RN to BSN Program
Undergraduate Nursing
Student Handbook

2018 - 2019
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August 2018
On behalf of the faculty, welcome to the College of Nursing (CON), at the University of Tennessee, Knoxville! The CON was established in 1971. Both the baccalaureate and graduate programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE) and have full approval status from The Tennessee Board of Nursing. The College of Nursing has a long illustrious history of providing quality nursing education and preparing graduates for professional nursing practice in the evolving health-care system. You are embarking on a journey which is full of challenges and rewards. Your future is bright with many options available to you as a nurse and as a vital member of the healthcare delivery team.

Best wishes for a successful year!

Phillip J. Moore, DNP, APRN, FNP-BC
Chair, RN to BSN Program

Shelia H. Swift, PhD, RN
Assistant Dean, Undergraduate Programs
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), accelerated (ABSN), and online RN to BSN 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.

**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

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO’s): At completion of the program, the BSN student will:</th>
<th>Communicates Effectively</th>
<th>Reasons Critically</th>
<th>Leads Effectively</th>
<th>Practices Safely</th>
<th>Acts Professionally</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply theoretical and scientific knowledge from nursing and other disciplines to make evidence-based practice decisions with a commitment to life-long learning.</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Communicate and collaborate with individuals, populations, intra-/inter-professional teams to improve patient health outcomes.</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Demonstrate leadership and professional integrity by delivering high quality care and servicing the community in a dynamic healthcare system.</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Integrate knowledge and skills of current and emerging technology into nursing practice.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Admission Policies and Procedures

A student is eligible to apply for the RN to BSN program if the following criteria are met:

- Hold an associate’s degree in nursing or diploma in nursing.
- Be licensed or in progress of becoming licensed as a registered nurse through the NCLEX process.
- Have a minimum of 63 credit hours eligible for transfer to UT.

Additional notes about required coursework:

- All students will need to meet the statewide US history requirement for a bachelor’s degree. This can either be obtained in high school (1 unit) or by taking 6 credit hours at the college level. This is not a prerequisite and can be obtained individually by a student during the RN to BSN program if needed.

- Students who graduate with an associate’s degree in nursing from a Tennessee Board of Regents institution will not have any general education or course prerequisites for admission, nor will they need to complete general education courses during the program (with the possible exception of US History as needed). Students who do not graduate with an associate’s degree in nursing from a Tennessee Board of Regents institution may need to complete the University’s general education coursework requirements to obtain the BSN; however, these requirements are not seen as prerequisites and may be completed in the duration of the BSN. Students who already have a bachelor’s degree in another discipline from an accredited institution are considered to have all general education requirements met. Students will not be awarded a BSN degree unless general education coursework is accounted for; a list of UT’s general education requirements can be viewed on the course catalog.

- **General education requirements for the program can vary, depending on the student’s level of academic preparation (diploma vs. ADN) and where an ADN was earned.** The University does have general education pre-requisites for obtaining a BSN. The RN to BSN admissions committee is able to conduct an unofficial course evaluation to see what previous coursework transfers to UT Knoxville, but this process occurs after admission. Students can check to see if previous school coursework is listed on the Course Equivalency Tables to get a general sense of course transferability.

The program admits for fall and spring semesters. **The deadline to apply for Fall is July 1; the deadline to apply for Spring is December 1.** All application materials must be submitted by this date. Application materials include:

- **University of Tennessee Knoxville undergraduate application**
- Official transcripts from all institutions attended in which college credit was received, sent to the Undergraduate Admissions Office (not the CON)
- Application fee

If an applicant has not previously attended UT Knoxville, the applicant should apply as a transfer student. For the Spring 2019 application, please use the following criteria to make sure you are applying for the correct term and program:

**Applicant Type: 2018 Transfer (yes, 2018, not 2019)**
**Entry Term: 2019 Spring**
**First Major Choice: RN to BSN**
If an applicant has previously attended UT Knoxville, the applicant should apply as a readmission student instead of a transfer student. For the Spring 2019 application, please use the following criteria to make sure you are applying for the correct term and program:

- **Applicant Type:** 2018 Readmit (*yes, 2018, not 2019*)
- **Entry Term:** 2019 Spring
- **First Major Choice:** Nursing (RN to BSN will not be an option)

A readmission applicant must contact the RN to BSN program admissions committee once they apply in order to be reviewed specifically for the RN to BSN program. Readmission students may contact the RN to BSN admissions committee at RNtoBSN@utk.edu.

