



College of Nursing

Undergraduate Program

Student Handbook

2009-2010

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SECTION I: PROGRAM BACKGROUND

History Timeline

- 1963 University of Wisconsin-Madison opened a division of their School of Nursing on the University of Wisconsin-Milwaukee (UWM) campus.
- 1965 University of Wisconsin Board of Regents voted to establish an independent School of Nursing on the UWM campus.
- 1966 State of Wisconsin Board of Nursing granted initial approval for the new school.
- 1970 Master of Science in Nursing program began.
- 1973 Frances H. Cunningham Hall was completed.
- 1979 Initiation of the University of Wisconsin-Milwaukee/University of Wisconsin-Parkside Consortial Nursing Program on Kenosha campus.
- 1985 First doctoral nursing students admitted to the new PhD program.
- 2001 Initiation of the University of Wisconsin-Milwaukee/University of Wisconsin-West Bend Consortial Nursing Program on West Bend campus.
- 2003 PhD nursing program admits first online cohort.
- 2005 Direct Entry Masters admits first cohort while the Accelerated program begins its last cohort.
- 2008 Launch of Freshmen Endeavor Program – early admission learning community.

The College of Nursing of the University of Wisconsin-Milwaukee is accredited through the Council of Baccalaureate and Higher Degree Programs of the Commission on Collegiate Nursing Education and the State of Wisconsin Board of Nursing.

Philosophy of the College of Nursing

Consistent with and evolving from the core values the following principles about human beings, environment, health, nursing, learning, and teaching guide the educational programs of the University of Wisconsin-Milwaukee College of Nursing (UWM-Milwaukee, CON).

Professional nurses are educated at a variety of curricular levels for generation, application, and evaluation of knowledge. The teaching-learning process is interactive. Learning requires active student participation and is enhanced when the instructional environment is respectful and supports personal worth, dignity, and self-identity in the teacher and the student and encourages each person to grow and discover meaning.

Each human is a unique, dynamic, integral being. Human beings exist within physical and social environments. These environments are shaped by dynamic events in socio-cultural, natural, local and global political milieus. Actions of individuals and groups also shape these environments that provide the context within which health and nursing systems operate. Nursing is committed to social justice, challenges existing paradigms when appropriate and creates innovative solutions for health care problems.

Nursing is a socially derived profession whose members assist person, families, groups and the larger society to pursue the goal of optimum health. Health is a dynamic state influenced by the constant interaction of internal and external factors. Health status is reflective of the

well-being of individuals and aggregates within environments and encompasses wellness, risks, problems, and needs that may be or have the potential to be present.

Through the use of the nursing process, dynamic interactions between the nurse and the client facilitate the promotion, maintenance, or restoration of health. The knowledge base of nursing must be continually developed and evaluated in response to changing environmental health needs. Nursing care is guided by professional standards and requires personal and professional integrity.

Nursing, as a human interaction, is most effective when nurses reflect the population that it serves. The CON seeks to admit and educate a diverse student body in order to enrich the students' educational experience and to prepare them to meet the health needs of a diverse society. Therefore, a holistic review of applicants to the CON includes an evaluation of academic achievement, work and leadership experiences, personal and professional accomplishments, skills, abilities and personal qualities. Consideration of these factors as well as a wide range of economic, social, racial/ethnic and geographic backgrounds will enhance diversity within the CON and the nursing profession.

School of Nursing Faculty approved Faculty Document #(87-04)093 on April 3, 1987; 09/13/02 (ed.)
CON Faculty approved Faculty Document #(87-04)083A on November 17, 2006.

Core Values

The University of Wisconsin-Milwaukee College of Nursing faculty and staff are committed to a professional, student-centered environment. We believe in the following core values:

- Collaboration
- Diversity
- Innovation
- Integrity
- Quality
- Respect for Human Dignity
- Social Justice

Vision Statement

Provide leadership to enhance health through innovative approaches to research, education, clinical practice, interdisciplinary collaboration and policy development.

Mission Statement

The University of Wisconsin-Milwaukee College of Nursing, a premiere urban institution, prepares diverse students to be science-based, compassionate nurse leaders for all settings and levels of practice. We meet emerging global health needs through

- Innovative, quality educational programs
- Research that contributes to the improvement of health
- Evolving models of nursing practice
- Leadership in developing health care delivery systems
- Influencing health policy

Undergraduate Nursing Curriculum Objectives

The graduate of the UWM College of Nursing is prepared to practice as a beginning generalist in a variety of settings. In addition, the graduate will possess knowledge and skills that qualify her or him to pursue life-long learning and advanced study.

Upon completion of this program, the graduate will:

- Apply the nursing process in the delivery of nursing care, utilizing appropriate standards of care, to individuals, families, groups and communities throughout the life span.
- Establish independent and interdependent clinical leadership roles and develop collaborative roles to negotiate with and advocate for the care of individuals, families and groups.
- Provide culturally competent nursing care in a variety of settings to diverse populations throughout health and illness.
- Participate in improving professional nursing and influencing health care delivery and health policy through research utilization, education and practice.
- Examine the implications of ethical, legal and public policy issues that influence health care.

**The UWM College of Nursing
undergraduate and graduate programs
are directed toward enhancing the health
of those who live and work in urban communities.**

SECTION II: ACADEMIC PROGRESSION

The undergraduate nursing program is designed to provide students with academic development in four tracks: Foundations, Professional, Nursing Science and Nursing Practice.

Curriculum Tracks and Related Courses

The relationship between the curriculum tracks and the required courses for the major in nursing are presented in Table 1: Curriculum Tracks and Related Courses.

Undergraduate Curriculum for the Nursing Student

The recommended undergraduate curriculum course sequence is presented in Table 2: Undergraduate Curriculum for the Nursing Student. Note that courses with prerequisites must be taken in a specific sequence.

Students must earn a minimum of 124 semester credits to complete requirements for the undergraduate degree. A cumulative GPA of 2.0 for all credits earned at UWM is required for graduation.

