursing care of patients/clients served by health care agencies.

Please Note: Electronic devices, including laptops, tablets, smartphones/cell phones, smartwatches, cameras, etc. are not permitted **for personal use** during clinical experiences (including preplanning activities).

**You may only bring electronic devices to clinical experiences when directed by clinical faculty for pre-approved academic activities.*

1. Protected Health Information (PHI) cannot be entered into any digital device.
 2. Pictures cannot be taken in any clinical setting without prior approval.
 3. The usage of personal cell phone and smart watch functions which include personal text messaging is prohibited during clinical/simulation experiences.
-

Medical Error

As in all learning situations, occasional errors occur. To protect the legal/ethical rights of patients/clients and to facilitate learning, documentation of the conditions under which errors occur is required. To insure proper documentation, the student and faculty work together in the following procedure:

Upon recognition of an error, the student, under supervision of the instructor and charge nurse at clinical facility, must complete a hospital Incident Report as required by the hospital. The student and faculty member sign this report. Additionally, the student completes a College of Nursing Medication Error Form. Both the student and faculty member (see Appendices) sign this form.

1. The faculty member will submit a copy of the [Medication Error Form](#) to the course coordinator and provide the student with a copy to retain for her/his own records. The faculty member will assume the responsibility for assuring that the hospital Incident Report is submitted to the appropriate persons.
2. The student must contact the course coordinator within twenty-four (24) hours of the error to make an appointment to discuss the error and its implications. Following the student's appointment, the course coordinator submits the completed **Medication Error Form** to the Assistant Dean of the Undergraduate Program.
3. After discussion of the incident, disciplinary and remedial action, if appropriate, will be taken at the discretion of the Assistant Dean of the Undergraduate Program in collaboration with faculty involved and will be communicated to the student, faculty member, course coordinator, Associate Dean of Academic Affairs, and the Dean of the College of Nursing.

Unsafe Clinical Performance

Safe clinical practice is defined as performing nursing actions (procedures, medication administration, other treatments) consistent with ANA Standards of Practice, the TN Nurse Practice Acts, and guidelines defined by specialty bodies. Safe clinical practice also includes taking nursing actions to correct, minimize, and/or prevent risk to patients.

A primary responsibility of faculty/clinical instructors is to ensure the physical and emotional safety of patients under the care of nursing students. If a student's behavior is assessed to be potentially or actually unsafe, jeopardizing a patient's welfare, the student should be dismissed from the clinical area immediately. This behavior may be related to factors such as physical, emotional or mental health problems, use of chemicals, knowledge deficit, problem solving skill deficits, or lack of preparedness for the clinical assignment.

After advising the student about the unsafe clinical performance and dismissing them from the clinical experience (faculty /clinical instructor discretion), an *Unsafe Clinical Performance Incident Form* (see Appendices) must be started to document the behavior, notify the course coordinator of the situation, and refer the student to appropriate resources for evaluation and/or assistance if needed. The student must meet with the course coordinator regarding the unsafe performance within 72 hours. All faculty documentation and any written reports from the referral resources will be submitted to the dean (or designee) of the College of Nursing.

The dean (or designee) of the College of Nursing will make the final decision regarding the student's continuation in the clinical rotation. The decision, including any conditions regarding return to the clinical area must be made and communicated to the student within two weeks. As noted in the undergraduate catalogue, a student may receive an unsatisfactory grade in clinical due to unsafe clinical performance. The student may appeal decisions regarding dismissal or suspension from the clinical area, which result in a course failure. This appeal procedure is delineated in **Hilltopics**, the University Student Handbook. The College of Nursing reserves the right to allow re-admittance to the clinical area only if the student has accomplished the recommended remedial actions.



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Student Performance Improvement Form

Student Performance Improvement Form (SPIF) may be given for the following:

- Unsatisfactory appearance, attendance, tardiness, performance and/or behavior related to clinical (clinical/simulation/lab) experiences.
- Failure to follow directions or guidelines pertaining to the didactic (online or face to face) portions of the course.

