UTICA

UNIVERSITY

School of Health Professions and Education

Direct Entry Master of Science in Nursing Program

2023

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PURPOSE OF THE HANDBOOK

This handbook is to be used in conjunction with the Utica University Student Handbook, and students are responsible for adhering to the content of both handbooks. Changes in policies and procedures may be made annually and communicated to students via the updated handbook.

The information included in this handbook has been chosen with two purposes in mind. First, an informed student is a better student. We want students to understand the educational goals and mission of the entire program in order to facilitate integration of individual course content into your overall view of the nursing profession.

The faculty and staff take seriously the responsibility of providing students with a quality education that will prepare them to fulfill their responsibilities as a professional nurse. However, the student is the one ultimately responsible for taking full advantage of the program. This handbook provides students with the information necessary for them to take on that responsibility.

NOTICE OF COMPLIANCE

The Department of Nursing adheres to the statement of equal opportunity in every aspect of student recruitment, admission, and retention. It is the policy of Utica University to admit students who can benefit from the educational opportunities it offers and whom the University has the capability to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth. Please review the Utica University non-discrimination policy for more information.

DEPARTMENT OF NURSING MISSION STATEMENT

Our mission is to provide high quality, innovative, and transformational education to diverse learners and professionals to promote equitable healthcare. We prepare nurses to excel in critical reflection, clinical competency, collaboration, caring, and leadership through evidenced-based nursing science. Nurses prepared at Utica University are a vital component of the interprofessional healthcare team, providing safe, quality, and ethical care to diverse populations across the lifespan in a variety of settings.

DEPARTMENT OF NURSING VISION STATEMENT

The Utica University Department of Nursing will be recognized as an innovative center of nursing excellence for learners and professionals. The educators, clinicians, and researchers will inspire the next generation of nurse leaders to respond to the challenges of a dynamic and diverse healthcare environment encompassing the spheres of care.

DEPARTMENT OF NURSING GOALS

1. Liberal Education Foundation: Assimilate theories and concepts from liberal education into generalist foundation practice.
2. Leadership: Practice leadership concepts to deliver high quality health care.
3. Professional Behavior: Incorporate professional standards of moral, ethical, and legal conduct into practice.
4. Clinical Competence: Provide safe, competent care across the life-span.

<h1 style="text-align:center">DEMSN PROGRAM OUTCOMES</h1>

1. Integrate the arts and sciences with nursing science to inform clinical judgement and personal and professional development in advanced generalist nursing practice.
2. Facilitate safe, evidence-based, ethical, and compassionate person-centered patient care to achieve quality health outcomes with diverse patients, situations, settings, and communities.
3. Engage in intra and interprofessional collaboration, critical reflection, and innovation to promote lifelong learning, continual improvement, and inform policy.
4. Demonstrate knowledge of current information and health care technologies and their application to advanced generalist practice.

Academic Honesty Policy

In addition to the Utica University regulations regarding academic honesty (Utica University Catalog), and the Code of Student Conduct, the Department of Nursing faculty has developed the following policy statement: The faculty and students of the Department of Nursing believe that ethical behavior in the American Nurses' Association Code for Nurses implies the highest standards of honesty and integrity, and applies equally to nursing students and practicing nurses. All aspects of the Department of Nursing life and culture are designed to further the achievement of these standards. Students should maintain academic honesty at all times. Students must do their own work on all tests and assignments without the use of Artificial Intelligence (AI). Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals' work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty. Refer to the Utica University Academic Honesty site.

Statement on Artificial Intelligence
Artificial Intelligence (AI) software (e.g. Chat GPT) should not be used for writing assignments in this class. Please be aware that although AI appears to make writing easy, the work it produces is not always reliable and accurate. In addition, using AI is fairly easy to detect. More importantly, if you choose to let AI write a paper for you, you will lose the ability to learn, grow, and develop important skills that are part of the ultimate goal for attending this university. If you use AI, you are committing plagiarism (i.e., using ideas and words that are not your own) and are not fulfilling the requirements associated with writing your own paper. Plagiarism is a form of cheating and will be penalized accordingly.

The nursing faculty will follow Utica University's Process regarding academic dishonesty if the use of AI is detected. Tools used to check writing, such as the autocorrect feature in Google Docs and Grammarly, are acceptable for editing **your** work. AI technology may include the use of programming engines, software, and/or assignment generating programs. Examples of unacceptable AI programs/software include but are not limited to ChatGPT, GrammarlyGO,

Dall-E-2, RyterAI, Quillbot, and Paraphrasingtool.ai. If you have any questions about AI websites, software, or technology, please contact the course faculty to discuss.

Academic Dishonesty Process: Any student who plagiarizes, or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Regardless of the sanction imposed, the faculty member must inform the student of intellectual dishonesty in writing and copy the Office of Academic Affairs using the form letter to be found on the Academic Honesty website at https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm. Academic Affairs checks to see if this is a repeat offense. If this is the first such offense no further action will be taken, although the letter will remain on file in the Office of Academic Affairs and specific academic programs may impose additional sanctions. A repeat offense may occur on different assignments in the same class or in different classes. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to the Academic Standards Committee for review. Academic Affairs collects relevant material from the faculty member, including syllabi and assignment sheets. Academic Affairs receives any materials submitted by the student. The Academic Standards Committee convenes a meeting to review the case. The Associate Provost brings the collected material to the meeting. Following the meeting, the Academic Standards Committee Chair informs the student in writing of the committee's decision. Student appeals are directed to the Office of Academic Affairs, and any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Plagiarism in any nursing course will not be tolerated. This notice is considered your first warning. If you are unclear about what constitutes plagiarism or academic dishonesty, it is your responsibility to seek appropriate guidance. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

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Artificial Intelligence (AI) software (e.g. Chat GPT) should not be used for writing assignments in this class. Please be aware that although AI appears to make writing easy, the work it produces is not always reliable and accurate. In addition, using AI is fairly easy to detect. More importantly, if you choose to let AI write a paper for you, you will lose the ability to learn, grow, and develop important skills that are part of the ultimate goal for attending this university. If you use AI, you are committing plagiarism (i.e., using ideas and words that are not your own) and are not fulfilling the requirements associated with writing your own paper. Plagiarism is a form of cheating and will be penalized accordingly.

COMMUNICATION POLICY

Student Communication Policy- Academic Concerns

When students have a concern about their learning experience, the following is the best path to a *resolution.

1. The student(s) shares the concern with the **faculty member** directly involved with the current course, clinical and/or lab.
2. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **Director of the Nursing Program**

*Seeking a resolution *without* going directly to the faculty member, will risk a longer and more complicated response. However, the student may wish to discuss the concern with their **success coach and/or advisor** to seek support and direction regarding the best way to articulate the concern, identify their need and identify suggestions for *collaborative problem solving*.