Table 1: Curriculum Tracks and Related Courses

Tracks			
Foundations	Professional	Nursing Science	Nursing Practice
Provides the knowledge base necessary for all health science professionals. Courses are taught prior to or concurrently with the professional nursing major, but do not address specific nursing content.	Facilitates professional nursing role development and explores the relationship of the professional nurse to consumers and other health professionals. Courses encompass legal, moral and ethical parameters related to professional responsibility and accountability.	Presents material necessary for the analysis and planning of nursing care for clients in relation to health, adaptation and altered health states. This track provides the theoretical base, enabling development of nursing strategies for clients throughout the life cycle. Courses encompass nursing responsibility in relation to clients' responses to their health state and interventions by health professionals. Issues relative to preventive care are addressed.	Focuses on the provision of experiences in professional nursing practice with individuals, groups and communities. The prevention of illness and the promotion and restoration of health are the modes of practice. This track provides guided experiences in decision-making at increasingly sophisticated levels and utilizes simulated and actual clinical situations for the application of cognitive, psychomotor and affective skills. Coursework builds the practitioner's confidence and competence in clinical judgment and allows for the exploration of settings in which nurses practice while also aiding in the student's development of the nursing role.
Courses			
Cultural Diversity in Health Care Growth & Development Across the Life Span Perspectives in Health Care Systems Clinical Pharmacology Concepts of Illness I & II Chemistry Biochemistry Physics Anatomy & Physiology Microbiology Nutrition Sociology English History Psychology	Introduction to Nursing Research Practice, Research & Leadership Role Development I & II	Nursing Science I: Concepts of Promoting Health & Maintaining Health Nursing Science II: Concepts of Aging & Long Term Health Nursing Science III: Concepts of Health Care of Women & Children Nursing Science IV: Concepts of Health Care of the Adult Nursing Science V: Concepts of Community Care of Aggregates	Health Assessment Foundations of Clinical Practice I & II Nursing Practice I & II

Table 2: Undergraduate Curriculum for the Nursing Student

For students subject to General Education Requirements (GER)

UNDERGRADUATE CURRICULUM

for students subject to General Education Requirements (GER)

Many of these courses are available in summer and/or winter sessions to aid in progression through the program. See your advisor for assistance in planning.

Pre-nursing Level 1

	Units		Units
Chemical Science *(CHEM101)	4	Survey of Biochemistry (CHEM103)	4
Introduction to Psychology (PSYCH101)	3	Physics for the Hlth Profs* (PHYSICS110)	3
Writing & Critical Thinking*(ENGLISH102)	3	Perspectives on Hlth Care Syst (NURS102)	2
Cultural Diversity in Hlth Care(NURS101)	3	Social Science Elective	3
Fr Sem in Prof Nursing ^ (NURS103)	1	History	3
Elective	<u>1</u>		
	15		15

Pre-nursing Level 2

Anatomy & Physiology I (BIO SCI202)	4	Anatomy & Physiology II (BIO SCI203)	4
Growth & Development (NURS203)	4	Survey of Microbiology (BIO SCI101)	4
Sociology (SOCIOLOGY)	3	Nursing Research (NURS300)	2
Humanities	3	Clinical Nutrition % (C L SCI332)	2
Humanities	<u>3</u>	Arts**	3
		Elective	<u>2</u>
	17		17

Professional Nursing Major Level 3

Concepts of Illness I (NURS320)	3	Concepts of Illness II (NURS321)	3
Fnds of Clinical Practice I (NURS331)	5	Fnds of Clinical Practice II (NURS334)	3
Health Assessment (NURS211)	3	Clinical Pharmacology (NURS205)	3
Nursing Science I: Promoting & Maintaining Health (NURS315)	2	Nursing Science III: Cncpts of Hlth Care for Women & Children (NURS327)	4
Nursing Science II: Cncpts of Aging & Long Term Health Care (NURS326)	3	Nursing Science IV: Cncpts of Hlth Care of the Adult (NURS328)	4
	16		17

Professional Nursing Major Level 4

Nursing Practice I (NURS442)	8	Nursing Practice II (NURS443)	8
Practice, Research & Leadership (NURS403)	3	Practice, Research & Leadership (NURS404)	3
Role Development I		Role Development II	
Nursing Science V: Cncpts of Community Care of Aggregates (NURS415)	3	Nursing Specialty Course (NURS440)	2
	14		13

• Admission to these courses is based on satisfactory placement scores. Without a satisfactory score, the student must complete prerequisite course work. Degree credit will not be granted for Math 90, 95; English 90, 95; Physics 100.

% Chem 103 is prerequisite for C L Sci332. This course should be completed in summer.

** 6 credits are required in the humanities and 3 credits in the arts. If the history course is approved for GER humanities credit, then only 3 more credits in the humanities are needed to meet the GER humanities distribution requirement.

^ Required only of new freshmen

A foreign language requirement went into effect September 1999 for new freshmen and transfer students who are freshmen at another accredited school in Fall 1999 or later and then transfer to UWM. This is a graduation requirement. See the GER section of the Schedule of Classes for details.

