

UCI Sue & Bill Gross
School of Nursing

BACHELOR OF SCIENCE

STUDENT HANDBOOK
2022-2023

UNIVERSITY OF CALIFORNIA, IRVINE

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INTRODUCTION

Purpose of the Student Handbook

Welcome to the UC Irvine, Sue & Bill Gross 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 undergraduates the opportunity to enter the healthcare environment with an education founded upon the theory and practice of nursing. The Bachelor'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 Bachelor of Science (BS) in Nursing Science and are prepared to take the NCLEX-RN exam for nursing licensure. The BS in Nursing Science is a unique four-year undergraduate degree. Students begin with two years of basic science prerequisite courses and UCI General Education requirements before completing the upper-level Nursing Science courses in the junior and senior years. The School of Nursing admits a limited number of new students every fall quarter. New students are drawn from entering freshman, UCI change-of-major students, and transfer students.

NURSING SCIENCE STUDENT AFFAIRS

Student Affairs is the primary resource for student information, advising, and assistance. Academic Advisors advise current and prospective students on admissions and academics, in person, on the phone, or by email. They are intimately aware of all University Policies and School requirements. They can also direct students to activities and resources on campus. Academic Advisors approve students' program of study and coursework, and provide information to students regarding campus degree requirements, general campus regulations and other policies. They refer students to appropriate resources as needed, including assistance with learning skills, mental health support, financial aid, student disability issues, available tutoring, or other resources.

Nursing Science undergraduate students must meet with an Academic Advisor (or Peer Academic Advisor) one time per quarter to discuss their academic progress. The advisor should be consulted during pre-registration and throughout the academic year for course scheduling, adding, or dropping a course, and withdrawing from the School of Nursing. The student is ultimately responsible for seeking academic advice, meeting degree requirements, and enrolling in appropriate courses to insure orderly and timely progress toward the degree. The Academic Advisors will review all student records on a quarterly basis for academic standing.

LOCATION:

Student Affairs is located in 264 Berk Hall, Building Number 802 on the campus map in Fall 2022. Student Affairs will move to its new permanent space in the newly constructed College of Health Sciences Building on the corner of California Ave and Bison Ave during the 2022-2023 academic year

OFFICE HOURS:

Monday through Friday: 9:00am to 12:00pm and 1:00pm to 4:00pm
Closed from 12:00pm to 1:00pm for lunch

WEBSITE:

Find up to date forms, curriculum charts, resources, and other student services on our website: <https://nursing.uci.edu/students/>

EMAIL:

Graduate Programs Email Address: gnsao@uci.edu
Undergraduate Program Email Address: nssao@uci.edu

STUDENT AFFAIRS STAFF CONTACT INFORMATION:

Megan Enciso, Director of Student Affairs	menciso1@uci.edu
Kim Cattarusa-Bernard, Pre-licensure Programs Manager	kcattaru@uci.edu
Jennifer Garcia, Undergraduate Academic Counselor	jennng21@uci.edu
Nora Blanco, Clinical Support Analyst	ndblanco@uci.edu
Noeli Armenta, Clinical Placement Analyst	noelia@uci.edu
Cely Dean, Administrative Specialist	adean@uci.edu

FACULTY DIRECTORY

Please see the following link for faculty: <https://nursing.uci.edu/about-us/faculty/>

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 and emanates from the mission and goals of both UC Irvine and the University of California; our philosophy applies to both graduate and undergraduate programs.

Nursing is interdisciplinary and collaborative in its art and its science. Together with other health professionals, the professional nurse addresses health care needs of individuals, families, and groups from diverse backgrounds. Health care 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 and 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 health care for all without regard to culture, race, gender, or social status. Each person with whom nurses interact 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 health care decisions and to collaborate with nurses and other health care professionals in their care.

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 also require guidance to achieve increasingly complex levels of socialization, critical thinking, written and oral expression, and research skill based on their educational level. Nursing students have the responsibility to actively participate in their learning. The University provides multiple support systems which students have the responsibility to 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.

Bachelor of Science in Nursing Science Program Goals

The undergraduate major in nursing prepares graduates who are able to:

1. Demonstrate critical thinking, clinical decision-making, and psychomotor skills necessary for safe and competent practice.
2. Communicate clearly both verbally and in writing in a therapeutic and professional manner across a variety of health care environments.
3. Provide culturally sensitive care for individuals and families from various socio-cultural and linguistic backgrounds.
4. Incorporate principles of health promotion and health education in the nursing care of individuals, families, groups, and communities.
5. Implement a plan of care based on the nursing process that incorporates integrative health, advocacy, and caring principles.
6. Integrate research, evidence, and policy while planning, implementing, and evaluating care for individuals, families, groups, and communities to ensure safe and high-quality practice.
7. Apply management and leadership principles within collaborative interprofessional teams to optimize health care delivery to individuals and families in a variety of settings.
8. Pursue advanced degrees in research, clinical specialization, nursing education, and/or administration.
9. Utilize informatics and technology to manage and improve the delivery of health care.

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.¹

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

The baccalaureate degree program in nursing science at the Sue & Bill Gross School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) www.ccneaccreditation.org. CCNE ensures the quality and integrity of baccalaureate and graduate education programs preparing effective nurses nationally.

LVN 45 Unit Option

Licensed Vocational Nurses (LVNs) who are interested in the 45 unit LVN option for achieving Registered Nurse status must contact nssao@uci.edu to discuss completion of required courses, if available. Passing the required courses will allow the student to sit for the National Licensure Examination (NCLEX-RN), but students will not receive an academic degree. Entry into the option is on a space-available basis.

¹ "Accreditation." *UCI General Catalogue, Volume 49*.

ACADEMIC POLICIES & PROCEDURES

Roles and Responsibilities

Both faculty and students play an integral role in the School of Nursing. Students are invited and expected to take part in academics and other activities. Similarly, faculty are expected adhere to the policies stipulated by the University, including governance matters. When appropriate, students may be asked to participate in selected School of Nursing committees identified by faculty. Student committee members will serve for one year. In addition, students will be asked to participate in the evaluation of courses, curricula, and programs.