PROFESSIONAL NURSING CODE OF CONDUCT

Since students are preparing for a professional role, professional conduct is expected in all aspects of the course. The Utica University DON will additionally uphold the American Nurses Association (ANA) Code of Ethics as the standard for professional conduct of nurses. Nursing students are referred to http://nursingworld.org/codeofethics .The Utica University DON is committed to the development of a professional nurse who will practice within the ANA Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity and social justice. Our goal is to graduate students will practice with these inherent values and to ensure the profession continues to be accountable to and trusted by the communities we serve. Behavior that deviates from the ANA Nursing Code of Ethics will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica University DON Nursing Program.

AMERICAN NURSES' ASSOCIATION CODE OF ETHICS FOR NURSES (2015)

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, or 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 to 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 generation 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.

CONFIDENTIALITY STATEMENT

All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica University nursing program. Confidentiality is a critical element to a professional health care provider and compliance is required by law in order to protect the privacy rights of patients. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates standards that ensure privacy and security of patients' health information, as well as electronic medical records. Students are required to know these privacy rules and will comply at all times.

- Students in clinical have access to protected health information (PHI) of patients on a "need to know" basis and it is solely for use within the scope of duties relating to patient treatment.

- Students may only access the PHI of patients if they are directly participating in their treatment.

- Students may not record PHI of patients (such as name, social security number, date of birth, etc.) on forms which are turned in for clinical or class assignments. PHI will not be removed from the health care facility. This includes oral, written, and electronic disclosures.

- Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.

- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.

- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.

- Any student in violation of these policies may be terminated from a clinical position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

SOCIAL MEDIA POLICY

Nursing students may not video or audio record at any time in a clinical setting. They may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.

There has been an increase in the use of electronic communication and social media methods within businesses, healthcare environments and academic learning institutions. It is important when using these types of communication methods to be mindful of consequences of their use. See below for a list of guidelines.

- Recognize obligation to maintain privacy and confidentiality
- Do not disseminate information that will degrade or embarrass the patient
- Do not transmit patient related information
- Do not post information that could reasonably identify the patient
- Do not refer to patients in a disparaging manner
- Do not take photos or videos of patient, unless authorized
- Maintain professional boundaries
- Consult employer policies
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices, etc.
- Do not post disparaging remarks about students, faculty or staff member

ALCOHOL, DRUG AND SUBSTANCE POLICY

It is expected that all students adhere to the Utica University alcohol and other drug policies. Refer to Utica University's Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies.

It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their clients.

DEMSN ADMISSION CRITERIA

- Baccalaureate degree in a discipline outside of nursing.
- Minimum of 65 credits for transfer. No transfer credit accepted for graduate or nursing courses.
- Cumulative GPA of 3.0 or higher and a Science GPA of 3.2 or higher.

- A grade of B or higher is required in all prerequisite courses. Students must maintain a minimum GPA of 3.0 throughout the program and earn a grade of B or higher in all nursing courses.
- Applicants who have previously been enrolled in another nursing program must submit two (2) letters of recommendation from faculty in the program with their application.
- A statement of 500 words: The statement of interest must include well-constructed responses to the following:
  1. Describe how your professional experiences have prepared you for future education in the role which is the focus of your desired track.
  2. Describe your plans to alter your work, professional and /or personal obligations in order to have the time needed to successfully complete graduate courses and clinical work.
  3. Identify one significant contemporary issue/problem in the current US healthcare system and discuss how members of the nursing discipline can help address/solve the issue/problem.

Required admission courses must be completed within the past 6 years.

	Admissions Science Courses	Credits
	Human Anatomy & Physiology I with Lab	4
	Human Anatomy & Physiology II with Lab	4
	Chemistry with Lab	4
	Microbiology with Lab	4
	Other Admissions Courses	Credits
	Statistics	3
	Developmental Psychology (Lifespan)	3

TOEFL Score: For non-native speakers of English, a minimum TOEFL score of 550 on the paper-based examination; a minimum TOEFL score of 213 on the computer-based examination; 79 on the internet-based examination (minimum of 25 on the speaking portion required).

SEQUENCE OF COURSES
At Utica University, the DEMSN program is designed to provide students with a professional foundation that integrates nursing theory with skills required for advanced nursing practice. The

program leads to a Master's Degree of science in nursing. **Students must successfully complete all of the nursing courses in each semester before they can take courses in the next semester- they must follow the program sequence.**

Professional nurses are liberally educated practitioners who function as primary providers of health care services to individuals, families, groups, and communities. Nurses work collaboratively with physicians, social workers, therapists, and other health professionals. Graduates of the program have opportunities in a variety of settings including acute care, community agencies, home care, and schools. All students enrolled in clinical courses must hold current certification in CPR, Basic Life Support, have health and liability insurance, and meet the health requirements of the respective agencies. Transportation is the responsibility of the student. Details about these requirements are available from the program office.

Graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN).

This is a full-time program. There is no option for part-time program completion.

Semester 1	Credit Hours	Semester 2	Credit Hours
NUR 510	3	IPE 504	1
NUR 511	3	NUR 525	3
NUR 513	3	NUR 533	3
NUR 514	3	NUR 534	3
NUR 521	5	NUR 541	5
	17		**15**
Semester 3		**Semester 4**	
NUR 512	3	IPE 505	2
NUR 545	3	NUR 557	2
NUR 551	5	NUR 560	4
NUR 555	3	NUR 567	3
NUR 556	3	NUR 571	5
	17		**16**
Semester 5			
NUR 575	3		
NUR 584	3		
NUR 591	3		
NUR 596	6		
	15		

Total Program Credits: 80

COURSE DESCRIPTIONS

Following is a description of each major and major-related course offerings required in the nursing program. Courses are listed with the relevant credit hour distribution—lecture, lab and clinical.

Semester 1 = 17 credits

NUR 510 Introduction to Professional Nursing (3) (Theory)
Introduction to Professional Nursing explores the professional foundations for nursing practice. This course introduces students to all aspects of the nursing profession including roles and responsibilities of the professional nurse, nursing theory, legal and ethical principles, and the regulatory process. In addition, this course will introduce nurses as members of the healthcare team, emphasizing the importance of patient-centered care, interprofessional collaboration, and evidence-based practice.

NUR 511 Health Assessment for the Advanced Generalist (3) (2 theory, 1 Lab)
This course provides the opportunity through classroom and laboratory sessions for students to learn the theories and skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of patients across the life span**.** This course introduces the essential competencies to provide a foundation for advanced practice nurses to develop advanced health assessment skills: communication, history, and physical examinations (focused and complete); diagnostic reasoning; written and oral presentation of findings.

NUR 513 Health Promotion and Equity Across the Lifespan (3) (Theory)
This course focuses on the determinants of health, and explores the influence of economics, environment, genetics, race, culture, and healthcare access on the health of individuals, families, and communities. The role of the nurse in promoting health and preventing disease across the life span is explored with an emphasis on social justice and health equity.

