

UC Blue Ash College Nursing Department Incoming Student Handbook 2019-2020

UNIVERSITY OF

Cincinnati

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UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE
Associate Degree Program in Nursing

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INTRODUCTION

The faculty of the UC Blue Ash College Nursing Program are pleased that you have chosen this program. Please read and become familiar with the policies and procedures provided in this handbook as you will be accountable for them while enrolled in the Nursing Program. This handbook is up-to-date at the time of printing. In the event that changes need to be made to the handbook after publication, students will be notified of changes in writing and addendums will be added to the handbook.

While the Nursing Student Handbook attempts to address all foreseeable situations, any action and/or behavior that puts clients, client families, peers, agency staff, and/or faculty at risk of harm is unacceptable will be subject to disciplinary action up to and including dismissal from the Nursing program.

Full-Time Faculty

| | |
|--|---|
| Paul Adams, MSN, RN, CNP | Instructor Clinical |
| Amy Crittenden, MSN, RN | Assistant Professor |
| Jennifer Ellis, DNP, MSN, RN, CNE | Associate Professor, Chairperson |
| Jacquelyn Gibbs, DNP, MSN, RN, CNE | Associate Professor |
| Catherine Healey, MSN, RN | Assistant Professor |
| Catharina Henderson, DNP, MSN, RN, CNE, CHSE | Professor |
| Mary Justice, PhD, MSN, RN, CNE | Professor |
| Jason Linville, MSN, RN | Assistant Professor |
| Caryl A. Mayo, MS, RN | Professor |
| Dana Morgan, MSN, RN, CMSRN | Assistant Professor |
| Jennifer D. Pearce, DNP, MSN, RN, CNE | Professor |
| Kelly Reichart, DNP, MSN, RN, CNE | Associate Professor |
| Melissa Setser, MSN, RN, CPNP-PC | Assistant Professor |
| Karen Smith, MSN, RN | Assistant Professor |
| Deborah Trotta, MSN, MEd, RN-BC, CHSE | Associate Professor, Simulation Coordinator |
| Kelly Weatherly, MSN, RN | Assistant Professor |

Staff

| | |
|-------------------------------|------------------------|
| Sharon Gratsch, MSN, RN | Educational Specialist |
| Jackie Belew | Program Coordinator |

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The following beliefs of the nursing faculty form the basis for the program of learning:

Nursing is the art and science of human caring. Nurses use knowledge from nursing science, other disciplines, and life experiences, to provide safe and competent patient care that promotes health and facilitates healing.

Nursing provides a broad spectrum of health care services in a variety of settings. Nursing is respectful of the individual's personal responsibility for health care and includes the patient as an active participant in the decision-making process. The nurse collaborates with the patient and the multidisciplinary team to identify health care needs, set goals and develop strategies for patient-centered care.

The practice of the University of Cincinnati Blue Ash College Associate Degree Nursing applies to the care of patients across the life span. Nursing practice is guided by evidence, accepted standards of practice, and the core values. The graduate nurse practices within the legal and ethical framework of nursing as it relates to individual/family/community care needs, the environment, and the nursing profession. A commitment to professional growth and lifelong learning assures high standards of nursing practice.

The nursing process serves as an organizing framework for clinical decision making in the practice of professional nursing. Nursing process is a scientifically based problem solving method, which includes: assessment, analysis, formulation of nursing diagnoses, preparation, implementation, and evaluation of plans of care addressing responses to alterations in health patterns. In assessment, the nurse gathers data about the environment, strengths, patterns, vulnerabilities, and problems of individuals, families and communities.

During analysis, patient needs are diagnosed, prioritized, and interventions are planned, implemented and evaluated. A sound knowledge base, therapeutic communication skills, information technology, and nursing judgment abilities are necessary for implementing the nursing process. The professional attributes needed include self-awareness, integrity, caring, empathy, creativity, and respect for the individuals/families/communities' values and beliefs.

Health is a dynamic state of wellness-illness determined by physiologic, psychological, spiritual, sociocultural, and developmental factors. Health occurs on a continuum in which the person experiences varying degrees of harmony and balance. The nurse assists individuals/families/communities in the promotion of health; in coping with health problems; in adapting to and/or recovering from the effects of disease or injury; and in supporting the right to a dignified death.

Education for nursing occurs in an academic setting. Nursing education has a theoretical base in nursing and integrates concepts from the humanities, liberal arts, biological and behavioral sciences. Educational experiences are planned wherever people need care, including homes, community, ambulatory, acute and chronic care settings. Learning, a life-long process is influenced by ability, maturity, environment, past experiences, and motivation of the student. Nursing education promotes

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the development of nursing knowledge, professional attitudes, and ethical values. Faculty serves as facilitators of learning and provides an environment that promotes self-regulated and confident individuals who accept responsibility for their learning. Caring occurs between and among faculty and students and is characterized by civility and mutual respect. It is within the context of this collaborative relationship that the student develops within the discipline of nursing.

Adopted by the Nursing Department Faculty 4/24/95

Revised 1/5/96 | Reviewed 1/14/98 | Reviewed 6/1/02 | Reviewed 9/04 | Revised 11/15/05 | Reaffirmed 2/5/06 | Revised 11/18/08

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PROGRAM MISSION STATEMENT

The University of Cincinnati Blue Ash College's Nursing Program exists to prepare nursing students by facilitating the development of clinical reasoning and clinical judgment skills, preparing entry - level professional nurses, and meeting the health care needs of the community. The Program achieves this through our Core Values of caring, patient centeredness, safety, and quality and adherence to the College and University's mission.

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NURSING CURRICULUM MODEL

The University of Cincinnati Blue Ash College (UC Blue Ash) Associate Degree Program in Nursing curriculum is conceptual and founded on the principles of adult and collaborative learning. The curriculum provides the student with the knowledge, skills, and strategies to achieve the program and student learning outcomes. The University of Cincinnati values critical thinking, effective communication, knowledge integration, and information literacy. These concepts are reflected in the ADN curriculum. Upon graduation, the student is prepared to take the licensure examination for registered nurses and enter the healthcare workforce as a competent, safe practitioner.

The UC Blue Ash organizing framework for the Nursing Program focuses on the promotion of positive patient outcomes through the development of core values and the integration of information (science, evidence, knowledge, informatics), communication and critical thinking to identify and address professional, individual/family/community care needs and the environment. The core values of safety, quality, caring, and patient-centeredness are incorporated throughout the program and include elements essential to the practice of the entry-level registered nurse. Science, evidence, knowledge, informatics, communication, and critical thinking are the tools utilized to provide quality and evidence based practice (see UC Blue Ash Nursing Model).

During the program of study, students will identify and address elements of the profession; the environment and individual/family/community care needs that promote positive patient outcomes. The professional concepts include: professional behavior, personal development (including self-care), an appreciation for lifelong learning, accountability, legal and ethical considerations, and health care policy. Environment concepts include: health care delivery systems, leadership, safe and healthy work environment, risk management, continuous quality improvement, care effectiveness, teamwork, collaboration, interdisciplinary care, resource management, and advocacy. The individual, family, community care needs are: nursing process, nursing judgment, teaching, cognitive, perceptual, developmental, oxygenation, perfusion, nutrition, metabolic, elimination, sexual, reproductive, integumentary, musculoskeletal, sleep, rest, health perception, health management; role, relationship; value, belief; multisystem care needs; and specific environment care needs.

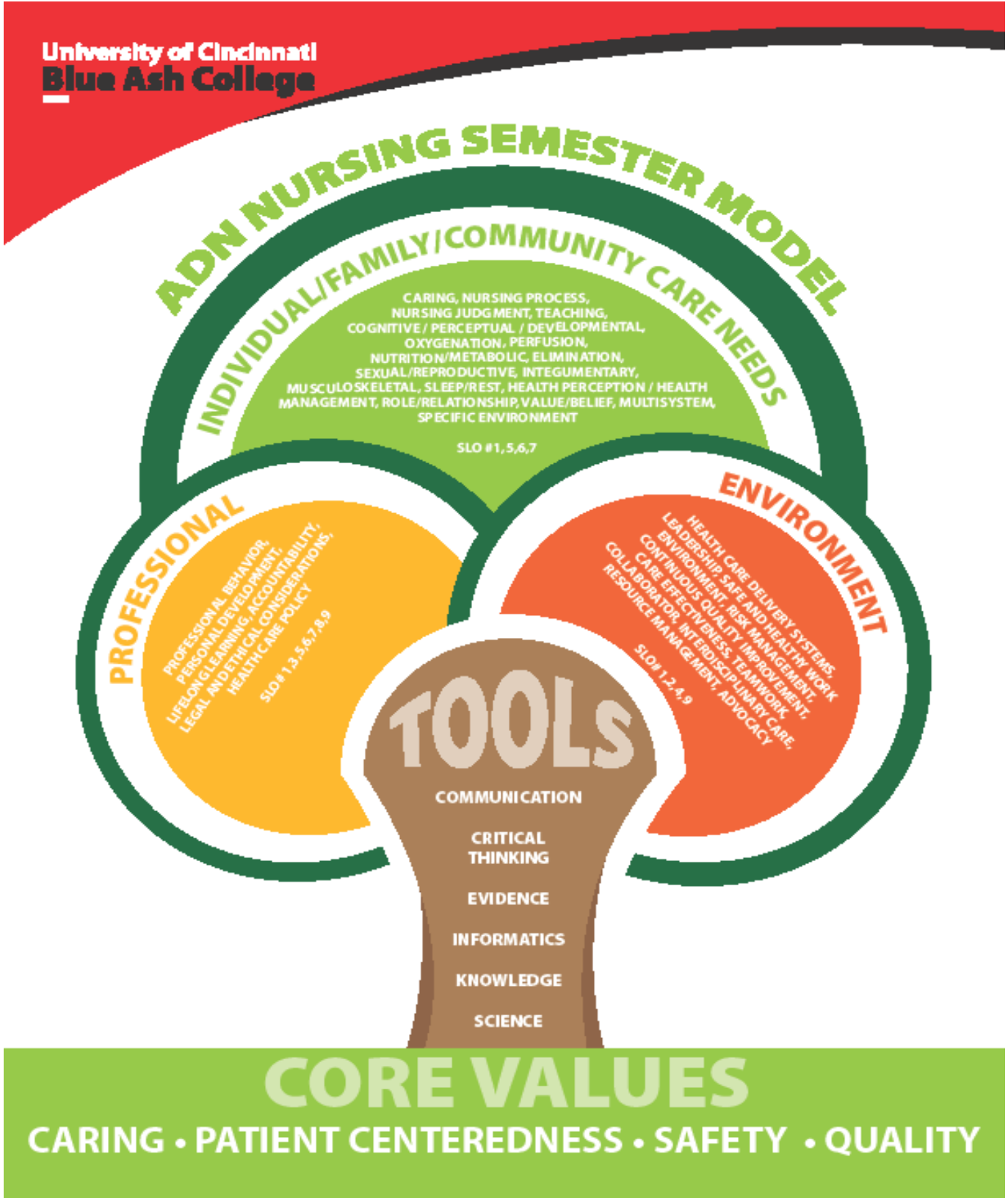
Concepts are integrated throughout the curriculum. The core values, tools, professional concepts, individual/ family/ community care needs and environment concepts are intentionally leveled throughout the program.

