

**UCI** Sue & Bill Gross  
School of Nursing

**MASTER OF SCIENCE  
CONCENTRATION IN  
COMMUNITY & POPULATION HEALTH NURSING**

**STUDENT HANDBOOK  
2017-2018**

**UNIVERSITY OF CALIFORNIA, IRVINE**

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## STUDENT AFFAIRS & SUPPORT SERVICES

Student Affairs & Support Services is a primary resource for student information, advice, and assistance. Academic Counselors advise current and prospective students on admission and academics, in person, on the phone or by email. They are aware of all University policies and School requirements. Academic Counselors review and provide expert counseling on most of your paperwork during your program of study, including petitions for part-time study, leaves of absence, and transfer of coursework. They work closely with the Director, Master's Entry Program to approve your program of study, coursework, and advancement to candidacy. Academic Counselors are available to discuss any issue related to your matriculation as a graduate student at UC Irvine. They refer students to appropriate and extensive campus resources at UCI to support student success and wellbeing, including assistance with learning skills, psychological support, financial aid, housing, student disability issues, available tutoring, or other resources.

### LOCATION:

Student Affairs & Support Services is located in 106 Berk Hall. Berk Hall is Building Number 802 on the campus map.

### OFFICE HOURS:

Monday through Friday: 8:00 am to 12:00 and 1:00pm to 5:00pm  
Closed from 12:00 to 1:00pm for lunch

### WEBSITE:

<http://www.nursing.uci.edu>

### EMAIL:

Graduate Programs Email Address: [gnsao@uci.edu](mailto:gnsao@uci.edu)  
Undergraduate Program Email Address: [nssao@uci.edu](mailto:nssao@uci.edu)

### ADVISING STAFF CONTACT INFORMATION:

Julie Aird, Director of Student Affairs (949) 824-1514  
[jaird@uci.edu](mailto:jaird@uci.edu)

Tina Nguyen, Academic Counselor (949) 824-1514  
[tinahn3@uci.edu](mailto:tinahn3@uci.edu)

## FACULTY DIRECTORY

Please see the following link for faculty:

<http://www.nursing.uci.edu/faculty.asp>

## PRACTICALITIES

### REGISTRAR'S OFFICE

Please see the Registrar's website <http://www.reg.uci.edu/> for the following information and policies:

- Enrollment
- University Calendar
- Fee Information and Deadlines
- Add/Drop/Change
- Withdrawal
- Transcripts
- Enrollment Verifications
- Religious Accommodation
- Change of Address/Email/Phone
- Change of Preferred or Legal name
- Privacy & Student Records

### REGISTRATION

Students register online through the WebReg system which can be accessed through the Registrar's website. You will need your UCInetID and password to log into the system to register. You can locate your classes through the online Schedule of Classes at: <http://websoc.reg.uci.edu/perl/WebSoc>. Please select Nursing Science as the department to view Nursing Science Courses. Graduate courses are coded 200 to 400. To view your registration window, please access Student Access.

<http://www.reg.uci.edu/access/student/welcome/>

For a video tutorial on how to use the webreg system, please visit the Registrar's website at:

<http://www.reg.uci.edu/registrar/soc/webreg.html>

### TUITION AND FEES

Questions regarding tuition and fees should be directed to Campus Billing Services at (949) 824-2455 or <http://www.fs.uci.edu/billing/general-information-about-billing/>. Students can also check the UCI Office of the Registrar for information regarding fees and fee deadlines:

<http://www.reg.uci.edu/navigation/fees.html>

### UCInetID

Each student that enters UC Irvine is assigned a unique UCInetID that allows access to UCI's various electronic services and resources, including a UCI e-mail account, online registration (WebReg),

online student accounts and billing (Zot Account Online), electronic voting, and personal server space for academic projects.

Because UCInetIDs are used to identify and authorize you as a UCI student, you must manually activate it through the OIT website (<https://activate.uci.edu/activate/menu.php>). You will need your 8-digit Student Identification Number, your date of birth, and the last four digits of your Social Security Number (SSN). Your UCInetID is for **your individual use only**. You should not share your password with other individuals.

## EMAIL

All students have an email account based on their UCInetID with the Office of Information Technology (OIT). *Faculty, staff, and students will use this address for official communication.* The School of Nursing will frequently communicate with the nursing students through your UCI email. **IT IS IMPORTANT TO CHECK EMAIL DAILY.** **Students must respond to faculty & staff email within 48 hours. Additionally, in summer, students are expected to check and respond to their UCI email at least twice a week, as staff & faculty will be communicating critical information regarding clinical placements.** Students may direct questions regarding email services to OIT at [oit@uci.edu](mailto:oit@uci.edu).

## IDENTIFICATION CARDS

A UC Irvine photo identification card is required when conducting business with many University offices such as the UCI Libraries and Recreation Facilities. Your initial card is free. Photo I.D. cards can be obtained at UCI bookstore store located in the UCI Student Center. You must know or bring your student ID number when you plan to obtain your photo ID. For more information call (949) 824-2665.

## LIBRARY CARDS

Library users must have a valid library card to check out material. An individual library card is reserved for your personal use and may not be loaned or transferred. Library cards must be activated in person at any of the UC Irvine Libraries Loan Desks. Possession of a library card does not guarantee access to all library material or services. Please contact the Library at (949) 824-6836 or visit <http://www.lib.uci.edu/> for general information. UCI Photo IDs are used as library cards for current UC Irvine students, faculty, and staff. For those without UCI Photo IDs, library cards are issued at no charge. Valid photo identification and proof of current UCI enrollment or employment is required.



## HEALTH INSURANCE

**The University of California requires all students to have major medical health insurance as a non-academic condition of enrollment.** All full and part-time undergraduate and graduate students with a **USHIP/GSHIP fee assessed** are automatically enrolled in, and charged for, the University of California Student Health Insurance Plan (UC SHIP). Students may submit an online request to waive out of UC SHIP by demonstrating comparable health insurance coverage. **Note: Once granted, the UC SHIP waiver is in effect for the current term and the remainder of the academic year. A new UC SHIP waiver request must be submitted at the beginning of each academic year.**

**Additionally, please note that all students are required to maintain adequate health insurance throughout the academic school year as a prerequisite for clinical placements.**

For students with USHIP/GSHIP, the Student Health Center offers primary care, consultation and treatment in selected health specialties, first aid and urgent care, medical surveillance, and crisis consultation. UCI provides access to health services at the Student Health Center, which is covered in your mandatory fees. For more information visit the Student Health Center's website at [www.shs.uci.edu](http://www.shs.uci.edu).

## TEXTBOOKS

Required and recommended texts can be purchased at the UCI bookstore and/or through online vendors such as Amazon.com. Refer to individual course syllabi for lists of required and recommended texts.

## ON-LINE COURSE INFORMATION

UCI uses the Electronic Educational Environment (EEE/Canvas) as an online course management system. For more information or questions regarding EEE/Canvas, visit <https://eee.uci.edu/>.

## CLASS LOCATIONS

Room assignments will be determined one week prior to the start of each quarter and students will be notified by email.

## **PARKING**

All students must purchase a parking permit in order to park on campus at UCI. UCI Transportation Services offers a number of options to students interested in purchasing permits; visit <http://www.parking.uci.edu/> for more information. Long-term parking permits can be purchased at the Transportation Services office or through its website. Short-term, one-day permits can be purchased at parking kiosks located throughout campus or at the Transportation Services office.

## **ID BADGES FOR CLINICALS**

Students will have an opportunity to take pictures for their name badges prior to clinical rotations. Name badges must be worn with the white lab jacket and/or scrub uniform at all times and in all clinical settings.

## **TRANSPORTATION TO CLINICAL ROTATIONS**

Nursing students are required to provide their own transportation to off-site clinical experiences. Students should check with clinical sites regarding parking facilities, permits, and other transportation-related questions. Be certain to allow sufficient time to find parking at the facility in order to arrive punctually to clinical rotations.

## **EMERGENCIES**

For any emergencies on campus, dial 911 from any campus phone.

## **SAFETY ESCORT SERVICES**

Please call 949-824-SAFE from any campus phone for a free escort between campus buildings during non-business hours. Blue light phones with direct access to the police department are also available throughout campus.

## **COMPUTER LAB USAGE POLICY**

**Eligible Users** - The computer lab is open only to School of Nursing faculty, staff and currently enrolled students. All other users are asked to use the University's Office of Information Technology (OIT) open labs. A listing of labs operated by OIT is available on the website at: <http://www.oit.uci.edu/labs/>.

## **1. General Usage**

- a. The lab is available to students for course work during computer lab hours of operation (Monday-Friday; 8:00 a.m.-4:30 p.m.) and when no classes are scheduled in the room.
- b. Computers are available on a first-come first-served basis. Computers left unattended for more than 15 minutes will be made available to other users.
- c. Administrative Staff are not available to assist with users' academic work or other related tasks and cannot do computer work on the users' behalf.
- d. Problems with computer lab hardware, software or other equipment should be reported to the Assistant Dean 252G, x4-0696.
- e. Users are to clean up the area around the computer they used as they leave. This includes removing of storage devices, placing trash/paper in bins, and pushing in the chair.
- f. Food is not permitted at the computer tables at any time. (Please use the lounge at the back of the room for eating). Water in covered containers or bottles is allowed at the computer tables.
- g. The computer resources are for academic purposes only. Use of computer resources for personal, non-University, purposes is prohibited.
- h. Persons using the lab assume responsibility for any damage they cause to equipment.
- i. Faculty and administrative staff are the appointed enforcers of the lab policy. They are responsible for ensuring that equipment is not being abused and for determining appropriate use of work in the computer lab. Circumstances not covered by this policy shall be at the discretion of the administrative staff.

## **2. Lab Policies**

- a. Users are not permitted to install, modify, or delete any software on lab computers or change the desktop wallpaper, screen saver or add/delete shortcuts or icons.
- b. No user-supplied equipment, other than USB storage devices and audio headphones may be connected to the computers in the lab.
- c. User data files are to be saved to their own storage device such as USB memory stick. Files saved to the local hard drive are subject to deletion at any time without warning.
- d. The School of Nursing is not responsible for any damage to user data files or equipment.
- e. Users are expected to keep noise to a minimum. Cell phones, pagers and mobile communication devices must be turned off or set to vibrate/silent. Calls must be taken outside the lab.