NUR 514 Pathophysiology for the Advanced Generalist (3) (Theory)
This course will explore pathophysiology theory and evidenced-based research across body systems within the human lifespan to provide the advanced generalist nurse with a foundation to developing advanced diagnostic reasoning and clinical management skills in clinical settings.

NUR 521 Foundations of Nursing Practice (5) (2 Theory, 1 Lab, 2 Clinical)
This course provides an introduction to the essential aspects of nursing practice including infection control, healthcare technology, nursing care, critical thinking, patient education, holistic assessment, injury prevention, and effective communication. Students will demonstrate proficiency in essential nursing skills with a focus on creating and maintaining a safe patient care environment. The nursing process will be utilized to promote health and provide holistic nursing care to patients at all stages of the lifespan, across the health-illness continuum, and in a variety of healthcare settings. Students will develop the affective, psychomotor, and cognitive skills necessary to the practice of a professional nurse.

Semester 2 = 15 credits

IPE 504 Interprofessional Practice and Leadership (1) (Theory)
This course is delivered as either an on ground or distance learning environment to provide the student with a foundation for success in patient care related fields. Emphasis is on inter-professional communication and collaboration, ethical decision-making, team building, teamwork and leadership.

NUR 525 Pharmacology for the Advanced Generalist (3) (Theory)
This course presents pharmacology for the advanced generalist nurse. This course will provide information for safe and effective nursing care related to pharmacology. This course covers medication actions and indications, nursing considerations, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes. Students will explore quality and safety initiatives regarding medication administration, as well as financial implications and relevant health policy.

NUR 533 Care Coordination of the Older Adult (3) (2 Theory, 1 Clinical)
This course provides an in depth look at the unique aspects of nursing care for the older adult. The health status of older adults is diverse and frequently very complex. Students will explore how income level, living arrangements, access to resources and healthcare, and psychosocial support affect the health and wellbeing of the older adult patient. Students will implement strategies to maintain optimal health for the older adult with chronic illness. Health promotion, health maintenance, disease prevention, and treatment of illness will be explored with a focus on the safety and security of the older adult patient.

NUR 534 Psychiatric and Behavioral Health Nursing (3) (2 Theory, 1 Clinical)
This course presents the biopsychosocial model as a framework for understanding psychiatric mental health nursing. The nursing process is used to operationalize critical thinking and clinical decision-making in the care of individuals, groups, and families responding to complex neurobiologic and psychosocial alterations. Emphasis is placed on the development of a therapeutic nurse-client relationship and the utilization of therapeutic communication strategies. Biopsychosocial interventions including psychotropic medications, individual and group therapies, and psychoeducation will be explored. Legal and ethical issues relating to patients with psychiatric concerns as well as health policy and advocacy will be discussed.

NUR 541 Care Coordination of Adult Health I (5) (2 Theory, 1 Lab, 2 Clinical)
This course builds upon foundational aspects of nursing care to prepare students to facilitate individual and family adaptation to acute stressors within adult medical-surgical nursing. Common physiological and psychosocial stressors and related principles of patient care management are explored. Major concepts related to fluid and electrolyte balance, tissue perfusion, acid-base balance, and common disorders of various body systems are introduced. Using the nursing process, students will provide evidence-based nursing care to adults with acute and chronic medical complications.

Semester 3 = 17 credits

NUR 512 Leadership Development in Professional Nursing (3) (Theory)
This course introduces the leadership roles and management functions of professional registered nurses within the structure of an organization. Accountability for quality assurance in the provision of nursing care, multidisciplinary communication, and collaborative relationships are emphasized. Legal and ethical issues in leadership and management, as well as the significance of political and legislative processes and advocacy are examined. Students will analyze complex leadership and management issues common to nursing using various modes of inquiry, the nursing process, and leadership theory.

NUR 545 Scholarly Inquiry and Evidence-Based Practice (3) (Theory)
This course compares and contrasts the scholarship of discovery (Research) with the scholarship of application (evidence-based practice improvement), including their different purposes and methods of inquiry. Students will learn how to read and critique different types of evidence, including research and clinical practice guidelines with a focus on application to practice. The course will culminate in a critical evidence review on a focused clinical question with recommendations for practice that will serve as a basis for continued project development in the Nursing Project Capstone.

NUR 551 Care Coordination of Adult Health II (5) (2 Theory, 1 Lab, 2 Clinical)
This course focuses on the increasing complexity of illness, the nursing process in the adult population, complex physiological and psychological stressors, and related principles of patient care management. Students will further their knowledge related to common disorders of various body systems and care of the post surgical patient, refine their nursing skills, and provide comprehensive care to patients in diverse clinical settings. In addition, students will explore healthcare as a system, evaluating policies, procedures, organizational structure, and financial considerations.

NUR 555 Nursing Care of Women and Childbearing Families (3) (2 Theory, 1 Clinical)
This course explores health promotion and equitable healthcare for women across the lifespan, as well as care of the woman and family throughout pregnancy and the postpartum period. Fetal/neonatal physiologic adaptation, stressors, and care are presented. Maternal, paternal, and family adaptation theories are discussed with a focus on health promotion and self management of the family. Students will integrate theory, critical thinking, and the nursing process to guide nursing care of women and families through the perinatal period. Relevant health policy and advocacy are explored with a focus on quality, safety, and equitable nursing care.

NUR 556 Nursing Care of the Children and Adolescents (3) (2 Theory, 1 Clinical)
This course focuses on the nursing care of families with children, from infancy to adolescents. Well-child health promotion and childhood illness are discussed. Emphasis is placed on the nurse's use of anticipatory guidance and knowledge of the normal processes of childrearing and child development. The course presents the family as a unit of care. Family and developmental theories are applied to guide nursing care with a focus on physical and psychosocial wellness. Relevant health policy and advocacy are explored with a focus on quality, safety, and equitable nursing care.

Semester 4 = 16 credits

IPE 505 Interprofessional Education Experience (2)
Interprofessional practice experience dedicated to prepare students of health professions at Utica University for interprofessional, collaborative practice of patient care through innovative (nationally and internationally recognized) practice experience. This is a zero to one credit hour experience that is composed of 15 hours of interaction in interprofessional practice setting with peers of different health professions to achieve appropriate patient/client care.

NUR 557 End of Life/Palliative Care (2) (Theory)
This course explores the nurse's role in end of life issues, palliative care, and related complementary therapies. Physical, psychosocial, and spiritual concerns of patients and families as they relate to pain, comfort care, and end-of-life decisions are discussed. Health policy and advocacy for the dying patient and their family, as well as ethical and legal considerations are analyzed.