Approved 10/11/11

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NURSING SEMESTER MODEL DIAGRAM

University of Cincinnati
 Blue Ash College



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PROGRAM/COLLEGE/GRADUATE MISSION AND OUTCOMES

| COLLEGE MISSION | PROGRAM MISSION | ROLE SPECIFIC GRADUATE OUTCOMES | STUDENT LEARNING OUTCOMES |
|--|--|---|--|
| <p>The University of Cincinnati Blue Ash College provides an excellent and accessible education for students from a wide array of educational and cultural backgrounds. Our student-centered approach to teaching and comprehensive services engages students so that they can acquire the knowledge and skills needed to succeed academically, personally, and professionally. We promote innovative scholarship and creative works, free inquiry, lifelong learning, and service beyond the classroom.</p> | <p>The University of Cincinnati Blue Ash College's Nursing Program exists to prepare nursing students by facilitating the development of clinical reasoning and clinical judgment skills, preparing entry-level professional nurses, and meeting the health care needs of the community. The Program achieves this through our Core Values of caring, patient centeredness, safety, and quality and adherence to the College and University's mission.</p> | <ol style="list-style-type: none"> 1. The program's 3 year mean for the licensure exam pass rate will be at or above the national mean for the same 3-year period. Level of achievement: The first time (NCLEX) pass rate will be at or above the national mean. 2. Expected levels for program completion are determined by the faculty and reflect student demographics and program options. Level of achievement: $\geq 70\%$ of students who begin the nursing Program will graduate within 150% of program length. 3. Qualitative and quantitative measures address graduates six to twelve months post-graduation. Level of achievement: 60% of the graduates who respond will report satisfaction with the Nursing Program and with services provided by the college. 4. Qualitative and quantitative measures address employer satisfaction with graduate preparation for entry-level positions six to twelve months post-graduation. Level of achievement: 90% or higher of area healthcare agencies will express satisfaction with program graduates on the employer survey six to 12 months post-licensure. 5. Job placement rates are determined by the faculty and are addressed through quantified measures six to twelve months post-graduation. Level of achievement: 60% of graduates of the program who desire employment will report they are employed as registered nurses 6 to 12 months post licensure. Employment can be full or part-time position as RN. | <ol style="list-style-type: none"> 1. Deliver safe and competent nursing care using sound clinical judgment to patients across the lifespan in a variety of healthcare settings. 2. Utilize critical thinking, leadership, delegation and innovative strategies to increase efficiency of care and maximize resources. 3. Exhibit a spirit of inquiry and recognize the importance of lifelong learning relative to nursing knowledge, skills, and values. 4. Demonstrate information literacy to accomplish evidence based patient-centered care. 5. Communicate and collaborate with patients, colleagues, and other health care providers to promote optimal patient outcomes. 6. Design and implement teaching activities to prevent illness, restore health, and promote the well-being of patients throughout the lifespan. 7. Incorporate caring and cultural humility to address the holistic needs of patients. 8. Advocate for patients by promoting dignity, integrity, and self-determination. 9. Demonstrate professional behaviors incorporating legal, ethical, social and personal accountability in the practice of nursing. |

Revised 11/19/02 | Revised 10/26/04 | Revised 11/15/05 | Reaffirmed 12/5/06 | Revised 6/5/07 | Revised 11/18/08 | Reaffirmed 11/2/10 | Revised 7/31/14 | Revised 4/2015

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CURRICULUM DEFINITIONS

Accountability

The process that involves being answerable for the outcomes of a task or assignment. Nurses are accountable for their own actions and behaviors, but they may also be accountable for the actions of others, such as subordinates or trainees.

Advocacy

The process of representing a client's needs and wishes to other healthcare professionals, such as when the nurse relays a client's wishes to the healthcare provider, or by assisting clients in exercising their rights and helping them to speak up for themselves.

Caring/Patient Centeredness (Caring Interventions)

The essential element in providing quality nursing care, involving appreciating the client as a human being, showing respect for the client, being sensitive to the client, talking with the client, treating client information confidentially, treating the client as an individual, encouraging the client to call with problems, being honest with the client, and listening attentively to the client.

Cognitive/Perceptual/Developmental (Addiction)

The concept of addiction is defined as a psychological or physical need for a substance (such as alcohol) or process (such as gambling) to the extent that the individual will risk negative consequences in an attempt to meet the need.

Cognitive/Perceptual/Developmental (Cognition)

The complex set of mental activities through which individuals acquire, process, store, retrieve, and apply information; involving awareness, remembering, reasoning, decision-making, and understanding and using language.

Cognitive/Perceptual/Developmental (Development)

The increase in the complexity of function and skill progression, the capacity and skill of an individual to adapt to the environment, and it is the behavioral aspect of growth.

Cognitive/Perceptual/Developmental (Mood and Affect)

The concept of mood is an individual's internal, subjective, sustained emotional state (like climate), and only the individual is capable of describing his or her mood. Affect is the immediate emotional expression of mood that people communicate verbally or nonverbally.

Cognitive/Perceptual/Developmental (Sensory perception)

The factors that contribute to receiving and interpreting internal and external stimuli, allowing individuals to experience the world in which they live.

Communication

The interaction between nurses and clients, nurses and other health professionals, and nurses within the community that can be verbal and nonverbal, written and unwritten, planned and unplanned.

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CURRICULUM DEFINITIONS

Critical Thinking

The process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (The American Association of Colleges of Nursing)

Elimination

The secretion and excretion of physiological waste products by the kidneys and intestines.

Evidence/ Knowledge/ Science (Evidence-Based Practice)

The application of the best evidence from well-designed studies combined with patient preferences, ethical principles, individual values and nursing expertise in the therapeutic nursing relationship. It is used to close the gap between the actual practice of nursing and research (a formal, systematic way of answering a question or approaching a problem) in areas that are of interest to nursing.

Health Care Delivery Systems (Health Care Systems)

The concept of healthcare delivery systems relates to the methods of healthcare delivery and management, including financing and coordination of services.

Health Care Policy (Health Care Policy)

The concept of healthcare policy refers to actions and decisions by government bodies and professional organizations that affect whether or not healthcare organizations and individuals working within the healthcare system can achieve their healthcare goals.

Health Perception/ Health Management (Health, Wellness, Illness)

The subjective perception of what makes life meaningful and manageable and is a result of adaptation to life's immediate experiences to maintain physical, psychological, social, spiritual, and cultural harmony. A multidimensional state in which the client achieves a sense of well-being and maximum potential and includes the pursuit of a healthy and balanced lifestyle. A subjective perception by a client of an objectively defined disease that may include physical, psychological, social, spiritual, and cultural disharmony.

Informatics

Using information technology to communicate, find needed information, store information, and support quality improvement needs.

Integumentary (Tissue Integrity)

The mechanisms that facilitate intact skin and mucous membranes and their physiological functioning. It is influenced by internal factors such as genetics, age, and the underlying health of the individual, as well as external factors such as activity and injury.

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Leadership (Managing Care)

The personal traits necessary to establish vision and goals for a group and to execute them; personal traits necessary to plan, organize, motivate, and manage a group of people and their resources. Managing care relies on collaboration among the family, client, and healthcare providers, in which the goal is to provide cost-effective, high quality care that produces improved outcomes for groups of clients.

Legal and Ethical Considerations (Ethics)

The concept of ethics as applied in professional nursing is defined as a system of moral principles or standards governing behaviors and relationships that is based on professional nursing beliefs and values.

Legal and Ethical Considerations (Legal Issues)

The concept of legal issues encompasses the rights, responsibilities, and scope of nursing practice as defined by state nurse practice acts and as legislated through criminal and civil laws

Multi-System (Acid Base)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Acid Base: The physiological mechanisms that maintain the production and elimination of hydrogen ions

Multi- System (Cellular Regulation)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Cellular Regulation: The functions cells perform to maintain homeostasis.

Multi- System (Fluids and Electrolytes)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Fluid and Electrolytes: The physiological mechanisms that maintain fluid and electrolyte balance to promote the body's functions and maintain homeostasis.

Multi-System (Grief and Loss)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Grief and Loss: The human experience, involving a series of responses that occur following a physical and/or psychological insult with a goal of returning to homeostasis, and involves numerous variables, including age, personality, culture, the nature of the loss, and the availability of a functional support system.

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Multi-System (Immunity)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Immunity: The process of protecting the body from invasion by foreign antigens, identifying and destroying harmful cells, and removing cellular debris.

Multi-System (Infection)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Infection: The invasion of body tissue by microorganisms with the potential to cause illness or disease.

Multi-System (Inflammation)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Inflammation: The complex response to reduce effects of what the body sees as harmful. Under normal circumstances, inflammation acts as a protective process that stimulates healing and prevents further damage or progressive deterioration.

Multi-System (Intracranial Regulation)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Intracranial Regulation: The processes that affect intracranial compensation and adaptive neurological function. The neurological system regulates and integrates all body functions, muscle movements, senses, mental abilities, and emotions.

Multi-System (Peri-Operative care)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Peri-operative Care: The process that involves the three phases of surgical procedures: the preoperative phase, the intraoperative phase, and the postoperative phase.

Multi-System (Thermoregulation)

Multi-System: The concept of a physical or psychological aspect that affects more than one system or organ of the body.

Thermoregulation: The balance between the heat produced by the body and the heat lost from the body, and is measured in heat units called degrees.

Musculoskeletal (Mobility)

The mechanisms that affect the ability to move within an individual and community living environment, and incorporates the skeletal and muscular systems working together to support body weight, control movements, and provide stability.

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CURRICULUM DEFINITIONS

Nursing Process / Nursing Judgment (Clinical Decision making)

Nursing Process/ Nursing Judgment: The critical thinking tool that is used to identify a client's health status and actual or potential healthcare problems or needs, to establish plans to meet the identified needs, to deliver specific nursing interventions to meet those needs, and to evaluate the success of those interventions.

Clinical decision making: The process nurses use in the clinical setting to evaluate and select the best actions to meet desired goals.

Nutrition/ Metabolic (Digestion)

Refers to the conversion of food into absorbable substances in the gastrointestinal (GI) tract. It is an integrated process that affects the entire body.

Nutrition/ Metabolic (Nutrition)

The science of the intake of nutrients and their actions in body functioning, and is essential to ongoing health and physical well-being.

Nutrition/Metabolic (Metabolism)

The process of biochemical reactions occurring in the body's cells that are necessary to produce energy, repair cells, and maintain life.

Oxygenation

The mechanism that facilitates or impairs the body's ability to supply oxygen to all cells of the body.

Perfusion

The essential function of the cardiovascular and pulmonary systems to provide a continuous supply of oxygenated blood to every cell in the body.

Personal Development/ Life- Long Learning

The requirements for nurses to participate in continuing education programs designed to increase their knowledge and skill. The process of returning to school to obtain advanced degrees in nursing and other health-related disciplines.