Academic Progression

Students are expected to make satisfactory progress toward completion of departmental and University-wide requirements for graduation. The School of Nursing adheres to the standards of academic progression stipulated by the UCI Academic Senate bylaws.² Students must be enrolled in at least 12 units per quarter for status as a full-time student, and maintain a minimum 2.0 University cumulative grade point average to remain in good academic standing. In addition, Nursing Science students must also pass their prerequisite and Nursing Science courses with a C or better, and maintain a **2.75 GPA** in their upper division nursing courses to remain in good academic standing. Upper division courses must be taken and passed in order to progress. California BRN regulations require that all nursing theory and clinical courses are taken concurrently. These courses are offered one time per academic year and, therefore, a student who does not pass an upper division nursing course must wait to repeat the course (on a space available basis) during the next academic year. Satisfactory progress in the upper division nursing courses requires students to remain in the defined sequence of courses (see Undergraduate Schedule of Classes).

Probation and Disqualification at UCI

Students are subject to academic probation if the quarterly and/or university cumulative GPA is less than 2.0, if they fail a prerequisite course with a C- or lower, or their upper division nursing science coursework GPA falls below 2.75.

Student Affairs will review the academic standing of each student every quarter. If the student is not meeting academic or satisfactory progress in the major, Student Affairs will notify the Pre-Licensure Program Director, and will then notify the student of the deficiency and put them on a contract. At

² University of California: The Manual of the Irvine Division of the Academic Senate. Part II, Chapter I, Section 3: A385: Normal Progress Requirement (Undergraduate), available <http://senate.uci.edu/uci-academic-senate-manual/part-ii-regulations/>.

that point, the student is required to meet with Student Affairs to determine a course of action to help them return to good academic standing.

Students are subject to academic disqualification if they have not achieved a university cumulative GPA of 2.0 after two quarters and/or are not making satisfactory progress. Students who are subject to disqualification from either the major or the University will be notified of their status by the Pre-Licensure Program Director and will be encouraged to meet with the Director of Student Affairs.

Readmission to UCI

Readmission to the University is based on criteria listed in the UCI General Catalogue.³ Students who are in good academic standing will have the opportunity for readmission with the written permission of the Dean of the School of Nursing if they meet the University-wide application deadlines and the School of Nursing deadlines. Readmission deadlines are generally eight weeks prior to the quarter in which the student wishes to readmit. Students who were not in good academic standing at the time they were last enrolled (due to poor grades or insufficient progress) may be considered for readmission on contract at the discretion of the Dean. Students should consult with Student Affairs regarding admission deadlines. Readmission also depends on the class size of nursing students. Class size is determined by BRN approval and negotiations with the Orange County/Long Beach Nursing Consortium, which determines/limits how many students each hospital/facility is able to accommodate. Thus, clinical placement availability and limitations is a major deciding factor for allowance of readmissions. Please note that students returning to the program after an approved withdrawal or leave of absence must pay the current tuition and fees rate as posted on the Registrar's Office website: <http://reg.uci.edu/fees/>

Graduation Requirements

The curriculum plan stipulates a total of 180 quarter units of coursework that are required for graduation. Students must complete courses necessary for graduation from UCI (General Education requirements and University requirements) along with courses required by the School of Nursing. A detailed listing of the General Education requirements is available in the UCI General Catalogue. <http://catalogue.uci.edu/informationforadmittedstudents/requirementsforabachelorsdegree/#GErequirement> For Nursing Science major requirements, please see: <http://catalogue.uci.edu/sueandbillgrossschoolofnursing/#undergraduatetext>

³ "Registration and Other Procedures," *UCI General Catalogue*

Prerequisite Coursework Requirements

Lower division students must pass all prerequisite courses with a C or better prior to upper division Nursing courses in junior year. Nursing Students admitted as freshman to UC Irvine must complete all science major requirements (including Biological Sciences, Chemistry, Pharmaceutical Sciences, and Nursing Science courses) at UC Irvine for a letter grade of C or better. If a student fails a course (C- or lower), they have the opportunity to repeat the course as follows:

1. *Freshman (to include summer after freshman year):*
 - a. The maximum number of failed (C- or lower) prerequisite courses allowed in the freshman year is two. Failure in the same course two times counts as two failed courses.
 - Freshman year courses include: General Chemistry (Chem 1A-1B-1C OR H2A-H2B-H2C) and, for students admitted in Fall 2021 and later, Biological Sciences “From DNA to Organisms” (Bio Sci 93 OR H93).
 - NOTE: Some Nursing Non-Science Requirements outlined on the course plan (Sociology/Anthropology, Philosophy 4/5 and Public Health 1) may be taken in the freshman or sophomore year and will be counted in the year taken. Freshmen entering in Fall 2021 and later must take the Nursing Psychology and Statistics requirements in Year 1.
 - b. Failure of a third prerequisite course will result in a student being asked to change their major to Undergraduate/Undeclared. Student Affairs will meet with the student to discuss change of major options. A student would need to reapply to the major and meet admission requirements for re-entry. Re-entry into the Nursing Science major is not automatic, and all prerequisite courses would need to be passed with at least a C or higher to be eligible to re-apply.
2. *Sophomores (to include summer after sophomore year):*
 - a. The maximum number of failed (C- or lower) prerequisite courses allowed in the sophomore year is two. Failure in the same course two times counts as two failed courses.
 - a. **For students admitted in Fall 2020 and before:** Sophomore year courses include Bio 97, 98, E109, E112L, M122, M118L, D170, Chem 51A.
 - b. **For students admitted in Fall 2021 and after:** Sophomore year courses include Bio Sci 97, M115, and D170, Pharm Sci 120 and 120L, Nur Sci 50, 116, and 125.
 - c. NOTE: Some Nursing Non-Science Requirements outlined on the course plan (Sociology/Anthropology, Philosophy 4/5 and Public Health 1) may be taken in the freshman or sophomore year and will be counted in the year taken.
 - b. Failure of a third prerequisite course will result in a student being asked to change their major to Undergraduate/Undeclared. Student Affairs will meet with the student to discuss change of major options. A student would need to reapply to the major and meet admission requirements for re-entry. Re-entry into the Nursing Science major is not automatic, and all prerequisite courses would need to be passed with at least C or higher to be eligible to re-apply.

- c. If a student fails Bio 97 with lower than a C- in the fall of sophomore year, they will be unable to repeat and pass the remaining prerequisites that year at UCI, due to strict prerequisite sequencing. The student then has the option of changing their major to Undergraduate/Undeclared, or withdrawing from the University.
- d. Failed science courses in winter, spring, or summer of sophomore year may result in the student being unable to repeat and pass the remaining prerequisites that year at UCI, due to strict prerequisite sequencing, and availability of course offerings. The student will have the same two options as 2c above.