NUR 560 Nursing Care of Populations and Communities (4) (2 Theory, 2 Clinical)
This course focuses on the health of populations and communities through the study of epidemiology, health promotion, and disease prevention across the lifespan. The influences of environment, genetics, culture, economics, and access to care are analyzed throughout the course. The organization and function of federal, state, and local health care systems and their relationship are also explored. Students will interact with vulnerable populations in a variety of settings and will develop a service learning project that focuses on health promotion, disease prevention, and risk reduction for a specific population. The socioeconomic impact of care, health equity, and healthcare education are emphasized throughout.

NUR 567 Healthcare Education and the Nurse Leader (3) (2 Theory, 1 Clinical)
This course presents an in depth view of the nurse as educator. The nurse leader's role in educating patients as well as the healthcare team is explored. Students will apply learning theories to practice and analyze factors that influence health literacy including developmental stage, gender, socioeconomic, and cultural attributes of the learner. Learning style and preferences, motivation to learn, and the role of technology in healthcare education are discussed.

NUR 571 Care Coordination of Adult Health III (5) (2 Theory, 2 Clinical, 1 Lab)
This course focuses on the integration of theoretical, clinical, and professional concepts to provide care for patients with complex health issues. The nursing process is applied in the care of patients with critical illness and trauma. Emphasis is placed on effective assessment, differential diagnosis, critical thinking skills, clinical judgment, and interprofessional communication. Students will provide nursing care to critically ill patients in the intensive care or advanced care setting as a member of the interprofessional team. The nurse's role in promoting a culture of safety, mitigating risk, and transitioning care during emergencies is discussed.

Semester 5= 15 credits

NUR 575 Global Health, Equity, and Responsibility of the Nursing Profession (3) (Theory)
This course utilizes an epidemiological approach to examine global health challenges and policies. Current and emerging health priorities related to improving health and achieving health equity for all people worldwide are explored. This includes emerging infections, chronic and communicable diseases, poverty, social and economic conflicts, crises and emergencies, health inequity, health systems reforms, and major global initiatives for disease prevention and health promotion. Incidence, prevalence, and tracking systems are implemented. The United Nation's Sustainable Development Goals, the World Health Organization's effort to promote health, and the holistic responsibility of the nursing profession are integrated, synthesized, and evaluated as they pertain to addressing global health inequities and health promotion.

NUR 584 Healthcare Informatics (3) (Theory)
This course provides an introduction to the knowledge, background, application, and evaluation of healthcare informatics and technologies at all levels of the healthcare system. Students will learn how to use information technology to communicate and manage care with a patient centered focus for diverse patient populations. Data and evidenced based communication and information technology initiatives will be analyzed to support delivery of safe, high-quality, and efficient care within the legal, ethical, and regulatory standards. Internal and external influences on outcomes, workflow, interoperability, access, and financial impact at all system levels will be explored.

NUR 591 Nursing Capstone Project Seminar   (3) (2 Theory, 1 Clinical)
This course is designed to assist generalist advanced practice nursing students in gaining the knowledge, skills, and strategies necessary to develop a proposal for an evidence-based practice improvement (EBPI) project related to a selected aggregate, population or health care system. Student teams will create a focused clinical question (PICO) to guide a search for, and critical analysis of, best evidence to answer the clinical question. Student teams will develop an evidence-based practice improvement (EBPI) proposal reflecting synthesis of the best available evidence on the team's clinical question.

NUR 596 Transition to Professional Nursing Practice (6) (3 Theory, 3 Clinical)
This course facilitates the progression from student nurse into the professional roles of the master's generalist nurse and nurse leader. NUR 596 prepares students to analyze current issues in nursing including healthcare trends, quality improvement application, and healthcare legislation and advocacy. Clinical transition experiences will support safe, quality, and fiscally sound care across diverse settings.

Total required nursing credits = 80
Clinical hours = 798
Lab hours =   225

Sequence of Courses
**Please note the University requirements for writing competency as outlined in the University Catalog.

RETENTION

Success in the nursing curriculum requires that students demonstrate the knowledge, skills, and professional behaviors expected of an entry-level registered nurse. Knowledge and skills are examined in a variety of formats including written assignments, testing, and clinical observation.

The faculty at Utica University strive to provide a successful educational experience for every student. Each student is required to meet the following criteria in order to remain in the nursing program:

The student must:
1. Achieve and maintain a minimum 3.0 cumulative G.P.A. throughout the entire nursing program. Students who fall below a 3.0 cumulative GPA will be dismissed from the program.
2. Demonstrate the professional and ethical behaviors required for successful performance of professional nursing practice as noted by faculty and clinical instructors.
3. Adhere to established course sequence in nursing major.
4. Adhere to Utica University academic rules and regulations. (See Graduate Catalog with the exception of GPA requirement that is specific to the nursing programs).

Retention Criteria
1. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived. Program courses are listed and scheduled in semester sequence, thus making them prerequisites for successive semesters.
2. A minimum grade of **B (84%)** will be required for all nursing courses. A student who achieves a grade of less than a B in a nursing course has one opportunity to repeat the course. **A maximum of one nursing course may be repeated**. Progression in the nursing program is based on seat availability in the course. Failure to achieve the minimum grade of B in the repeated course will result in academic dismissal from the nursing program.
3. To achieve a passing grade, the student must meet the following criteria:
   a. Exam grade of 80% or higher based on weighted average of unit exams or midterm and final exam.
   b. Course grade of 84% or higher when all theory components are added to the exam grade.
   c. Successfully pass clinical (when applicable) as outlined in the clinical evaluation measurement tool.
   d. Successfully pass lab (when applicable) as outlined in the course syllabus.
   e. Students who do not meet all of the above course requirements will receive a final course grade of B-, unless the overall course grade is less than a B-, in which case the final course grade will reflect the grade the student has earned.
4. Students must successfully complete **all** of the nursing courses in a semester before moving on the next semester of courses.
5. Students must successfully complete the didactic portion of the course before moving on to the clinical portion of the course if they are following the 10/6 model. If not didactic and clinical will occur at the same time.
6. Students must adhere to established course sequence in nursing major

7. Students may withdraw from a course one time. If a student withdraws from a course two times, they will receive a course failure.
8. Students who are placed on academic probation by the University will be suspended or requested to withdraw from the nursing major.
9. **Students are expected to maintain standards of professional behavior within academic and clinical settings. The student who fails to meet these standards may be subject to dismissal from the DEMSN program and the University. Expected behaviors include but are not limited to:**
    a. Attend all labs, exams, and clinical experiences, and arrive on time. In the case of illness or an emergency, the appropriate faculty member must be telephoned **prior to** lab/exam/clinical.
    b. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.
    c. Complete all assignments according to the time frame posted in the syllabus.
    d. Demonstrate respect and courtesy toward faculty, staff, and fellow students.
    e. Demonstrate honesty and integrity in all academic and clinical settings.
    f. Contribute to the educational growth of self and fellow students.
    g. Wear appropriate attire for course as identified by syllabus, faculty or organizational partners.
10. It is the responsibility of the student to check Banner and make sure all requirements are met and posted.
11. For graduation requirements, students are encouraged to review the University Catalog and their individual degree evaluations.