Professional Behavior

The effective nursing actions that form helping relationships based on technical knowledge and expertise, ethical principles, and clinical reasoning. (Benner et al)

Quality Improvement

The systematic and continuous actions that lead to measureable improvement in healthcare services and the health status of targeted client groups, including evaluation of nursing processes for quality and effectiveness compared to accepted standards to correct problems before they harm clients, and to prevent errors in treatment.

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Resource Management (Managing Care)

The concept of resource management is an organization's attempt to decrease healthcare costs, maximize limited human and physical resources; meet increasingly complex federal, state, and local regulations; and improve the quality of client care.

Risk Management

The concept of risk management focuses on limiting a healthcare agency's financial and legal risk associated with the delivery of care, particularly in terms of lawsuits, ideally before the incidents occur, and involves a process that identifies, analyzes, and treats potential hazards within a setting for the purpose of identifying and rectifying hazards, thus preventing harm.

Role/Relationship (Family)

Role/Relationship: The concept of role encompasses a grouping of behavioral expectations associated with a specified societal or organizational position.

Family: The concept of family serves as a primary developmental influence, where numerous family structures exist and the family is subject to the challenges of life, including economic hardship, illness, and stress. Two or more individuals who are physically and/or emotionally connected is considered a family.

Role/Relationship (Violence)

Role/Relationship: The concept of role encompasses a grouping of behavioral expectations associated with a specified societal or organizational position.

Violence: The use of excessive force against other individuals or oneself, often resulting in physical or psychological injuries or death.

Safety

The application of practices that prevent and/or minimize the incidence and impact of adverse events. Competence in safety enables the nurse to minimize the risk of dangerous or harmful situations involving clients and other healthcare professionals, including a healthy work environment.

Self

A person's awareness of his or her own identity; consciousness or ego.

Sleep/ Rest (Comfort)

Sleep/Rest: The human body entering a phase of restoration, as manifested by enhanced wound healing, a boost in the immune system, anabolic metabolism, and energy conservation. In infants and children, sleep is needed for brain development.

Comfort: The immediate state of being strengthened by having the needs for relief, ease, and transcendence addressed in four contexts of holistic human experience: physical, psychospiritual, sociocultural, and environmental. (Kolcaba, 2006)

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Sexual/ Reproductive (Reproduction)

The process of conception, gestation, and childbirth.

Sexual/ Reproductive (Sexuality)

The physiological, psychological, and sociological aspects of sexual behavior that contributes to healthy relationships and a sense of well-being that is individually expressed and highly personal.

Specific Environment Care Needs

The nurse managing care needs specific to environmental triggers outside of the individual that demand change or disrupt homeostasis.

Stress and Coping

The response to a stressor that disturbs physiological and/or psychosocial equilibrium and the body's attempt to return to homeostasis following disequilibrium.

Teaching and Learning

The process that involves dynamic interaction between teacher and learner, and comprises teaching as a system of activities to produce learning that is represented by a change in behavior where the learner is able to apply or demonstrate what has been learned.

Teamwork/ Collaborator/Interdisciplinary Care (Collaboration)

The process of two or more individuals working toward a common goal by combining their skills, knowledge, and resources while avoiding duplication of effort in order to improve client outcomes, whether the client is an individual, a group, or community.

Value/ Beliefs (Culture and Diversity)

The concept of values is the personal beliefs about the truth and the worth of thoughts, objects, or behaviors. The concept of beliefs is the interpretation or conclusion that one accepts as true. (Guido, 2010, p 2564).

The concept of culture refers to the patterns of behavior and thinking that people living in social groups learn, develop, and share. The concept of diversity refers to the array of differences among individuals, groups, and communities.

Value/Beliefs (Spirituality)

The aspect of health related to the essence of life and a vital human experience which helps to provide balance among the mind, body and spirit. Spirituality generally involves a belief in a relationship with some higher power, creative force, divine being, or infinite source of energy.

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Reviewed 6/04/01, Reviewed 6/01/02, Reviewed 11/02/04, Revised 06/05/07, Revised 10/21/08, Revised 12/10/12, Revised 7/2015

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EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

In accordance with the OBN Law and Rules 4723-5-12(3)

The process for determining the amount of credit to be granted to an applicant for advanced standing in a program is as follows:

Applicants with experience in the armed forces of the United States, in the National Guard, or in a reserve component, seeking review for possible nursing course credit will submit as follows:

(a.) 4 Months prior to applying for admission to the Nursing Program, the applicant will submit for review the applicant's detailed military education, skills, and training related to nursing.

(b.) The Department Chair will review all documentation to determine whether military education, skills, and training are equivalent to the nursing courses/curriculum utilizing available resources such as Aces.

(c.) After completion of the review, the Department Chair will notify the applicant, the appropriate nursing advisor, and the appropriate course coordinator of the amount of credit awarded to the applicant for their military education, skills, and training.

Resources:

Ohio Board of Nursing Law and Rules 4723-05-12; 4723-05-13 -- [Http://codes.ohio.gov/oac/4723-5](http://codes.ohio.gov/oac/4723-5)
American Council on Education -- <https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

Developed 8/2014 | Approved 12/2014

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

SEQUENCING OF NURSING PROGRAM COURSES

Once students are admitted to the Nursing Program, students are required to take all nursing courses and co-requisite non-nursing courses as outlined in the semester nursing curriculum plan.

Interrupting the sequence may affect the student's progression in the Nursing Program. Students are responsible for knowing the pre-requisites/co-requisites for courses in the program. The semester curriculum plan is available at:

<https://webapps2.uc.edu/ecurriculum/DegreePrograms/Home/MajorMap/551>

Students are encouraged to meet with the nursing advisor each semester to make sure all program requirements are being met and the student is progressing successfully towards graduation.

The student who fails/withdraws from Nursing IV will not be permitted to progress into Nursing V or repeat Nursing IV in the same term.

The student who fails/withdraws from Nursing V will not be permitted to progress into Nursing IV or repeat Nursing V in the same term.

The student who fails/withdraws from Nursing IV LPN-RN will not be permitted to progress into Nursing V LPN-RN or repeat Nursing IV LPN-RN in the same term.

The student who fails/withdraws from Nursing V LPN-RN will not be permitted to progress into Nursing IV LPN-RN or repeat Nursing V LPN-RN in the same term.

Should progression occur before the final grade is known, the student will be withdrawn from the program.

REGISTRATION FOR CLINICAL SECTIONS

Each term during priority registration, the nursing advisor will inform students of the specifics for registering for the following term. If an agency or faculty is not confirmed at the time of registration, the section will be listed as unknown agency and/or staff.

Students registering on One Stop are encouraged to follow these guidelines:

1. Students are encouraged not to go to a clinical agency more than two times unless it is the only agency available.
2. Students are encouraged to only schedule clinical with the same faculty member twice.
3. Students are encouraged not to attend a clinical agency in which they are employed unless it is the only agency available for that course.
4. When planning work hours students are encouraged not to schedule work hours the evening or night before clinical practice. Safe patient care and effective learning depend on part on being well rested and adequately prepared.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

CHANGES IN CLINICAL SECTIONS

Students may not switch clinical sections after finals week, Friday, 5PM, of the current course registration period set by the University of Cincinnati. At that time, the Educational Specialist will finalize the rosters and the rosters will be sent to the clinical agencies. This ensures the necessary lead time for agencies to prepare for security clearance, badges, and agency computer training. If not registered by 5PM of finals week, the student needs to contact the advisor and Educational Specialist.

At times it may be necessary for the Educational Specialist to ask students to move from one clinical section to another to meet the needs of agency and department. The Educational Specialist will inform students if it is necessary to make changes to clinical sections.

Approved 2/4/14

ACADEMIC SUPPORT SERVICES

As a UC Blue Ash student, a variety of Academic Support Services are available to you. Students who need extra help with their classes have many options with tutorial labs in math, foreign languages and writing/composition.

Visit the UC Blue Ash website at <http://www.ucblueash.edu/students/services/labs.html> for specific support services you may need.

Days and hours of operation vary with each support service. Contact the individual labs for location. Some support services accept appointments.

STUDENTS WITH DISABILITIES

Accessibility Policy: UC Blue Ash College is committed to providing all students equal access to learning opportunities. Accessibility Resources is the official campus office that works with students who have disabilities (learning, ADD, psychological, visual, hearing, physical, cognitive, medical condition, etc.) to arrange for reasonable accommodations. Students are encouraged to contact Accessibility Resources for a confidential discussion about services and accommodations. Contact should be initiated early in the semester to allow adequate time for services to be arranged. If you believe you have a learning disability that has not been diagnosed, testing may be available.

Accessibility Resources Office Location: Muntz Hall - Room 112L.
Telephone: 513-792-8625 Email: ucba.accessibilityresources@uc.edu

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

KAPLAN NURSING SERVICES

The Kaplan Integrated Testing Program is comprised of a series of online tests and resources designed to evaluate the nursing knowledge of students in an undergraduate program leading to RN licensure. Kaplan offers detailed, user-friendly reports, monitor students' performance on integrated tests and focused review tests, remediation resources, case studies, and NCLEX-RN® Prep materials. Students have access to the NCLEX-RN® Q-bank during the final semester and a Kaplan NCLEX-RN® Review course (classroom or online) after graduation. This ensures a smooth transition for students from nursing school to successfully passing the NCLEX-RN® exam.

Additional information can be found on the Kaplan website when the student enrolls in the program. <http://www.kaptest.com/nursing/nclex-prep>

The Kaplan Integrated Testing Program fee can be found on the UC Office of the Bursar website (Heading: Special Course Fees): <http://www.uc.edu/bursar/>.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

Math Assessment Policy

General Guidelines for Medication Calculations/Math Testing.

All medication calculation tests will be given at a time and day established by the faculty. At a minimum, students will be notified of initial testing dates/times at least 1 week prior to the beginning of the term or session.

All math tests will be given in the same or similar environments. The first test may be given during a scheduled class or lab time. Subsequent tests generally will be scheduled outside of class time. Students who are not present for a required math test will receive a score of 0. This will count as a chance in the total number of attempts. No tests are to be administered in the clinical area.