Note: Refer to UT CON Undergraduate Student Handbook and Course Syllabi for student performance expectations.

Check One: Clinical _____ Lab/Simulation _____ Didactic _____

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Delegation | <input type="checkbox"/> Incivility |
| <input type="checkbox"/> Medication Related | <input type="checkbox"/> Organization | <input type="checkbox"/> Physical Assessment | <input type="checkbox"/> Priority of Care |
| <input type="checkbox"/> Procedures | <input type="checkbox"/> Professionalism | <input type="checkbox"/> Technology | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Other: _____ | | | |

Description of concern noted:

Student Response:

Recommended Action:

- ☐ Schedule appointment with Course Coordinator by: _____ (Date)
- ☐ Schedule appointment with Assistant Dean by: _____ (Date)

Other Actions:

Course Number _____ Course Coordinator notified? ____ yes ____ no

Student Name: _____ Date: _____

Student Signature: _____

Supervising Instructor Signature: _____

Course Coordinator Signature (if applicable): _____

Assistant Dean Signature (if applicable): _____

Note: The severity of the issue requiring a SPIF form may result in further disciplinary action, up to dismissal from the nursing program. Attach additional pages as needed.

THE UNIVERSITY OF TENNESSEE

COLLEGE OF NURSING

MEDICATION ERROR REPORT

Date of error _____ Student involved _____

Course _____ Course Coordinator _____

Clinical Instructor _____ Clinical Site _____

Part I. Student report about error (A description of the error to be completed by student)

Patient age _____ Admitting diagnosis _____

State exactly what happened and why you believe the error occurred: _____

What were the patient outcomes due to this error? _____

What could have been possible patient outcomes due to this error? _____

Student Signature: _____ Date: _____

Part II. Clinical Instructor report about error (A description of the error to be completed by the clinical instructor) _____

Clinical Instructor Signature: _____ Date: _____

Part III. Course Coordinator report about error (A description of the error to be completed by the Course Coordinator). _____

Course Coordinator Signature: _____ Date: _____

Policy for Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

ANA's Principles for Social Networking

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

6 Tips to Avoid Problems

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

Recording Class Lecture / Presenter Clause Audio / Video

Permission from lecturer/presenter must be obtained prior to audio/video taping a lecture/presentation.

If permission is granted, the recording can only be used for that student's personal review.

If synchronous online sessions are audio/videotaped, registration for the course, or accepting a participation invitation, constitutes consent for audio/videotaping via the online interface.

Unauthorized sharing/distributing (including internet based application)/selling any faculty developed lecture material is an unacceptable student behavior and will not be tolerated.

Policy for Student / Client Audiotapes, Videotapes, and Photographs

Whenever an interaction with a client is to be recorded by audiotape or videotape:

- The faculty member will determine if recorded interactions are consistent with the policies of the institution where the recording will occur.
- Students and faculty will adhere to institutional policy.
- Strict confidentiality will be maintained.
- The purpose of the recording will be explained to the client(s).
- The client will be informed that he/she may decline from being recorded, before or during the recording, without consequences.
- In cases where clients are not associated with an agency, written informed consent from the client must be obtained and retained on file in the CON Dean's office.

Whenever photographs of clients or others are taken

- A nursing faculty or professional staff member will determine if the proposed photography activities are consistent with the policies of the institution if appropriate.
 - Students and faculty will adhere to institutional policy whenever these exist.
 - The intended use of the photographs will be explained to the client(s).
 - Informed consent forms will be signed by individuals being photographed and will be retained on file in the CON Dean's office.
-

Policy on Substance Abuse & Drug / Alcohol Testing

I. Purpose of Drug / Alcohol Testing Policy

Nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable health and safety risk for patients and health care colleagues and undermines the public's trust in the nursing profession. Preventing and/or detecting substance abuse is particularly critical for undergraduate students in the upper divisions and for graduate students in all programs, where students spend a considerable amount of time learning patient care in a variety of clinical settings.