10/3/06/wd/curric2

Table 3: Undergraduate Curriculum for the Nursing Student

For students subject to General Education Requirements (GER)

UWM/UWP Consortial Nursing

UNDERGRADUATE CURRICULUM

for students subject to General Education Requirements (GER) & who test into math 111 and Chemistry 100

Pre-nursing Level 1

**Humanities UWM GER		3	General Psychology	PSYCH 101	...3
Human Physiology & Anatomy I	BIOS 105	4	Human Physiology & Anat. II	BIOS 106	4
Cultural diversity in Healthcare	NURS 101	3	Perspective in Healthcare	NURS 102	2
Sociology Course	SOCA	3	*Advanced Composition	ENGL 201	3
*College Algebra	MATH 111	4	The World of Chemistry	CHEM 100	3
		17 cr.			15 cr

Pre-nursing Level 2

*Chemical Science	CHEM 115	4	Biochemical & Organic	CHEM 215	4
Human Growth & Develop	PHYSCH 210 & 213	4	Intro to Nursing Research	NURS 300	2
General Microbiology	BIOS 202	4	Clinical Nutrition	BIOS 190	2
Social Science Elective		3	Principles of Physics	PHYS 101	4
**Humanities UWM GER		3	**History UWM GER	HIST	3
		18 cr	**Art UWM GER		3
					18 cr

Professional Nursing Major Level 3

Nursing Sci. I: Promoting and Maintaining Health	NURS 315	2	Clinical Pharmacology	NURS 205	3
Health Assessment	NURS 211	3	Concepts of Illness II	NURS 321	3
Concepts of Illness I	NURS 320	3	Nursing Sci. III Women and Children	NURS 327	4
Fnd. Clinical Practice I	NURS 331	5	Nursing Sci. IV Ad. Hlth.	NURS 328	4
Science II Nursing Conpts.	NURS 326	3	Fnd. Clinical Practice II	NURS 334	3
		16crs			17crs

Professional Nursing Major Level 4

Nursing Practice I	NURS 442	8	Nursing Practice II	NURS 443	8
Pract. Leadshp. Role Dev. I	NURS 403	3	Pract. Leadshp. Role Dev. II	NURS 404	3
Nursing Sci. V: Community Care of Aggregates	NURS 415	3	Nursing Specialty Course	NURS 440	2
**General Electives (UWM GER)		2	**General Electives (UWM GER)		2
		16 cr			15 cr

Pre-nursing courses are shown in the first four semesters of the curriculum (Level ONE & TWO). Courses in the major begin at level three. Admission to the nursing major is competitive.

*Placement in English and mathematics courses are based on ACT scores. Student's placement in chemistry is based on their mathematics placement. Degree credit is not granted for remedial/academic skills courses and English 100. UW-Milwaukee's math proficiency requirement is based on the completion of College Algebra/UWP Math 111 with a "C" or better or higher math placement.

UWM General Education Requirements/GER:

** 6 credits are required in the humanities and 3 credits in the arts. If the history course is approved for GER humanities credit, then only 3 more credits in the humanities is needed to meet the GER humanities requirement.

Foreign Language: Students whose first semester as a first year at UWP or other accredited institution was September 1999 or later are responsible for the foreign language competency requirement if they did not successfully complete two semesters of the same language in High School. Students who earned transferable credit in a degree program prior to September 1999 are not responsible for the foreign language requirement.

UW-Milwaukee requires 124 degree credits for graduation
rev 10/6/06 word/forms/curriculum GER math & chem

Standards of Professional Conduct

Students are expected to develop professional values and behaviors during their course of studies in the UWM College of Nursing Undergraduate Program. The core values held by a caring professional nurse include:

- ALTRUISM: a concern for the well-being of others,
 - AUTONOMY: the right to self-determination and decision-making,
 - HUMAN DIGNITY: the respect for the uniqueness of all persons,
 - INTEGRITY: the conformity to a code of ethics and standards of practice, and
 - SOCIAL JUSTICE: the support of moral, legal and humanistic principles.
- Adapted from the AACN Essentials for Baccalaureate Education (1998)

Guided by these values, UWM College of Nursing students are expected to:

1. Respect the diversity and rights of peers, faculty, staff, clients and other persons.
2. Demonstrate concern for the welfare of others; being willing to act as a peer mentor and advocate for patients.
3. Provide information and planned care and partnership with patients and families, respecting their right to make informed decisions.
4. Prepare for class and clinical practice activities, including submitting assignments when due.
5. Attend class and clinical practice regularly; arrive on time and act appropriately.
6. Assume responsibility for learning and take advantage of available resources.
7. Utilize and give feedback constructively to improve the performance of others and myself.
8. Evaluate oneself in regard to clinical and personal goals and progression toward becoming a professional nurse.
9. Observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information related to them and their care.
10. Strive to provide culturally competent and sensitive care, taking into account the individual needs of each patient.
11. Demonstrate honesty and integrity in all classroom and clinical situations.
12. Assume accountability for own actions, acknowledge errors and seek to correct them.
13. Take responsibility for fair share of the work involved with group assignments.
14. Provide safe and equitable care for all persons.

Student Responsibilities in the Major

Students are expected to provide their own transportation, uniforms, books, supplies, equipment and other learning resources, such as clients, for practice experience as deemed necessary to meet course objectives.

Health. Good physical and mental health is essential for study and practice in professional nursing. The faculty of the College of Nursing reserves the responsibility for retaining only those students who demonstrate qualities of physical and mental health generally considered to be imperative for professional nursing practice.

Health and Accident Insurance. Nursing students are expected to provide for their own personal health and accident insurance coverage. ***Health and accident insurance is not provided for students by the University of Wisconsin-Milwaukee or by any clinical agency where students may be assigned for clinical experience.***

Physical Examination and Immunizations. A physical examination and specified immunizations are required of all students prior to enrollment in nursing practice courses. Expenses of the required examination and immunizations are the student's responsibility.

Illness or Prolonged Absence. Students are expected to be present at all scheduled classes and clinical laboratory experiences. Since space in nursing courses is assigned during the first week of the semester, students are expected to be present for all instructional periods during that week as well. Frequent or prolonged absences from scheduled classes and/or clinical experiences may necessitate that the student drop a nursing course. Any planned interruption in course work should be discussed with the student's advisor at the earliest possible date.

Safe Professional Practice in Clinical Settings. Students are expected to demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, communication, and continuity of care; and show respect for the human rights of individuals. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practice at any time during the semester. If the behavior is identified before the drop date, the student will be directed to drop. If the drop date has passed, the student will receive a grade of 'F' for the course. In order to continue in the nursing program, a student who is terminated from a clinical practicum must appeal to the Undergraduate Program Committee for readmission to the nursing program.