PROCEDURE FOR MODIFIED PROGRESSION AND DISMISSAL

Modified Progression or Dismissal

Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these requirements, the student may be put on a modified completion schedule or dismissed from the program. The student receives written notification regarding this change in their progression.

- **Modified Progression** means that the student must retake and successfully complete the course they did not earn a B or better or grade of P before moving forward in the program.
- **Dismissal** means that the student has been officially dismissed from the nursing program. Students who receive a grade of B or less in more than one required course and/or students who fall below a 3.0 cumulative GPA upon completion of any semester will be dismissed from the DEMSN program.

If a student believes he or she has been treated unfairly by the University please see the Grievance and Complaint Procedure in the Utica University Catalog.

Immediate Dismissal from the Nursing Program

Immediate dismissal may be considered for students engaging in egregious acts of professional misconduct, including but not limited to:

- HIPAA violation
- Theft
- Physical violence or abusive behavior
- Falsification of documents
- Conviction of a felony

GRADING POLICY

The DEMSN program grading policy is defined by a numerical rating system as follows:

Acceptable Grades – Pass

A	=94 –100%
A-	= 90 – 93.49%
B+	=87 – 89.49%
B	=84 – 86.49%
B-	=80 – 83.49%
C+	=77 – 79.49%

Unacceptable Grades

C	=74-76.49%
C-	=70-73.49%
D+	=67-69.49%
D	=63-66.49%
F	=62.49% and below

* Incomplete (I) grades may be granted according to the University policy (see University Catalog).
A minimum of B (84%) must be achieved to successfully pass a nursing course.

Grade Changes
Once a grade has been reported, it may not be changed except to correct an error. All such cases must be reported by the course instructor and require the approval of the academic school dean. If a student believes that the grade reported by the course instructor is not accurate and after talking with the instructor still believes there is an error, the student may petition the Academic Standards Committee for a grade change. (For further information, see Grievance and Complaint Procedure.)

Late Policy
Assignments handed in after the due date will have ten points a day deducted from the grade until one week from the designated due date. No assignments will be accepted after one week past the designated due date unless previously discussed with course faculty. No discussion posting will be accepted after the end of the module. A zero will be the grade for that assignment.

Grading of Clinical Experiences
All clinical experiences are graded on a Pass/Fail basis. A grade of Pass is achieved when the student consistently meets or exceeds clinical expectations and has met clinical course objectives satisfactorily. The student must pass the theory, lab, and clinical components to pass the course.

Financial Academic Standard

A student must maintain a minimum Financial Aid Program GPA of 2.0 in order to maintain financial assistance eligibility. If the student's GPA falls below 2.0, he/she is not meeting Satisfactory Academic Progression.

The Financial Aid Program GPA will be the same Program GPA that is used for academic Standing purposes.

Program Academic Standard
A student must maintain a cumulative GPA of 3.0 to remain in the Nursing Program.

TESTING POLICY

1. All material provided to you within the course, all class activities, lectures and power points, are testable on the exams.
2. Examinations are to be taken when scheduled. Make-up exams are not permitted, except in the case of medical emergency. In this case, a note from a medical provider will be required to be considered for permission to make-up the exam. Students experiencing a medical emergency should contact the Program Director and Course Faculty prior to the exam to request permission to reschedule. When an exam reschedule is permitted, ten points may be deducted from the exam score.
3. Students must arrive on time for the examination. Any student who arrives late for a test, as evidenced by the clock on the wall in the testing lab, will be denied entry into the testing lab and the test and will receive a zero for the exam.
4. Exams must be downloaded before the exam start time. Students will not be permitted to download the exam after the exam start time.
5. Exams must be uploaded by the upload deadline. Students who do not upload their exam by the upload deadline will receive a grade of zero for the exam.
6. No resources or materials are permitted in the testing room. This includes cell phones, smart watches, headphones/earbuds, scrap paper, white boards, course materials, recording devices, pens/pencils, food and/or beverages. Students can bring only their computer into the exam room. All other items including must be left outside of the exam room.
7. Students may not talk to or otherwise communicate with any other student for any reason during the testing period.
8. Students may not read questions and/or answer choices aloud.
9. Students must exit the exam and turn off their computer before leaving the testing room. Students who do not exit the exam before leaving the testing room will receive a grade of zero on the exam.
10. Students receiving special testing accommodations from the Office of Learning Services must present their signed accommodations letter to the course faculty at least 72 hours in advance of an exam to receive their accommodations on that exam.

EXAM REVIEW POLICY

Test review will occur immediately after your exam. This is an opportunity to visualize incorrect test questions and answers. Students will have 15 minutes to view the test questions they answered incorrectly. Taking notes on test questions/answers is strictly prohibited and will be considered academic dishonesty. Individual questions will not be answered during the exam review. Rescheduling of exam reviews will not be permitted.

ATTENDANCE POLICY

Attendance is required at every class (in-person and virtual) and lab session. Emergencies can and do occur. Absences affect not only you, but your classmates as well. If you miss any classes the course instructor will assign an alternative activity for the missed class. You must contact your course instructor via Utica University e-mail prior to or within 24 hours of missing the scheduled class. Missed class times may result in an altered grade. Unexcused absence will result in lower grade for class participation and may result in course failure.

CONTINUOUS ENROLLMENT

Graduate students at Utica University must be:
- Matriculated and enrolled in a credit-bearing course, OR
- Matriculated and enrolled in 997/998 Continuous Student Enrollment, OR
- On an approved Leave of Absence.

Students who do not fall into one of three above categories and have not been dismissed from the University will be deactivated and lose matriculated status.

Students who have completed all of the course requirements for their graduate degree except for their culminating academic experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier), must maintain continuous enrollment until their final thesis or project has been approved with all required edits completed or the comprehensive exam has been taken and passed. At the discretion of the program director, this can be accomplished by enrolling in a 997/998 continuous student enrollment course and paying the appropriate tuition/fee every semester until completion. The six-year time limit for completion of degree begins at the initial date of matriculation in a program and includes all time accumulated through enrollment in a 997/998 course. Failure to enroll in a 997/998 course will result in loss of matriculated status. A Leave of Absence Form must be submitted to request a formal leave of absence.

LEAVE OF ABSENCE (LOA)

Leaves of absence may be granted at the discretion of the academic program for medical or other extenuating circumstances. Students are strongly encouraged to contact their faculty advisor prior to pursuing any change in their plan of study, including a LOA. To request a leave of absence, students must complete the appropriate Leave of Absence form and provide appropriate documentation where requested.