Credit by Examination Policy

Granting credit for experience, including military training

The SON allows for an enrolled student to obtain credit for course material previously mastered as stipulated in UCI Policy "Credit by Examination" (<http://catalogue.uci.edu/informationforadmittedstudents/academicregulationsandprocedures/#CreditbyExamination>). If a student feels they have mastered course materials through military or similar courses or experience, they may request an examination (written exam and/or competency assessment, such as with psychomotor skills) through the SON Student Affairs office who will begin the petition process. This examination/competency assessment will be administered by the faculty member who normally teaches that course. The written exam or competency assessment will include content that assesses knowledge or ability meeting 100% of the course objectives. The maximum number of nursing units that can be challenged for university credit equals 12 units. A request for course challenge will not impact standing within the Nursing Program.

Approval of any petition for credit by examination must be obtained from the dean or designee of that School before the examination can be administered. After the dean has signed the petition, the student must have it validated by paying a \$5 Credit by Examination service charge at the Cashier's Office.

The instructor has the prerogative to determine whether the request for Credit by Examination is appropriate. The Instructor also retains the right: (1) to decide whether the course can be taken by examination, (2) to determine the form such an examination may take, and (3) to stipulate whether the grade will be reported as Pass/Not Pass or as a letter grade (e.g., A, B, C, etc.). A student may take the examination for a particular course only one time. After receiving the grade, the student may accept it or reject it. If the student is not satisfied with the grade received on the examination, the student may choose not to receive credit or a grade. If the student does choose to accept the results of the examination, grades and units (if applicable) will be entered on the record in the same manner as those for regular courses of instruction.

This policy is in compliance with Division 14 of Title 16 of the California Code of Regulations, Section 1423, and is available to all constituents via 1. University Catalog; 2. Student Handbook, and 3. SON Website.

Process

The following steps must be completed as part of the petition for “Credit by Examination” for a nursing course in the School of Nursing. The enrolled student must complete Step 1 (see below) and submit the Petition to the Student Affairs Department 4 weeks prior to the start of the nursing program in order for a course challenge to be considered.

1. The student must obtain the Credit by Examination Petition from the Student Affairs Office, complete the student section, and return the form to the Student Affairs Director no later than 4 weeks PRIOR to the start of the nursing program, which includes:
 - a. Description of experiences (work, military, etc.) that describe in detail the ways all course objectives were met.
 - b. Written documentation of knowledge, skills, competencies that validate prior experience, such as military credits, badges, course evaluations, written work, etc. is applicable.
2. Once the Credit by Examination Petition has been submitted to the Student Affairs Office, the Director of Student Affairs or Student Affairs Officers will send the form to the Instructor, who will then approve or deny the request. If approved, the Student Affairs Office will obtain the Dean’s signature, and the student will pick up the form and take it to the Cashier’s office to pay the \$5 fee, and return the stamped form to the Student Affairs Office.
3. The Director of Student Affairs will send a Credit by Examination Report form to the Instructor administering the exam, who will complete the form and return to the Director of Student Affairs. If the student accepts the grade, the Director of Student Affairs will send the stamped Credit by Examination Petition and completed Credit by Examination Report forms to the Registrar’s Office for processing.

Repeat Course Policy for Nursing Science

Students can repeat lower division prerequisite courses if they receive a C- or lower in the lower division coursework, up to a maximum of 2 courses in each of the freshman and sophomore years (See 2c & 2d above about exceptions to this policy). Students must repeat the failed course at UCI in order to recalculate their grade point average. **Students are strongly advised to pass their classes the first time attempted.**

Courses Taken Outside UCI

Students admitted as freshmen to UC Irvine are required to take all lower and upper division science courses required for the major at UC Irvine, with the exception of Chemistry 1A, which may be satisfied with a AP Test Score of 4 or 5 prior to starting coursework at UC Irvine. Once matriculated, students admitted as transfers to the Nursing Science major at UC Irvine are required to take all lower and upper division science courses required for the major at UC Irvine.

Non-science, lower-division courses required for the major may be taken at another institution; however, they must be completed with a B or better. General education courses (*i.e not required for the major*) may be taken at another institution and need to be completed with a C or better.

Course Substitution Petition

Courses completed at another UC campus, CSU campus, and all out of state colleges will need to be approved by Nursing Science Student Affairs **prior to enrollment**. For each course substitution, email a course description **AND** course syllabus to Student Affairs prior to your enrollment window, allowing at least 2 weeks for processing. Students will be notified via email.

Kaplan Grading Policy

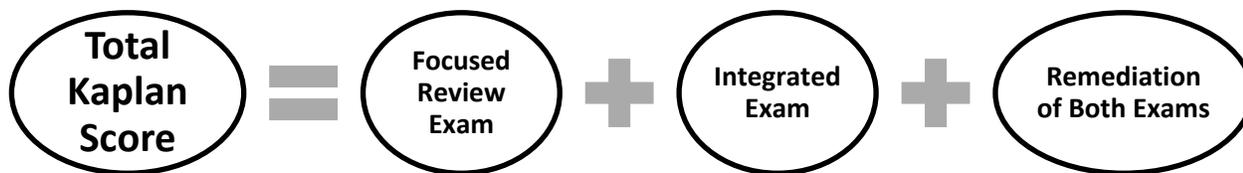
Description

Kaplan is a program that is designed to assist nursing students and faculty with preparing for the National Licensing Exam (NCLEX). Throughout the pre-licensure programs, students will complete both Focused Review (Practice) and Integrated (Proctored) Tests. The intent of these exams is to provide ample opportunity for students to practice taking standardized exams and to evaluate their understanding of nursing content. While there are also additional education opportunities for students (skills demonstration videos and mid-fidelity simulations), the primary grades for Kaplan exams will be from the Focused Reviews and Integrated Exams.