Travel. Students in nursing are responsible for arranging transportation to and from all agencies or clients' homes used to provide clinical experience for the program. They are also responsible for any related liability. Students are expected to carry insurance on their vehicles.

Uniforms. Information about the uniform, a one-time investment, is sent to each student with the official letter of acceptance into the major. Uniform descriptions also are provided in this Handbook. Students purchase their uniforms after acceptance into the nursing major.

Student Requirements Before Beginning First Clinical Rotation

The following requirements must be met before students, who are entering the clinical major, are allowed to attend practicum:

- Current health and accident insurance.
- Current physical examination, health records and proof of immunizations.
- UWM College of Nursing photo ID card.
- Proof of current CPR certification.
- Proper uniform.
- Attendance at a College of Nursing mandatory infection and blood-borne pathogen in-service.
- Attendance at a College of Nursing mandatory regulatory and safety in-service and knowledge of regulatory requirements of the Joint Commission on Accreditation of Health Care Organizations (JACHO), infection control, fire and life safety, electrical safety, and chemical safety.

Detail information related to these requirements are presented below.

Health and Accident Insurance. Students are required to have personal health insurance that is in effect at the time of entry into the clinical portion of the nursing program. This insurance must cover you while you are on location at a facility or institution. **STUDENTS ARE NOT COVERED BY HEALTH OR ACCIDENT INSURANCE BY EITHER THE UNIVERSITY OF WISCONSIN-MILWAUKEE OR THE PRACTICUM FACILITY OR PRACTICUM INSTITUTION. In addition, WORKERS' COMPENSATION INSURANCE DOES NOT COVER STUDENTS.** IF YOU BECOME ILL OR INJURED AS A RESULT OF THE FIELD TRAINING PROGRAM, THERE IS NO COVERAGE FOR YOUR COSTS OF MEDICAL TREATMENT. If you suffer a needle stick or are hurt while in practicum, you need personal health insurance to cover your medical bills. You are not covered by any policy from the University or the practicum site.

Physical Exam Requirements, including Health Record and Proof of Immunizations. Every student admitted to the professional nursing major must complete a physical examination and specific immunizations and tests. Written proof of completion of these requirements must be on file at the College of Nursing Student Affairs Office no later than January 2nd for students entering the nursing major in January; and by August 1st for students entering the major in September. Students must have completed the first two (of three) Hepatitis B immunizations before the semester deadline, with the third immunization due shortly after the semester starts.

- **Physical exam.** Evidence of a physical examination - to be completed by a nurse practitioner, University physician, or a physician of the student's choice - must be submitted to the College of Nursing Student Affairs Office on a date specified by the College of Nursing. The examination must be completed within one year before the date on which the student begins clinical nursing course work. **Failure to provide this documentation will result in exclusion from the clinical area.**

- **Diagnostic tests and immunizations.** In order to maintain the health and safety of College of Nursing staff, students and the clients whom they care for, the specific diagnostic tests and/or immunizations are required of all students. Students must submit immunization records and/or proof of immunity in the form of laboratory reports to the College of Nursing Student Affairs Office by the appropriate deadline. See Table 3 for diagnostic test and immunization requirements. **Failure to provide this documentation will result in exclusion from the clinical area.**
- **Health services availability.** The Norris Health Center is available, *by appointment*, to assist students in meeting the physical exam and immunization requirements. Students are asked to bring evidence of recent immunizations to their appointments. A health history will be taken and a physical examination will be performed by a physician or nurse practitioner.

There is no fee for the physical examination provided through the Norris Health Center for enrolled students, **IF** the exam is completed prior to the date designated each semester by the Norris Health Center. After the designated date, nursing students will be charged per the fee schedule.

The following tests and immunizations are available at the Norris Health Center. A fee will be charged for these tests and immunizations.

- TB skin test
- Diphtheria-tetanus vaccine
- Rubella titre, rubeola titre, mumps titre, varicella titre
- Hepatitis B Vaccine with the first dose at the time of the physical exam, the second dose one (1) month after the first dose, and the third dose six (6) months after the second dose.

Students who choose to go to their personal physician or nurse practitioner to fulfill the health requirements must bring documentation of the physical exam and immunization and/or diagnostic tests to the College of Nursing Student Affairs Office. NOTE: Indicate on all documents the semester you plan to be in clinical and your student I.D. number.

Consortial Nursing Program students may use the UWM Norris Health Center on a payment-for-services basis as per the current Norris Health Center fee schedule.

Caregiver Background Check

Chapters 48 & 50 of the Wisconsin State Statutes make it a requirement for the College of Nursing to perform rigorous background checks on all students who are required to complete internships or clinical training at a WI Department of Health and Family Services covered facility. Students admitted to the CON Clinical Major are required to have a completed Background Information Disclosure form (BID/HFS-64) and an Authorization and Release form on file in the CON Student Affairs Office.

**STUDENTS WHO NEGLECT TO FULFILL THE HEALTH REQUIREMENTS
WILL NOT BE PERMITTED TO REGISTER FOR and/or
CONTINUE IN CLINICAL PRACTICUM.**

Table 4: Diagnostic Test and Immunization Requirements

Disease	Primary Schedule
Tuberculosis	Annual PPD skin test using Mantoux method. For those persons with a history of positive PPD-test reaction, a chest x-ray is required. If results of the initial chest x-ray are negative, repeat x-rays are not required. This requirement is to be met within three (3) months prior to enrollment in the course NURS-331 and kept current through graduation.
Hepatitis B	Hepatitis B vaccine series - (3 doses: 0, 1, and 6 months apart)
Diphtheria and Tetanus	Diphtheria-tetanus toxoid booster within 10 years.
Rubeola (Measles)	Serologic evidence of immunity or documentation of 2 MMRs. In the absence of above records, initial dose MMR followed by a second dose at least one (1) month after the first dose.
Rubella (German Measles)	Serologic evidence of immunity or documentation of 1 MMR. In the absence of above records, one (1) dose MMR.
Mumps	Serologic evidence of immunity or documentation of 1 MMR. In the absence of above records, one (1) dose MMR.
Varicella (Chicken Pox)	Serologic evidence of immunity. If no immunity shown, two (2) doses (0.5 ml) varicella vaccine 4-8 weeks apart.