Therefore, the following policy has been adopted to:

1. Protect the health and safety of patients and health care colleagues;
2. Preserve the public's trust in the nursing profession;
3. Comply with the University's agreements with affiliating clinical agencies; and
4. Maintain a drug-free workplace and academic environment and complement the University's Drug-Free Campus and Workplace Policy and the University's Student Code of Conduct.

II. Definitions of Terms Used in This Policy

The term **"CON"** means the University of Tennessee, Knoxville's College of Nursing.

The term **"drug testing"** or **"drug test"** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

The term **"Health Compliance Officer"** means the Health Compliance Officer for the University of Tennessee, Knoxville's College of Nursing.

The term **"Health Care Provider"** means a licensed Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician's Assistant (PA).

The term **"illegal drug"** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with prescribed medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

The term **"impaired"** means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired nursing student manifests deterioration in the level of function as compared to that previously observed, or the nursing student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

The term **"nursing student(s)"** or **"student"** means any individual enrolled in the CON in pursuit of the BSN, MSN, DNP, or PhD in Nursing degree, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

The term **"positive,"** with respect to drug testing, means the level identified by the Medical Review Officer in accordance with guidelines established for healthcare workers.

The term “**reasonable suspicion**” means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

The term “**substance abuse**” means (i) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical agency premises or while participating in any University or affiliated clinical agency-sponsored or related activity, including any nursing-related course or clinical training activity; (ii) the illegal use of a legal drug; (iii) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while: on University-controlled property; on the property of an affiliated clinical agency; and/or while participating in any University-sponsored or affiliated clinical agency-sponsored or related activity, including any nursing-related course or clinical training activity; and/or (iv) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical agency, is impaired.

III. Policy Requirements

A. Drug & Alcohol Proscriptions and Duty to Notify College of Nursing About Drug/Alcohol Convictions

Substance abuse by nursing students is strictly prohibited and will result in disciplinary action, up to and including permanent dismissal from the CON.

In addition, a violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such a violation may result in the student's dismissal from the CON. A nursing student who fails to notify the Health Compliance Officer about any such violation within five (5) days of a legal conviction, guilty plea, or plea of no contest for any such violation may be subject to dismissal from the CON.

B. Student’s Agreement to Submit to Drug Testing Upon Admission to College of Nursing Programs and to Submit to Subsequent Annual Drug Testing Arranged by the College of Nursing

A student’s admission to the following CON programs is conditioned on the student taking a drug test and receiving results that are negative for the presence of illegal drugs:

1. Upper division of the BSN;
2. MSN;
3. DNP;
4. PhD;
5. RN to BSN; and
6. Certificate Programs

Upon receiving an offer of admission to one of the programs described above, a student shall submit a written authorization to the CON allowing CON vendor designated laboratory to conduct a drug test for the presence of illegal drugs and verify results through CertifiedBackground.com. The student shall agree to submit the drug test results to the Health Compliance Officer.

In addition, until graduation students in all clinical degrees and certificate programs shall submit to an annual drug screen using CON vendor for screenings. The CON reserves the right to random drug screen students for cause.

C. Drug Testing by Affiliating Clinical Agencies

In addition to the drug testing required by the CON, nursing students shall comply with an affiliating clinical agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student has engaged in substance abuse). The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Affiliated clinical agencies have the right to refuse any student for clinical placement based on concerns about that student's ability to deliver safe treatment or care to patients.

D. Reasonable Suspicion Drug Testing Requested by College of Nursing

A nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse may be required to submit to drug testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or a clinical agency. The nursing faculty member's/clinical agency's request to drug test shall be documented (see **Attachment A**) and may be based on a variety of factors, including but not limited to:

1. observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;
2. erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
3. information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
4. substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

A request to drug test a nursing student shall be submitted to the Health Compliance Officer, who will determine whether there is a reasonable suspicion of the nursing student engaging in substance abuse. The following procedures will be followed if the Health Compliance Officer determines that there is a reasonable suspicion of substance abuse:

1. As soon as practicable, a drug test will be arranged by the CON, unless done in cooperation with the affiliating clinical agency. The test shall screen for the use of illegal drugs and/or for the use of any drugs which are reasonably suspected of being abused by the student.
2. The cost of reasonable suspicion drug testing will be borne by CON student.
3. The Health Compliance Officer will be notified of all test results.
4. Until the Health Compliance Officer receives the drug test results, the student will not be allowed to participate in clinical activities.