Courses with Kaplan Exams

The following Pre-Licensure nursing courses will contain Kaplan Focused Review and Integrated Exams:

BS Program	
Fall Junior Year – <i>Physical Assessment Nur Sci 109A</i>	Fall Senior Year – <i>Maternity & Women’s Health Care Nur Sci 173</i> <i>Pediatrics: Care of Children and Families Nur Sci 172</i>
Winter Junior Year – <i>Nursing Skills Nur Sci 109B</i> <i>Applied Pharmacology Nur Sci 117</i> <i>Medical Surgical Nursing I Nur Sci 121A</i>	Winter Senior Year – <i>Critical & Specialty Health Care Nur Sci 174</i>
Spring Junior Year – <i>Medical Surgical Nursing II Nur Sci 121B</i> <i>Human Behavior & Mental Health Care Nur Sci 128</i>	Spring Senior Year – <i>Clinical Preceptorship Nur Sci 175</i>



Steps to achieve course points (5 percent of total course grade)

1. Focused Review Exams

To be eligible to take the integrated exam, students will complete the assigned review exam(s) and remediate missed items (*as described below in #3*) by the appointed due date.

2. Integrated Exams

Each course with an Integrated Exam will allow a **MAX of 5 percent** of the total course to be attributed to the proctored exam, based upon the below scale.

Grading Guideline for Integrated Exam

<i>Percentile Rank</i>	<i>Total student percent/points</i>	<i>Remediation</i>
<i>≥ score threshold for exam</i>	<i>5</i>	<i>Remediate MISSED items</i>
<i>< score threshold</i>	<i>3.5</i>	<i>Remediate MISSED items</i>
<i>* Score Threshold by Exam found on the Kaplan site</i>		

3. Remediation of Focused Review and Integrated Exams

Each exam (Focused Review and Integrated) must be remediated by the student using the *Kaplan NCLEX Integrated Test Analysis* by the due date.

Remediation Guideline for Focused Review Exams

- To receive full points for the remediation assignment, you will review the topics that you missed and provide three (3) things about the topic that you didn't know but learned by reviewing your Kaplan provided materials, textbook, or other reliable sources.*

Remediation Guideline for Integrated Exams

- Complete the Kaplan NCLEX Integrated Test Analysis Section 1: Test Analysis*
- Complete the Kaplan NCLEX Integrated Test Analysis Section 2: Test Review.*

To receive full points for the remediation assignment, you will use your test analysis ("Review Test" button - Green mark = correct answer, Red Mark = incorrect answer) and provide three (3) things about the topic that you didn't know but learned by reviewing your Kaplan provided materials, textbook, or other reliable sources.

Study Abroad Policy

Due to strict prerequisite requirements and clinical requirements in nursing science major, studying abroad is limited to summers after freshman, sophomore, and junior year. When students take courses abroad to satisfy our degree requirements, they must be passed with a C or better.

Double Majors

The School of Nursing does not allow students to double major. Double majors will not be approved due to the intensive and rigid clinical/didactic structure of the program.

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 BS 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/#appendixVIII>

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 concealed in a blue book or elsewhere during an exam
- Allowing others to do the research and writing of a paper
- Working collaboratively on assignments which are intended to be completed individually
- 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.testingcenter.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](#).

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, smart watches, 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.

Study Guides: School of Nursing faculty will NOT distribute study guides. However, exam blueprints may be shared at the discretion of the faculty in order to focus studying.

UPPER DIVISION 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 attend 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.

Absences in ***clinical courses*** may result in a failure or withdrawal from the course. ALL clinical hours missed due to extreme circumstances **MUST** be made up.

Please note that students are expected to be available to attend all clinical trainings from the first day of each quarter (not the first day of instruction). See the Quarterly Academic Calendar for these dates: <https://www.reg.uci.edu/calendars/quarterly/2022-2023/quarterly22-23.html>

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 for the summer.

If students have any questions, please see the Student Affairs office.

Grading for Upper Division Students

Upper division students must maintain a university GPA of at least a 2.0 and pass all upper division nursing courses with a “C” or higher to graduate from the School of Nursing. **In addition, students must maintain a 2.75 GPA in the upper division nursing courses.** At the time that a deficient GPA is identified, the student will be placed on an academic contract. Failure to improve the GPA to the minimum standard within one quarter will result in the student being dismissed from the program. Grading for upper division nursing courses is outlined in each syllabus and adheres to University policy.

The following courses have a clinical and didactic component:

- For students starting clinical nursing courses in Fall 2021 and before: Nursing Science 112LA, 112LB, 120, 130, 132, 140, 150, 160, 170, & 175L.
- For students starting clinical nursing courses Fall 2022 and after: Nursing Science 109A, 109B, 121A, 121B, 128, 171, 172, 173, 174, 175, and 176.

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 (See Clinical Grading Policy for further details). A failure in either the clinical or didactic portion is a failure in the entire course.

All Nursing courses must be taken for a letter grade and must be passed with a C or better.

Below is the standard grading scale for all upper division nursing science courses. A “C-” (or a grade of 73.49 or below) is **not** considered passing for either the lower division prerequisite courses or upper division Nursing Science courses. **GRADES WILL NOT BE ROUNDED OR CURVED AT ANY TIME.**

Passing		Not Passing	
A+	96.5 and above	C-	73.49 – 70.0
A	96.49 – 93.5	D+	69.99 - 66.5
A-	93.49 – 90.0	D	66.49 – 63.5
B+	89.99 – 86.5	D-	63.49 – 60.0
B	86.49 – 83.5	F	<60
B-	83.49 – 80.0		
C+	79.99 – 76.5		
C	76.49 – 73.5		

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.

Clinical Grading Policy - BS Program

All clinical assignments must be completed, scores averaged, and weighted at twenty-seven percent (27%) of the final course grade. This averaged grade must meet the minimum passing standard for the program (73.5%) and the clinical evaluation must be passed satisfactorily for the student to pass the course (see below for passing criteria). If all requirements are NOT met, a zero (0) will be earned for the clinical portion of the course.

Midterm evaluations (student self-evaluation and CI review) occur to clarify the students’ areas of growth to successfully meet clinical evaluation criteria.

Requirements for passing the clinical portion of the course =

- All starred (*) items must be assessed at or above a level 2 on the clinical evaluation tool.
- All clinical assignments and hours are completed (or made-up if excused absence occurs) and the average of all assignments is equal to or greater than the minimum passing standard (73.5%) for the program.

Repeat Course Policy for Nursing Science Upper Division Courses

Since upper division nursing coursework is offered only one time per year, students who fail (C- or lower) an upper division nursing course will need to repeat the failed course the following year. Students will only be able to repeat failed courses if space is available in the following year's section. Students who fail an upper division nursing science course will not be allowed to progress to future nursing courses until they have successfully passed the failed course. Student Affairs will work with the student on developing an academic plan to continue at the university for the next academic year. Students can choose to take electives, finish general education coursework, or take courses which will count toward a minor.