While not required, influenza vaccine is strongly advised. Annual vaccination with the current vaccine is highly recommended for health care workers who have contact with patients at high risk for influenza or its complications.

College of Nursing Photo ID. Students are to wear the College of Nursing photo ID while on duty at any affiliate or clinical setting. The College of Nursing coordinates ID photo sessions. The initial fee for a photo ID is \$5.00. The replacement photo ID fee is \$3.00.

CPR Certification. Current BLS or Level 3 Health Professional certification is required to be kept current throughout the professional major.

Infection and Blood-borne Pathogen Inservice. The annual mandatory inservice will be conducted by the College of Nursing.

Regulatory and Safety Inservice. The mandatory inservice will be conducted by the College of Nursing. Topics include privacy and confidentiality issues of patients, policies and procedures of clinical facilities, and safety issues.

Undergraduate Student Uniform Policy and Dress Code

The principle behind this statement is to provide guidance for current acceptable professional appearance, as well as, appropriate identification of professional nurse students for others in clinical areas. Students enrolled in clinical nursing courses must select their clinical uniforms using these guidelines. Any questions regarding the uniform policy should be directed to the Student Affairs Office, UWM College of Nursing. Students should be aware that specific learning experiences may dictate a need for modification of the uniform as described here. Any differences will be communicated by the course faculty.

- I. Alternative acceptable clean and pressed uniforms. Uniforms may be purchased at the store of the student's choice. "Scrub" attire is not appropriate.
 - A. White professional uniform top, extending approximately 8 inches below the waist, and navy blue skirt, at least knee length.
 - B. Navy blue dress slacks, without cuffs, and a short-sleeve, white professional uniform top, extending approximately 8 inches below the waist.
 - C. Navy blue professional dress, at least knee length.

- II. UWM student patch is securely stitched on the left sleeve of all uniforms and lab coats. The student patches are available from the Nursing Student Association only. Orders for patches will be accepted by the Student Association at the beginning of each semester.

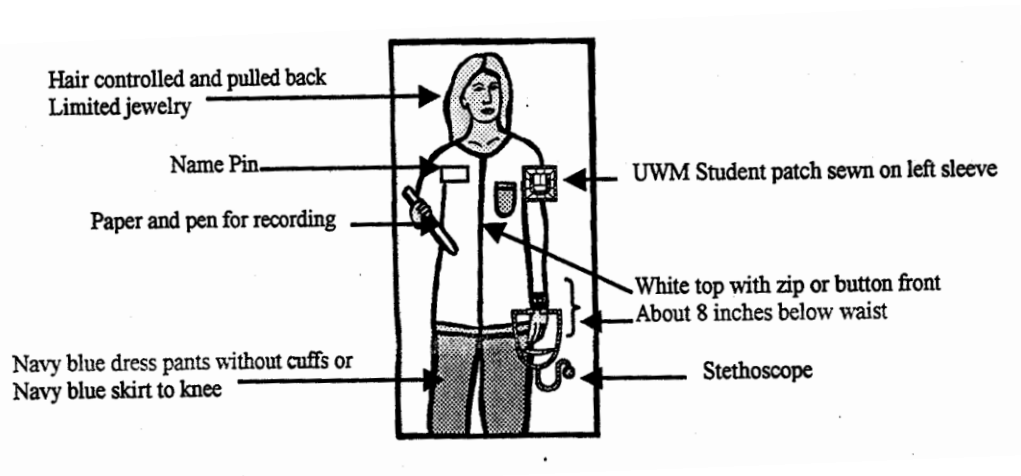
- III. UWM College of Nursing photo identification name badges are to be worn at shoulder level while in the clinical agency. The identification photo badges are available through the Office of Academic Affairs.

- IV. Additional uniform items:
 - A. Any style white professional or athletic shoes. Clogs are not acceptable.
 - B. Hose of a neutral shade or navy or white socks with slacks.
 - C. If sweaters are worn, they are to be either white or navy blue.
 - D. White turtleneck sweater or white round-neck or turtleneck shirt may be worn under professional top. No words, logos, or other designs may show through the uniform top.
 - E. White dress shirt with tie may be worn under the professional top.
 - F. White lab coat, at least $\frac{3}{4}$ length, is optional.

- V Appearance
 - A. Students are always to be appropriately and professionally attired when engaged in clinical activities.
 - B. Hair must be neat, clean, and controlled. Long hair must be pulled back away from the face. Hair cannot fall forward across the face.
 - C. Mustaches and beards must be neatly trimmed and/or styled so as not to come in contact with patients or interfere with care.
 - D. Jewelry should be conservative, i.e., simple rings, one pair of stud earrings. Loose, dangling jewelry is prohibited. Aside from earrings, jewelry may not be worn in any visible body piercings including but not limited to, piercings in the

tongue, nose or eyebrow. Jewelry worn in non-visible piercings which may pose a safety risk because of patient care responsibilities is not permitted. Methods to conceal unacceptable jewelry in a piercing, such as using a bandage, are not permitted.

- E. Tattoos and body art must be covered.
- F. Natural nail tips must be kept less than ¼ inch long. Nail polish must be a neutral color that is intact with no chips or cracks. Artificial fingernails or extenders, and nail ornaments are not permitted.
- G. Perfumes, colognes, and other scents may not be worn.
- H. Head coverings, except for those worn for religious reasons, are not permitted.
- I. Students are encouraged not to smoke while in uniform.



SECTION III: ACADEMIC EXPECTATIONS OF STUDENTS IN THE NURSING MAJOR

Academic Requirements for Continued Progression

Required Grade Point Average. Every nursing student is required to maintain a minimum of a “C” average (cumulative GPA of 2.0 on a 4.0 scale) on all work attempted in each semester or summer session. Failure to meet this minimum GPA will automatically result in a status of academic probation.