## **3. Internet and Network Policies**

- a. Chatting, instant messaging, and online game playing are strictly prohibited in the lab.
- b. Downloading of copyrighted material or visiting peer-to-peer download sites is strictly prohibited.
- c. Visiting internet sites of an inappropriate nature or those that may be considered offensive by other individuals is strictly prohibited.
- d. Connecting any personal computer equipment except USB devices or audio headphones to the lab's network can be strictly prohibited.

## **4. Printing**

- a. Printing Services are only available for select courses and/or special activities.

- b. It is requested that large print jobs be printed double-sided.
- c. Printing of all jobs must be completed by closing time.

## 5. Resources

It is the responsibility of the student to be familiar with the software packages they intend to use. Online help may be the best authority. If all else fails, students should direct their questions to their professor/instructor.

## 6. Penalties

Users found to be in violation of this policy may be asked to leave the lab, have their privileges revoked, or be referred to the Assistant Dean for review and action.

## WRITING RESOURCES

All Writing Assistance is provided through the UCI Campus Writing Center, located on the ground floor of the Ayala Science Library. For schedule and information see <http://www.writingcenter.uci.edu/>.

For students wishing to build their English language skills, the Program in Academic English/ESL has resources available, please see <http://www.humanities.uci.edu/esl/>.

Additional on-line writing resources:

- Comprehensive "Guide to Grammar and Writing"  
<http://grammar.ccc.commnet.edu/grammar/>
- Grammatical Exercises  
[www.wilbers.com/exercise.htm](http://www.wilbers.com/exercise.htm)
- OWL Purdue Online Writing Lab  
<http://owl.english.purdue.edu/exercises/>  
(APA Format Guide) <http://owl.english.purdue.edu/owl/resource/560/01/>
- On-line Writing Center – SUNY Empire State College  
[www.esc.edu/writer](http://www.esc.edu/writer)
- Writing Resources: Princeton University Writing Center  
[http://web.princeton.edu/sites/writing/Writing\\_Center/WCWritingResources.htm](http://web.princeton.edu/sites/writing/Writing_Center/WCWritingResources.htm)
- Topics on Writing Papers: University of N. Carolina Chapel Hill  
<http://writingcenter.unc.edu/>
- The Writing Center at Harvard  
<http://www.fas.harvard.edu/~wricntr/resources.html>

## **ROLE OF THE FACULTY ADVISOR**

All students in the School of Nursing are assigned a Faculty Advisor upon entry to the graduate program. Faculty advisors are specifically focused on the professional development and academic success of students. They are familiar with strategies for program success and can direct students in seeking resources. They are also an advocate and resource with class or clinical challenges, and career advisement. It is important to meet with your advisor regularly and keep them apprised of your progress in meeting program objectives.

Student Affairs will provide students with their Faculty Advisor's contact information.

## **FURTHER INFORMATION**

For further information regarding policies not specific to the School of Nursing, please refer to the UCI General Catalogue or the UCI website ([www.uci.edu](http://www.uci.edu)). For Nursing Science-specific questions not answered in this handbook, refer to the School of Nursing website <http://www.nursing.uci.edu>, the individual course syllabi, or contact Student Affairs & Support Services listed at the front of this handbook.

## CAMPUS RESOURCES

ANTLINK

<http://www.students.uci.edu>

BOOKSTORE

<http://www.book.uci.edu/>

CAREER CENTER

<http://www.career.uci.edu/>

CHILD CARE SERVICES

<http://www.childcare.uci.edu/>

COUNSELING CENTER

<http://www.counseling.uci.edu/>

CROSS-CULTURAL CENTER

<http://www.ccc.uci.edu/>

DISABILITY SERVICES CENTER (DSC)

<http://www.disability.uci.edu/>

ELECTRONIC EDUCATIONAL ENVIRONMENT (EEE/Canvas)

<https://eee.uci.edu/>

FINANCIAL AID

<http://www.ofas.uci.edu/content/>

GRADUATE DIVISION

<http://www.grad.uci.edu/>

GRADUATE RESOURCE CENTER

<http://www.grad.uci.edu/services/grc/index.html>

HEALTH INSURANCE PLAN FOR GRADUATES (UC SHIP)

[http://www.shc.uci.edu/health\\_insurance\\_privacy/insurance.aspx#shipplan](http://www.shc.uci.edu/health_insurance_privacy/insurance.aspx#shipplan)

HEALTH EDUCATION CENTER

<http://www.healtheducation.uci.edu/>

HOUSING

<http://www.housing.uci.edu/>

INTERNATIONAL CENTER

<http://www.ic.uci.edu/>

LEARNING AND ACADEMIC RESOURCE CENTER (LARC)

<http://www.larc.uci.edu/>

LESBIAN, GAY, BISEXUAL, TRANSGENDER RESOURCE CENTER (LGBT)

<http://www.lgbtrc.uci.edu/>

LIBRARIES (MAIN)

<http://www.lib.uci.edu/>

SCHOOL OF NURSING (UCI)

<http://www.nursing.uci.edu/>

OFFICE OF INFORMATION TECHNOLOGY (formerly known as NACS)

<http://www.oit.uci.edu/>

OFFICE OF THE OMBUDSMAN

<http://ombuds.uci.edu/>

PARKING AND TRANSPORTATION SERVICES

<http://www.parking.uci.edu/>

REGISTRAR'S OFFICE/STUDENT ACCESS/WEBREG/SCHEDULE OF CLASSES

<http://www.reg.uci.edu/>

STUDENT HEALTH CENTER

<http://www.shs.uci.edu/>

TESTING OFFICE

<http://www.testingcenter.uci.edu/>

VOLUNTEER CONNECTION

<http://uci.galaxydigital.com/>

# INTRODUCTION

## PURPOSE OF THE STUDENT HANDBOOK

Welcome to the UC Irvine, School of Nursing. This handbook, along with the UCI General Catalogue, will provide you with essential information about the School of Nursing. We urge you to carefully review this document and others provided to you by the University to strengthen your understanding of our philosophy, mission, policies, and procedures. This handbook is prepared in conjunction with the policies expressed in the UCI General Catalogue, and both serve as excellent resources for students.

## PROGRAM DESCRIPTION

The School of Nursing offers outstanding students the opportunity to enter the healthcare environment with an education founded upon the theory and practice of nursing. The Master's degree is a key asset for today's nurses, who must provide care to a diverse group of patients through evidence-based practice. Graduates are prepared to serve as generalists in professional nursing practice and to collaborate with other healthcare providers in clinics, hospitals, and community health settings. The combination of a strong academic program with its rich multi-disciplinary coursework (i.e., public health, biological, social, behavioral, medical, pharmaceutical, and bio-medical sciences) will prepare students to address the full spectrum of healthcare needs and to be leaders in the healthcare and academic environments.

Upon completion of the program, students attain a Master of Science (MS) in Nursing Science, with a concentration in Community and Population Health Nursing, and are prepared to take the NCLEX-RN exam for nursing licensure. The MS in Nursing Science is a two-year graduate degree that prepares students to lead innovations in healthcare delivery and elevate nursing care across practice settings.

The program coursework is designed to prepare graduate-educated nurses with:

- Research- and evidence-based practice competency
- Expertise in specialized concentrations of nursing practice
- Leadership role preparation, including collaborative interprofessional team building
- Leadership skills in health policy to become advocates for health promotion and disease prevention efforts supporting population health

The MS degree provides students with a foundation for seamless progression into a research- or practice-focused doctoral program.



## **SCHOOL OF NURSING INFORMATION**

### **MISSION OF THE SCHOOL OF NURSING**

Our mission is to advance the science of health and healthcare through innovative research, teaching, and clinical practice, and to educate nursing professionals who inspire optimal health and well-being in individuals, families, and communities.

### **VISION OF THE SCHOOL OF NURSING**

Our vision is to transform the nursing profession by preparing pioneers in research, education, and practice to build innovative, inter-professional models of compassionate community-based health care.

### **SCHOOL OF NURSING PHILOSOPHY**

The philosophy of the Sue and Bill Gross School of Nursing is aligned with the academic goals expressed by UC Irvine. It emanates from the mission and goals of both UC Irvine and the University of California system.

Nursing is interdisciplinary and collaborative in its art and its science. Together with other health professionals, the professional nurse addresses the healthcare needs of individuals, families and groups from diverse backgrounds. Healthcare needs range across the health-illness continuum from health promotion and wellness to intervention, treatment, rehabilitation, restoration and palliation in response to illness.

Professional nursing practice can occur in any environment. It includes clinical practice, research, education and leadership roles.

Nursing practice is guided by a set of ethical principles that include a commitment to service and quality healthcare for all without regard to culture, race, gender or social status. Each person possesses a unique set of biological, behavioral, socio-cultural and spiritual characteristics.

It is the responsibility of the professional nurse to understand and respect these characteristics and their role in the well-being of the individual. It is the right and responsibility of the individual, family or group to make autonomous healthcare decisions and to collaborate with nurses and other healthcare professionals caring for them.

Nursing science and the evidence for nursing practice is derived from research that is both basic and applied. Professional nurses evaluate the evidence when considering care alternatives. They participate in the research process to advance nursing practice and nursing science.

Nursing students are unique individuals with diverse backgrounds and life experiences, which enrich the educational environment for all students. Nursing students require substantive backgrounds in the theory and practice of nursing as well as in related disciplines including the biological, social, behavioral, medical, pharmaceutical and biomedical sciences.

They require guidance to achieve increasingly complex levels of socialization, research skill, critical thinking, and written and oral expression. Nursing students have the responsibility to actively participate in their learning. UC Irvine provides multiple support systems, which students should access when needed.

Faculty have the responsibility of structuring the teaching and learning environment to facilitate student learning, taking into consideration individual learning styles and personal professional goals.