Non-Medical leave of absence will be granted for one semester at a time only. Time accumulated during a leave of absence does not count toward the time limitation for completion of a graduate degree (see Academic Progress). For details regarding Medical Leaves of Absence, please refer to the Registrar's Office website.

A leave of absence may NOT be used in place of enrolling in a 997/998 Continuous Student Enrollment course (see Continuous Enrollment).

Students returning from a granted LOA will be required to complete the readmission application form and submit to the Registrar's office.

INACTIVE STUDENTS

Students who are inactive (not enrolled) for at least two years but have not indicated their intent to withdraw from Utica University will be administratively withdrawn from their academic program. The University will no longer communicate with these students regarding registration or degree completion. A student who has been withdrawn but wants to return to complete their degree and is capable of completing the degree within the six-year limit of degree completion can submit an Application for Readmission Form. Students wishing to return who are unable to complete their degree within the six-year limit should see Readmission Applications Past the Six-Year Limit for more information.

Readmission

A matriculated student not in attendance for one full semester loses matriculated status and must apply for readmission. This form should be completed and returned to the Office of the Registrar prior to the start of the semester. Note that late submission of this form may impede the registration process. https://www.utica.edu/academic/registrar/readmission.cfm?action=form

RULES AND REGULATIONS PERTAINING TO THE CLINICAL EXPERIENCES

Clinical experiences are designed to provide support and integration of the academic coursework. A nursing faculty member will provide direct, on-site supervision for clinical experiences except for selected clinical courses. Attendance is required at ALL scheduled clinical experiences.

1. **All students must provide their own transportation to clinical settings. Parking at clinical facilities is at the student's expense.**
2. All students must meet orientation and health requirements for each clinical prior to clinical start date. Clinical orientation is mandatory. Failure to complete health requirements or clinical site orientation may result in the student not being able to proceed in the clinical course.
   a. Student who have exemptions from required vaccinations due to religious reasons must present a form DH 681 from the County Health Department (CHD). Florida Certification of Immunization is used for all medical exemptions and requires a physician's statement and signature. Form DH 681, Religious Exemption From Immunization is required for religious exemptions and is issued by the County Health Department (CHD).
   b. Students understand that submitting the documentation to request exemption DOES NOT mean that it will be granted. It is at the sole description of the clinical partner to grant a petition for waving ANY established requirement.
3. Finger printed Level II background checks are required. Students must understand that the results of the background check must be disclosed to the clinical partners. As such, background checks that indicate any criminal activity will be evaluated by the clinical

partner directly. Clinical partners may refuse to allow students to participate in clinical based upon background check findings. Further, background checks indicating any criminal activity may result in program dismissal.

4. Students understand that an inability to meet all of the clinical partner requirements to be cleared for clinical may result in an inability to continue in the program.

5. Clinical assignment may occur anywhere within a 60-mile radius of students' assigned campus.

6. Cell phone use is prohibited at clinical sites unless directed otherwise by the clinical instructor. Cell phone use in instances other than authorized by the clinical instructor will be considered unprofessional and warrant further action such as the writing up of a clinical corrective action plan and/or a behavioral contract.

7. Clinical experiences are graded on a pass/fail (P/F) basis. Outcome criteria for clinical evaluation are clearly stated in the course syllabus and clinical evaluation tool.

8. A student who is found to endanger the health/welfare of a client will be considered to have engaged in misconduct. **The following constitute cause for immediate dismissal from the clinical setting and failure of the clinical course, as well as dismissal from the nursing program**:
   a. Coming to clinical under the influence of alcohol or illegal drugs.
   b. Emotional or physical jeopardy. This includes any action by the student toward a patient, family/significant other of patient, or staff member(s) such as, but not limited to the following: threat to emotional and/or physical well-being; willfully harassing; physically, verbally, or emotionally abusing; use of intimidation.
   c. Student actions incongruent with Utica University Nursing Department policies, actions incongruent with clinical partner organizations, actions inconsistent with course objectives, and actions inconsistent with the principles of patient safety, professional behavior, and ethics.
   d. Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.

9. Students who commit acts judged by the clinical instructor to be unsafe may be dismissed from the clinical setting and/or course. Examples of unsafe acts include, but are not limited to:
   a. Error in medication administration.
   b. Administration of a medication without having knowledge of the drug.
   c. Inaccurate recording or failure to record medication administration.
   d. Error in administration of intravenous fluids.
   e. Failure to report changes in patient's condition.
   f. Failure to seek supervision when necessary.
   g. Failure to report and document nursing care.
   h. Compromising patient care by inadequate preparation for clinical experience.
   i. Breach of confidentiality.
   j. Neglecting personal safety.
   k. Creating or causing personal safety hazards.
   l. Sleeping in the clinical area.
   m. Disregard for clinical faculty instructions.

Upon the incidence of an unsafe act by a student, the clinical instructor will:

1. Inform the student immediately of the unsafe act.
2. Provide the student with written documentation concerning the unsafe act.
3. Review the incident and counsel the student, recommending remediation as needed.
4. Place copy of incident report in student's academic file.
5. Follow the policy for reporting an incident as required by the clinical agency or institution.

CLINICAL ATTENDANCE POLICY

Policy Statement: Successful completion of all assigned clinical practice hours is required for nursing students to progress in the program.

Students are expected to complete all scheduled clinical hours, as specified per each course.

An absence from a clinical experience must be reported via Utica University email, including both the Clinical Instructor and the Director of Nursing Service prior to the start of clinical.

If a student is absent from a clinical experience, this may lead to additional sanctions, up to clinical course failure.

Students who are absent from the clinical setting MUST submit an appeal to the Clinical Appeal Committee within 5 business days of clinical absence. Please see the process below.

In order for an appeal to be heard by the Clinical Appeals Committee (CAC), there must be clear evidence of extenuating circumstances that prevented you from completing the University requirement you are appealing. Petitions will only be accepted if official documentation of extenuating circumstances (i.e., strong evidence) is attached to the petition at the time of submission. Submission of completed appeal to respective Program Director via Utica University email.

Tardiness in clinical practice is unacceptable. In the event a student anticipates arriving beyond the scheduled start time, there must be proactive communication to the clinical faculty and coordinator. Arriving beyond 5 minutes after the clinical start time is considered an absence and the student will not be allowed to participate in the day.

Students presenting to clinical late but within 5 minutes of the start time may participate in clinical but will receive a clinical alert accordingly. Two occurrences of tardiness that fall within 5 minutes of the start time will result in a clinical absence and will follow the process as outlined for clinical absences.

"No Call/ No Show" is defined as, lack of timely notification related to an absence prior to the start of clinical, or after the start of clinical. A "No Call/ No Show" will result in an immediate failure of the clinical course.