Upper Division students will not be allowed to repeat an upper division nursing course at another institution. Upper division nursing courses can only be repeated one time. Students who fail a second upper division nursing course will not be allowed to continue with the major.

Readmission to the School of Nursing after Dismissal

Students dismissed from the School of Nursing who wish to seek readmission to the School of Nursing must reapply. Students will be considered for readmission for the following year on a space available basis. Contact the Student Affairs Office for details regarding the readmission process.

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.
- Habitual impairment is cause for disciplinary procedures, as are those students identified as impaired or potentially impaired who are unwilling to seek treatment.
- 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 (i.e.: 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 Pre-Licensure Program Director to decide the following (with input from Student Affairs/Academic Counselors):
 - 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 Pre-Licensure Program Director 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 Pre-Licensure Program Director. 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 Pre-Licensure Program Director.
- 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 Center and Academic Counselors.
- 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 Pre-Licensure Program Director.
- After evaluation, the Pre-Licensure Program Director will meet with the student and their advisor.
 1. 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.
 2. 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 agreed upon and signed with the Pre-Licensure Program Director 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 who oversees the student's degree 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)

Drug and Alcohol resources

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

National Council of State Boards of Nursing, Inc. (NCSBN) 2011. Substance Use Disorder in Nursing: A Resource Manual and Guidelines for Alternative and Disciplinary Monitoring Programs. Chicago, IL.

UPPER DIVISION CLINICAL POLICIES AND REQUIREMENTS

Supplemental Costs

The clinical component of the Nursing Science program requires additional costs for students entering their junior year. Some are one-time costs, and others continue through the senior 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, NCLEX test preparation and on-line lab reports (required for coursework as well), transportation costs (getting to clinical sites), nursing student supply tote, and an on-line tracker, Typhon, for clinical rotation scheduling, 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 attesting to their physical and mental fitness, prior to engaging in clinical rotations.

Students will be required to pay to process a background check and drug screen prior to engaging in clinical training at outside facilities. Background check and drug screen 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 and drug screen 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 or drug screen, they 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 School, 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 described above, 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 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 will receive their schedules as soon as possible prior to the start of clinical rotations. Every effort is made to be fair to students during the scheduling process, including rotation of weekends and night shifts. Accommodations for schedules may be taken into consideration for extenuating circumstances with documentation and faculty/director approval. Although all efforts will be made to accommodate students for extenuating circumstances, due to hospital staffing, state ratios and other UCI/BRN/hospital regulations, requests cannot be guaranteed. Clinical rotations, regulations and policies must take priority on clinical placements and scheduling; reasons such as work, commute, or other non-nursing courses, are not considered extenuating circumstances. In the event of special circumstances, ie. family emergencies, students should contact the Pre-Licensure Program Director well in advance of the quarter.

- For your rights, options, and resources regarding religious accommodations (based on a sincerely held religious belief, practice, or observance), please contact the Office of Equal Opportunity and Diversity (OEOD) at oeod@uci.edu.

- For your rights, options, and resources regarding pregnancy related accommodations (including pre-pregnancy, pregnancy, post-partum, and pregnancy loss), please contact the Office of Equal Opportunity and Diversity (OEOD) at oeod@uci.edu.

Clinical Absences

Minimum course clinical hours are set by California BRN regulations. Clinical hours include direct patient care, in-direct patient care, simulations, and other clinical learning activities outlined within the course syllabus. Minimum clinical hours must be met by the end of each term for a final grade to be posted on a student's transcript. Should clinical hours not be met the student will receive an incomplete or a failing grade on their transcripts, depending on individual circumstances.

Clinical absences risk the student not meeting minimum requirements and, as such, are taken very seriously. Approved clinical absences allowing for make-up hours include, but are not limited to, personal injury or illness, personal or family emergencies or other unpredictable events that prevent attendance in a safe manner. Should a clinical absence need to occur, students are expected to contact their clinical instructor/Faculty of Record as appropriate for the course at the earliest possible opportunity.

Make-up hours may not be guaranteed within the term and require circumstances in which the hours are made up later preventing the student from moving forward in the program until hours are completed. Should this occur, the student will receive an incomplete or a failing grade, depending on individual circumstances, in the course until clinical hours can be safely completed.

Make-up clinical hours are not guaranteed to be provided in the same format as originally assigned. Make-up assignments and hours will be determined by hospital/university policies, clinical faculty, faculty of record and other nursing administrators as necessary. California BRN Regulations regarding direct and in-direct patient care ratios must be maintained while assigning make-hours and are specific to each course.

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 junior and senior year or program completion.

Health Requirements

Students are required to provide proof of immunization to the School of Nursing by September 1st prior to starting upper division coursework in junior year, and are responsible for renewing annual requirements before senior year as well. Senior students' immunization update is due September 1st. These requirements are mandated by the clinical sites for health and safety of both students and patients and may change over the course of the program due to changing agency requirements. Copies of immunization records and background checks must be submitted to an online web-based system (www.ucibackground.com and www.typhongroup.net). Students will receive details/instructions from Student Affairs. Students will receive instructions in their orientation modules on how to upload their documents including 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 Clinical Support Analyst will check to make sure the student has completed the immunization requirement and will inform the Pre-Licensure Program Director 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. If a titer result indicates that a student is not immune, vaccination is required. In those specific cases, students are required to upload records of additional vaccinations and, after completion of the additional vaccines, an additional titer reflecting immunity.
2. **Influenza (flu vaccine)/H1N1:** Must be done annually when flu vaccine becomes available.
3. **Tuberculosis (TB):** a TB blood test also known as IGRA or QuantiFERON labs) must be provided. TB skin tests are no longer acceptable for this requirement. Each student must update their TB annually thereafter
4. **Tetanus, Diphtheria, Pertussis (TDap, TD, Td, Tdap):** Must have a record of a Td/Tdap booster within the last 10 years. If a student had a Tdap vaccination as a child, the subsequent booster(s) can be Td. This is a one-time documentation, unless the most recent booster expires during the program.
5. **Varicella (Chicken Pox):** Laboratory evidence of immunity (titer) is required. One-time documentation. If titer results show lack of immunity, additional booster(s) may be required. Students will need to complete an additional titer after completing the booster(s) to reflect immunity.
6. **Hepatitis B:** Documentation of laboratory evidence of immunity (titer) will be the only acceptable documentation. One-time documentation. If titer results in negative immunity/non-responsive, students must complete the three-step vaccination and complete another titer a month following the last shot in the series and show positive immunity. Please contact Student Affairs if you need additional time for 3 doses and titer, if negative.
7. **Physical and Mental Health Clearance.** A combination of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles of nurses. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers. Therefore, documentation is required 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 (MD or OD), physician's assistant, or nurse practitioner only. The form to have signed is provided by the School of Nursing. See Appendix B.
8. **COVID-19 Vaccine and Booster:** Documentation of full COVID-19 vaccination and booster(s).