All application materials should be submitted to the Undergraduate Admissions Office unless noted otherwise. Once the Undergraduate Admissions Office processes applicant materials, the RN to BSN admissions committee will be able to review the entire application. The final admission decision is made by the RN to BSN admissions committee.

Students who reside outside the state of Tennessee who are considering an online nursing program should contact the appropriate board of nursing in the state of residency to confirm whether the course or program meets requirements for online degree programs prior to beginning a course of study.

If the student moves from the state of Tennessee after admission to the program, continuation in the program will depend on the availability of the program within the new state where the student is physically present.

It is the student’s responsibility to notify UTK College of Nursing of a change in physical residence.
Advising

The University of Tennessee recognizes academic advising to be a critical component of the educational experience and student success. Academic advising is a shared responsibility with students and advisors working together to develop and enhance educational plans and to promote academic success toward the realization of your goals. However, the student, not the advisor, bears the ultimate responsibility for selecting courses, meeting course prerequisites, and adhering to policies and procedures.

RN to BSN ADVISING POLICY

Students are required to meet/speak with the RN to BSN academic advisor prior the first semester term start date. A student will not be able to register for courses until this advising appointment has been held.

Appointments: Appointments can be scheduled to be held in person, over the phone, or by video conferencing technology. Appointments will be arranged by the individual student and the advisor.

Student Expectations:

The College of Nursing expects students to:

- Schedule an advising appointment prior the first semester start date.
- Be familiar with the BSN curriculum, which is available in this handbook, on the RN to BSN website, and on the academic plan provided by the advisor.
- Monitor academic progress by periodically reviewing personal academic history and/or degree audit report (DARS).
- Take an active role in the advising session by being prepared to discuss any questions related to educational plans and goals.
- Ask questions if requirements or policy is not understood.
- Reach out to the advisor with any concerns about the program or personal matters that might affect one’s participation in the program.
- Consult with the advisor before making drastic changes to an agreed-upon schedule or withdrawing from a course or the University.
- Be aware of important deadlines (drop/add, withdrawal deadlines) and academic policies (repeat policies, College of Nursing requirements).
- Make decisions and take responsibility for academic career.
- Check University email account on a daily basis. Read any emails or letters that are sent by the advisor, the Student Services Office, faculty, and the College of Nursing.

Advisor Expectations:

Students can expect their advisor to:

- Be accessible to during reasonable hours through appointments, walk-in hours, telephone, and/or email.
- Understand the curriculum, admission/progression requirements for the College of Nursing, graduation requirements, and University policies.
- Provide accurate information.
- Discuss specific University and College of Nursing requirements, procedures, and deadlines.

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• Help students define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
• Assist in planning programs of study, both short-term and long-term, that are consistent with student’s abilities and interests; such as course load, academic background, program demands, and employment or personal commitments.
• Help students identify any special needs and acquaint them with services and programs provided by the College of Nursing and the University.
• Refer students to other services, departments, and specific individuals as special needs are identified.
• Monitor the student’s progress toward educational goals and keep accurate, up-to-date records of academic progress.
• Respect a student’s right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving the student’s best interests.
• Help students assume responsibility for decisions and actions.

UNDERGRADUATE CATALOG

The Undergraduate Catalog (http://catalog.utk.edu) is the official source of the University’s undergraduate academic programs, courses, policies, and procedures. All students are responsible for understanding and complying with its contents.

DEGREE AUDIT REPORTING SYSTEM (DARS)

DARS provides an automated record of a student’s academic progress toward degree completion in a major. DARS was designed for advisors and students to use as an advising tool and to check graduation requirements. A DARS report (audit) will show:

• which degree requirements have been met
• which requirements are incomplete and what has to be done to complete them
• how transfer/dual enrollment courses apply toward requirements
• the student's current UT GPA
• any exceptions that have been made for a student

DARS reports are available online at https://myutk.utk.edu. For questions pertaining to the content of the DARS report, students should contact their advisor.
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.

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.