- 1- Students may use a basic four (4) function Calculator only during testing or use calculator in ExamSoft. No scientific calculators or phones will be allowed.
- 2- The policies listed below are the minimum requirements to be followed regarding Medication calculation competency tests. Math questions will also be found on routine course exams that are given throughout the term.
- 3- Preparation: Faculty will post resources and practice tests to help students prepare for course level math tests. Students are encouraged to review a variety of resources in preparation for math tests
- 4- Students who are not successful in passing the math test are required to remediate prior to taking each subsequent math test in which the student does not score 100%
- 5- Students are required to achieve 100% on a 10-question math test and will be allowed 3 attempts. Failure to achieve 100% after three attempts will result in the student being withdrawn from the course without grade penalty.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE
Associate Degree Program in Nursing

Math Assessment Policy

| Level based testing | Course Based Testing | Competency | Process | Failures/ Progression |
|-----------------------|----------------------|---|--|---|
| Traditional Nursing I | Fundamentals | Basic conversions and math calculations | Students will be tested a maximum of 3 times during the first 3 weeks of the term for 15 week semester courses. Students not present for testing will receive a 0 for the attempt that counts towards their total number of chances. | Students unable to achieve a 100% by the end of the testing period will be withdrawn from the course, without grade penalty |

Approved and Adopted 04/30/2019

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

Math Assessment Policy

| Level based testing | Course Based Testing | Competency | Process | Failures/ Progression |
|------------------------------|-----------------------------------|---|--|---|
| Traditional Nursing II | Acute Care Across Lifespan | Basic conversions and math calculations including basic IV rate calculations. | Students will be tested a maximum of 3 times during the first 3 weeks of the term for 15 week semester courses and within the first 2 weeks of the term for 7week half semester courses. | Students may not administer medications during clinical on their assigned unit until they have successfully passed the math competency test for this level. |
| Traditional Nursing IV and V | Mental Health Pediatrics OB | Medications calculations of drugs specific to specialty areas. | Students not present for testing will receive a 0 for the attempt that counts towards their total number of chances | Students unable to achieve a 100% by the end of the testing period will be withdrawn from the course, without grade penalty. |

Approved and Adopted 04/30/2019

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE
Associate Degree Program in Nursing

Math Assessment Policy

| Level based testing | Course Based Testing | Competency | Process | Failures/ Progression |
|----------------------------|---|---|---|--|
| Traditional Nursing VI | Care of the adult with complex health care concerns | <p>Drug dosage calculations, conversions, IV drip rates, titrations, microgram dosing calculations, and drug dosing/kg/time calculations.</p> <p>Medications calculations of drugs specific to specialty areas.</p> | <p>Students will be tested a maximum of 3 times during the first 2 weeks of the term for 15 week semester courses.</p> <p>Students not present for testing will receive a 0 for the attempt that counts towards their total numbers of chances.</p> | <p>Students may not administer medications during clinical on their assigned unit until they have successfully passed the math competency test for this level.</p> <p>Students unable to achieve a 100% by the end of the testing period will be withdrawn from the course, without grade penalty.</p> |

Approved and Adopted 04/30/2019

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

COURSE TESTING

Course testing and student procedure for promoting academic honesty:

Cheating and Plagiarism are subject to disciplinary action as outlined in the UC Student Code of Conduct: http://www.uc.edu/conduct/Code_of_Conduct.html

1. General Exam Guidelines

- a. Prior to the exam faculty may give students the approximate amount of questions for each concept/exemplar.
- b. Students will sit every other seat and every other row or via a seating chart.
- c. Students may only have pens/pencils, scratch paper, and computer at their desk during the exam. Scratch paper will be available from the proctor and must be kept covered at all times. Students will sign the scratch paper and turn it in to the proctor prior to leaving the testing area.
- d. ExamSoft exams must be downloaded **by the student** prior to entering the testing room.
- e. On test day, students must have all programs closed such as Microsoft Office Documents on their computer before entering their pass code and beginning the exam. Microsoft Office Documents not saved and closed during the test will be lost. In addition, students will turn off their antivirus software before beginning the exam and will turn it back on after the exam is complete if antivirus software is on the computer.
- f. If a student is late to an exam, no additional time will be given. If a student does not have the test downloaded prior to entering the testing room, no additional time will be given while the student downloads the exam.
- g. Students should arrive 10 minutes early to ensure enough time to set up their computer.
- h. At least two proctors will be at every test
- i. Place all books, bags/purses, cell phones/wireless devices, food and drink etc. at the back and sides of the classroom. Turn all devices including cell phone OFF except for your computer
- j. No caps with a brim (i.e. baseball) can be worn during testing
- k. Students will use the provided calculators or the calculator in ExamSoft- no sharing of calculators
- l. Faculty will walk around to proctor/observe students
- m. Faculty will not be able to define words or answer questions during testing
- n. No talking during testing please
- o. Test results will be distributed via Blackboard
- p. If a student needs to use the bathroom during testing, the student must raise hand and be escorted to the bathroom. Two students cannot be in the bathroom at the same time.
- q. Students who have not met the clinical performance objectives will receive an "F" for the nursing course and are not obligated to take the final exam.

2. Specific Computer Exam Guidelines (in addition to above)

- a. The student is expected to come with his or her own assigned username and password (ExamSoft, Kaplan).
- b. Computers must be fully charged and able to have power for the duration of the exam.
- c. Computers must meet requirements for ExamSoft use.
<https://examsoft.com/dotnet/documents/sitehelp/minspecs.aspx>

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

COURSE TESTING

- d. Exams must be downloaded by the student during the specified download availability AND prior to the beginning of the testing period (ExamSoft only)
- e. Students will be given the password to the exam and start the exam at the direction of the test proctor.
- f. Students will be allowed to go back to questions and change answers as needed. The computer will not automatically shut off when the exam time is up. The proctors will keep time and alert students when the test session is over. The student must upload their test at that time.
- g. Before leaving the exam area (if using ExamSoft), the student will raise hand for proctor to verify green screen and check mark present, indicating successful upload. Scratch paper will be signed by student and handed to the proctor at that time.

3. Missed Tests

Students are expected to be present for all scheduled examinations. If the student has an unexcused absence on a test day (see attendance policy), the student will have 3 percentage points deducted from the score of the exam. **If absent for a scheduled exam, it is the student's responsibility to notify the faculty responsible for his/her tests or the course coordinator at least one hour prior to the test.** Students who are unable to attend the exam must not download the exam file prior to the scheduled exam date. If the exam has been downloaded, the student should not attempt to access the exam. If it is noted that the exam has been accessed, it is a violation of the UC Student Code of Conduct and dismissal from the program may occur.

- a. Faculty will notify the student when/if a make-up test is available
- b. The student will receive an alternate version of the exam.
- c. Faculty will schedule a room and make arrangements for a proctor
- d. Students that test in Accessibility Resources will take the make-up test in Accessibility Resources

4. Review of Exams

- a. Test reviews are provided as student learning experiences. Students have an opportunity to view test questions, test answers, and rationales for both the correct and incorrect answers. Students are not permitted to write down, copy or record test questions or answers while reviewing the tests.
- b. If a student would like faculty to consider an alternate answer to a test question, the student needs to submit in writing a rationale for an alternate answer. The rationale should contain reference to a scholarly publication (preferably the course textbook).
- c. Each exam is only allowed to be reviewed one time.
- d. Students that score 80% or less on exams will be instructed to make an appointment with their full-time faculty contact to review their report analysis from ExamSoft and utilize one of the attached self-analysis templates.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

COURSE TESTING

5. Classroom Test Review

Classroom test review is the review that occurs shortly after a test in which faculty will review each question, answer, and rationale. The test review will be scheduled ahead of time and all students are expected to attend. If not all students took the exam prior to this scheduled review, it will be rescheduled and students will be notified in advance of the new date/ time.

- a. Two faculty will be present.
- b. Students enter the room and place all belongings to the perimeter of the room. Nothing is allowed to be at the student's desk.
- c. Courses may choose to use a student sign in sheet
- d. No writing during test review
- e. Talking should be minimal. No challenging of test questions should occur at this time
- f. Faculty will quickly review each question and ask if there are student questions after reading the rationale. Questions will not be debated at this time. If a student remains confused about the question, the student must contact faculty during office hours for further explanation.

6. Individual Test Review

If a student cannot attend the scheduled classroom review and wants to review the test, he or she must notify faculty immediately and schedule an individual test review within a 5-day period after all exams have been taken.

7. Miscellaneous

- a. All students will be given a report from ExamSoft after each exam that provides an analysis of their strengths and areas needing improvement. This will provide the student with useful information on where to focus their study for future exams, including the comprehensive final in each course.

By admission to or attendance at the university, a student accepts the responsibility to comply with the Student Code of Conduct (SCOC) and the rules and policies of the University of Cincinnati.

Title: Conduct, rights and responsibilities: Student code of conduct: Division: 40: Students
Number: 40-5-05

http://www.uc.edu/conduct/Code_of_Conduct.html

Revised and Approved: 6/ 21 /17

Revised and Approved 4/30/19

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

COURSE GRADING AND PROGRESSION

1. Computation of grades

- a. A numerical grade is given for the classroom portion of the course. Clinical and other assignments/projects must achieve satisfactory status for completion of course.
- b. Students having academic difficulty should make an appointment with their faculty.

2.

3. Grading Scale for the UC Blue Ash Nursing Department

| Grade | Range | Description |
|-------|----------|-------------|
| A | 93-100 | Passing |
| A- | 90-92.99 | Passing |
| B+ | 88-89.99 | Passing |
| B | 86-87.99 | Passing |
| B- | 84-85.99 | Passing |
| C+ | 81-83.99 | Passing |
| C | 78-80.99 | Passing |
| C- | 75-77.99 | Not Passing |
| D+ | 72-74.99 | Not Passing |
| D | 70-71.99 | Not Passing |
| D- | 68-69.99 | Not Passing |
| F | 69.99-0 | Not Passing |

There is no rounding of grades.

- a. A grade of C or above must be earned in all required nursing courses [see grid above]. A student cannot advance in the Nursing Program if a grade of C- or below is earned in any required nursing course.
- b. A grade of C or above must be earned in all general education, math, and science co-requisites. A student cannot advance in the Nursing Program if a grade of C- or below is earned in any required general education or math and science co-requisites.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

ATTENDANCE

Obligation of UC Blue Ash Nursing Program

According to the Ohio Board of Nursing, the UC Blue Ash Nursing Program has an obligation to ensure that students have the opportunity to participate fully in the clinical hours designated on the syllabus. Should a clinical be cancelled by the clinical faculty or the university is closed, the hours must be made up hour for hour of missed clinical time. Each course will identify one or two make-up days on the course/semester calendar for this purpose and are the only hours the college and faculty are required to make up.

Attendance expectation: College labs, Simulation and Clinical

Attendance is required at all college labs, simulation and clinical experiences including all clinical conferences and seminars in accordance with the OBN (www.nursing.ohio.gov). It is the responsibility of faculty to protect patients and students. Therefore, faculty members may exclude students from the clinical, simulation, or lab area due to illness, injuries, lack of preparation for practice, inappropriate attire, or any situation deemed unsafe.

Excessive student absence(s) from college laboratory, simulation and/or clinical agency, whether excused or unexcused may result in not meeting the clinical performance outcomes of the course. Not meeting clinical performance outcomes will result in course failure. Course failure will result in the student not being able to progress in the Nursing Program. If a student has more than one unexcused absence from clinical, lab, or simulation in a course, the student will receive a Needs Improvement on the clinical and or lab performance evaluation, will be placed on a remediation plan, and is at-risk for being Unsatisfactory, which will result in course failure.

Notification of Faculty about an absence

If a student is unable to attend a college lab or clinical agency, the student is required to notify his/her assigned clinical faculty at least one hour prior to the start of the scheduled clinical. If a student is unable to attend simulation, the student is required to notify the simulation coordinator at least one hour prior to the scheduled simulation. When notifying faculty the student must provide his/her name, reason for absence, and a phone number where the student can be reached.