### **MASTER OF SCIENCE IN NURSING SCIENCE PROGRAM GOALS**

The Master of Science in Nursing Science with concentration in Community and Population Health Nursing is designed to offer graduates of non-nursing baccalaureate programs direct entry into an accelerated master's degree program, providing students with the ability to autonomously practice nursing as an MS-prepared nurse upon graduation.

Graduates of the program will:

- Qualify to take the national licensing examination (NCLEX) for registered nurses
- Be eligible for certification as a public health nurse
- Earn a master of science degree
- Be prepared for future research- or practice-focused doctoral studies, if desired

### **EXPECTED STUDENT OUTCOMES, COMMUNITY & POPULATION HEALTH CONCENTRATION**

Consistent with the UC Irvine School of Nursing mission to provide strong, research-based academic and professional programs, the new Community and Population Health Nursing (CPHN) concentration aims to prepare excellent researchers, educators and clinicians.

Goals of the CPHN concentration are to prepare graduate nurses to lead and expand care to underserved populations in the following areas:

- Generalist nursing practice across a wide variety of healthcare settings from acute care to community, home and transition management
- Nursing scholarship and evidence-based practice
- Leadership in interprofessional healthcare teams
- Innovative advancements in healthcare delivery, quality improvement and improved access to care

The CPHN curriculum was designed to ensure that the nine essential core areas delineated by the American Association of Critical-Care Nurses (AACN) are met throughout the program. AACN is the umbrella organization that provides national accreditation through their Commission on Collegiate Nursing Education (CCNE).

In addition, the Quad Council Coalition and the Core Competencies for Public Health Professionals' recommendations for public health practice are incorporated throughout the curriculum.

## ACCREDITATION

Accreditation is a process of peer evaluation of educational institutions and programs to ensure an acceptable level of quality. Accreditation is granted to an educational institution or a program that meets stated criteria of educational quality. Higher education accreditation in the United States is a unique process that is both voluntary and nongovernmental.

Accreditation grants students in specific programs eligibility for certain funding mechanisms, notably federal agency funding. Accreditation can assist prospective students to identify appropriate programs for their goals, as well as assist programs in evaluating the acceptability of transfer credits. Accreditation provides educators and practitioners an opportunity to build consensus on learning outcomes and competencies of the graduates. **Accreditation is required for eligibility for state licensure or certification in many disciplines, including nursing**

UCI is fully accredited by the Senior Commission of the Western Association of Schools and Colleges.<sup>1</sup>

The School of Nursing bachelor's degree and master's degree programs are accredited by the Commission on Collegiate Nursing Education.

The School of Nursing is approved by the California Board of Registered Nursing (BRN), which allows graduates of the School to sit for the National Council for Licensure Examination for registered nurses (NCLEX-RN) and to obtain a public health nurse certificate.

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<sup>1</sup> "Accreditation." *UCI General Catalogue, Volume 49*.

# UNIVERSITY POLICIES

## ACADEMIC CALENDAR

Consult the Registrar's website at <http://www.reg.uci.edu> and the UCI Catalog for detailed information on registration procedures and late changes. The School of Nursing follows the academic calendar that is posted on the Registrar's website.

## ACADEMIC DISQUALIFICATION

After consultation with the student's academic unit, the Dean of the Graduate Division may disqualify a student for academic reasons, including, but not limited to, having a grade point average in graduate courses below 3.0 for two or more successive quarters; or failing to pass (or not taking) a required examination or course within the time specified for that graduate program; or not maintaining satisfactory academic progress toward completion of an approved program of study.

## ACADEMIC HONESTY

As a member of the UCI academic community, the School of Nursing complies with university-wide policies related to academic honesty. From original research to testing to clinical experiences, academic integrity is expected and required of students in every aspect of the MS program. The UCI Academic Senate outlines a comprehensive policy on academic integrity, available at <http://senate.uci.edu/uci-academic-senate-manual/part-iii-appendices-of-the-irvine-division/academic-integrity/>

All students are strongly recommended to carefully review these policies; any infraction of university-wide policy will incur consequences and can jeopardize program completion.

Students should pay careful attention to policies related to cheating, plagiarism and academic honesty. Academic dishonesty applied equally to electronic media and print, text, images, and ideas. It includes but is not limited to the following examples:

- Copying from others during an exam
- Communicating exam answers with others during an exam
- Offering another person's work as one's own
- Taking an exam for someone else
- Sharing answers or assignments with other students unless specifically authorized by the instructor
- Tampering with an exam after it has been corrected
- Using unauthorized materials, prepared answers, written notes or information during an exam

- Allowing others to do the research and writing of a paper
- Reproducing images of exam content with camera, cell phone or other recording device

The UCI General Catalogue expands on the policy produced by the Academic Senate, available at: <http://catalogue.uci.edu/>

For information related specifically to testing, visit the Academic Honesty statement provided by the UCI Testing Office: <http://www.testingoffice.uci.edu/academichonesty.html>.

The UCI Dean of Students has published an extensive listing of student conduct policies. Students should review these policies, notably those relating to student conduct and discipline: <https://aisc.uci.edu/policies/pacaos/grounds-for-discipline.php>

Based on student achievement in both the clinical and didactic settings, the School of Nursing requires students to adhere to the aforementioned policies as well as specific conduct expectations.

Students can access numerous resources for aid in the writing process; see the section on Writing Resources for more information.

As members of the UC Irvine Community, students are expected to be aware of their rights, as well as their responsibilities. Each member of the University shares the responsibility of maintaining conditions conducive to the achievement of the University's mission. UC Irvine is committed to the [Principles of Community](#) which provide for an environment that is purposeful, open, disciplined, just, caring, diverse, and celebrative. Please reference the [UCI Office of Academic Integrity & Student Conduct website](#) to reference the official [UCI Code of Student Conduct](#).

## **ADVANCEMENT TO CANDIDACY**

The master's degree is conferred at the end of the academic quarter in which all requirements have been satisfied, subject to the final approval of the Graduate Division. The student must be advanced to candidacy for the degree prior to the beginning of the final quarter of enrollment. Students will need to complete an application for advancement to candidacy and submit to Nursing Science Student Affairs no later than 30 days before the opening of the quarter in which the degree is expected. An application for advancement to candidacy is usually completed in fall or winter quarter of the second year. The advancement to candidacy form can be located at: <http://www.grad.uci.edu/forms/index.html>

A Master of Science (M.S.) in Nursing Science degree is awarded upon successful completion of 87 units of course work, as well as 840 hours of clinical practice.

## ENROLLMENT

Full-time enrollment for graduate students is defined as enrollment in at least 12 units of upper-division or graduate academic credit per quarter, including credit for supervised research or teaching. *Please note: Students in the MS in Nursing Science program are approved as full-time status during Fall quarter of the first year when they are scheduled to take only 11 units.* Graduate students ordinarily may not receive credit for more than 12 units per quarter in graduate courses, or 16 units in upper-division courses, or a proportionate number in combination. Course loads in excess of 16 units must be approved in advance by the Academic Counselor and the Dean of the Graduate Division. A full-time registration is defined as 1) payment of applicable University fees; and 2) enrollment in at least 12 units.

Part-time status is not available to students in the master's program.

## FINANCIAL AID

Master's students should consult the UC Irvine Office of Financial Aid for aid opportunities available to nursing students: <http://www.ofas.uci.edu/content/>. Grant and loan opportunities are available. Students must complete the Free Application for Federal Student Aid (FAFSA) to be eligible. The deadline is March 2.

A number of loan, loan repayment, and scholarship opportunities are available to nursing students. Students are responsible for ensuring their capacity to meet financial obligations.

### *Loans*

- CitiBank CitiAssist™ Loans  
Students enrolled in the MS program are eligible to qualify for student loans through CitiAssist™. Students should apply online: <https://www.studentloan.com/>

### *Loan Repayment and Scholarships*

Nursing students are eligible for various loan repayment and scholarship programs. Students are encouraged to visit the following websites to search for available funds. Please note that the following list is not exhaustive:

- HRSA: Health Resources and Services Administration  
Selective Nursing Scholarship Program awards significant benefits to nursing students who work for at least two years in a health care facility experiencing a nursing shortage  
<http://www.hrsa.gov/loanscholarships/scholarships/Nursing/>
- OSHPD: Office of Statewide Health Planning and Development  
Offers a number of selective scholarship and loan repayment programs.  
<http://www.oshpd.ca.gov/hpef/>

- Discover Nursing  
Database of scholarships available to nursing students  
<https://www.discovernursing.com/scholarships#no-filters>.
- List of External Nursing Scholarships  
<http://www.ofas.uci.edu/content/OutsideScholarships.aspx?nav=0>

## **HOLIDAYS**

Holidays corresponding to the UCI calendar will be observed in the program. An academic calendar for the 2017-2018 academic year can be found at the Registrar's website:

<http://reg.uci.edu/calendars/quarterly/2017-2018/quarterly17-18.html>

## **LAPSE OF STATUS POLICY**

A graduate student is required to maintain continuous enrollment during fall, winter, and spring quarter from the beginning of the program of study until awarding of the degree. This policy is designed to eliminate the need for readmission to the program, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed. Students who have failed to maintain their graduate student status will be notified in writing by the Graduate Dean. Students should consult the Graduate Division for a full description regarding a Lapse of Status at:

<http://www.grad.uci.edu/>

A Lapse of Status will occur under any of the following conditions:

- If you fail to register (i.e., pay fees and enroll in units) by the last week of instruction in a given quarter.
- If an academic leave of absence, or permission to pay the Filing Fee in lieu of registration, has not been submitted and approved by the department and Graduate Division.
- If you fail to comply with any provisions of admission to UCI.

## **LEAVE OF ABSENCE (LOA) FOR UCI GRADUATE STUDENTS**

An academic leave of absence is intended to cover the temporary interruption of the student's academic program. Students are encouraged to meet with their faculty advisor and Student Affairs to discuss the impact of a LOA. The following reasons for requesting a LOA must be consistent with University policy and guidelines as outlined below, and with the School of Nursing:

1. Serious illness or other temporary disability.

2. Concentration on an occupation not directly related to the student's academic program.
3. Family obligations.
4. Temporary interruption of the student's academic program for other appropriate reasons.