Nothing in this section shall be construed to prohibit an affiliating clinical agency from conducting or ordering a drug test in accordance with the affiliating clinical agency's policies and procedures.

E. Consequences Relating to Drug Tests

If a student tests positive for a prescribed drug, then the student must obtain a written statement from a qualified health care provider that the medication is prescribed and will not interfere with safe clinical practice.

If a student tests positive for an illegal drug or prescribed drug without a valid prescription then the nursing student will be deemed unable to meet the essential qualifications/functions of the nursing curriculum, will be dismissed from the CON (or not admitted to the CON), and will not be eligible for readmission if the student:

1. Tests positive for substance abuse;
2. Refuses or otherwise fails to submit to a drug test required under this policy; or
3. Tamper with, contaminates, or switches a sample (or attempts to do any of those things).

The Health Compliance Officer will notify a student who has a drug test that is positive for substance abuse.

If a drug test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease, the student will be released from further action, and the student will be permitted to make up clinical work, if any, that the student missed during the pendency of the drug test.

F. Appeals

If, after receiving a drug test that is positive for substance abuse, a student denies having engaged in substance abuse, then the student will be given the option of taking another drug test within twenty-four (24) hours of the notification to the student about the positive drug test. Student will be responsible for the cost of the repeat drug lab test. If the second drug test is also positive, then the student will be dismissed from the CON and will not be eligible for readmission to the CON. If the second drug test is negative, then the student will be permitted to continue in the CON.

If a student is dismissed from the CON because of a positive drug test, then the student may appeal that decision to the Dean of the College of Nursing. The student must submit a written appeal within 3 working days. The Dean of the CON will appoint a task force made up of the Student's Program Chair and 2 additional faculty members to hear the appeal.

G. Confidentiality

All drug testing results will be treated by the CON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate CON officials to perform their job functions (e.g., the CON's Health Compliance Officer, appropriate CON program directors, the CON's Director of Student Services, and course coordinators of the student's clinical courses), disclosure is needed to protect the health and safety of others, or the student has consented in writing to the release of the information. The CON and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic and disciplinary purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency

ATTACHMENT A
UNIVERSITY OF TENNESSEE, KNOXVILLE
COLLEGE OF NURSING

REPORT OF REASONABLE SUSPICION OF DRUG/ALCOHOL USE

To be completed by the faculty member supervising the nursing student to be tested.

(1) Name and student identification number of student suspected of substance abuse as defined in policy: _____

(2) Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Some types of information that should be documented if observed or known includes but is not limited to: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior and if so a list of witnesses to the behavior.

Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student has engaged in substance abuse as defined in the CON Substance Abuse & Drug/Alcohol Testing Policy:

Signature of Faculty Member

Printed Name of Faculty Member

Date

Technical Standards for Admission, Progression, and Graduation

The University of Tennessee - Knoxville College of Nursing strives to facilitate the development of professional nurses who will promote society's health at the local, regional, national, and international levels. To accomplish this goal, the designed curricula is to expose students to diverse and complex didactic and clinical experiences. This curriculum will build nursing knowledge, enhance nursing practice and patient safety, and foster professional integrity, which will ultimately improve the health outcomes of individuals, families, and communities across the continuum of care. The program requires successful completion of the required didactic and clinical experiences. Due to the nature of the nursing profession as a whole, the technical standards listed below are skills and functions necessary to complete the program and to ensure the health and safety of patients, faculty, fellow students, and other health care providers.