Missed Clinical Time

Upon return to the course, the student is responsible for contacting clinical faculty regarding missed clinical time. The clinical faculty and teaching team will determine if the student is meeting the clinical performance outcomes. All course outcomes must be met before the end of the course/semester.

Attendance expectation: Classroom

Attendance is required for all scheduled classes. Absences places the students in academic jeopardy. If absent, progress and continuation in the course may be at risk. Students who anticipate missing one or more class periods should contact the full-time instructor ahead of time, just as they should contact their instructor as soon as possible after an absence. Students are responsible for monitoring their absences during the course. If a student has more than 4 unexcused absences in a full semester course or 2 or more in a half semester course, 5 points will be deducted from the student's course grade.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

ATTENDANCE

Tardiness

Tardiness of greater than 15 minutes from a college lab, clinical, or classroom period is counted as one unexcused absence. Additionally, if a student is not present for the entire college lab, simulation, clinical or classroom period, it is counted as an unexcused absence.

Excused absences

The following are considered excused absences/obligations and are not counted as absences

1. Jury duty, with appropriate documentation
2. Short-term military call-up with appropriate documentation
3. Bereavement day in the event of the death of a family member with appropriate documentation
4. Medical emergency or illness with appropriate documentation from a healthcare provider

Approved 04/02/13

Revised and approved 5/21/19

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

STUDENT PROGRESSION IN MEETING CLINICAL COURSE OBJECTIVES

Throughout a nursing course the student and clinical faculty will meet to discuss the student's progress in meeting the clinical performance objectives. A student concerned about clinical progress should make an appointment with the clinical faculty. In addition, when a student is not progressing in a satisfactory manner the clinical faculty will initiate a formal remediation plan. In certain situations, when standards and/or practice are violated and a critical incident occurs, remediation may not be possible, resulting in an immediate course failure.

INCOMPLETE GRADES

A student who has received an Incomplete in a required course in the Nursing Program may progress to the next term but the incomplete must be removed by the second week of the next term in order for the student to progress to the next level of the Nursing Program. In accordance with the UC policy, in undergraduate courses, the "I" does not factor into the grade point averages during the quarter immediately after it is awarded. Following that subsequent quarter, the "I" carries zero (0.00) quality points and is calculated into the GPA like the "F" grade. After one (1) year, any "I" grade remaining on the student's record automatically changes to the "I/F," which carries zero (0.00) quality points and affects the student's GPA like the "F" grade.

ACADEMIC MISCONDUCT OR NONPROFESSIONAL BEHAVIOR

Any student determined to have unprofessional behavior and/or a violation of the ANA Code of Ethics will not be considered for re-admittance to the Nursing Program. Students are expected to comply with both the University Of Cincinnati Student Code Of Conduct and the ANA Code of Ethics as outlined in the Blue Ash College Nursing Program Student Handbook. UC code of conduct link: http://www.uc.edu/conduct/Academic_Integrity.html

Revised: 3/2017

GRIEVANCE PROCEDURE

Information regarding the University of Cincinnati Grievance Procedure can be obtained at the following Link:

<http://www.uc.edu/content/dam/uc/ombuds/docs/Undergraduate%20Student%20Grievance%20Policy.pdf>

Revised: 3/2017

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

CLINICAL PROGRESSION DURING GRIEVANCE PROCEDURES

Students who have filed a formal grievance can continue in the Nursing Program while the complaint is being addressed. The Grievance Hearing should be held before the start of the next term if at all possible. Every effort will be made to have the hearing occur before the next course begins. If the hearing does not occur before the start of the term, the student may attend the classroom and clinical component of the course until the outcome of the hearing is known. The grievance will be carried out as outlined in the University of Cincinnati's Grievance Policy found at: <http://www.uc.edu/content/dam/uc/ombuds/docs/Undergraduate%20Student%20Grievance%20Policy.pdf>

Revised: 3/2017

ADDS/DROPS/WITHDRAWL

Students are encouraged to make an appointment with their assigned advisor prior to adding/dropping/withdrawing from courses. Students are responsible for knowing the pre-requisites/co-requisites for courses in the program.

Students must follow the UC policy for add/ drop/ withdrawal:

http://www.uc.edu/registrar/policies_and_procedures/add_drop_withdrawal.html.

Students wishing to withdraw from a nursing course must inform their clinical instructor and the nursing advisor. Students should contact and meet with a clinical faculty member prior to the student's electronic withdrawal. Information on the policy and specific dates can be found at:

<https://www.uc.edu/bursar/faqs/withdrawal.html>

Students who are unsuccessful in or withdraw from half term nursing classes are responsible for dropping any upcoming classes for the next half term or the next full term that they are registered for. Prior to withdrawing from one or more classes, the student is encouraged to review the Return of Title IV (R2T4) information provided by the Student Financial Aid Office: <http://financialaid.uc.edu/eligibility/recalculation/R2T4.html>.

Students who drop/withdraw from a nursing course are not guaranteed readmission into the Nursing Program. Students must follow the readmission policy and procedure in order to be considered for readmission the Nursing Program.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

ACADEMIC LEAVE OF ABSENCE FROM THE NURSING PROGRAM

Students who need to withdraw from a nursing course prior to the first test of the term and are planning to return to the Nursing Program may request an Academic Leave of Absence from the Nursing Program. Students who have already taken tests in the course, are in good academic standing, and are planning to return to the Nursing Program, may be considered for an Academic Leave from the Nursing Program on a case-by-case basis.

To be granted an Academic Leave of Absence a student must meet with the Department Chairperson to discuss the nature of the request. Medical conditions will require a note from the student's Health Care Provider stating why the student can no longer meet the Essential Functional Abilities. Personal reasons will require that the student discuss with the department chair why he/she can no longer continue under the current situation.

Meeting with Department Chair does not guarantee that a student will be granted an Academic Leave of Absence.

Students who are granted an Academic Leave of Absence from the Nursing Program must submit a written request to the Nursing Department Chairperson for readmission to the Nursing Program by a predetermined Nursing Department deadline.

An Academic Leave of Absence from the Nursing Program does not count towards the one course withdrawal referenced in the Readmission Policy. Students are allowed only one Academic Leave of Absence from the Nursing Program.

Reviewed: 2017

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

Military Activation Policy

The academic community at the University of Cincinnati Blue Ash College includes a number of veteran and military students. Military students, including those in the Reserve or National Guard, may be called/ordered to active duty which could cause the student to be absent from the nursing program for an extended period of time. This policy is intended to provide guidance in the case of military activation, and subsequent leave of absence from the nursing program.

If a student is called to active duty during the semester, course faculty should immediately be notified, and then the student should contact the Veterans Programs & Services (VPS) office at 513-556-6811, or by email at vetcert@uc.edu.

To be granted a military activation leave of absence, the student must submit a copy of the activation orders to course faculty, follow the steps outlined by the office of Veterans Programs & Services (<https://www.uc.edu/campus-life/veterans/faqs.html>), and must meet with the Nursing Department Chair. A student success plan will be developed in conjunction with course faculty and the Nursing Department Chair on a case-by-case basis. This individualized plan must be successfully completed prior to re-entry into the Nursing Program.

Students who are granted a military activation leave of absence from the Nursing Program must submit a written request to the Nursing Department Chairperson for readmission to the Nursing Program. A military activation leave of absence from the Nursing Program does not count towards the one course withdrawal referenced in the Readmission Policy.

Approved 04/28/2019

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

RE-ADMISSION POLICY

The student who leaves the Nursing Program for any reason, (i.e. unsuccessful completion of a course or withdraws from a nursing or co-requisite course), may not continue in the Nursing Program. Eligible students may apply for re-admission to the Nursing Program. Both the lecture and clinical component of the course must be re-taken if the applicant is granted re-admission.

The Nursing Department Student Committee reviews all applications for re-admission. The Nursing Department Chairperson, in conjunction with the Student Committee, makes decisions regarding re-admission. Eligible students are readmitted based on space availability and the student's preparedness to return. Students may be re-admitted one time only. Remedial work may be required as a condition for re-admission.

Eligibility Criteria:

- Applicant has successfully completed the first nursing course: Nursing I or Nursing Transitions. (Unsuccessful completion of the course or withdraw from the first nursing course will require the applicant to reapply via the selective admission process to the Nursing Program.)
- Applicant communicated with his/her last designated full time faculty member regarding the circumstances of the withdrawal/failure.
- Applicant received a positive recommendation for re-admission from the course teaching team.
- Nursing Program curriculum requirements effective at the time of re-admission are met. (OBN Program Policy 4723-5-12)
- GPA is at or above a 2.0.
- Applicant has not previously been readmitted.
- Applicant has not been out of the program more than 1 academic year.
Exceptions will be individually reviewed for applicants who have consistently shown progress in the Nursing Program and submit a written request. The Nursing Department faculty will make the re-admission by exception decision.

Approved 4.29.15 | Reviewed 3/2017 | Revised 01/08/2018

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

RE-ADMISSION PROCEDURE

Application for re-admission to the Nursing Program requires three steps to be completed by the applicant.

Step one:

The applicant is required to submit a complete electronic packet (see below) to the Nursing Program Coordinator by the established deadline.

Content of the Electronic Packet:

1. An unofficial current transcript (opened degree audit) of all courses taken at the University of Cincinnati or given credit for by the University of Cincinnati and current GPA.
2. A typed letter stating why the applicant believes she/he should be granted readmission to the Nursing Program.
3. The letter content should include but is not limited to:
 - a. What you have been doing during your time away from the program? The reasons you feel ready to return. An assessment of the issues you faced during your time at UC Blue Ash and how they have been addressed.
 - b. Statement of specific measures/strategies to improve the probability of being successful upon re-entry to the Nursing Program.
 - c. An honest assessment of the challenges you might face if readmitted and a plan for how you will address these challenges?
 - d. A detailed plan for maintaining current nursing knowledge.
 - e. The name of the clinical and/or designated full time- faculty member for the last nursing course attended by the applicant.
4. The completed electronic packet must be emailed to nursing@ucblueash.edu
5. Deadlines for Students Seeking Re-admission:

| Semester Student Wishes to Return | Completed Re-admission Request <u>Due</u> |
|---|--|
| Fall Semester | February 15 |
| Spring Semester | August 15 |
| Summer Term | February 15 |
| Incomplete re-admission packets and/or late readmission packet submissions will not be considered. | |

6. The Nursing Program Coordinator will forward the applicant's completed re-admission packet to the Department Chair and the Student Committee members. A ranking system will be used by the Nursing Department Student Committee for all re-admission packets. Criteria for ranking are based on:
 - a. Faculty evaluation/Exit form(s)
 - b. Current GPA
 - c. For LPN-RN students: Admission test score, as available.
 - d. Re-admission request letter.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

RE-ADMISSION PROCEDURE

Step two:

Upon conditional offer of re-admission the applicant is required to meet with the Chairperson of the Nursing Department to discuss remediation requirements. The student must then complete all remediation requirements.

Step three:

Upon offer of re-admission the applicant is to submit evidence of current and completed critical requirements per the Nursing Student Handbook.