A LOA does not apply under the following circumstances:

1. Student will be absent from the campus and outside California while continuing to pursue graduate research or scholarly activity (must register In-absentia - see Student Affairs for details).
2. If the student must leave the academic program for more than three quarters (should withdraw and apply for readmission at the time he/she expects to resume graduate study at UCI).
3. If the student requests such action retroactively.
4. If the student has not completed at least one quarter of graduate study at UCI.
5. If the student has not demonstrated satisfactory progress.

UCI graduate students can request a leave of absence for up to one year by submitting a Leave of Absence form to Student Affairs with a written explanation of why they are requesting leave.

Procedures for requesting a leave of absence: <http://www.grad.uci.edu/forms/>

## **MASTER OF SCIENCE TRANSFER POLICY**

The General Petition (<http://www.grad.uci.edu/forms/index.html>) may be used for purposes of requesting transfer of credit by currently enrolled students only. If official transcripts of academic work are not already in the student's file, they must be submitted as part of any petition for transfer credit or course substitution of degree requirements. Petitions for transfer credit will be considered only when the work is necessary to fulfill degree requirements. Up to one-half of the total 87 units required earned during regular academic quarters at another graduate division of the University of California may be transferred. Up to one-fifth of the total 87 units required may be transferred from another institution besides a UC campus. No transfer credit will be allowed for any course in which a grade below B or the equivalent is assigned.

## **READMISSION POLICY**

A graduate student who withdraws and has not been granted a leave of absence approved by the Dean of the Graduate Division and the School of Nursing is considered to have lapsed student status (i.e., no longer has student status). A student whose status has lapsed must reapply to a graduate program and can only resume graduate study if readmitted. Students should refer to the Graduate Division website for information: <http://www.grad.uci.edu/>

In addition to following the UCI policy regarding readmission, students may apply for readmission after withdrawal from the School of Nursing. Students will be required to meet with the Nursing Science Admission Committee to request or discuss readmission. Students must meet the current



admission requirements set by UCI and the School of Nursing. Readmission will be granted by majority vote of the admission committee. Readmission will be granted on an individual basis. Students should consult with Student Affairs regarding program and university policies.

### **RESIDENCY REQUIREMENTS**

A minimum of three quarters in academic residence is required prior to the awarding of the master's degree. A minimum period of study of one quarter in-residence must intervene between formal advancement to candidacy and the conferring of the master's degree.

### **WITHDRAWAL POLICY**

UCI Graduate students should consult the Registrar's office regarding the withdrawal policy at <http://www.reg.uci.edu/enrollment/withdrawals/>. Students should meet with Student Affairs to discuss UCI and program policies prior to submitting withdrawal forms. Students should consult the registrar's website for information regarding fee deadlines, refunds, and cancellation/withdrawal policies: <http://www.reg.uci.edu/>

# MASTER OF SCIENCE POLICIES AND PROCEDURES

## ATTENDANCE

Nursing Science students are *required to attend all classes and meet all objectives listed in course syllabi*. Any exceptions must be discussed with course faculty and approved *in advance*. When students do not participate in classes, their absence affects class synergy and they miss an important component of their training – learning the communication skills needed to discuss health care issues with others. Multiple absences in clinical courses may result in a failure or withdrawal from the course.

## JURY DUTY

During their course of study, students may be asked to serve on a jury. We advise students to request a deferral AS SOON AS they receive a notification. Although we recognize the importance of being a good citizen, missing class and clinical may be extremely detrimental to your progress in the nursing program. Students usually have the opportunity to provide a deferral date and we advise that the date be rescheduled between quarters.

If students have any questions, please see their advisor or Student Affairs.

## COURSE EXAMINATIONS

Course exams are proctored by faculty to ensure academic honesty and integrity during the examination process. Students may be assigned seats on the day of examination by the faculty proctoring the exam. All items (e.g. backpacks, purses, cups, water bottles, phones, PDA's, laptops, other electronic equipment, and miscellaneous items as defined by the faculty) will not be allowed during the examination. Students will be allowed to have a pencil, pen, and eraser at their seat. Breaks will be determined by individual faculty/staff that are proctoring the exam.

## GRADING FOR MASTER OF SCIENCE STUDENTS

The following courses have a clinical and didactic component: Nursing Science 266, 267, 271, 272, 273, 274, 276. For these courses, clinical scores are assigned by the Clinical Instructors utilizing the Clinical Evaluation Tool. The clinical components of all courses are graded on a Pass/Fail basis. You must pass all components of the course with a minimum score of 83%. A failure in either the clinical or didactic portion is a failure in the entire course.

## **FACULTY COMMITTEES, SCHOOL OF NURSING: STUDENT PARTICIPATION**

MS student participation is encouraged on the Graduate Academic Program and Evaluation Committee (GrAPE) and the Student Affairs Committee (SAC). These committees meet periodically throughout the academic year to conduct the business of the School of Nursing. Students selected for committees will be required to attend the scheduled committee meetings and participate in all facets of the committee work, including the evaluation of courses, curricula, and programs. The term of service will be one to two years. Students may be recused from some meetings when confidential issues are being discussed.

### **COMPLETION REQUIREMENTS**

1. Eighty-seven (87) quarter units are required for the MS degree which includes 840 hours of clinical experience.
2. Passing Grades in all didactic and clinical courses are required for program completion. Graduate courses require that students pass all courses with at least a grade of B (83% or above) or an "S" (Satisfactory). Grades below 83% and "U" (Unsatisfactory) will NOT be accepted toward program completion.

### **EXAMINATIONS AND ASSIGNMENTS**

A minimum score of 83% is required to successfully pass an exam or assignment in all courses. Students who receive less than 83% are expected to work with their faculty to remediate and demonstrate baseline knowledge acquisition of the material for program progression and clinical work. The following policies are outlined for remediation:

1. If a student fails any didactic evaluation component, a make-up exam or other remediation as determined by the faculty must be scheduled with the faculty within two weeks of the original exam or assignment. It is the student's responsibility to arrange a remediation plan with the faculty.
2. A minimum score of 83% is required to pass the make-up exam or assignment. Regardless of the score on the make-up exam, the original score on the exam is used to calculate the final grade. The make-up exam is used to determine whether the student has adequate knowledge of the content to safely continue in the clinical setting and progress in the curriculum.

### **FAILURE/DISMISSAL**

#### ***Failure of Course***

For students failing any other course required for the degree with a grade of less than 83% (in a didactic course) or an Unsatisfactory (in a practicum course), the student will be placed on academic probation, and counseled about the deficiency by the Faculty of Record and the Academic Counselor.

- The course must be retaken the following year and successfully passed.
- Students may also be offered the option of taking an equivalent course at an outside university if one can be identified by the student and fits in with the student's plan of study- details and course approval must be discussed with the Faculty of Record and the Director, Master's Entry Program. It is extremely difficult to find an equivalent course; this is the student's responsibility and must be pre-approved by the Faculty of Record prior to student enrollment. This will not change the original grade but may allow the student to remain in the program until the course can be successfully repeated.
- Failure of a second course will result in dismissal from the program.

### *Failing to Remain in Good Standing*

Consistent with other professional degrees on campus, promotion requirements are as follows: all students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include:

- The ability to establish rapport with clients;
- Ability to work effectively with other members of the healthcare team;
- Dependability; judgment; integrity; initiative; and interest.
- *In addition to the above, students may be dismissed from the program without remediation for academic failure, academic dishonesty, endangering patients and/or for inappropriate or unprofessional conduct.*
- MS students dismissed from the program will be refunded according to the UCI policies.

## **GRADING & GRADING SCALE FOR GRADUATE NURSING COURSES**

A grade of 83% or above is required to pass all coursework. Grading guidelines are provided by the individual course faculty as outlined in each syllabus and adheres to University policy.

The didactic work of graduate students shall be reported as one of the following grades A+, A, A-, B+, B and represent satisfactory progress toward advanced degree requirements. Grades below the B level are not satisfactory, and a student's whose grade point average is below a 3.0 is subject to academic disqualification.

Specific clinical coursework of students may be reported as Satisfactory/Unsatisfactory (S/U). The grade S is awarded only for work that would otherwise receive a grade of B (83 % or higher) (3.0) or better; the grade U is assigned whenever a grade of B- or lower would be otherwise given.

A graduate student may repeat a course one time in which a grade below a B (3.0) or a grade of U was received. Only the most recent earned grade is used when computing the student's grade point average for the first eight units of repeated work; thereafter both the earlier and the later grades are used. Graduate students are expected to make satisfactory progress toward their degree objective as defined by the School of Nursing in accordance with the Graduate Division. The UC Irvine

Academic Senate provides a detailed explanation of grading practices and students are strongly encouraged to read and understand the University policies.

<b>Passing</b>		<b>Not Passing</b>	
<b>A+</b>	<b>97-100</b>	<b>B-</b>	<b>80-82.99</b>
<b>A</b>	<b>93-96</b>	<b>C+</b>	<b>77-79</b>
<b>A-</b>	<b>90-92</b>	<b>C</b>	<b>73-76</b>
<b>B+</b>	<b>87-89</b>	<b>C-</b>	<b>70-72</b>
<b>B</b>	<b>83-86</b>	<b>D+</b>	<b>67-69</b>
		<b>D</b>	<b>63-66</b>
		<b>D-</b>	<b>60-62</b>
		<b>F</b>	<b>59 and lower</b>

### **FINAL GRADE POLICY**

According to the UC Irvine Academic Senate Manual pertaining to grades: Senate regulations A345 and A365: It should be noted that final grades as reported by the instructors are permanent and final. An instructor may not change a final grade except to correct a clerical or procedural error. Clerical or procedural errors should be corrected within one regular academic quarter after the grade assigned. No grade may be revised/changed by examination or, with the exception of I or IP grades, by completing the additional work. If a student is dissatisfied with a grade, the student should review their work with the instructor and receive an explanation of the grade assigned.