In addition to academic qualifications, the University of Tennessee, College of Nursing considers specific technical standards essential for admission into the nursing program, progression into the nursing program, and graduation from any nursing degree program. Successful completion of the nursing program requires an individual to be able to independently, with or without reasonable accommodation, meet the following technical standards.

Reasonable accommodations will be considered and provided on a case-by-case basis in accordance with applicable legal standards. Any person who expects to need a reasonable accommodation should make such a request as soon as possible, and preferably before beginning the program, as some desired accommodations may not be granted. (For example, a desired accommodation may not be granted if it is not considered reasonable, if it fundamentally alters the nature of the program as determined by the College of Nursing, or if it would pose a direct threat to the health or safety of others.) Students who seek disability accommodations should contact the Office of Disability Services at (865) 974-6087 or ods@utk.edu.

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Specific Standards

I. Visual, Auditory and Tactile:

- a. Ability to make accurate visual, auditory, and tactile observations to gather and then interpret data in the context of laboratory studies, medication administration, and patient care activities
- b. Ability to document observations and maintain accurate records

Examples:

- Visual: Correctly draw up medication in a syringe or detect changes in patient condition
- Auditory: Able to detect sounds using stethoscope or detect audible mechanical alarms noting change in patient's physiological status
- Tactile: Able to detect temperature changes or anatomical abnormalities, such as edema, swelling, and nodules

II. Communication:

- a. Ability to communicate both verbally and non-verbally with accuracy, clarity, efficiency, and effectiveness with patients, family members, and other members of the health care team
- b. Effective communication through the English language, both written and spoken
- c. Ability to maintain accurate patient records, present information in a professional/ logical manner, and provide patient instruction to effectively care for patients and families

Examples:

- Able to give and follow verbal directions and participate in health care team discussions regarding patient care
- Able to elicit and record information about health history, current health state, or response to treatment
- Able to convey information to patients and others as needed to teach, direct, and counsel

III. Motor:

- a. Ability to perform gross and fine motor movements with sufficient coordination to provide safe care and treatment to patients in all health care environments
- b. Possess the physical endurance, strength, stamina, and mobility to meet demands associated with extended periods of standing, moving, and physical exertion required for satisfactory and safe performance in the lab, clinical, and classroom settings

- c. Ability to respond promptly to urgent/emergent situations which may occur during clinical experiences and must not hinder the ability of other health care team members to provide prompt treatment and care to others

Examples:

- Able to complete physical examination utilizing palpation, percussion, and auscultation
- Mobility sufficient to carry out assigned patient care procedures, such as dressing changes, sterile procedures, or tracheostomy care
- Physical endurance and stamina to complete 6, 8, 10, and 12-hour clinical days
- Strength and gross motor skills to safely assist with patient lifting, turning, and ambulating of patients

IV. Behavioral, Interpersonal, and Emotional:

- a. Ability to work constructively in stressful and ever-changing environments with ability to modify behavior in response to constructive criticism and to maintain high level of functioning despite difficult workloads and stressful situations
- b. Capacity for the development of a mature, compassionate, respectful, sensitive, and effective therapeutic relationship with patients and families
- c. Possess sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally
- d. Capacity to demonstrate ethical behavior, including adherence to student and professional nurse codes of conduct

Examples:

- Able to remain emotionally calm during emergency and other stressful situations
- Able to communicate effectively with others who possess diverse religious, cultural, or social backgrounds
- Able to accept constructive feedback given from faculty and integrate personal change

V. Cognitive, Conceptual, and Quantitative:

- a. Ability to measure, calculate, reason, analyze, and synthesize both subjective and objective information
- b. Ability to gather information, develop a plan of action, establish priorities, monitor patient treatment plans, and use good judgment
- c. Ability to learn effectively through different modalities, such as classroom instruction, preparation and presentation of written and oral reports both individually and with group, and use of computer-based technology

Examples:

- Able to accurately calculate medication dosages given specific patient parameters
- Able to collect patient data, analyze, synthesize, prioritize, and develop an appropriate nursing plan of care

Student Uniforms and Personal Appearance

General Appearance

Applies to all clinical experiences and simulation:

It is the expectation of the CON that students presents themselves in a professional manner and exhibits exemplary appearance. The guidelines outlined below are required for UTK nursing students.