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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*. 
Orientation

All students are required to complete the online orientation course called the RN to BSN Online 101 course. It is mandatory and must be completed by the first day of courses. Because students are required to do this online orientation, they are not required to participate in the on-campus orientation put on by the campus orientation office. RN to BSN Online 101 is housed within the student course portal called Canvas. It is set up in a series of modules that help students get familiar with program expectations and the user interface and processes of Canvas as a system (Canvas will house all RN to BSN coursework once a student registers). Throughout the orientation, students will be asked to complete a series of tasks, i.e. mock assignments and quizzes. After the orientation is complete, students will still have access to the RN to BSN Online 101 course throughout the RN to BSN program. It will serve as a resource for students, and program announcements, such as information about graduation, may be communicated through this course.
**CURRICULUM OVERVIEW**

**CREDIT HOURS**

The minimum number of hours to graduate with a BSN from UT Knoxville is 123 credit hours. RN to BSN students must have at least 60 credit hours (including credit by proficiency) from a 4-year institution to graduate from the University of Tennessee Knoxville. Through the program, students will earn 34 credit hours and receive 26 hours of proficiency credit for a total of 60 credit hours. By completion of these courses, RN to BSN students at UT Knoxville are eligible for honors designation at graduation. In addition to these 60 credit hours, all students should come into the program with at least 63 transferrable credit hours, which would total a student’s credit hours to 123 credit hours.

<table>
<thead>
<tr>
<th>Type of Credit Hours</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferrable Credit Hours from Previous Institution(s)</td>
<td>At least 63</td>
</tr>
<tr>
<td>RN to BSN Curriculum</td>
<td>34</td>
</tr>
<tr>
<td>Proficiency Credit Hours</td>
<td>26</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>At least 123</strong></td>
</tr>
</tbody>
</table>

**FULL-TIME VS. PART-TIME OPTIONS**

Students can choose between a full-time or part-time academic plan. The full-time plan can be completed in one calendar year (i.e. 3 semesters, including summer), while the part-time plan may be completed in 2 years*.

*Timeframes of plans are based solely on RN to BSN curriculum, not including any general education needs. Completion of the program may be extended if students still need to complete general education requirements.

The RN to BSN advisor may work with students on an individual basis to alter academic plans for extenuating circumstances, but students should be aware that altering plans will result in an extended graduation time based on certain courses only being offered during certain semesters and course sequencing.

Semesters are broken down into two 8-week sessions. The curriculum is outlined for each enrollment status option on the following few pages.
# Full-Time Plan Example

(This plan example is for a Fall semester start; please note a Spring semester start may look different as far as course sequencing, but the credit loads will be similar)

<table>
<thead>
<tr>
<th>Fall Semester: 1st 8-Week Session</th>
<th>Fall Semester: 2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Name</td>
</tr>
<tr>
<td>NURS 305</td>
<td>Professional Practice and Role Development</td>
</tr>
<tr>
<td>NURS 343</td>
<td>Transcultural Nursing for the RN</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 6
Total Semester Credit Hours: 12

<table>
<thead>
<tr>
<th>Spring Semester: 1st 8-Week Session</th>
<th>Spring Semester: 2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Name</td>
</tr>
<tr>
<td>NURS 350</td>
<td>Healthcare Informatics</td>
</tr>
<tr>
<td>NURS 383</td>
<td>Population Health &amp; Global Health Perspectives for the RN</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 8
Total Semester Credit Hours: 15

<table>
<thead>
<tr>
<th>Summer Semester: 1st 8-Week Session</th>
<th>Summer Semester: No 2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Name</td>
</tr>
<tr>
<td>NURS 455</td>
<td>Nursing Leadership and Management Dimensions</td>
</tr>
<tr>
<td>NURS 494</td>
<td>Portfolio Development for the RN</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 7
Total Semester Credit Hours: 7
Part-Time Plan Example

(This plan example is for a Fall semester start; please note a Spring semester start may look different as far as course sequencing, but the credit loads will be similar)

Part-Time Year 1

<table>
<thead>
<tr>
<th>Fall Semester 1: 1st 8-Week Session</th>
<th>Fall Semester 1: 2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Name</td>
</tr>
<tr>
<td>NURS 305</td>
<td>Professional Practice and Role Development</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 3

<table>
<thead>
<tr>
<th>Spring Semester 1: 1st 8-Week Session</th>
<th>Spring Semester 1: 2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Name</td>
</tr>
<tr>
<td>NURS 320</td>
<td>Pathophysiology for the RN</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 3

<table>
<thead>
<tr>
<th>Summer Semester 1: 1st 8-Week Session</th>
<th>Summer Semester 1: No 2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Name</td>
</tr>
<tr>
<td>NURS 350</td>
<td>Healthcare Informatics</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 3

Total Semester Credit Hours: 6

Total Semester Credit Hours: 6

Total Semester Credit Hours: 0

Total Semester Credit Hours: 3

(Part-Time Year 2 on next page)
Part-Time Year 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 401</td>
<td>Pharmacotherapeutics for the RN</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 455</td>
<td>Nursing Leadership and Management Dimensions</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 3
Total Semester Credit Hours: 7