### **IMPAIRED NURSING STUDENT POLICY**

Faculty members recognize that all people are susceptible to illnesses that may impair their ability to function at an optimal level. When a student develops an illness that impairs the ability to learn and provide safe nursing care it is of special concern. In the case of chemical dependence, the University of California recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for University students with substance dependency problems. Students are encouraged to seek assistance from health centers, and counseling or psychological services available at University locations or through referral. Information obtained regarding a student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

Impairment is defined as a “clinically significant behavioral or psychological syndrome...that is associated with present distress (e.g. a painful symptoms) or disability (e.g. impairment in one of more important areas of functioning) or with a significantly increased risk of suffering death, pain, disability, or an important loss of freedom....it must currently be considered a manifestation of behavioral, psychological, or biological dysfunction...” (American Psychiatric Association, 1994, p. xxi). Examples of impairment include, but are not limited to, alcohol or drug use in the learning environment (clinical or classroom settings), and symptoms of mental distress (e.g., severe anxiety,

depression) that make it hard for students to learn, perform, and/or complete their assignments on time. Impairment is commonly evidenced by poor judgment and decision-making, lack of insight into the problem, and unprofessional behavior. It negatively affects learning and professional performance, and renders students unable to provide safe, effective care. It may be episodic or chronic.

#### Underlying Assumptions:

- When a student's performance is impaired, safe, effective care is at risk whether it occurs in the classroom, learning skills laboratory or in the clinical setting.
- Alcohol and drug abuse and addiction are primary illnesses, as are psychiatric and physical illnesses, and can be successfully treated with rehabilitation.
- Students who are willing to cooperate with a program of assistance and accept treatment, rehabilitation, and monitoring can be allowed to continue their nursing education; provided they comply with requirements for treatment and monitoring and provide the School of Nursing with proof of treatment. This applies for any illness causing impairment.
- Repeated episodes of impairment are cause for disciplinary procedures. Additionally, students identified as impaired or potentially impaired who are unwilling to seek treatment will also be subject to disciplinary procedures.
- Students should not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities or student life. Students in violation of this policy may be subject to corrective action, up to and including dismissal or may be required, at the discretion of the University, to participate satisfactorily in a treatment program.

#### The purpose of this policy is to:

- Encourage students who self-identify as having physical, cognitive, or emotional conditions affecting their performance to seek and receive evaluation, treatment and/or professional counseling.
- Identify and assist students who have not yet recognized signs of potential impairment in themselves or identified themselves as having medical or emotional conditions leading to future impairment.

#### Procedure:

Potential impairment may be identified by recognition of signs of deteriorating performance including but not limited to:

- Problems with tardiness and or absences from clinical time
- Increasing numbers of incidents or near-misses with potential harm to patients
- Observed or reported incidence of interpersonal conflict
- Excessive procrastination and poorly prepared work
- Inability to pay attention, distractibility, sleepiness
- Deterioration in personal hygiene
- Awkward, ineffective, inaccurate psychomotor skills

- Extreme dependency on the instructor
- Appearing to be under the influence of substances (ie: alcohol, marijuana, or other drugs)

**Grounds for immediate dismissal from clinical site, evaluation, and documentation.**

- Appears to be under the influence of drugs or alcohol.
- Displays unstable mental, physical or emotional behavior
- Threatens the physical or psychological safety of themselves or others
- Demonstrates unprofessional behavior that is disruptive to the environment and interferes with the operation of the setting

Self-identification and report:

- The student will be referred to the UC Irvine Counseling Center for professional evaluation and treatment if this is not in process.
- A conference will be arranged with the Director, Master's Entry Program to decide the following (with input from Academic Counselor):
  - Continued attendance in the nursing program and any necessary restrictions
  - Schedule of reports on progress
  - Plan for relapse prevention (student responsibility)

One time incident:

- The Faculty/clinical instructor/preceptor will observe, assess, and document performance and objective data.
- In the initial student-faculty meeting, the student will be informed of the reasons she/he must leave clinical (symptoms of illness, impairment and lack of required safe, professional behaviors). The student will be removed from clinical for the remainder of the day. At the discretion of the instructor/preceptor, the absence may count as an unexcused absence.
- The clinical instructor/preceptor will arrange for someone to drive the student home and will inform the student of the need for a follow-up meeting at campus.
- The clinical instructor/preceptor will also contact the school and inform the Faculty of Record and the Director, Master's Entry Program about the impaired student issue.
- At the student-faculty follow-up conference, faculty will provide additional guidance: discuss behavior and/or signs of illness; establish expectations and limits for future behavior of student (designate time period); encourage student to give his/her perception of situation and plans to prevent further unprofessional behaviors.
- Record relevant information, including plan for follow-up with student and Academic Counselor. Give a copy of the plan to the student and send to the Director, Master's Entry Program. Include in the discussion and documentation the possible need for professional evaluation and support, and any referrals made.

Repeated incident:

- The Faculty witnessing the impairment will consult with the Faculty of Record and the Director, Master's Entry Program.
- Review all documentation of related incidents. If a pattern of observable behaviors is identified, then arrange for a conference with the student. Prepare for intervention through collaboration with counseling service and Academic Counselor.
- At the conference inform the student of concern, observed pattern of impairment and need for professional evaluation as a condition of continued professional education. Refer the student for evaluation with a prearranged appointment at the UC Irvine Counseling Center.
- Make a referral to program for ongoing substance abuse remediation and/or ongoing counseling services to support the student.
- If the student refuses referral, disciplinary procedures may be indicated and may necessitate involuntary withdrawal from the School of Nursing.
- The student may not return to the patient care setting until the student is deemed safe to return to patient care activities by the Faculty of Record in collaboration with the Director, Master's Entry Program.
- After evaluation the Associate Dean of Academic and Student Affairs in the School of Nursing will meet with the student and their Faculty Advisor.
  - If an illness is not identified, a contract will be established outlining unacceptable behavior and a time frame for improvement including clear consequences if change does not occur.
  - If the student is identified as chemically dependent or having any other illness or condition that impairs judgment and/or performance, she/he will be asked to enter treatment and/or withdraw and enter treatment and rehabilitation (depends on the severity of the condition and prognosis). Documentation will be maintained in separate, confidential files, and will include conditions for continuing in the program, copies of professional evaluation, diagnosis and treatment recommendation. The student will be informed of implications for licensure and that they will need to provide evidence of rehabilitation to submit their application for licensure.
- Written plan/contract is sent by Associate Dean of Academic and Student Affairs, with copy to Student Affairs & Support Services, faculty advisor (if appropriate) and student. Plan to include goals and scheduled time for follow-up meetings. A copy of the plan should be given to the student and placed in their file.
- Failure to adhere to the contractual agreement is grounds for dismissal from the School of Nursing.

This policy pertains to lecture classes, not just clinical situations. If a student shows signs of intoxication during lecture, the student will be removed from class and the Director, Master's Entry Program will be informed.

Resources:

American Nurses Association (2002). The profession's response to the problems of addictions and psychiatric disorders in nursing.



American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5th ed.). Washington, DC: Author.

BRN Position Statement on Impaired Nursing Students - EDP-B-03 (06/09)

UCI Drug and Alcohol resources

<http://www.chs.uci.edu/csw/drugs.html>

# CLINICAL POLICIES AND REQUIREMENTS

## SUPPLEMENTAL COSTS

The clinical component of the MS in Nursing Science program requires additional costs for students entering their first year. Some are one-time costs, and others continue through the second year. Supplemental costs include, but are not limited to: uniforms, health requirements (ie. immunizations, BLS training, other testing as required by the clinical setting), background checks, nursing supply kit, NCLEX test preparation and on-line lab reports (required for coursework as well), transportation costs (getting to clinical sites), and an on-line tracker for immunizations and background checks, among others.

## BACKGROUND CHECKS

All students must have a clear background record and will also be required to receive clearance from a licensed health care provider, ie. MD, NP or PA, attesting to their physical and mental fitness, prior to engaging in clinical rotations.

Students will be required to pay to process a background check prior to engaging in clinical training at outside facilities. Background check requirements are subject to change, based on the requirements of assigned clinical facilities. In the event that a student must decelerate their program of study resulting in time away from the program, a new background check is required upon return to the School of Nursing, and prior to clinical placement. A vendor selected by the School of Nursing will perform the background check. If a student has concerns about his or her ability to pass this background check, he or she should contact Nursing Science Student Affairs to discuss available options. Students whose background checks are “flagged” for any reason will be required to provide additional information or documentation as requested by the School of Nursing senior leadership.

Students may be unable to attend clinical facilities for the following convictions:

- Abuse
- Class B and Class A misdemeanor theft
- Drug and alcohol offenses (without certificate of rehabilitation)
- Felony assault
- Felony possession and furnishing (without certificate of rehabilitation)
- Felony theft
- Fraud
- Murder
- Other felonies involving weapons and/or violent crimes
- Sexual offenses/sexual assault

Students should be aware that prior misdemeanors, felonies and/or convictions may impede their ability to attend clinical venues and therefore complete program requirements. If a student’s record is

not clear, the student will be responsible for obtaining documents and having the record corrected to clear it.

The background checks are typically valid for two years and are sent in a secure and confidential fashion. All attempts have been made to obtain a safe, secure, and reasonably priced package for the criminal background checks. If for any reason, a student should have a leave of absence/break in enrollment from the School of Nursing, the School of Nursing reserves the right to request a full background check upon re-entry into the program, prior to entering clinical courses.

Additionally, there may be implications for licensure post-graduation. Please see BRN website for more details (<http://www.rn.ca.gov/enforcement/convictions.shtml>).

NOTE: Your signature on Appendix C to this handbook (Handbook Acknowledgement and Consent) shall constitute your express written consent to undergo the background check described above and your agreement to undergo the Physical/Mental Health Clearance, as well as the release of those results to the School of Nursing, for the School's use as described above. Any questions you may have regarding this should be brought to the attention of the School of Nursing and answered to your satisfaction before you sign Appendix C.

## CLINICAL INFORMATION

Students will receive pertinent information that they need in order to participate in the clinical environment prior to being assigned to a clinical agency. Each clinical site may require students to meet specific requirements. Students failing to meet specific requirements will not be allowed in clinical and will not meet course objectives. Students who are experiencing illness need to contact the Clinical Instructor and Faculty of Record first by telephone, then in writing to notify them of their absence. The student will need to contact the Clinical Instructor to make arrangements to make up any hours they have missed, if make-up hours are possible.