Responsibilities of Nursing Student

The student, with the support of the clinical instructor/preceptor and faculty course coordinator, has the responsibility for his or her learning and is expected to actively participate in the clinical learning experience. The student is expected to:

1. Prepare for each clinical experience as instructed.
2. Conduct himself/herself in a professional manner.
3. Maintain confidentiality of client information per Health Insurance Portability and Accountability Act (HIPAA) guidelines.
4. Adhere to nursing ethical standards congruent with the American Nurses' Association Code of Ethics.
5. Adhere to agency contractual agreements.

Placement of Students in Clinical Groups

For all clinical experiences, the nursing faculty assigns students to clinical groups. Students will register into their assigned clinical groups. Any changes are subject to faculty review and may be granted only under exceptional circumstances. Changes to clinical sites may incur an administration fee. Under no circumstances may students negotiate a clinical placement directly with the clinical setting. Changes may only be made by the Academic Site Director.

For all *precepted* clinical experiences, students are assigned clinical experiences with a registered nurse preceptor. Students participate in clinical learning activities under the supervision of the registered nurse preceptor and the nursing faculty member responsible for the course. Preceptors are assigned through a joint process between the Department of Nursing and the participating agency.

Completion of the Clinical Requirement

In all cases, students *must complete the required number of clinical hours assigned to the course* through on-site clinical experience as determined by the Academic Site Director. All hours must be completed within the scheduled semester. If justified according to University policy, an incomplete grade may be assigned.   An incomplete grade may prevent the student from progression in the program.

UNIFORM POLICY

As representatives of the Utica University nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. The instructor and the agency have the prerogative to send students away from a clinical unit if they do not meet the appropriate dress criteria.

The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both student and client in the prevention of cross-infection. The uniform is a representation of the Utica University Department of Nursing and therefore should be worn in all professional settings including the clinical setting, the skills lab, and at all on-campus activities. All students

should have a minimum of two (2) Utica University nursing uniforms, one (1) white lab coat, and a set of non-skid white closed toe uniform shoes.

Most agencies allow a white lab coat to be worn over the uniform. It is preferred that the Utica University Department of Nursing warming jacket be worn. Check the uniform policy for the agency.

The student uniform and student photo ID must be worn and visible when in the clinical area. It is understood that the uniform is clean, has no stains, and is not wrinkled. Under clothing must be white. Shoes must be white and clean, but may have light colored insignia.

Lab: Students must wear scrubs in all nursing labs at all times. If students are coming from a clinical site they must change to clean scrubs for lab to eliminate the risk of spreading infection.

Psychiatry/Community Health

Students will wear street clothes which portray a professional image with the University photo ID and flat, close-toed shoes. Jeans, "low-rider" pants, shorts, cut-offs, tank tops, or any other clothing that exposes the torso or under clothing is not acceptable.

Jewelry
1. A watch with a second hand must be worn with the uniform.
2. A plain wedding band may be worn, but in some settings must be removed when caring for patients in isolation and when working in the operating room, delivery room, or nursery.
3. Only small post-type earrings are acceptable (limited to two (2) per ear). No hoop or pendant earrings. Other body-piercings (e.g. eyebrows, nose, lips, tongue) are not acceptable.
4. No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

Grooming
1. It is assumed that high standards of personal appearance, neatness, and hygiene will accompany wearing of the uniform.
2. All hair must be off the collar and neat. Unnatural hair color (e.g. orange, blue, green, purple) is not allowed.
3. No nail polish or false fingernails (including acrylic nails) may be worn. Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.
4. Makeup is to be moderate and unobtrusive.
5. Fragrances (i.e. perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.
6. Tattoos must be covered.

HEALTH CLEARANCE REQUIREMENTS

The following **must be completed and documented prior to** the first day of the clinical experience. Failure to meet these requirements will prohibit your attendance at clinical experiences. Health forms are available on the Utica University Nursing Website: http://www.utica.edu/nursing lab. Student health records should be submitted to the student's Castlebranch or Complio account. These requirements **must** be updated as indicated:

New York Students:
1. Physical examination within 6 month of beginning the program and updated every 12 months
2. Mantoux or Quantiferon Gold within 6 months
3. PPD every 6 months while enrolled in the program
4. DT within 10 years
5. Proof of Measles, Mumps, Rubella vaccination with positive titer results
   a. If titers are negative, proof of re-immunization is required
6. Hepatitis B vaccine series or written waiver refusing vaccination
7. Varicella (chicken pox) titer
8. Flu vaccine annually
9. Meningococcal Meningitis vaccine or signed refusal form

Florida Students:

1. Physical exam, within one month of staring clinical and renewed every 12 months while in the nursing program, signed and dated by health care professional
2. Hepatitis B series if done, if not a signed waiver is required
3. Hepatitis B Antigen and Hepatitis C antibody test
4. Complete CDC recommendations for exposure to airborne pathogens and/or other airborne contaminants if the possibility of exposure exists
5. Titers for Varicella, Rubeola, Rubella and Mumps – if equivocal or negative must have booster shot before going to clinical and titers redrawn a couple months after booster
6. Two step TB Skin Test or Quantiferon within 2 months of placement
7. Possess a negative 5-panel urine drug screen within less than 30 days of starting clinical practice.
8. Annual Flu vaccine
9. Date of last tetanus shot (must be within 10 year to be valid).
10. Meningitis vaccine or signed waiver is required.

***Individual clinical agencies may request additional health requirements which will be the responsibility of the student.

CPR/BLS CERTIFICATION

The CPR/BLS certification is a prerequisite for all clinical nursing experiences. Certification in cardiopulmonary resuscitation (Community) and Basic Life Support (BLS) must be obtained through the American Heart Association, and be kept current throughout the nursing program.

Failure to meet these requirements will prohibit your attendance at clinical experiences. Please submit a copy to the student's Certified Background account.

PREDISPOSING MEDICAL CONDITIONS

Prior to any clinical experience, it is in the student's best interest that he or she informs faculty of any predisposing medical condition that may compromise his or her health and safety and/or patient safety. Such conditions/treatments include but are not limited to pregnancy, medications which may alter alertness or judgment, etc. Confidentiality will be maintained and all reasonable accommodations will be made to facilitate student progress.

BlOODBORNE PATHOGEN EXPOSURE

Strict adherence to barrier precautions and infection control practices that decrease the opportunity for blood to blood exposure for both health care personnel and patients is required. Any student who has an exposure to a bloodborne substance that places the student at risk **must seek medical care immediately while following the clinical agency policy and protocol.** Such exposure should first be reported to the clinical instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

Latex Allergy
Any student with a known latex allergy must notify the faculty to avoid placing the student at risk of an allergic reaction. Latex-free gloves will be made available in the nursing laboratory and in each clinical setting.

HEALTH INSURANCE

All students enrolled in clinical experiences must have personal health insurance. Students may obtain such insurance through individual/family health insurance policies or through the University. Health insurance policy forms are available in the University Student Health Center. Please contact your Success Coach if you need to waive the student health insurance fee.