1. Facial hair must be trimmed, neat, and well groomed.
2. Hair must be neatly groomed and secured so that it does not fall about the face when providing care. If devices are needed to secure the hair off the face, they should be as unobtrusive as possible; bows and bandanas are not appropriate. Headbands (other than cloth) can be worn to keep short hair out of the face. Exaggerated hairstyles are not permitted; unusual hair decorating/coloring is not consistent with professional grooming. Religious attire must be approved and be consistent with client safety.
3. Jewelry must be kept to a minimum.
 - a. No facial or visible body piercings (e.g., nose, cheek, tongue, eyebrow, lip, etc.). Plastic piercing spacers are not allowed.
 - b. Earrings: Only one pair of small post earrings: no large, long, or dangling styles are permitted.
 - c. Necklaces: No visible necklaces are permitted.
 - d. Rings: Only plain bands are acceptable. All jewelry on the hands that may interfere with the integrity of protective gloves, such as rings with stones, must be removed.
 - e. Bracelets: Bracelets are not permitted.
4. Metal or plastic watches with a second hand must be worn to all clinical experiences. ***Smart watches are not permitted.***
5. Tattoos may not be visible when in uniform.
6. Fingernails must be kept clean and cut short so that the tips of the nails are not visible from the palm side of the hand. Nail polish and artificial nails are not permitted.
7. The College of Nursing Student ID Badge must be affixed to the collar of the uniform or lab coat whenever the student is in any clinical/simulation setting.

Hospital Based Clinical

Preplanning Uniform:

All students enrolled in undergraduate clinical courses must adhere to the following directions for preplanning attire (when preplanning assigned). The attire includes the official uniform for UT CON or the UT

CON polo shirt with long khaki or grey/black dress pants or knee-length skirt, along with the approved lab coat. Shoes must be closed toe and socks must be above the ankles when uniform or dress pants worn.

Clinical and Simulation Uniform:

All students enrolled in undergraduate clinical courses must wear the official uniform for the UT College of Nursing. Uniforms and lab coats must be clean and wrinkle free. Uniforms must be purchased from the designated vendor. White, logo free T-shirts may be worn under the uniform top. Shoes must be plain, all-white leather. These shoes should be worn exclusively for clinical practice. No open toe shoes or clogs can be worn. White socks or hose must be worn in all clinical practice sites and socks must cover the entire ankle.

Non-Hospital Based Clinical

(Assisted Living, Community, Service Learning)

Clinical Uniform:

All students enrolled in undergraduate clinical courses must adhere to the following directions for non-hospital based clinical uniform. This includes the official UT CON polo shirt with long khaki or grey/black dress pants or knee-length skirt. Shoes must be closed toe. Socks above the ankles must be worn with pants.

***Some courses/institutions may require different attire as specified by course coordinators.**

Nursing Student ID Badges

For safety and security reasons, nursing students engaged in any clinical learning experiences (including simulation) **must** wear a University of Tennessee Nursing Student ID badge. Upon entering upper division nursing (junior year), the student is provided an ID badge. Should a student lose his/her ID badge, he/she is responsible for immediately reporting the loss to the Undergraduate Affairs Office. A replacement fee will be charged to the student through the VolCard Office. Students without a Nursing Student ID badge cannot participate in clinical/simulation experiences.

Student Organizations and Resources

Student Nurses Association

UT SNA's mission is to provide mentorship to students in all levels of the Nursing Program through interpersonal student connections, leadership skills to create holistic and adequately prepared novice nurses with the help of outside professionals and resources, and community involvement with our town to promote the connection between student nurses and the nursing profession. Compassion, intellectual achievement and a strive for service excellence guide our pathways toward this mission.