## CODE OF ETHICS

Students are expected to function within the framework of the *Code of Ethics for Nurses* published by the American Nurses Association (ANA). Students may purchase the *Code of Ethics for Nurses* by contacting the American Nurses Association Publishing Company or can view it online at <http://www.nursingworld.org/codeofethics>.

## CPR CERTIFICATION

Students are required to provide documentation of current CPR/BLS certification for the Healthcare Provider from the American Heart Association (AHA). The School of Nursing accepts only AHA CPR certification; certification from the American Red Cross or other non-AHA providers will **NOT**

be accepted. Students that have already received certification from other organizations *must* become certified from AHA. Certification must remain current throughout the program.

## HEALTH REQUIREMENTS

Students are required to provide proof of immunization to the School of Nursing by July 1<sup>st</sup> prior to starting coursework in fall of the first year, and are responsible for renewing annual requirements before the second year as well. These requirements are mandated by the clinical sites for health and safety of both students and patients. Copies of immunization records and background checks must be submitted to an online web-based system ([www.ucibackground.com](http://www.ucibackground.com) and [www.typhongroup.net](http://www.typhongroup.net)). Students will receive details/instructions from the Director of Operations and Student Affairs & Support Services, including how to upload their documents and pricing for use of the immunization tracker.

**It is the student's responsibility to ensure that all records are on file with the Immunization Tracker system, Typhon. Students cannot participate in clinical rotations without updated immunization records. The Director of Operations will check to make sure the student has completed the immunization requirement and will inform the Director, Master's Entry Program if the student is out of compliance. Failure to provide current immunizations will result in the student being removed from clinical until clinical documents are updated.**

The following documents are required to be on file prior to starting any clinical:

1. **Measles, Mumps, Rubella (MMR):** Documentation of laboratory evidence of immunity (titer) will be the only acceptable documentation. One time documentation.
2. **Influenza (flu vaccine)/H1N1:** Must be done annually when flu vaccine becomes available.
3. **Tuberculosis (TB):** either a 2 step TB (a report showing two negative TB tests or negative x-ray within last year) or Tspot (TB blood test also known as IGRA or QuantiFERON labs) must be provided. Each student must update their TB annually thereafter with one TB. If using CXR to fulfill requirement, you must also fill out a symptom questionnaire/form annually.

### 2 Step TB-

- Initial TB Test #1: If skin test is positive, complete TB symptom form, obtain chest x-ray and provide proof of negative chest x-ray. If initial skin test is negative, repeat TB skin test 1-3 weeks later. Upload initial TB skin test.
  - TB Skin Test #2: Complete 1-3 weeks after initial TB Test and upload the results of Test #2 as well. This will become the anniversary date for your annual TB Test.
4. **Tetanus, Diphtheria, Pertussis (TDap, TD, Td, Tdap):** The TDaP series is completed as a child. To fulfill our requirement, please show evidence of Tdap (pertussis booster) within the last 10 years. NOTE: Tetanus (Td) boosters are then required every 10 years thereafter.

5. **Varicella (Chicken Pox):** Documentation of laboratory evidence of immunity (titer) will be the only acceptable documentation. One time documentation. Must complete a blood test to show evidence of immunity of disease. If results are negative, 2 doses of varicella will be sufficient to clear the requirement. Varicella shots given must be at least 28 days apart. Repeat titer is not necessary.
6. **Hepatitis B:** Documentation of laboratory evidence of immunity (titer) will be the only acceptable documentation. One time documentation. If you have completed the 3 doses and your titer is negative, please contact your health care provider for recommendations as to repeating the hepatitis B vaccination series and titer.
7. **Physical and Mental Health Clearance.** Documentation from your healthcare provider indicating you do not have any health condition(s) that would create a hazard to yourself, employees, or patients. Documentation can be signed by physician, physician's assistant, or nurse practitioner. Form to have signed is provided by the School of Nursing. See Appendix B.

*If for any reason, a student should have a leave of absence/break in enrollment from the School of Nursing, the School of Nursing reserves the right to require another Physical and Mental Health Clearance be completed within 4 weeks of returning to classes in order for the student to return to clinicals.*

Additionally, when a student notifies faculty of serious illness (physical or mental), injury or surgery that impacts student's ability to function in the clinical setting, students will be directed to provide the approved clearance form completed by an appropriate healthcare provider that provides information indicating the date the student is able to return to clinic duties. Any physical or mental limitations noted by the healthcare provider (HCP) which may interfere with clinical duties may make the student ineligible to complete their clinical requirements that quarter. The reason does not need to be specified. See Appendix B.

8. **CPR/BLS for Healthcare Providers:** Submit proof of CPR certification from the American Heart Association. This certification needs to be completed every other year.
9. **HIPAA Training Certificate:** Submit your completed HIPAA Training Certificate. This is an annual requirement.
10. If clinical agencies have additional health specifications (e.g. drug testing), students who are assigned to those agencies will be required to meet them.

#### Where to Obtain Immunizations:

Required immunizations and tuberculin skin testing may be obtained in one of the following manners (all associated costs are the responsibility of the individual student):

1. Private physician, NP, or PA

2. UCI Student Health Center at (949) 824-5301 or at <http://www.shs.uci.edu/> (once you are a registered student)

Failure to complete pre-clinical requirements such as immunizations and background checks will be reported to the Director, Master's Entry Program and may make the student ineligible to complete their clinical requirements that quarter.

## **HIPAA ACKNOWLEDGEMENT AND TRAINING REQUIREMENT**

Patient confidentiality and privacy are critical to maintaining a patient's dignity and autonomy. Information about patients should be shared only with your instructors and other professionals in private settings. Do not discuss your patients in public places in the hospital, or outside the hospital. Sharing of patient information in public places (i.e. with friends, social networking sites, etc.) is a breach of confidentiality and will not be tolerated.

Students are required to complete an online HIPAA training prior to starting clinical in their first year and annually thereafter. Details on how to obtain the training and instructions will come from the Director of Operations and Student Affairs.

### ***Technology Statement***

Many of the clinical placement sites and facilities have guidelines and policies regarding use of technology and devices while in a clinical setting. Cell phones and other personal electronic devices can pose a high risk of infection control issues and HIPAA concerns, and students are encouraged to refrain from use of cell phones and other personal electronic devices while in patient care areas. Students should not talk, text, or otherwise handle their cell phones in patient care areas. Cell phones should be kept in silent/vibrate mode when in a clinical setting. Students are never to take photos of patients or patient families with cell phones. Please be aware that all social networking sites are public domain, and any post may have legal and/or professional ramifications.

## **PROTECTED HEALTH INFORMATION**

Only use Protected Health Information if it's necessary to perform your job duties. If you don't 'need to know' the information to do your job, you shouldn't access, view, or use the information. Only use the minimum information necessary to perform your job. If you're not sure ask your supervisor for guidance.

1. Only access records for patients who you are caring for (in your current role) or have a need for to do your job. If a student is employed at a clinical facility he/she must use their work level access for work, and their student computer access for all activities related to the clinical rotation.
2. Accessing your own or a family members' record is against policy. Request for a family member's information or your own must be processed by HIMs or the physician's office.

## EXPOSURE GUIDELINES TO BLOODBORNE PATHOGENS (BBP) AND OTHER POTENTIALLY INFECTIOUS MATERIAL (OPIM)

Participation in direct patient care activities can pose a risk to health care professionals, particularly in terms of exposure to infectious and/or communicable diseases. Costs of testing, diagnosis, and treatment of any infection and/or communicable diseases will be the responsibility of the student. The School of Nursing requires that all nursing students participate in bloodborne pathogen and universal precautions safety training (which is part of the educational process in coursework and in orientation to the acute care setting) that facilitates students' anticipation, recognition, and avoidance of potential occupational exposures. It is expected that all students strictly adhere to practices and principles of universal precautions, and routinely use appropriate barrier precautions and appropriate safety devices when occupational exposure to bloodborne pathogens and other potentially infectious material is likely.

Students must maintain adequate health insurance through the academic school year as a prerequisite for clinical placements and as a non-academic condition of enrollment. **Whenever in a clinical placement site, students are advised to keep their health insurance cards with them.**

Upon receipt of the Student Handbook, students must sign a receipt acknowledging that they have read the handbook and intend to follow the guidelines. The receipt then becomes part of their file.

### IF A STUDENT IS INJURED WHILE IN CLINICAL:

1. The student should immediately notify the Clinical Instructor/Preceptor/Faculty member, who will then immediately contact the Faculty of Record for the course.
2. If necessary, the student will be excused from clinical for the day to seek medical treatment. The student remains responsible to fulfill all required clinical hours during the quarter.
3. If required, emergency care will be provided directly at the clinical site, at the student's expense.
4. The student is responsible for contacting his/her own health care provider *immediately* following emergent care to arrange for post-injury follow-up
5. A needle stick is considered an urgent medical concern (see post-exposure guidelines below).
6. **All costs that are associated with the immediate and/or follow-up treatment are the responsibility of the student.**

### POST-EXPOSURE GUIDELINES:

If a student comes in contact with another person's blood or body fluid (e.g., through a needle stick injury, contact with skin, or mucous membrane splash), take the following steps:

1. Immediately clean wound site with antiseptic soap and flush area with water. Notify preceptor or on-site instructor immediately.
2. Any student who has been exposed to blood or body fluid from a patient who is known to be or suspected to be HIV positive, must be evaluated within **one hour** post-exposure to obtain the most effective early prophylaxis. Instructor or preceptor should consult with nursing

supervisor or medical director immediately for facility's process. Students will be excused from clinical for the day in order to seek treatment as indicated. Clinical hours missed must be made up later in the quarter.

3. Any student who has been exposed to blood or body fluid from a patient and does not know the patient's status but who is concerned regarding exposure must also be seen within **one-hour** post-exposure to obtain the most effective early prophylaxis. Students will be excused from clinical for the day in order to seek treatment as indicated. Clinical hours missed must be made up later in the quarter.
4. After the exposure, the student should document the date and time, patient's name, identification number, and the unit and clinical site in which the exposure occurred. Keep this information in a secure place. This information should be utilized to complete an incident report per facility requirements. In addition, **immediately contact the nursing supervisor or medical director at the clinical site** and provide the supervisor or director with the information pertaining to the bloodborne exposure and source patient. If there is a UC Irvine faculty member on-site, they should be notified about the incident immediately. The nursing supervisor or medical director should request and obtain a source patient blood sample for Hepatitis B screening, Hepatitis C screening and HIV screening . The nursing supervisor or medical director is authorized to release the results of the blood tests to the student. The student is responsible for contacting the supervisor or director to obtain this information.