In addition to maintaining a cumulative GPA of 2.0, a student must earn at least a “C” (2.0) in each required nursing course. (In a practicum nursing course, a student must earn at least a “C” in both the clinical and theoretical components in order to receive a “C” as the final course grade.) Any student who earns a grade below “C” (2.0) in a required nursing course is automatically dropped from the nursing major. Such a student must appeal to the Undergraduate Program Committee for readmission and permission to repeat the course in which a minimum grade of “C” was not earned.

In a nursing course with limited enrollment or a waiting list, qualified students who have not taken the course previously will have enrollment priority. Progression to the next level of courses is not permitted until all courses of the previous level have been successfully completed.

Grade Ranges.

94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59-0	F

Course Progression. Students are expected to complete courses in the sequence shown in the Undergraduate Curriculum (see page 7). The student’s advisor and the Associate Dean for Academic Affairs must approve any changes in course sequencing.

Dropping Courses. Students should refer to a current class schedule for information concerning existing UWM drop policy guidelines and any exceptions for individual courses.

Following admission to the nursing major, a student who wishes to drop from a required or elective clinical nursing course or to withdraw must discuss the matter with the instructor, course coordinator or Undergraduate Program Director, and the Associate Dean for Academic Affairs. In addition, the student may wish to discuss the

matter with an academic advisor in the Student Affairs Office. Written approval to drop must be secured from the instructor and the Associate Dean irrespective of the week of the semester. Any such interruption in the sequence of courses following acceptance into the major requires readmission to the clinical major. Information about applying for readmission is available in the College of Nursing's Student Affairs Office.

Grievance Procedure. The College of Nursing has a formal written grievance procedure, available in the College of Nursing's Student Affairs Office. A grievance is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of rules. Student grievances are reviewed by the College of Nursing's Undergraduate Program Committee, which recommends the disposition of the grievance to the Associate Dean for Academic Affairs. In addition, this Committee reviews and acts upon all cases of academic misconduct as described in Chapter UWS 17, UWM Student Disciplinary Procedures.

Part-time Study. Once admitted to the major, students are expected to complete the professional nursing courses as shown on page 7. Approval for any change of plan or course sequence must be obtained from the Associate Dean for Academic Affairs. Students should see their nursing advisor for assistance in completing the "Request for Part-time Study" form.

Faculty Document #(88-02)094B

SECTION IV: CLINICAL PRACTICE STANDARDS

Safe Professional Practice by Students in Clinical Settings

Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

Biological, psychological, social and cultural realms. The student's practice meets the needs of the client from a biological, psychological, sociological and cultural standpoint.

Examples of unsafe practice include, but are not limited to, the following:

- Displays of mental, physical or emotional behavior(s) which may negatively affect others' well-being;
- Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others;
- Acts of omission or commission in the care of clients, such as:
 - Physical abuse,
 - Placing the client in hazardous positions, conditions or circumstances,
 - Mental or emotional abuse, and
 - Medication errors;
- Interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruption of client care and/or unit functioning;
- Inability to perform psychomotor skills necessary for carrying out nursing procedures.

Accountability. The student's practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.

Examples of unsafe practice include, but are not limited to, the following:

- Failure to provide concise, inclusive, written and verbal communication;
- Failure to accurately record comprehensive client behaviors;
- Attempting activities without adequate orientation or theoretical preparation or appropriate assistance;
- Dishonesty.

Regulatory. The student practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines set forth in the course syllabus, the UWM College of Nursing Student Handbook, and the rules and regulations of the health care agency or agencies that are the site(s) of the clinical practicum.

Examples of unsafe practice include, but are not limited to, the following:

- Failure to notify the agency and/or instructor of clinical absence;
- Failure to adhere to the dress code;
- Presenting for clinical practicum under the influence of drugs and/or alcohol. It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned.
- Habitual tardiness to clinical assignments;
- Undertaking activities outside the scope of the course;
- Criminal behavior.

Ethical. The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.

Examples of unsafe practice include, but are not limited to, the following:

- Refusal of assignment based on client's race, culture, sexual orientation, or religious preference;
- Failure to maintain confidentiality;
- Dishonesty;
- Misrepresentation of information to the public;
- Ignoring unethical behavior(s) of other health care persons in the clinical setting(s), which affects client welfare.

Faculty or staff observing behaviors or circumstances that indicate that the student is potentially unable to practice safely in the laboratory setting may remove the student from the laboratory setting and refer them for appropriate assessment and intervention. Evidence that problems are/or have been appropriately addressed may be required before the student returns to the clinical setting.

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reason of unsafe practice at any time during the semester. If the behavior is identified before the drop date, the student will be directed to drop. If the drop date has passed, the student will receive a grade of "F" for the course. In order to continue in the nursing program, a student who is terminated from a clinical practicum must appeal to the Undergraduate Program Committee for readmission to the Nursing Program.

A student whose pattern of behavior endangers a client's, peer's, staff member's, or clinical instructor's safety will be given a verbal and written warning by the primary clinical instructor. If the student's pattern of behavior is repeated, the student and

faculty will meet with the course coordinator. Upon a decision by the faculty and course coordinator that the student's conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will receive an "F" for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum. The student may appeal this decision to the Undergraduate Program Committee.