MALPRACTICE INSURANCE

Students must have professional liability (malpractice) insurance. The University participates in a group malpractice insurance plan in which the student will be included upon registration in clinical nursing experiences.

COMMUNICATION

Electronic communication is the main form of communication at Utica University. All students are required to access their Utica University web mail for announcements, updates, and messages.

BACKGROUND CHECK AND DRUG SCREENING

All students are required to complete a level II background check, fingerprinting, and drug screening prior to course registration. Compliance with these requirements is essential for clinical placement and program progression. Students who fail to submit a toxicology screen, or students whose toxicology screen results are positive, will be dismissed from the program. Students who fail to submit a background check or students whose background checks indicate a conviction may be dismissed from the nursing program. A history of past arrest and conviction may prohibit students from being licensed as a Registered Nurse. Students should contact their state board of nursing to determine their eligibility for licensure based on the criminal background prior to submitting an application to the nursing program.

STUDENT REPRESENTATION ON DEPARTMENT OF NURSING COMMITTEES

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of a Department of Nursing Committee. Student representatives are needed on the following committees: Curriculum, Evaluation, and Resources, as well as on the Nursing Advisory Board.

STUDENT NURSES ASSOCIATION

The Student Nurses Association is a campus-based student-run organization open to all students in the Utica University Nursing Program. Its purposes are to promote interaction among students and professional persons, engage in activities that benefit the local community, and to promote a wider understanding of the nursing profession.

GRADUATION REQUIREMENTS

1. You must have satisfied all requirements listed for your major in the University Catalog.

2. You must have satisfied all requirements concerning standards of professional behavior listed in the *Department of Nursing Student Handbook*.

At the completion of the nursing program of study, students who have fulfilled all requirements will be awarded the Master of Science Degree. Each student is eligible to wear the Utica University nursing pin. This represents to each student that she or he has satisfactorily completed the requirements of the nursing program and is eligible to take the licensing examination for registered professional nurses.

APPLICATION FOR DEGREE

All students are required to apply for degree by the deadline of the semester in which they anticipate completing their degree requirements. Students are NOT to wait until they've completed their last course or internship, or they will not graduate in that semester. The application process is a quick, online form on the Registrar's website; the link is also on the OGS website. The deadlines to apply for degree are as follows:
- to be a May graduate – March 15
- to be an August graduate – June 15

- to be an August graduate AND participate in Commencement – March 15
- to be a December graduate – October 15

PROFESSIONAL LICENSING PROCEDURE

Upon fulfilling all academic requirements, the graduate is eligible to file an application with the New York or Florida State Board of Nursing (or to any other state in which the graduate wishes to be registered) to take the NCLEX-RN for licensure as a Registered Professional Nurse (RN). NCLEX-RN online applications and instructions for Florida are available at: http://floridasnursing.gov/licensing/.
For New York students: NCLEX-RN application packets and instructions for New York State are available through the Department of Nursing. Prior to graduation, students must submit the completed NCLEX-RN application form with the appropriate fee to the Department of Nursing for direct mailing.

COMPREHENSIVE ASSESSMENT AND NCLEX-RN PRE-TESTING

All nursing students are required to participate in the designated assessment and review program. The program involves assessment of critical thinking, assessment of nursing knowledge after selected nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior semester prior to graduation.

In preparation for the NCLEX-RN, assessment testing will be required by all students in their last semester. In addition, all seniors will participate in a mandatory review course.

It is strongly recommended that the NCLEX-RN Licensing Examination be completed within 90 days of graduation.   Outcome data show that graduates who take the exam within this time period after graduation tend to have higher pass rates than those who choose to delay taking the exam.

Note: Students should be aware that a felony conviction may cause a state to deny licensure.

SUCCESS COACH ROLE AND FUNCTIONS

 Utica University believes that the role of the Success Coach is a critical one. Students are assigned a Success Coach at the time of admission. The Success Coach will work with students to help them successfully reach their academic goals.

The Success Coach will:
1. Contact advisees within one week of acceptance into the program.

2. Guide students in preparing for their academic program.

3. Assist students with monitoring their academic progress.

4. Maintain contact with the student through completion of the program.

The student advisee will:

1. Contact his/her Success Coach periodically during the semester to discuss academic progress.

2. Notify his/her Success Coach as soon as academic difficulties arise. Students who wait until the end of the semester to address academic problems often find that it is then too late for their Success Coach to offer them effective assistance.

3. Be ultimately responsible for meeting all academic requirements of Utica University and the Department of Nursing.

Contact information for the DEMSN Success Coaches is listed below:
Florida Campuses:
Eva Cabrera
(754) 206-6024
ebcabrer@utica.edu

Student Financial Services

Students are assigned a Student Financial Services Counselor to assist them with their financial questions. The counselor's contact information is listed below:

Andrea Curley
(315) 792-3008
amcurley@utica.edu

Progressive Discipline Policy

PURPOSE: To define the steps applied to the progressive discipline policy at Utica University's Nursing Program.
SCOPE: Applies to Utica University's nursing students administered by faculty and administration
REFERENCES Utica University of Nursing Student Handbook
PROCEDURE / DIRECTIVE
1. The progressive discipline process will apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues
2. Prior to issuing any disciplinary action, the faculty will check Utica University Navigate system to identify any previous violations.
3. When the nature of the incident requires a verbal warning, it will be documented as such.

4. A verbal or written warning will be issued by the faculty based on the incident that occurred or past violations.
5. Following the written warning, the student may progress to non-academic probation when a subsequent issue warrants further discipline.
6. Utica University's Nursing administration reserves the right to apply the most appropriate disciplinary action for the offense committed, inclusive of dismissing the student from the clinical setting, probation, or dismissal from the program
7. Discipline/Probation document to include a summary of the verbal or written incident. The faculty and student will sign the document. A copy of the form is provided to the student.
8. All completed progressive disciplinary documentation will be scanned into the student's file in Navigate and will remain there until program completion.
9. Progressive discipline actions continue in effect throughout the student's enrollment in the program. Actions will be sequential and/or appropriate for the offense committed.

Religious Accommodations

- Utica University does recognize the right of each student to observe religious holidays and other religious commitments. If a student wishes to observe religious commitments that will conflict with class times or other class-related activities, it is the student's responsibility to notify faculty members well in advance in order to work with faculty members to find an accommodation that satisfies both the learning goals of the class and the religious commitment of the student.
- However, due to clinical partner involvement, the Utica University DEMSN Program **may not always be** able to accommodate all requests. This may include the scheduling of exams, labs, and clinicals due to religious holidays or worship times. Any concerns in regard to religious accommodations must be brought to the attention of the appropriate faculty at the start of the semester (refer to the chain of communication policy). Appropriate documentation will be required.