\*\*Note that post-exposure guidelines will vary among clinical sites and agencies; additionally, some clinical venues will have limited ability for on-site laboratory testing. Follow the agency guidelines for the site where the exposure occurs.

- **Should the injury take place at UCIMC during clinical:** Post-exposure care is provided by Occupational Health Services during business hours. The student is to demonstrate insurance coverage, and is responsible for any costs that may be incurred for post-exposure treatment. If the incident occurs after hours or on weekends/holidays, the House Supervisor will page the Infectious Disease Fellow on-call to review the details of the incident and estimate the risk of exposure. The Infectious Disease Fellow will discuss the incident, counsel the student, and will call the House Supervisor to order the HIV test on the source patient if indicated. The University of California, Irvine Healthcare has a Policy and Procedure for **EXPOSURE: BLOODBORNE PATHOGEN PREVENTION AND CONTROL PLAN**, (6/2016 updated policy in progress).
- **Should the injury take place at any other facility other than the UCIMC during clinicals:** For cases of exposure occurring outside of UCIMC, the student should still follow steps #1-4 above. UCIMC will not be able to obtain the source patient's lab results. The student is responsible for obtaining these as discussed above. Post-exposure guidelines will vary among clinical sites and agencies; additionally, some clinical venues will have limited ability for on-site laboratory testing. Follow the agency guidelines for the site where the exposure occurs.



- Post-exposure prophylaxis shall be provided when medically indicated per CDC general guidelines and as prescribed for the individual student by the Occupational Health physician, Infectious Disease physician, or Emergency Room attending.

**For students with the University of California Student Health Insurance Plan (UC SHIP):**

A student who is covered by the UC SHIP and has a needle stick injury at a site other than UCIMC, may be seen and treated at the UCI Student Health Center if the incident is during the UCI Student Health Center's normal business hours. The student must also contact the UC SHIP Insurance Coordinator within 24 hours so that insurance coverage will be authorized and post exposure follow up arranged at UCI Student Health Services. If the exposure occurs outside of usual business operating hours, please leave a message and follow-up during normal business hours. Otherwise, the insurance provider is not obligated to cover the cost of the initial urgent or immediate evaluation and care post exposure.

**For students with private health insurance:** For those students who waived out of the UC SHIP, they may also be seen at the UCI Student Health Center during normal operating hours, but are required to pay fee for services. Students may see their personal health care provider for post-exposure evaluation and care. There may be fees for the office visits, lab tests, medications and other procedures which are the responsibility of the student. The students' private insurance carrier may be billed; however, if the student's insurance will not accept the facilities' services, he/she must follow their carrier's accepted protocol and he/she will be responsible for the cost. Again, it is the student's responsibility to know his/her benefits, exclusions and limitations. Most insurance plans have provisions which include the need to report the injury to the insurance company within a brief period after the injury.

5. The student must follow-up with their healthcare provider through the "window period" as appropriate: 72 hours, 6 weeks, 12 weeks and 6 months. Refer to CDC guidelines for bloodborne pathogen post-exposure care.
6. The student must contact his/her healthcare provider if any of the tests are positive and must provide them with the supporting documentation. The students' primary healthcare provider should provide post-test counseling and appropriate intervention.
7. Within 24 hours of the incident, the student should notify the UC Irvine Nursing Sciences Faculty of Record for the Clinical Course, and the Director, Master's Entry Program.

## References

CDC (2013). Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis. Retrieved from <https://stacks.cdc.gov/view/cdc/20711>

CDC (2010). Bloodborne Pathogens in Healthcare Settings. Retrieved from <https://www.cdc.gov/hai/prevent/ppe.html>

UCI Exposure Control Plan: Bloodborne Pathogen and Aerosol Transmissible Diseases (2017) <http://www.ehs.uci.edu/programs/biosafety/UCIBBPExposureControlPlan.doc>

Additionally, expert consultation may be obtained by calling the National Clinician's Post-Exposure Prophylaxis Hotline at 888-448-4911 and visiting <http://nccc.ucsf.edu/>

## PROFESSIONAL CONDUCT

The School of Nursing identifies unprofessional behavior as a cause for dismissing a student from the program. A dismissal from the program may be overturned on appeal only if the action was arbitrary or capricious (i.e., all of the important facts were not considered). The School of Nursing believes that professional behavior is an integral part of each student's nursing education.

*The importance of student integrity, trustworthiness and honesty are very serious concerns due to the implications to patient and student safety. The School of Nursing may dismiss a student from the program if the student's character does not uphold the professionalism of nursing. A faculty member may refuse to have a student continue in their course or dismiss a student from clinicals if the student is not upholding the academic and behavioral standards set forth by the University and the School of Nursing. This is a serious matter for both the University and the student. The Dean can choose to dismiss a student if the behavior is deemed harmful or so severe that the student is unable to continue in class and/or clinical settings. Dismissal due to the lack of professional behavior is to be considered an academic dismissal. Nursing students are expected to follow not only the guidelines set by the University and the School of Nursing, but also the ANA Code for Nurses listed below.*

The ANA Code for Nurses also defines professionalism, as follows:

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.

4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

## **GUIDELINES FOR PROFESSIONAL CONDUCT**

The following are expectations and professional standards for classroom and clinical conduct for students. Professional behavior includes, but is not limited to:

- Accepting responsibility for your own actions
- Attending all orientations, class and clinical sessions
- Arriving to orientations, class, and clinical on time as scheduled
- Arriving to orientations, class, and clinical prepared
- Remaining alert and focused during orientations, class, and clinical
- Being professional in appearance, image, and attitude
- Preparing assignments and taking exams as scheduled
- Adhering to the appropriate dress code when in clinical
- Giving prior notification in writing by email to the faculty and clinical instructor (for practicum) when they are unable to meet commitments; and detailing how and when they will make up requirements, subject to faculty approval
- Interacting with others (peers, faculty, staff, patients and clients) in a respectful, sensitive and non-judgmental manner
- Respecting other's space and quiet time (i.e., no pagers or cell phones in class or clinical settings)
- Having constructive verbal and non-verbal behavior
- Caring for others in an empathetic manner
- Communicating honestly, openly, and assertively
- Communicating respectfully and appropriately in person and via email communication
- Keep all patient information confidential
- Have a positive attitude and demonstrate helping behavior for colleagues, and peers

- Having honesty and integrity
- Being personally, and professionally ethical
- Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.)

In addition, the faculty acknowledges that true life emergencies do exist and will work with students as these situations arise. Note: True life emergencies ***do NOT*** include:

1. Scheduling work, interviews or vacation during class, clinical or exam times.
2. Missing class in order to work - this is not an excused absence.
3. Non-emergent doctor or dental appointments.
4. Being fatigued due to your own actions.
5. Planning "special" events that interfere with class or clinical time

## **PROFESSIONAL CLASSROOM CONDUCT**

Students are expected to be prompt and knowledgeably prepared for each class at the appointed time. Courtesy is to be extended to all guest lecturers and faculty; talking and disrespect of the guest lecturer or faculty will not be tolerated. Use of cell phones and texting during class and/or use of a computer for anything other than note-taking or research as directed by the instructor is not acceptable professional behavior. Use of substances during class such as tobacco or other substances will result in immediate dismissal from the class. Students who wish to tape the lecture must request permission to record prior to the class.

## **PROFESSIONAL BEHAVIOR IN THE COMMUNITY AND/OR VOLUNTEER SERVICE**

Students in the School of Nursing at UC Irvine are members of the University community, and are also members of the larger community in Orange County. One of the goals of the School of Nursing is to prepare students to be members of the professional community in nursing. Professional conduct dictates certain behavioral components. In the past few years, students have been interested in volunteering outside the program setting. While we do not discourage volunteering, certain policies must exist for the student to be safe and successful as a volunteer while maintaining student status.

UC Irvine nursing students who wish to volunteer in a setting that is not linked to a specific course may not function as a student nurse. Therefore students may not wear any school identifying clothing while volunteering; this includes: name tag, uniform, or uniform coat. In addition, students are reminded that any activity that is considered the practice of nursing is not allowed under these circumstances. These include medication administration, venipuncture or intravenous therapy, parenteral or tube feedings, invasive procedures including inserting nasogastric tubes, inserting catheters, or tracheal suctioning, assessment of patient condition, educating patients and their families

concerning health conditions, or performing moderate complexity laboratory tests (Business & Professions Code 2725 & 2729 (a)).

If there are opportunities to volunteer within an enrolled class, then and only then students are allowed to wear professional clothing that identifies them as a student representing the School of Nursing, as directed by your course instructor. The clothing includes the UC Irvine nametag, white jacket and/or scrubs. The volunteer hours must strictly be supervised by one of the faculty members on staff.

At no time and under no circumstances are students expected to teach other students any skills that are learned within the laboratory setting. All skills are learned and practiced under the supervision of faculty affiliated with the School of Nursing.