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 prior to returning to classes in order for the student to return to clinical.

Additionally, when a student notifies faculty of serious illness (physical or mental), injury or surgery that impacts student's ability to function in the didactic or 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.

9. **CPR/BLS** for Healthcare Providers: Submit proof of CPR certification from the American Heart Association. This certification needs to be kept current and active for the entirety of the program
10. **HIPAA** Training Certificate: Submit your completed HIPAA Training Certificate. This is an annual requirement and can be accessed via the student UCLC account.
11. If clinical agencies have additional health specifications, students who are assigned to those agencies will be required to meet them. Vaccination requirements may change at the discretion of the clinical sites.

COVID-19 Vaccination and Booster Policy Information

Please see the University of California SARS-CoV-2 (COVID-19) policy dated July 15, 2021: <https://policy.ucop.edu/doc/5000695/SARS-Cov-2>

The policy linked above requires all UCI students, staff and faculty to be fully vaccinated against COVID-19 before physically accessing the university's locations and programs. In addition, clinical agencies may NOT allow declination of the COVID vaccine which may interfere with a student's ability to complete clinical requirements. Student Affairs will notify students in clinical rotations of updated policies as they pertain to successful completion of clinical coursework.

Where to Obtain Immunizations:

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

1. A Physician (Medical Doctor or Doctor of Osteopathic Medicine), Nurse Practitioner, or Physician's Assistant
2. UCI Student Health Center at (949) 824-5301 or at <http://www.shs.uci.edu/>

Failure to complete pre-clinical requirements such as immunizations and background checks will be reported to the Pre-Licensure Program Director 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 junior year and annually thereafter. Details on how to obtain the training and instructions will come from the Clinical Support Analyst.

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.

Health Insurance Requirements

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.

Exposure Guidelines to Blood borne 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 undergraduate 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.

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 wounds/open skin, or mucous membrane splash), take the following steps:

1. Immediately clean wound/open skin 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.**

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, Pre-Licensure Programs.

Additional Information:

UCI Environmental Health and Safety Website: <https://ehs.uci.edu/>

UC Irvine Injuries & Medical Treatment Poster: <https://ehs.uci.edu/MedEmergPoster.pdf>

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 major. A dismissal from the major 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 clinical if the student is not upholding the academic and behavioral standards set forth by the University and the School of Nursing. Further, 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 from the major. 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
- Maintaining professional appearance and image in adherence to the dress code policy, and maintaining a positive 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 (e.g. fraternity or sorority events, parties, etc.)

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, smartwatches, 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 should maintain good sitting posture, and not put feet up on other furniture or desks.

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:

<https://www.nсна.org/nsna-code-of-ethics.html>

Unprofessional Conduct

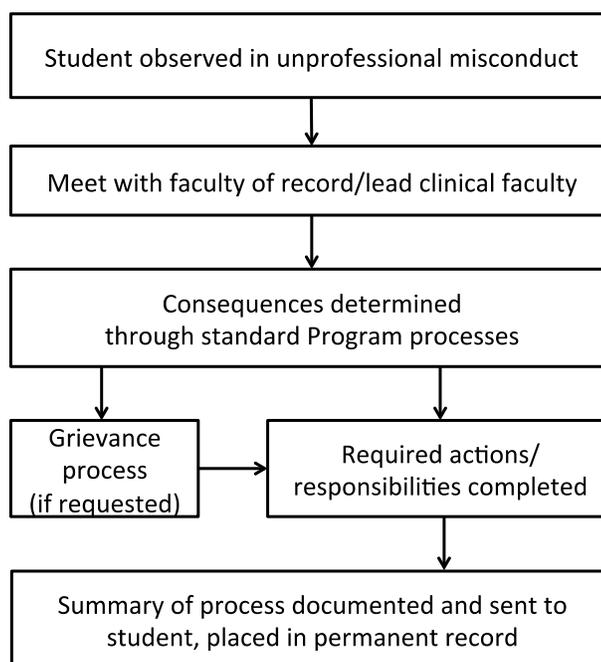
The Nurse Practice Act defines unprofessional conduct as failing to meet the minimal standards of acceptable nursing practice. Unprofessional conduct can jeopardize the health, safety, and welfare of the public. For students, unprofessional conduct behaviors include, but are not limited to, the following:

- 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.

Suspension

Upper division Nursing Science 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.

Grievance Process

The SON is dedicated to fairness and equity in our dealings with constituents. We are particularly concerned about violations of privacy and practices which discriminate on sex, disability, race, color,

national origin or on the basis of sexual orientation, age, or marital status. If a student does not feel they are being treated equitably, students are encouraged to bring those concerns to the Office of Equal Opportunity and Diversity (OEOD) and/or the Office of the Ombudsman for support as highlighted below.

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/>. Students wishing to appeal a grade or file other grievances should first contact the Student Affairs office to begin the process. Appeals will start with the faculty of record, and if escalation is needed will then rise to the Pre-Licensure Program Director, and finally the Dean. If necessary, the Office of the Ombudsman may be called in to mediate.

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/>

In addition, students can provide an anonymous suggestion or complaint through a link located on the SON website (<https://nursing.uci.edu/suggestion-form/>). These anonymous comments are tracked and responded to by the Executive Leadership Team as appropriate for their content.

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 must return all completed evaluations to the Faculty of Record. The Faculty of Record is responsible for the grade in the clinical area. *See Clinical Grading Policy

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 customized navy blue scrubs (short sleeve top and pants). Uniform ordering information can be obtained through Student Affairs & Support Services. Students should purchase *at least* two scrub uniforms for use throughout the program.