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 383</td>
<td>Population Health &amp; Global Health Perspectives for the RN</td>
<td>5 (Clinical)</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 472</td>
<td>Evidence-Based Practice and Nursing Research</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 3
Total Semester Credit Hours: 8

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 494</td>
<td>Portfolio Development for the RN</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Session Credit Hours: 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Total Session Credit Hours: 0
Total Semester Credit Hours: 4

PROFICIENCY CREDITS

Due to experiences gained in the field, RNs are offered 26 proficiency credits to complete the RN to BSN degree. Students will receive proficiency credit (as Satisfactory/No Credit grades) for the following courses (i.e. they will be exempt from taking these courses): NURS 201, NURS 321, NURS 363, NURS 411, NURS 412, NURS 461, NURS 362, NURS 405, and NURS 462. These credits will be held in escrow until the graduating semester for a student. In order to officially receive proficiency credits, students will need to complete related paperwork the semester prior to graduation. Proficiency credits are $5 per credit hour, for a total of $130. Completing the proficiency credit paperwork and $130 fee are considered a degree requirement.

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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 or over video conferencing technology 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.

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**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 Chair, of the RN to BSN program and the Assistant Dean of the Undergraduate Programs 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 Chair of the RN to BSN program and Assistant Dean of the Undergraduate Programs 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.

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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.

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.
Late Policy

Please make sure you carefully follow this syllabus to remain abreast of topics covered each week.

All assignments are due on the dates and times listed in the course schedule.

*Note - All times are Eastern Time Zone.*

No assignments will be accepted after the due date.

A grade of zero (0) will be recorded for any assignment received after the due date, which may result in course failure.

It is your responsibility to ensure assignments are uploaded to the course correctly by the assignment due date. If you encounter problems you must contact OIT and your instructor immediately. You must provide your instructor with the OIT call center ticket number.

Extensions are not automatic; they are approved at the instructor’s discretion and extenuating circumstances are evaluated on a case-by-case basis.

If you cannot complete an assignment by the due date, and you want to request an extension, you must do so 24 hours prior to the due date. Deadline extensions will only be considered for the following; (1) the student notified the faculty member prior to the scheduled due date; for security and assurance, e-mail to ____@utk.edu from your UTK email address, and (2) the student provides the extenuating circumstance for not submitting an assignment on the scheduled date and time.

*Extenuating circumstances do not include vacations or travel/work-related obligations.*
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 Undergraduate 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. Have a fully charged computer.
   b. Have anti-virus software disabled (PC) and notifications turned off (Mac).
   c. Have sign-in and password for examination software application.
   d. Set the internal clock to the correct date and time (EST).
   e. Upload the examination on completion or as the scheduled examination period ends.
   f. If a student encounters a technical problem with their computer at the start of or during an examination, they should immediately notify OIT and the faculty. 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.
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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 - 100</td>
<td>C</td>
<td>75 - 77</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 91</td>
<td>C-</td>
<td>70 - 74</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 89</td>
<td>D+</td>
<td>68 - 69</td>
</tr>
<tr>
<td>B</td>
<td>82 - 87</td>
<td>D</td>
<td>62 - 67</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 81</td>
<td>D-</td>
<td>60 - 61</td>
</tr>
<tr>
<td>C+</td>
<td>78 - 79</td>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>
**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](http://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 website. 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 DESIGNATED BY EACH PROGRAM.**

**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.

**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 test 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 a student has a negative antibody titer, he/she 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)**

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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 declination requests before a Declination Form is 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 emailed declination request and supporting documentation. Supporting documentation includes, but is not limited to, copy of original titer and 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 said form/s 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 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
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](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 p.m. 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 University Student Health Services. 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 ensuing treatment.

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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 UTMC ER 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 UTMC ER 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.
Reinstatement / Readmission to CON

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. 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.
Students enrolled at 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.

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 sign this form (see Appendices).

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 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.
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.

August 2018
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.

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**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 Appendix) 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. Tampers 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 24 hours of the notification to the student about the positive drug test. The 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 three (3) working days. The Dean of the CON will appoint a task force made up of the Student’s Program Chair and two (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.
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 Student Disability Services at (865) 974-6087 or sds@utk.edu.

Specific Standards

1. 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.
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 city 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 freshmen students may be eligible to apply for university-level scholarships through the Office of Financial Aid at the One Stop Student Services 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.
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
1800 Volunteer 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
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
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