Revised 4.2.13 | Revised 4.27.15 | Revised 08.15.2018

GRADE REPLACEMENT POLICY FOR REPEATED COURSES

Information regarding the University of Cincinnati policy on grade replacement can be found at: http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html

ESSENTIAL FUNCTIONAL ABILITIES FOR STUDENTS ENROLLED IN THE NURSING PROGRAM

The following essential functional abilities must be met by all students with or without reasonable accommodation:

1. The student must be able to safely and competently push, pull, lift and transfer adult and pediatric patients to chair, commode or other locations, as well as operate health-related equipment.
2. The student must be able to roll a weak or immobile patient from side to side in order to provide care, treatment, or administer medication.
3. The student must possess the manual sensitivity and dexterity necessary to operate health equipment and perform certain skills requiring fine motor coordination such as dressing changes, catheterizations, medication administration, pulse assessment, etc.
4. The student must possess the visual acuity necessary to read, compute and identify objects correctly.
5. The student must be able to communicate effectively with others. A student must be able to interpret environmental cues and both audio and visual stimuli.
6. The student must be CPR-certified at the level of Health Care Provider and be able to competently begin and administer CPR.
7. The student must be able to engage in clinical activities for a sustained time in the laboratory and clinical environments without adverse health problems.

Approved 04/03/07

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

DISTANCE LEARNING POLICY

The UC Blue Ash Associate Degree Program in Nursing offers online web enhanced and hybrid or blended nursing courses. The Quality Matters™ (QM) Rubric Standards will be used to guide online course design to include: the development and organization of the Blackboard (Bb) course web site; the development of online content and learning activities; and the promotion of student learning in an online delivery method. The QM Rubric is research-based and was developed in conjunction with best practices in the industry. Quality Matters™ is the quality assurance program chosen by the University of Cincinnati and UC Blue Ash College for its online courses and online course components. Additional information about the Quality Matters™ Program is available at:

<https://www.uc.edu/employees/quality-matters.html>

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

TECHNOLOGY SKILLS/HARDWARE REQUIREMENTS

Students are expected to possess and maintain specific basic/minimum technology skills if enrolling in the Nursing Program.

1. Student Must Possess: Self-Directed Motivation

- a. Students must be able to:
 - I. Motivate themselves for learning online content without a face-to-face instructor
 - II. Create a plan for accomplishing tasks and assignments
 - III. Create and work toward meeting academic and organizational goals.
 - IV. Complete and honest self-assessment of online learning and technical abilities

2. Student Must Be Able To Perform The Following:

- a. Troubleshoot and/or problem solve and use available resources to solve technology related problems:
 - i. Course faculty are not technology resources
 - ii. Send an E-mail using bearcat online UC email account.
 - iii. Any email to course faculty must be from the student's UC email account. Faculty will not respond to email from any other email provider.
 - iv. The email must contain a salutation.
 - v. The email must contain a signature/student name.
- b. Utilize STARFISH to request an appointment with course faculty Navigate through multiple pages of Bb
 - i. Use the "bread crumb trail", back button or course tabs Navigate through multiple features of Bb.
 - ii. Change personal information.
 - iii. Send an email through Bb to course faculty, select students, etc.
 - iv. Create, save, relocate, and attach a WORD document to an assignment link in Bb.
 - v. Post a thread and/or comments to Bb discussion board.
 - vi. Complete surveys and/or quizzes through Bb.
 - vii. Mark documents on Bb as "reviewed."
 - viii. Make text entries and/or attach text files or photos to Bb blogs and journals.
- c. Utilize e-books through the UC library web site Navigate the KAPLAN web site Complete online searches for journal articles related to evidence-based nursing practice in scholarly journals Complete online searches for other scholarly resources
 - i. discern between scholarly and unscholarly sources for information Retrieve and download full-text journal articles
 - ii. Save to and recapture documents on a portable storage (USB) device
 - iii. Check grades, attached files, and view faculty comments through Bb gradebook Open and read a PDF file; install a PDF Reader if necessary
 - iv. Create a PDF document
 - v. Use Microsoft WORD and PowerPoint
 - vi. View and listen to MP4 videos through the use of Quick Time, Real Player etc.
 - vii. Download and update software as needed
 - viii. Use an external storage drive

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE
Associate Degree Program in Nursing

TECHNOLOGY SKILLS/HARDWARE REQUIREMENTS

3. Student Must Have Access to These Basic Computer Requirements
 - a. Personal computer/device; Laptop that is 1-3 years old Internet Service Provider (ISP) Connection
 - b. UC Bearcat online Email Account
 - c. PDF Reader (Adobe Reader)
 - d. Network Card (Web Browser) – Internet Explorer; Firefox; Safari
 - e. Firefox is recommended for working within Bb Portable Storage (USB drive; Disk) Anti-virus software

For complete Technology Requirement for Nursing Students:

<http://www.ucblueash.edu/academics/departments/nursing/ipad.html>

Approved 04/22/13 | Revised 08.15.2018

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

STUDENT NURSE CRITICAL REQUIREMENTS AND BACKGROUND CHECKS

Clinical health requirements and background checks will be administered by a UC approved outside vendor. Students will be notified electronically by the company regarding requirements and associated due dates. The student is responsible for the cost of all clinical requirements and background checks.

All records are considered confidential material and will not be released to anyone without the student's written permission. It is the responsibility of the student to ensure that all requirements are kept up to date throughout the entire Nursing Program. Students are responsible for meeting the deadlines to be able to participate in clinical agency experiences which are required in order to pass the course and continue in the Nursing Program.

Criminal Background Check:

There are certain legal convictions that make you ineligible to participate in the clinical portion of the Nursing Program, thereby making you ineligible for completion of the Nursing Program. All students are required to complete criminal background checks, both state and federal. Criminal background check results must be received prior to the stated deadline in your courses, upon readmission, or for any student who, for any reason, has an interruption or non-progression in the Nursing Program for one or more semesters. Clinical agencies may also make the determination whether students may attend clinicals based on background check results. Failure to submit to a criminal background check or make the results available prior to the stated deadlines will prevent the student from participating in the clinical experience, and the student will be advised to withdraw or receive a failing grade (F) in the current course. Students are aware that the results of their background checks and/or drug screenings may inhibit progression in the program.

ImmuniTrax:

Each semester students are required to print a hard copy of the ImmuniTrax form verifying Critical Requirements compliance. The forms will be collected the first day of the course. The form must indicate "Status-Approved" in order for students to participate in clinical experiences.

To Access the Form:

1. Log into ImmuniTrax
2. Click on Immunizations (on the left hand side.)
3. Click on View & History, verify it states, 'Status – Approved.'
4. If your form does not say Status Approved you must review ImmuniTrax to see why you are not compliant, do this before the first day of clinical.
5. Print your status approved verification for submission the first day of clinical
6. Please see the example below:

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

STUDENT NURSE CRITICAL REQUIREMENTS AND BACKGROUND CHECKS



Please send in proof of your immunizations. You may follow the fax instructions on the home screen or upload your documents.

Status - Approved

Copies of Records Received

| Description | Date | Results | Waiver | Expiration | Verified |
|--|------------|-----------|--------|------------|----------|
| CPR Certification | 8/24/2012 | Certified | | | Yes |
| Physical Exam | 7/9/2012 | | | | Yes |
| CPR Certification | 11/2011 | Certified | | | Yes |
| <u>D</u> iphtheria/ <u>P</u> ertussis/ <u>T</u> etanus Vaccine (DPT) | 7/9/2012 | | | | Yes |
| Hepatitis B Vaccine Dose #1 | 7/12/2012 | | | | Yes |
| MMR Dose #1 | 8/22/2011 | | | | Yes |
| MMR Dose #2 | 10/25/2011 | | | | Yes |
| Hepatitis B Titer | 8/3/2011 | Positive | | | Yes |
| Measles Titer | 8/16/2011 | Positive | | | Yes |
| Mumps Titer | 8/16/2011 | Negative | | | Yes |
| Rubella Titer | 8/16/2011 | Positive | | | Yes |
| Varicella Titer | 8/ 16/2011 | Positive | | | Yes |
| Seasonal Flu Vaccine | 7/12/2012 | | | | Yes |
| PPD Test #1 | 8/2/2011 | Negative | | | Yes |
| PPD Test #2 or Annual PPD | 8/ 15/2011 | Negative | | | Yes |
| CPR Certification | 1/15/2013 | Certified | | | Yes |
| Seasonal Flu Vaccine | 11/7/2013 | | | | Yes |
| Physical Exam | 12/10/2013 | | | | Yes |
| PPD Test #2 or Annual PPD | 12/10/2013 | Negative | | | Yes |

Student Illness in the Classroom, College Lab, or Clinical Agency

If a student is experiencing an acute infectious process (e.g., febrile illness, acute respiratory infection, gastroenteritis, and weeping dermatitis) in the classroom, college lab or clinical agency, the student will be asked to leave the classroom, college lab or clinical agency and be sent home. If the student cannot make arrangements for transportation on his/her own, the student's Emergency Contact on file in the nursing office will be called.

Emergency situations will be handled through the emergency 911-response system.

Reporting Illness/Injury/Medical Condition

Nursing students are responsible for reporting illness/injury/medical condition to the clinical faculty. It is important that clinical faculty know of illness/injury/medical condition that may impact the selection of clients for clinical experiences. Students may be required to present a physician's statement to return to class or clinical experiences. If the illness/injury/medical condition has changed (temporarily/permanently) the student's Essential Functional Abilities has to be resubmitted.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

STUDENT NURSE CRITICAL REQUIREMENTS AND BACKGROUND CHECKS

Health Insurance

All students in programs where there is risk of exposure to blood borne pathogens must either have the UC Student Health or the UC Blood Borne Pathogen Insurance Policy. There is an annual fee for the insurance. There is no deductible and no copayment for the student. Nursing students who are readmitted will need to be covered upon returning to the program. OneStop is able to assist with the billing process.

Cardio-Pulmonary Resuscitation (BLS)

All students are required to obtain Health Care Provider CPR Certification prior to the beginning of the Nursing Program. Students must maintain current CPR Certification during the length of their Nursing Program. American Heart Association or American Red Cross certification is acceptable. An online hybrid course is allowable as long as it has a hands-on practice component. Certification card with dates noted will be the required documentation.

Completion of Compliance Training or Competency Testing - Health Insurance Portability & Accountability Act (HIPAA) Training Module:

Federal regulations mandate protection of patients' health care information. All students must complete an online module of introductory training to aide in the understanding of the federal regulations. The training module can be found at the University of Cincinnati Medical Center Continuous Professional Development website at: https://webcentral.uc.edu/cpd_online2/compliance/category.cfm?id=12

1. Select Compliance Training or Competency Testing
2. Under Compliance training select HIPPA Compliance Testing
3. Select HIPAA Privacy Introduction, February, 2016
4. Click on Red UC Login Log in, use your UC central login user name and password
5. Read 10 page document, after completing return to HIPAA Privacy page and complete test
6. Print your certificate
7. Upload a copy of your certificate with your other documentation in Immunitrax.

If you experience problems completing the modules, please click on the contact us button on the website so the site administrator can be made aware of any issues.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

CLASSROOM /COLLEGE LAB/CLINICAL AGENCY PREPARATION

Students are expected to complete preparation for classroom, college clinical labs and clinical agency experiences. Students who are prepared for the classroom, college lab and clinical agency have greater success in the program.