The primary clinical instructor will:

1. Provide instruction, guidance, and interpretation of objectives during the clinical experience.
2. Document patterns of behavior related to attainment of clinical objectives. (Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments, as appropriate. Written work will also be evaluated.)
3. Give a verbal and written warning for patterns of behavior that are not safe.
 - a. Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
 - b. Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student, course coordinator and Associate Dean for the undergraduate program with one (1) copy retained by the instructor. One (1) copy will also be placed in the student's file in the Student Affairs Office. The student and the clinical instructor must sign the written warning or a copy of the warning must be addressed and mailed to the student by certified mail.
4. Meet with the student and course coordinator to examine concerns. The student may have someone present at this meeting in an observational capacity. The student wishing the presence of an observer must so notify the instructor or the course coordinator before the meeting. The deliberations and conclusions of this meeting will be summarized in a letter addressed to the student and copied to: Associate Dean for Academic Affairs, Undergraduate Program Director, the Office of Coordinator of Student Affairs, and the course coordinator.
5. Provide written summary of areas of deficiency, corrective actions and outcomes on re-evaluation of student performance to the Undergraduate Program Committee, if requested.
6. In lieu of steps 2-4, the instructor may immediately suspend the student from the clinical practicum if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardizing the well-being of clients, staff or peers. The student may only return to the clinical setting at the discretion of the instructor, until a decision has been obtained from the Undergraduate Program Committee.
7. Nothing in this procedure precludes the instructor from removing the student from clinical practice on a day-to-day basis because of the potential for unsafe practice on that day.

Formal Hearing by Undergraduate Program Committee

A hearing may be requested by filing a verbal and written request with the chairperson of the Undergraduate Program Committee. The request must contain specific allegations for which the hearing is being requested. These allegations must be substantiated by documentation from both of the involved parties. The Undergraduate Program Committee will follow its codified procedures and timeliness in conducting the hearing.

Clinical Probation Policy

Clinical probation is a mechanism used by the faculty to communicate a student's unsatisfactory progress in a clinical course during the semester. Students are placed on clinical probation when they are in danger of failing the course due to: unsatisfactory behaviors demonstrated in the clinical setting related to the course objectives, a pattern of communication/interaction difficulties with others, lack of adequate preparation for clinical experiences, a pattern of verbalization or behavior that denigrates others, disruption of the learning and/or clinical practice of other students or staff, or failure to meet other professional performance expectations as identified in the clinical course syllabus/workbook and Faculty Document #(88-02)094B.

A student is informed of the clinical probation status both verbally and in writing. The clinical probation form provides the student with a clearly written explanation of the nature of the unsatisfactory performance/behaviors and the instructor's recommendations for improving/changing the performance/behaviors. It is expected that these recommendations will provide guidance needed by the student to successfully pass the course. When the student's performance/behavior has improved and/or the unsatisfactory behavior has been changed as determined by the instructor, the student's clinical probation status is removed and a notation made on the clinical probation form of the student's improvement. If the student's performance does not improve and the student fails the course, that is also documented on the form. The clinical probation form remains in the student's record in the School of Nursing with other documentation of clinical performance.

Although the students are usually placed on clinical probation before or at the mid-term, it may be given at any time during the semester. Clinical probation is intended to give the student additional time to improve clinical performance or change behavior, but it does not mean that the student cannot be withdrawn or failed for unsafe care as specified in Faculty Document #(88-02)094B.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA stands for Health Insurance Portability and Accountability Act and involves legislation protecting patient privacy and records security. Nursing students are expected to comply with their assigned clinical agency HIPAA privacy policies. Based on agency policies, students may be required to sign confidentiality agreements that describe their responsibilities pertaining to patient information and medical records. Students should raise any questions about HIPAA issues or agency agreements with their clinical agency instructor.

Significant points for students related to HIPAA include:

1. In accordance with the UWM College of Nursing Undergraduate Program Standards of Professional Conduct, students are expected to “observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information relating to them and their care.”
2. Generally, as nursing students, any medical or other confidential information or knowledge acquired or received during the course of clinical experiences, including, but not limited to, patient data and patient care information, business affairs, methods of operations, and computer-processing systems is confidential. Students agree to maintain this confidentiality and not to disclose or use this information during and after clinical assignments, without the agency’s prior written consent.
3. Clinical information and/or activities essential to students’ preparation as professional nurses, under the supervision of their instructors, are provided for under the HIPAA Privacy Rule. Clinical pre- and post-conference discussions between students and their instructors, who have participated in the nursing care of patients on their assigned units, are examples of activities necessary to the clinical education of nursing students.
4. Students must take specific steps to protect the privacy and confidentiality of patients in their care. These steps include, but are not limited to, limiting any written and/or verbal discussions of patients to facts that do not make patients easily identifiable. Discussion of patients outside of students’ clinical practice settings or instruction is not allowed.
5. Students are to keep any notes, files, diskettes, or electronic files that involve patient information in a secure place. Information provided in coursework should not make the patient identifiable. Clinical assignments or coursework should not be submitted or exchanged via e-mail.
6. Students should return or destroy any patient health information received in the clinical setting at the completion of the clinical course. Course instructors may collect this information to facilitate its destruction.

Invasive Procedures

UWM nursing students may not practice invasive procedures on each other in the Cunningham Building, Tallent Hall, nor in clinical facilities. Invasive may be interpreted as breaking of skin integrity or entering body orifices with the hands or with objects, with the exception of orifices in the head (i.e., assessment of eyes, ears).

Students in the clinical setting may conduct invasive procedures with patients when the student is under the direction of a clinical instructor.

Liability Protection

General, professional and medical malpractice liability protection is extended to UWM nursing students while participating at a clinical practicum through Wisconsin State statutes under the following conditions:

- The program is sanctioned by the Dean of the School.
- Liability protection is extended only for the time specified by the agreement between the affiliate and the School, i.e., scheduled clinical hours.
- The program provides credit and is a requirement for the student's graduation.
- The student is a registered student in good standing.
- If an accident occurs, the student was acting within the scope of the program at the time of the incident.
- The student reports any incident, which may give rise to a claim to the clinical faculty person, the Director of the Undergraduate Program or Dean of the School. (The Program Director or Dean will advise UWM's Risk Manager.)
- Should the incident result in a claim or legal action naming the student or UWM staff, the student must cooperate fully and follow instructions given to the student by the UWM's Legal Affairs or Risk Management staff. If legal action is needed, the State of Wisconsin Attorney General will assign legal representation.

Personal Property Insurance

The University does not provide insurance for personal property, which may be damaged or stolen while you are at a practicum facility or institution. Students should verify what types of personal property protection they might have under a homeowner's, renter's or automobile policy.