3. Students may opt to purchase a customized warm-up jacket from our approved scrub vendor. These jackets are the only jackets allowed during clinical rotations. The other option is for students 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. **The scrub top must always have the UCI School of Nursing and “nursing student” identifiers on at all times.**
4. Students must wear white, clean, low-heeled, comfortable, closed-toed and closed-heeled shoes in the clinical areas. Athletic shoes or clogs are recommended (Converse are not acceptable). Majority of shoe must be white (no swooshes in other colors, but very small logos in other colors are acceptable).
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 customized white lab jacket will be purchased by the student. 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. Beards/mustaches must be short and neatly trimmed.
3. 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 clinical.
4. Certain styles of dress, hairdos, and makeup are not permitted. Examples include, but are not limited to, multiple visible piercings or tattoos, Mohawks or unnaturally colored hair (pink, green, etc.).
5. Tattoos should be unobtrusive in the clinical setting. Tattoos that could be considered offensive to others must be covered while in the clinical environment. Some clinical settings require that tattoos be covered to the fullest extent possible.
6. 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 setting. Some clinical settings will not allow rings of any type. Wearing jewelry on other exposed pierced body sites may pose a safety risk to the student and/or patient and should therefore be removed. Some clinical settings prohibit jewelry in more than 2 piercings per ear and may not allow jewelry in any other body piercings. The wearing of such jewelry may also negatively impact the student’s ability to establish a therapeutic relationship with a patient based on the patient’s perception of the suitability of such jewelry or body piercings. Such appearance-

based impressions should be considered when deciding whether to wear such jewelry to clinical. Please consult with your Clinical Instructor regarding facility requirements.

7. Some clinical sites may have other guidelines pertaining to grooming. As a visitor to such sites students must also adhere to these guidelines.
8. Students should be aware that strong scents may pose problems for patients and are discouraged. Please bear this in mind when using scented products before arriving on the clinical unit.

*Clinical attire and dress code are applicable and enforced in Simulation, lab and community environments, unless specified by the Faculty or Record e.g. community events.

UCI Sue & Bill Gross School of Nursing Simulation Expectations

Simulation has been found to be an effective teaching modality that helps bridge the gap between coursework and clinical practice. It provides an opportunity for application of knowledge and critical thinking in a safe, yet realistic, learning environment. All simulation experiences have been thoughtfully planned out to meet your learning needs. We want these experiences to be meaningful, enrich your education, and enhance your critical thinking and patient care skills.

You are being given credit for clinical hours for your participation in sim. Therefore, we expect that you come to simulation prepared and ready to perform, just as you would for a clinical rotation in a real patient care setting. Please review the following expectations to ensure your success in simulation and related coursework:

Attendance

- You are expected to attend simulation, just as you are your clinical rotations
- Inform your instructor ASAP if you are unable to attend your assigned simulation day/time due to illness or extreme circumstance
- Arrive on-time, dressed in clinical uniform (see the guidelines above), and prepared to participate

Preparation

- Complete your assigned pre-work and come prepared to apply your knowledge
- Bring a pen/pencil and paper to take notes, just as you would during class or clinical rotation
- Bring your cell phone to complete the online evaluation tool after debriefing
- Bring your Stethoscope!

Performance

- Invest in the simulation scenario as if it were a real patient situation
- Actively participate - engage in your assigned role
- Teamwork is crucial!

Professionalism

- Demonstrate professionalism and respect throughout the simulation experience

- Abide by the “Vegas Rule,” whatever happens in sim, stays in sim
- Do not discuss the simulation scenario with students who have not participated in it
- Follow the established dress code - Wear your scrubs and name badge, pull hair back, no excessive or dangling jewelry (single pair of stud earrings, watch, & wedding ring only).

Application/Follow-up

- Reflect on your simulation experience
- Provide meaningful feedback on your evaluations
- Look-up pathophysiology, skills, medications, interventions, etc. that you do not fully understand
- Focus on the concepts you learn in simulation and how to apply them to future patient situations

Failure to abide by these expectations will jeopardize your opportunity to participate in simulation and may result in additional coursework or clinical hours.

UNIVERSITY STUDENT SERVICES

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
- Readmission (see also UCI Catalog)
- Transcripts
- Enrollment Verifications
- Religious Accommodation
- Change of address/email/phone

Email

For questions about email or UCInetID's, please go to: <http://www.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.

Learning and Academic Resource Center (LARC)

The Learning and Academic Resource Center (LARC) provides students with academic assistance in effective study strategies and peer tutorial support for selected disciplines including biology and chemistry. Students can attend free Study Strategies workshops on topics such as time management, text reading, exam prep, note-taking, memory & concentration, effective study plans, "cramming" systematically, and test anxiety solutions. For workshop and tutoring schedules see <http://www.larc.uci.edu>.

Computer Lab Resources

A listing of labs operated by Office of Information Technology (OIT) is available on the website at: <http://www.oit.uci.edu/labs/>.

Writing Resources

All Writing Assistance is provided through the UCI Campus Writing Center, located on the ground floor of the 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/>
- 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
- Writing Resources: Princeton University Writing Center
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>

Placement Testing

The UCI Academic Testing Center administers placement tests to allow students entry into the appropriate introductory courses. Both incoming and continuing students are encouraged to confer with the testing office. For more information please visit: <http://www.testingcenter.uci.edu/>.

Disability Accommodations

Students requiring any accommodation for a disability can contact the Disability Services Center (DSC) to make arrangements by calling (949) 824-7494; or visiting the website at: www.disability.uci.edu. The School of Nursing is committed to working with all students to create a

successful learning environment. Students are encouraged to speak with their faculty members each quarter if they have been evaluated by DSC and accommodations are needed.

Counseling Center

Students sometimes find themselves in need of assistance to deal with various psychological and social issues. The Counseling Center provides a safe and confidential place to talk with a professional about concerns or problems—no matter how minor or serious—which might interfere with personal growth or academic achievement. Their services can be obtained by calling (949) 824-6457 or by going to their website www.counseling.uci.edu.

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.

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.

Employment

Any student employed at UCI in any capacity must inform Student Affairs as it may effect access to email, EPIC, and UCLC learning accounts.

Financial Aid

All students are **strongly** encouraged to apply for financial aid. There are many programs that will help finance your education while in school. Financial aid may be in the form of scholarships, grants, loans and/or work-study awards. Awards made may be need-based or merit-based. There are also programs that will assist you in repaying your student loans after graduation. Students are encouraged to contact the Office of Financial Aid and Scholarships at www.ofas.uci.edu as soon as possible. Information regarding the application process, deadlines and other information is available on their website.