CLASSROOM PREPARATION

Classroom preparation is essential for students' successful progression in the Nursing Program. Two to three hours of preparation outside of class per credit hour/week are generally necessary to meet course objectives. All nursing courses presume students will use knowledge from prior and concurrently required support courses.

Students wishing to record any lecture should ask the permission of the lecturing faculty.

NURSING COLLEGE LAB PREPARATION

Students are expected to practice skills in order to become competent. Students will have the opportunity to have additional skills practice during open lab hours. In addition, students may wish to make an individual appointment with the Educational Specialist or faculty.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

CLINICAL AGENCY PREPARATION

Clinical agency preparation varies with each clinical course. Clinical faculty will communicate to the students the required preparation needed for the clinical agency experience. Students are required to complete preparation before arriving for clinical practice as directed by faculty. In some clinical courses, the student will be required to go to the clinical agency the day before his/her scheduled clinical in order to obtain the patient assignment. During this time the student will be collecting data on his/her assigned patient from the medication file, chart, etc. The student will not be giving any patient care during this time.

Students are only permitted to give patient care while under direct supervision of clinical faculty.

In compliance with Federal law, students may not reproduce in part or whole, any parts of the client's medical record for the purpose of completing program assignments. The student may not remove or record any identifying medical information from the clinical agency. Students may remove preparation materials that clinical agencies have deemed non-confidential and non-identifying.

Students who are not prepared for patient care at the clinical agency or not appropriately dressed for clinical agency may be sent home. Students who are sent home will be required to make up the missed clinical agency time.

CLINICAL CONFERENCES

Students are required to attend their scheduled clinical evaluation conference(s) for clinical courses before they can advance to the next nursing rotation/course. The purpose of these conferences is to discuss the student's achievement and progression in meeting the clinical performance objectives. If unable to keep an appointment, the student is expected to contact his/her clinical faculty prior to the scheduled appointment. If unable to reach the clinical faculty, the student should contact the Nursing Department (513) 745-5665.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

WRITTEN ASSIGNMENTS

The student enrolled in the Nursing Program will be responsible for a variety of written assignments.

1. Faculty will explain written assignments (typed or electronic) and their respective due dates along with submission criteria during each nursing course.
2. It is the student's responsibility to submit written assignments at the time and date designated by faculty.
3. If a student is unable to submit a written assignment due to illness or an emergency, the student must contact the individual faculty member regarding the assignment. If unable to reach the faculty member, the student should contact the Nursing Department (513) 745-5665.
4. The faculty of the specific course will determine the criteria for accepting or grading late written assignments.
5. Any student who plagiarizes (examples include but not limited to: copying another student's care plans or independent written work) may be dismissed from the Nursing Program following the guidelines outlined in the UC Student Code of Conduct <https://www.uc.edu/campus-life/conduct/student-code-of-conduct.html>
6. All assignments must be typed or written legibly. Illegible assignments will be returned.
7. Unsatisfactory written assignments will be returned to the student for improvement or the student may receive an unsatisfactory grade on the assignment.
8. Cheating and Plagiarism will be subjected to disciplinary action as outlined in the UC Student Code of Conduct: <https://www.uc.edu/campus-life/conduct/student-code-of-conduct.html>

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

TOBACCO FREE/SMOKING

As of May 1 2017, the University of Cincinnati became tobacco free. Tobacco is defined as all tobacco-derived or tobacco-containing products including, but not limited to, cigarettes, electronic cigarettes, vaporizing devices, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spit less, smokeless, chew or snuff) and nasal tobacco (e.g., snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring or the smoking of any other substance, which delivers nicotine. This policy applies to the entire UC community, including but not limited to: students, employees (faculty, staff, and administrators), trustees, visitors, volunteers, vendors, and contractors who are on property and facilities owned or operated by UC. If you have a question that has not been answered, please feel free to direct it to: tobaccofree@uc.edu.

Therefore, no smoking permitted during any clinical learning experience on campus or off when involved in a UC Blue Ash student clinical or activity.

To learn more about this initiative, please see the following link:

<http://www.ucblueash.edu/now/2017/03/17/tobacco-free-uc-uc-campuses-go-tobacco-free-may-1-2017/>.

In addition to the University policy, possession or use of all tobacco products and/or paraphernalia, including but not limited to cigarettes, electronic cigarettes, vaporizing devices, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew or snuff) and nasal tobacco (e.g., snus) are prohibited during any clinical learning experience on campus or off when involved in a UC Blue Ash student clinical or activity. The UCBA Department of Nursing is joined by nearly 20 local hospitals implementing this health initiative.

If you are interested in more about available smoking cessation at UC, please call (513) 584-4457 between 8:00AM and 4:30PM - Monday through Friday, or visit

<https://www.uc.edu/hr/bewelluc/tobaccofree/cessation-resources.html>

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

SEVERE WEATHER/TORNADO

The Public Safety Office will notify students of severe weather/tornado via the Blackboard/email/text system. If students are unsure of the desired response during the event, the students should listen to the radio/TV, access Blackboard, or visit the UC website for more information.

If there is a delayed start for classes to begin, announcements will be made by clinical and/or classroom faculty regarding if and when classes will be held. It is the student's responsibility to check Blackboard and e-mails for such announcements.

Faculty and students need to be aware of the severe weather/tornado and emergency response systems of the county in which they attend clinical agency. There may be need for the clinical faculty to delay or cancel clinical agency time based on the weather in the county of their clinical agency.

Clinical Time and University Closure:

When campus is closed due to inclement weather, all on campus activities at UC Blue Ash are cancelled. However, if clinical sites are open (e.g. hospitals) the clinical will be held according to the normal schedule. The Ohio Board of Nursing requires Nursing Programs to offer the number of clinical hours advertised. If the Nursing Department cancels clinical, the cancelled days must be made up. If individual students feel they cannot attend for any reason they should follow the directions for reporting absence as stated in the Student Handbook. In the event of a level 3 snow emergency or its equivalent in the clinical site's respective county, the clinical will be canceled. If a level 3 snow emergency or its equivalent is declared in the student's county of residence, students will follow the missed clinical time as stated in the student handbook.

POLICY FOR STUDENT POSTING OF FACULTY MATERIALS

All course materials, including but not limited to lecture guides and handouts, are the intellectual property of faculty. Such materials, lecture guides, handouts, etc. may not be reproduced in part or whole distributed or transmitted in any written form or by any other means including but not limited to the Internet and/or web page postings without the written consent of the individual faculty who retains ownership of the materials.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

CLASSROOM AND CLINICAL PROFESSIONAL BEHAVIORS

1. Students are expected to conduct themselves in a professional manner during class, college lab and clinical experiences.
2. Students are expected to arrive to class, college lab and clinical on time.
3. Electronic media devices must be turned off or be set on the silent mode and not on the person, so audible signals do not interrupt class, lab, clinical, simulation, testing or conference time.
4. Cell phone calls/conversations/messages are not permitted during class, lab, clinical, simulation, testing or conference time.
5. Children or uninvited guests are not permitted in any classroom, lab college or clinical setting. Loud or disruptive behavior is not tolerated.
6. Students who do not adhere to these behavior expectations will be asked to leave the classroom, college lab or clinical setting.
7. A pattern of unprofessional behavior as identified in the clinical performance evaluation will result in clinical failure & dismissal from the Nursing Program.
8. Faculty will follow the UC Student Code of Conduct when addressing any unprofessional student behavior in the class, lab or clinical setting. For a copy of the UC Student Code of Conduct: http://www.uc.edu/conduct/Code_of_Conduct.html.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

OHIO BOARD OF NURSING CODE OF CONDUCT

According to the Ohio Board of Nursing Ohio Administrative Code 4723, the program administrator and faculty shall also implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but not limited to: <http://codes.ohio.gov/oac/4723-5-12>

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code
9. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
 - a. Engage in behavior to seek or obtain personal gain at the patient's expense;
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships;
 - d. Or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE
Associate Degree Program in Nursing

OHIO BOARD OF NURSING CODE OF CONDUCT

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:

- a. Engage in sexual conduct with a patient;
- b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a Patient other than the spouse of the student in any of the following:

- a. Sexual contact, as defined in section 2907.01 of the Revised Code;
- b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the Nursing Program, its administrators, faculty, teaching assistants, preceptors, or to the board.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE
Associate Degree Program in Nursing

OHIO BOARD OF NURSING CODE OF CONDUCT

24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

STUDENT DRESS CODE

The nursing student's professional appearance and attire influences patient care as well as the public's image of nursing. Whether the nursing student is providing care for the acutely ill patient in a hospital setting or teaching the family in the home, she or he is being scrutinized by others who are forming mental images about nurses and nursing. The public's perception of nurses and nursing may influence the effectiveness of nursing practice and should be considered as the nurse provides care. The nursing student is expected to provide an environment that enhances and promotes healing. This is accomplished in a number of ways. The student will maintain a professional appearance and attire that is neat, clean, and appropriate. The student will provide a hygienic, unobtrusive, calm, and comfortable environment that focuses on the needs and a healing of the patient. In keeping with these commitments the program has adopted the following policies: Students are expected to maintain a professional appearance in the clinical setting. A list of required items, including uniform and equipment, needed for the program are listed below.

Students are required to adhere to the UC Blue Ash Nursing Student dress code and to clinical agency dress code policies. A student may be sent home from a clinical facility and/or campus labs for failure to comply with the UC Blue Ash nursing student and/or clinical agency dress code policies.

Required Items:

In order to maintain a professional and consistent appearance, a uniform vendor, approved by the University, has been selected by the Nursing Department to supply selected required items. These items include monogrammed uniform and supplies. Additional required items may be purchased from the approved vendor or from a vendor of your choice.

Items required to be purchased through the approved vendor.

1. Black Clinical Uniform (black tops with UC Blue Ash logo and black pants)
2. Nursing Equipment Bag & Supplies
3. White Lab coat with UC Blue Ash logo (optional)

The following item can be purchased from the approved vendor or from a vendor of your choice:

1. Watch with second hand
2. Stethoscope
3. Blood pressure cuff
4. Shoes

Order forms will be provided at students' orientation. It is the students' responsibility to order the required items by the dates provided by the vendor to ensure timely receipt.