Resources:

California Board of Registered Nursing:

<http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf>

National Student Nurses Association:

[http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs\\_CodeofProfessionalConduct.pdf](http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs_CodeofProfessionalConduct.pdf)

## UNPROFESSIONAL CONDUCT

The Nurse Practice Act defines unprofessional conduct as failing to meet the minimal standards of acceptable nursing practice. Unprofessional conduct can jeopardize the health, safety, and welfare of the public. For students, unprofessional conduct behaviors include, but are not limited to, the following:

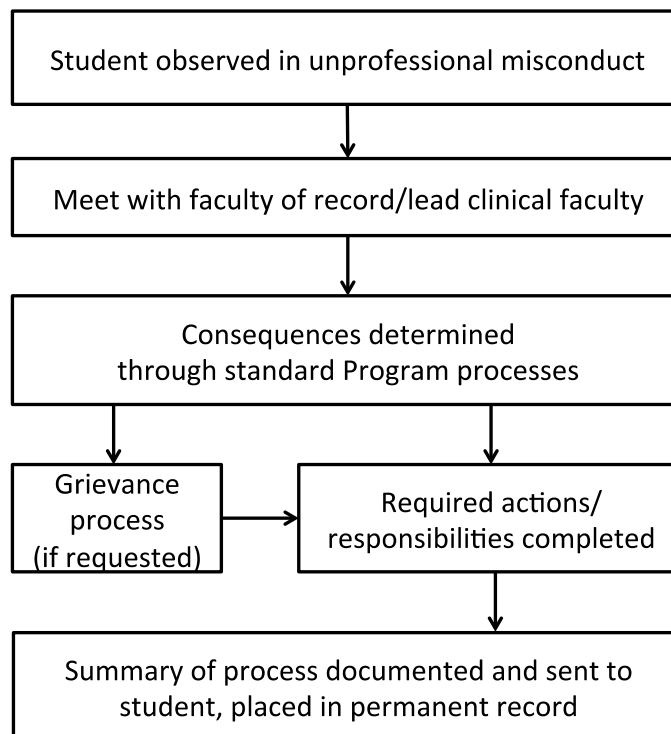
- Disrupting the classroom or clinical site by behaviors such as arriving late, not turning phones to vibrate or silence, not turning off other electronic devices, or actively engaging in non-class/clinical activities during class/clinical time.
- Negative behavior directed toward peers, faculty, patients and others with whom you have contact on campus, at clinical sites or in any setting where the student represents the university and/or the nursing profession.
- Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- Rude and profane conversation and comments.
- Conduct that distracts or intimidates others such as talking during lectures, bullying, aggressive behaviors, unwarranted comments, and addressing peers or faculty with disrespect
- Failing to maintain patient confidentiality.
- Speaking about or to patients, staff, or others in a disrespectful or demeaning manner.
- Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
- Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.

- Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- Abusing a patient/client verbally, physically, emotionally, or sexually.
- Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- Abandoning or knowingly neglecting patients/clients requiring nursing care.
- Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
- Providing one's license/temporary permit to another individual for any reason.
- Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
- Diverting prescription drugs for own or another person's use.
- Misappropriating money or property from a patient/client or employee.

## PROCESS FOR ADDRESSING UNPROFESSIONAL CONDUCT

If unprofessional conduct is observed during clinical/academic activities, the student will be notified by the Faculty of Record and/or the lead Clinical Faculty. Standard School of Nursing processes will be implemented to address unprofessional conduct: see flow chart below.

**Student unprofessional conduct flow chart**



## CONSEQUENCES OF UNPROFESSIONAL CONDUCT

Students are held responsible for content presented in class and clinical. Students who demonstrate unprofessional conduct will receive sanctions, which may include but are not limited to: class or clinical grade being lowered, failing a course, probation, suspension or dismissal from the class or program.

## GRIEVANCE PROCESS

If a student has questions about a grade, they are encouraged to discuss this with the Faculty of Record for that course. Please note that University policy stipulates that grades are final once posted: <http://senate.uci.edu/uci-academic-senate-manual/part-ii-regulations/#regulationA345>

For other issues, unrelated to grades, students may contact the Office of Equal Opportunity and Diversity (OEOD) and/or the Office of the Ombudsman for support.

<http://oeod.uci.edu/>  
<http://ombuds.uci.edu/>

## SUSPENSION

Nursing students can be suspended (i.e. sent home as an unexcused absence) from class, clinical rotation, and labs by the clinical instructor and/or lead faculty for any behavior determined to be unprofessional, unsafe, illegal, or unethical, in accordance with the University of California, Irvine and the School of Nursing. Unexcused absences (i.e. suspension) may result in failure to progress in the program.

## STUDENT EVALUATIONS

Students must meet course requirements as outlined in their course syllabus. Students will be evaluated during their clinical practicums to assess their skills during the practicum experience. A student self-evaluation is due to the clinical instructor at the midterm of the clinical rotation. This self-evaluation is to be reviewed with the student and clinical instructor; the self-evaluation will be the cornerstone of the final evaluation.

After reviewing the evaluation with the student/instructor evaluations are returned to the Clinical Instructor. The Clinical Instructor returns all completed evaluations to the Faculty of Record. The Faculty of Record is responsible for the grade in the clinical area.

## PROFESSIONAL ATTIRE

### A. *General Dress Guidelines*

1. Student appearance is a reflection of the individual, the School of Nursing, and the University of California, Irvine. A professional, neat and well-groomed appearance must be maintained at all times.

2. The School of Nursing has designed a uniform for clinical experiences consisting of navy blue scrubs (short sleeve top and pants) with the UC Irvine Health logo. Uniforms can be ordered through Student Affairs & Support Services. Students should purchase *at least* two scrub uniforms for use throughout the program.
3. Students may opt to wear a short- or long-sleeved t-shirt or turtleneck underneath their uniforms. The shirt must be plain white or navy blue and without pattern or other insignia such as an advertisement.
4. Students must wear clean, low-heeled, comfortable, closed-toed shoes in the clinical areas (no clogs or sandals).
5. UCI School of Nursing name badges must be worn with the white lab jacket and/or scrub uniform at all times and in all clinical settings.
6. Special attention should be given to maintaining uniforms and other clinical attire; all clothing should be clean, neat, free of wrinkles, and properly fitted.
7. A white lab jacket will be purchased by the student which will be embroidered with the UC Irvine Health logo. This coat will be worn at School of Nursing ceremonies and/or clinical if requested by the faculty member or clinical instructor.
8. Professional presentation attire is specific to any presentations, ceremonies (such as Welcoming, Recognition, etc.), job interviews, as well as activities where a student is representing the nursing profession or UCI School of Nursing. This may include suits or dresses/skirts. No cleavage or midriff showing. Closed toe shoes are part of professional dress.

#### ***B. Other Grooming and Jewelry Guidelines***

1. Hair should be clean and arranged neatly; long hair should be pulled back from face and secured.
2. Appropriate standards of bathing and grooming are expected.
3. Beards/mustaches must be short and neatly trimmed.
4. Nails should be kept clean and short; nail polish should be light-colored or neutral, but in many clinical settings may not be allowed. Acrylic nails or gels are not allowed in clinicals.
5. Extreme styles of dress, hairdos, and makeup are not permitted.
6. Tattoos should be completely covered in the clinical setting.
7. Students should only wear limited, non-obtrusive jewelry in the clinical setting. Though post-type, non-dangling earrings and small rings are permitted, the student must be cognizant of possible safety risks imposed by the jewelry. Students should keep in mind that rings with stones may be difficult to keep sufficiently clean as bacteria may be harbored in the settings. Other exposed pierced body sites must therefore be removed during the clinical rotation. Please consult with your Clinical Instructor regarding facility requirements.
8. Some clinical sites may have other guidelines pertaining to grooming. As a visitor to such sites students must also adhere to these guidelines.
9. Avoid perfumes, cologne, lotions, and body sprays.



**Appendix A**  
**Master of Science (CPHN) Curriculum Plan**

**Year 1**

Summer Quarter	NS 262 Foundations	4
	Units	4
Fall Quarter	NS 264A Applied Pharmacology	2
	NS 268A Pathophysiology	2
	NS 230 Advanced Physical Assessment	3
	NS 230L Advanced Physical Assessment Lab	1
	NS 282 Compassionate Care with Underserved Populations	3
	Units	11
Winter Quarter	NS 264B Applied Pharmacology	2
	NS 268B Pathophysiology	2
	NS 200 Research Methods	3
	NS 265 Older Adult	2
	NS 281 Professional Issues in Nursing	3
	Units	12
Spring Quarter	NS 266 Adult Health Care	8
	NS 267 Mental Health	7
	Units	15

**Year 2**

Summer Quarter	NS 294B Directed Studies in Vulnerable Populations	2
	Units	2
Fall Quarter	NS 273 Maternity and Women's Health	8
	NS 272 Pediatrics	7
	Units	15
Winter Quarter	NS 274 Critical Care	6
	NS 276 Leadership and Management	4
	NS 215 Health Promotion Disease Prevention	3
	Units	13
Spring Quarter	NS 284 Scholarly Concentration	3
	NS 271 Community Health	6
	NS 275 Clinical Preceptorship Clinical Seminar	6
	Units	15

## Appendix B



### Physical and Mental Health Clearance Form

This is to verify that \_\_\_\_\_ does not have any physical or mental health  
(Print student's name)  
condition(s) that would create a hazard to themselves, employees or patients during  
required clinical rotation assignments.

\_\_\_\_\_  
(Print name of Healthcare Provider)

\_\_\_\_\_  
(Signature of Healthcare Provider)

\_\_\_\_\_  
(License #)

\_\_\_\_\_  
(Date)



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Irvine, CA, 92697-3959  
(949) 824-1514  
[www.nursing.ucl.edu](http://www.nursing.ucl.edu)

**Appendix C**  
**Handbook Acknowledgment and Consent**

**UCI Sue & Bill Gross**  
School of Nursing

**HANDBOOK ACKNOWLEDGMENT AND CONSENT**

I, \_\_\_\_\_ have received my copy of the 2017-2018  
(Print Student Name)

Sue & Bill Gross , MS Student Handbook. It is my responsibility to read and understand the policies and procedures set forth in this manual. It is a guide to policies and procedures for the School of Nursing .

I understand and acknowledge that the School of Nursing has the right, without prior notice, to modify, amend or terminate policies, practices, forms, and other institutional programs within the limits and requirements imposed by the University and the law.

Note that your signature on this Appendix C to this handbook shall constitute your express written consent to undergo the background check and your agreement to undergo the Physical/Mental Health Clearance described on page 33 and the release of those results to the School of Nursing, for its use as described on page 33. Any questions you may have regarding this policy should be brought forward and answered before you sign this document. Do not sign this document until you have had all your questions answered to your satisfaction and fully understand your obligations.

\_\_\_\_\_  
[Student Signature and Date]

This form must be UPLOADED TO TYPHON by **July 1, 2017**