Student Associations

The Nursing Science Student Association at UCI provides nursing students in the baccalaureate program the opportunity to connect with the nursing profession prior to licensure and connect with fellow nursing students. <http://nssauci.com/>

The Nursing Science Student Council at UCI provides nursing students an opportunity to network and connect with other nursing students, faculty, and staff.

Alpha Tau Delta is a professional nursing organization committed to providing an intra-fraternal spirit of cooperation by offering an opportunity for nurses and nursing students to promote their personal and intellectual growth through education, networking, scholarships, guidance, and a collective responsibility to the fraternity. <http://clubs.uci.edu/alphataudelta/>

Students are encouraged to become active in these and other on-campus organizations.

Student Government

The Associated Students of UCI (ASUCI) is the main governing body of undergraduate students and offers a number of outlets to address your needs. The legislative body is comprised of members elected from each college of the University, and the School of Nursing will pursue representation in a similar manner. Visit the ASUCI website at <http://www.asuci.uci.edu/> for more information.

Additional Support Services

UCI has a wide range of support services for students:⁴

- **Bookstore:** books, supplies, and services are available at the Hill. <https://uci.bncollege.com/>
- The **Career Center** provides occupational information, career counseling, workshops (e.g., preparing a cover letter and résumé), mock interviews, as well as graduate and professional school preparation. <http://www.career.uci.edu/>
- The **Volunteer Programs** website is a resource for finding volunteer healthcare opportunities. <http://volunteer.uci.edu/>
- **Child care services** are available through the Infant/Toddler Center, Verano Preschool, and the Extended Day Care program. Children can also be enrolled in the Early Childhood Education Program or the University Montessori School of Irvine. <http://www.childcare.uci.edu/>
- The Office of the **Dean of Students** provides new student/parent orientation, leadership programs, and veteran services. <http://www.dos.uci.edu/>
- The **Education Abroad Program (EAP)** assists students with the opportunity of studying abroad. <http://eap.ucop.edu/Pages/index-new.html>
- **Housing** for students is available on campus. <http://www.housing.uci.edu/>
- **Office of the Ombudsman** is a confidential, informal, impartial, and independent resource for faculty, staff and students. The Office of the Ombudsman listens and helps clarify issues. They will provide coaching, resources and support in a neutral way. The Ombudsman office does not dispute grades or resolve grade issues. For information regarding the Ombudsman office, please visit the website: <http://www.ombuds.uci.edu/>
- **For additional resources and support services, please visit our Student Affairs website:** <https://nursing.uci.edu/students/>

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). For Nursing Science-specific questions not answered in this handbook, refer to the School of Nursing website <http://www.nursing.uci.edu>, the Nursing Student Affairs website <https://nursing.uci.edu/students/>, the individual course syllabi, or contact Student Affairs listed at the front of this handbook.

⁴ A list of UCI support services and links to individual websites can be found at http://www.admissions.uci.edu/about/student_services.html.

APPENDIX A FREQUENTLY ASKED QUESTIONS

Where can I purchase 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.

Can I access course information online?

Yes. UCI uses Canvas as an online course management system. For more information or questions regarding Canvas, visit <https://canvas.eee.uci.edu/>

Where can I park on campus?

All students must purchase a parking permit in order to park on campus at UCI. UCI Parking and 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 Parking and Transportation Services office or through its website. Short-term, one-day permits can be purchased at parking kiosks located throughout campus or at the Parking and Transportation Services office. The UCI parking permit is also valid at UCI Medical Center when students are scheduled for clinical hours.

How many hours per week do I have to study for nursing courses?

A general rule for study time is 2-3 hours of study time per unit. So if you have 12 units a quarter, you can expect to spend about 20 to 30 hours per week studying beyond classroom time.

Do I have to take Math?

Nursing Students have to complete a total of three math courses. Statistics is required for the nursing major. Students receive credit for one math course after taking Chem 1A. Students should select one more course from the General Education List for Category Vb to complete the university requirement.

Do I really need to use LARC (Learning Academic Resource Center)?

We strongly recommend all students enrolled in the nursing science major sign up for LARC every quarter in their first two years. LARC is a campus wide tutoring program that is available to assist students in developing successful study habits. For more information regarding enrollment, hours, and services, please visit the website at: www.larc.uci.edu.

Can I take courses at a community college while enrolled in the School of Nursing?

Yes, you can take non-science, lower division prerequisite courses and general education classes at a community college. Visit www.assist.org to search for equivalent courses offered by community colleges. You must receive approval from Nursing Science Student Affairs prior to registering for community college classes. Non-science, lower-division courses required for the major taken at another institution must be completed with a B or better. General education courses (not required for the major) taken at another institution must be completed with a C or better.

Where can I purchase my uniform?

Ordering information can be obtained through Student Affairs.

Where can I get my name badge?

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 coat and/or scrub uniform at all times and in all clinical settings.

When do I start my clinical rotations?

Students begin clinical rotations upon entering upper-division Nursing Sciences courses in their junior year.

How do I get to an off-site clinical rotation?

Upper-division 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 to arrive punctually to clinical rotations.

What is a Peer Academic Advisor?

A Peer Academic Advisor counsels undergraduate students on admission and program requirements as well as class scheduling. They also provide information on University resources and support services.

Appendix B – Physical and Mental Health Clearance Form



Physical and Mental Health Clearance Form

This is to verify that _____ does not have any physical or mental health
(Print student's name)

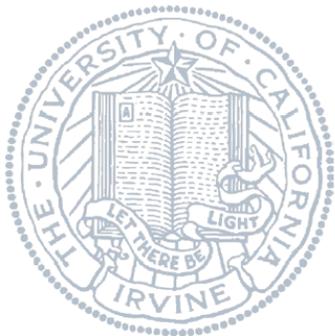
condition(s) that would create a hazard to themselves, employees or patients during
required clinical rotation assignments.

(Print name of Healthcare Provider)

(Signature of Healthcare Provider)

(License #)

(Date)



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Appendix C - Handbook Acknowledgment and Consent

signed via DocuSign

UCI Sue & Bill Gross
School of Nursing

HANDBOOK ACKNOWLEDGMENT AND CONSENT

I, _____ have received my copy of the 2022-2023
(Print Student Name)

School of Nursing, BS 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.

For Upper Division Students Only - Consent

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 and the release of those results to the School of Nursing, for its use. Any questions you may have regarding this 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]