Dress code for College Lab and Clinical Agency:

Shirt-from approved uniform vendor:

1. Black uniform top with UC Blue Ash logo on left breast
2. Sized appropriately to provide a well-groomed appearance

UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

Associate Degree Program in Nursing

STUDENT DRESS CODE

Pants-from approved uniform vendor:

1. Black uniform pant
2. Sized appropriately to avoid touching the floor

Lab coat-from approved uniform vendor:

1. White, long sleeve jacket style lab coat with UC Blue Ash logo on left breast (optional)

Skirt-Optional

1. Black, sits at natural waist- no embellishments
2. Skirt must cover half the knee cap

Footwear

1. Plain, white or black leather shoes, no colored logos/decoration
2. Closed toe and heel (no clogs)
3. White or black socks at least crew length
4. Flesh tone or black panty hose with skirts

Undergarments

1. Undergarments need to be flesh tone in color with no designs/writing
2. Undergarments (including tank tops) should not be visible underneath or outside the uniform.
3. Student may wear long-sleeved black shirts under the black uniform top

Miscellaneous

1. All uniforms must be neat, clean and ironed if needed
2. A student must be clearly identified as UC Blue Ash nursing student at all times. This involves wearing a student University ID badge which can be obtained from UC Blue Ash student services or security along with the student nurse placard. In addition, clinical agencies may require an agency identification badge. Proper identification procedures will be explained to students prior to each clinical rotation.
3. Students must maintain good personal hygiene.
4. Hair should be clean and under control. Unnatural hair colors are not permitted. Long hair should be secured up with black or white plain ponytail holders, barrettes, or a thin headband.
5. All facial hair must be trimmed and neat.
6. Perfumes, colognes, and body odor should be avoided, the odor of cologne and perfumes can be nauseating and distressing to someone who is ill.
7. Tobacco smoke and odor on clothing, breath, skin, or hair is an impediment to health and can be offensive, and is not acceptable.
8. Wedding bands are the only acceptable type of ring to be worn.
9. A small [<1 cm diameter], single set, post-type earring (non-dangling) may be worn in the soft lobe of the ear. One post earring per ear is permitted; larger studs, hoops or dangling earrings are not permitted.
10. Jewelry in the nose, lips, tongue, eyebrow or any other visible part of the body is not permitted.

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STUDENT DRESS CODE

11. Fingernails must be of a length to ensure medical asepsis [no more than 1/4" from the tip of the finger] and should be well manicured. Clear nail polish may be worn. Artificial nails, and gels are not permitted.
12. No gum chewing or smoking (as defined as the use of tobacco products, including cigarettes, e-cigarettes, cigars, and pipes) is permitted while in uniform.
13. Head scarves, if worn, must be white or black
14. Visible tattoos are to be covered.
15. Failure to comply with the dress code may result in removal from the clinical setting.

Nursing Equipment Bags

The Nursing Program requires the use of a nursing bag or tote to carry the needed medical equipment. The approved uniform vendor is the supplier of the nursing equipment bag. The nursing bag from the approved vendor will include the required supplies needed for the program.

Dress Codes for Home Care/Community Visits:

All dress codes for college lab and clinical agency listed above will apply for home care/community visits except where noted below.

1. UC photo ID badge is to be worn on the shirt with picture facing outward.
2. A lab coat is not worn in the home unless a home care agency policy states otherwise.

Approved 4/21/14 | Revised 6/17/15 | Revised 08.15.2018

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COLLEGE SKILLS AND SIMULATION LABORATORY EXPECTATIONS

The goal of the Skills and Simulation Laboratory is to promote safe, knowledgeable and effective nursing care by demonstrating and reinforcing the highest level of performance and readiness. These following guidelines maintain safety while using the Clinical Skills and Simulation Lab. It is expected that all involved in classrooms, college skills and simulation activities will adhere to these guidelines.

1. Schedule
 - a. The schedule for open lab will be posted on Blackboard and outside of Walters Lab 265.
2. General
 - a. When unoccupied, all lab doors must be closed and locked.
 - b. Children or unauthorized personnel are not allowed in the labs at any time.
 - c. Sign in and out of open lab on provided form.
 - d. All students are expected to come to simulation lab or open lab prepared.
 - e. All electronics (i.e. cell phones, laptops or tablets) are to be turned off during simulation unless previously approved by faculty.
 - f. The clinical skills and simulation center is not a health center for the ill and will not be used for clinical diagnosis or treatment.
3. Dress code
 - a. Closed toe and heel shoes required.
 - b. Long pants are to be worn in the lab. No shorts.
 - c. Shirts with sleeves (long or short).
 - d. All clothes must be clean, free of holes and no inappropriate advertising.
 - e. ID badge must be worn.
 - f. "Uniforms" are to be worn to all scheduled simulations, unless otherwise stated.
 - g. Please follow dress code for college lab classes.
4. Food and drink
 - a. Food and drink are allowed in labs as long as everything is thrown away and left clean.
 - b. No food or drink is allowed in the biology labs.
 - c. No food or drink is allowed near the manikins
5. Equipment and supply use
 - a. Wash hands and wear gloves when working with all manikins.
 - b. Manikins are to be treated with the same care as live patients.
 - c. No ink pens, felt tip markers, iodine or betadine is to be used on manikins.
 - d. All tape and bandages applied to manikins need to be removed from the manikin when practice is complete.
 - e. Any equipment damage report to lab coordinator or faculty as soon as discovered.
 - f. After the use of consumable supplies, record on provided document for inventory replacement.
 - g. After working in the lab, return all equipment to the proper place (if unsure of proper place, ask).

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COLLEGE SKILLS AND SIMULATION LABORATORY EXPECTATIONS

6. Cleaning of labs and equipment
 - a. Shoes are not to be worn when occupying the beds.
 - b. Table and chairs to be clean and put back in place before leaving the lab.
 - c. Place all garbage in proper receptacles.
 - d. Wipe all surfaces with disinfectant wipes before leaving the lab. Wipes are located by the sinks in each lab.
 - e. Beds to be at the lowest level.
 - f. Over-bed tables to be cleaned and placed over the bed.
 - g. Beds are to be properly made (occupied or unoccupied).
 - h. Manikins are to be in a properly made bed or sitting in a chair with a sheet over their lap.
 - i. Soiled linens are to be placed in laundry hampers.
 - j. All supplies and equipment are to be put away in the proper place (if you are unsure of proper place, please ask).
7. Safety
 - a. First aid kits are available under each sink area in each lab (Walters 261, 263, 265, 276)
 - b. Fire extinguishers are located by the exits in Walters 276, 261, 265.
 - c. Emergency procedures and emergency exit routes posted at the exits of each lab (Walters 261, 263, 265, 276)
 - d. Access to the doorways in the labs will be free from obstructions at all times.
 - e. Any accidents, including clean needle sticks, or illness needs to be immediately reported to the education specialist or faculty. Appropriate care will be given, assessment made for needed care and an accident/injury/illness report will be filled out.
 - f. Students will be instructed in safe patient handling techniques prior to practice and demonstration. Caution should be used when practicing lifting skills.
 - g. The wheels of all equipment (beds, stretchers or wheelchairs) are to be locked during practice and after use.
 - h. Do not sit on beds, stretchers or wheelchairs unless practicing that particular skill.
 - i. Contact security as needed at 513-745-5707.
8. Infection control
 - a. Wash hands before and after skills practice and when needed.
 - b. Use barrier protection (eyewear, masks, glove, gowns) when indicated.
 - c. Dispose of soiled materials appropriately.
 - d. Report open lesions or infections.
9. Hazardous waste
 - a. All sharps should be disposed of in the approved receptacles (sharps containers).
 - b. Sharps containers are mounted on the walls above most of the beds.
 - c. If a sharps container is full, please inform the educational specialist or a faculty member.
 - d. Do not try to force any sharps into a full sharps container.
 - e. Do not dispose of trash in the sharps container.

Approved 04/02/13

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AMERICAN NURSES ASSOCIATION (ANA) CODE OF ETHICS

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generations of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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Academic Misconduct or Nonprofessional Behavior

Any student determined to have unprofessional behavior and/or a violation of the ANA Code of Ethics will not be considered for re-admittance to the Nursing Program. Students are expected to comply with UC Student Code Of Conduct, Ohio Board of Nursing Rules and the ANA Code of Ethics.

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SOCIAL NETWORKING POLICY

The Code of Ethics put forth by the American Nurses Association (ANA) provides a statement of ethical obligations and duties of any person entering the profession of nursing. The ANA Code of Ethics makes it clear that the nurse has an integrated personal and professional identity. In the process of becoming a professional, the nurse embraces the values of the profession and integrates those with personal values. "The nurse is responsible for contributing to a moral environment that encourages respectful interactions with colleagues, support of peers, and identification of issues that need to be addressed." The nurse is to behave in a manner congruent with respect for the inherent dignity, worth and uniqueness of every individual.

Social networking refers to any website designed to allow multiple users to publish content themselves. Common examples include, but are not limited to, Facebook, Twitter, personal blogs, web pages etc. The information may be about any subject and is publically accessible. In alignment with the ANA Code of Ethics, nursing students should be mindful of any behavior which may reflect poorly on themselves; their peers, the profession of nursing; Blue Ash College; and/or The University of Cincinnati. Such behaviors include publishing any social network content that may be interpreted unfavorably.

Students are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms must follow acceptable social behaviors and also comply with Nursing Department policies, University regulations, state laws, HIPAA privacy rules, and the ANA Code of Ethics. Online behavior that violates HIPAA privacy laws or other state or federal laws shall result in disciplinary action including removal from the Nursing Program.

The National Council of State Boards of Nursing links to Social Media Guidelines:
https://www.ncsbn.org/NCsBN_SocialMedia.pdf
<https://www.ncsbn.org/347.htm>

As a nursing student, you are a representative of the UC Blue Ash Nursing Department, Blue Ash College, the University of Cincinnati, and the profession of nursing. Please keep the following guidelines in mind as you interact online:

1. Before posting anything, consider HIPAA implications. You should not post client personal health information. This includes medical information, photos, identifiable or unidentifiable patient information.
2. Laws exist which protect others from defamation of character. Online activities/postings may lead to legal action against the author.
3. Copyright laws must be respected.
4. Assume the information you display is available to everyone and anyone, not just to your friends.
5. Potential employers, internship supervisors, graduate program personnel, and scholarship committees now routinely search these sites to screen candidates and applications.

Approved by faculty 6/7/2011

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LICENSURE INFORMATION FOR SENIOR STUDENTS NCLEX EXAMINATION

Graduates of the program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). www.pearsonvue.com/nclex

CRIMINAL BACKGROUND CHECKS

Ohio Revised Code, Section 4723-09, requires that those applying to obtain a license or certificate issued by Ohio Board of Nursing (OBN) must obtain a criminal background check that is completed by the Bureau of Criminal Identification and Investigation (BCII). This includes a check of Federal Bureau of Investigation Records. BCII only accepts electronic fingerprinting. You will find locations around the state which offer electronic fingerprinting on the following website:

www.ohioattorneygeneral.gov

Under "Services" click on "Background Check".

Be sure to choose a location on the website that has (NIWC) listed after the name. Those are the only locations that offer both the civilian (BCI) and the federal (FBI) check. Identify the Ohio Board of Nursing (OBN) as the agency to receive the results. The results of fingerprinting must be mailed directly to the Ohio Board of Nursing in order to be valid.

For your information, prices for this service vary by agency. Criminal Background checks are currently being done through a UC approved vendor.

Criminal background check results are valid for one year.

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STUDENT HANDBOOK SIGNATURE PAGE

This is to certify that I, _____ (print name),
have received the 2019-2020 Student Handbook, I agree to adhere to all practices outlined herein and
to assume personal responsibility to review this handbook periodically during my time in the Nursing
Program.

Student's Name: _____

Date: _____