Contact Information

College of Nursing
1200 Volunteer Blvd
Knoxville, TN 37996
USA

Additional Information

Membership or Recruitment Officer Name and Email Address

Kayla Leko, kleko1@vols.utk.edu sna@utk.edu

Primary Organization Advisor Name

Laurie Acred-Natelson

When does the Organization meet?

Once a Month

Where does the Organization normally meet?

CON 201

When do the Organization's elections or leadership transition take place each year?

April

When does the organization traditionally recruit new members?

Beginning of Each Semester

Annual Programs and Events the Organization is known for:

Sprint for the Prints

Date Registration Updated

05/31/2017

<https://utk.campuslabs.com/engage/organization/sna>

Sigma Theta Tau International Honor Society of Nursing

Membership in Sigma Theta Tau is an honor conferred upon selected students in the baccalaureate and graduate programs who have demonstrated excellence in their nursing programs (minimum 3.0 GPA for undergraduates and 3.5 for graduate levels). Graduates of nursing programs who had good records as students and whose professional careers demonstrate commitment to the ideals and purpose of the profession and the Honor Society are also eligible for membership. The total membership includes faculty, students, graduates of the college, transfer members from other chapters, and nursing leaders from the community. More information about eligibility and invitation to apply will be made available during the nursing program.

The purposes of Sigma Theta Tau are to:

- Recognize superior achievement
 - Recognize the development of leadership qualities
 - Foster high professional standards
 - Encourage high professional standards
 - Strengthen commitment to the ideals and purposes of the profession
-

Scholarships & Awards

Thanks to the generosity of our donors, the College of Nursing has scholarship opportunities available for students. Entering freshman students may be eligible to apply for university-level scholarships through the Office of Financial Aid at the [OneStop site](#). While some scholarships are based on financial need, others reward academic excellence, clinical promise, leadership or volunteer work. Recipients of College of Nursing scholarships are selected by the Scholarship Selection Committee in the spring semester, and funds are distributed the following fall semester.

Student Resources

[Interactive Map of UTK](#)

Center for Career Development

[Division of Student Life](#)

Student Union Level 2
1015 Phillip Fulmer Way
Knoxville, TN 37996-4820
phone: 865-974-5435
email: career@utk.edu

Center for Health Education & Wellness

1800 Volunteer Boulevard, Suite 201
Knoxville, TN, 37996
phone: 865-974-5725 fax: 865-974-2000
email: wellness@utk.edu

Office of Multicultural Student Life

1800 Melrose Avenue
Knoxville, TN 37996-4200
phone: 865-974-6861 fax: 865-974-0888
email: multicultural@utk.edu

Student Conduct & Community Standards

412 Student Services Building
Knoxville, TN 37996-2045
phone: 865-974-3171
email: studentconduct@utk.edu

Counseling Center

Student Health Building, Second Floor
1800Vvolunteer Blvd.
Knoxville, TN 37996-4250
Hours: Monday-Friday 8:00 a.m.-5:00 p.m.
closed on university holidays
Phone: 865-974-2196 fax: 865-974-7039

Student Disability Services Office

Monday Friday - 8am-5pm
Testing Center
Monday Thursday - 8am-9pm
Friday - 8am-5pm
or by appointment
**hours are extended only if there are exams scheduled*

915 Volunteer Blvd / 100 Dunford Hall
Knoxville, TN 37996
phone: 865-974-6087
fax: 865-974-9552
vp: 865-622-6566
email: sds@utk.edu
[map](#)

Student Health Center Hours

M, TU, T F: 8am-5pm
Wed: 9am-5pm
Appointments: (865) 974-3648
Drop-in & telephone triage ends at 4pm. See below for after-hours care. Center is closed when the university is administratively closed.

Pharmacy hours

M, TU, TR, F: 8am-5pm
Wed: 8:30am-5pm
(865) 974-5932

Pharmacy is closed when the university is administratively closed.

After hours care

Nights, weekends, & holidays arranged through
UT Medical Center ER
1924 Alcoa Highway
Knoxville, Tn