Students should leave all valuable property at home, including jewelry, large sums of money, and electronic and computer equipment.

SECTION V: HEALTH and SAFETY ISSUES

Guidelines on Acquired Immunodeficiency Syndrome (HIV/AIDS)

1. Students and faculty with HIV/AIDS should contact the UWM Norris Health Center for an individual analysis and response based upon the particular facts of each situation.
2. Students who come in contact with patients/clients/co-workers who have HIV/AIDS should follow the policies and procedures of the appropriate agency.
3. It is usually recommended that persons who are pregnant or are immunosuppressed due to a chronic debilitating disease, such as cancer, should not care for patients/clients with HIV/AIDS due to the high incidence of viral infections in such patients/clients.
4. Students with known exposure to persons with HIV/AIDS may contact the UWM Norris Health Center for appropriate screening and testing.
5. The UWM Norris Health Center is a screening site for HIV/AIDS. Therefore there is not charge for these tests. These tests will be examined anonymously and the results returned with a code.
6. Students who have concerns caused by contact with patients or other persons with HIV/AIDS may contact the UWM Norris Health Center for confidential information, advising and possible testing for this disease. As a screening site, the Health Center makes no charge for these services.
7. UW-Parkside Consortial students may contact the UW-Parkside Health Services for information and/or services.

Additional information on HIV/AIDS is available in a file in the Office of the Associate Dean for Academic Affairs. Please direct any concerns or question to the Associate Dean.

Note: At UW-Parkside, students should contact the UW-Parkside Health Services, whose protocol and procedures are extremely similar to the UWM Norris Health Center's protocol and procedures.

Protocol for Percutaneous Exposure to Body Fluids

Universal Precautions

To protect all persons against exposure to human blood-borne pathogenic disease, "universal precautions" will be observed to prevent contact with blood or other potentially infectious body fluids or tissues. These precautions make the assumption that all human blood and certain body fluids are to be handled as if known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other blood-borne pathogens. "High risk

body fluids” as defined by the Center for Disease Control (CDC) are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, blood products, menstrual discharge, and inflammatory exudates. Saliva, sputum, tears, nasal secretions, urine, feces, sweat and vomitus are not considered high risk fluids unless visibly contaminated with blood. However, non-blood-borne pathogens may be present in these fluids, and the Exposure Protocol should be initiated whenever a biohazardous injury results in exposure to one of these substances.

Injury

If the Exposed Person is a UWM student, please note that the student, not the College of Nursing or UWM, is responsible for costs incurred during the emergency post injury evaluation/intervention if done outside of the Norris Health Center.

Biohazardous injury. 1) a puncture or laceration caused by a needle or sharp object contaminated with blood or other body fluids; 2) blood or blood-tinged secretions which contaminate the mouth, eyes, nasal mucosa, or open skin lesions; or 3) human bites.

Exposure incident. the direct contact of non-intact skin (e.g. puncture, abrasion, rash) and/or any mucous membrane to the “high risk body fluid” of another person.

A. Initial Injury Management/First Aid (Immediately upon injury)

- 1) Percutaneous injury-5 minute betadine scrub
- 2) Mucosal/ocular splash-irrigate with normal saline; if the eye involved, lift eyelids to ensure thorough irrigation
- 3) Report injury to facility infection control officer

B. Exposure Evaluation and Management (Within 30 minutes of injury)

- 1) Exposed Person (EP) should go to ER of facility where exposure occurred;

IF

the initial facility ER declines to serve EP
and/or is not covered by his/her insurance provider;

THEN

- 2) EP to go to ER facility covered by his/her health insurance provider

OR

- 3) EP to go to Norris Health Center (If Norris Health Center is closed, this is not an option for emergency exposure evaluation)

If EP is UWP consortial student, go to Student Health Services (If Health Services is closed, this is not an option for emergency exposure evaluation)

C. Post-Exposure Counseling (Within 24-48 hours of injury)

- 1) EP to contact Norris Health Center or UWP Health Services to make arrangements for follow-up counseling/guidance

OR

- 2) EP to contact counseling/support services covered by his/her insurance provider

Physical Safety Reminders

An important part of student learning in the nursing program occurs in clinical experiences located throughout the community. The College of Nursing currently contracts with more than 65 community agencies. The richness and diversity of the clinical settings is a strength of the program and demonstrates the College's commitment to the urban mission of UWM.

As students participate in learning experiences in the community, they will need to be sensitive to surroundings and events occurring around them. An awareness of safety factors and preventive measures is essential.

These safety reminders, initially developed by the UWM School of Social Welfare for their students, detail a safety policy and specific strategies for students to follow. It is the student's responsibility to become familiar with the contents of this section and to discuss any questions with the clinical instructor.

If a student feels that he/she is in an unsafe situation or requires assistance, the student should contact the clinical instructor or an administrator at the College of Nursing (414-229-5785).

Community Safety Strategies

- Always walk with confidence giving the impression that you know where you are going.
- The importance of attention to dress and personal presentation:
 - Leave jewelry at home. Do not expose jewelry and valuables.
 - Do not travel with large sums of money. You may want to bring two "stacks" of money – one for the robber and one for yourself.

- Although you may want to avoid carrying a wallet, you should have some form of identification with you.
- Dress to blend in with the community; do not be conspicuous.
- Do not wear trendy or brand clothing, which may be desirable to others.
- Hold on to your purse securely and keep it close to your body.
- Check bus routes or driving routes before going into the field. Consult with your supervisor or other staff who are familiar with the area in which your field visits will occur.
- The agency/office should always know where your visits will be made on a daily basis. You may want to consider calling into the agency/office as you complete one field visit and move on to another visit. If there are many changes to your schedule or if you have been delayed, you should notify the agency/office/instructor.
- Stay on major routes or streets as you travel to your field destination.
- In most instances, field visits should be planned during the morning or early afternoon hours. Visits that may extend to the end of the day, when it begins to darken, should be avoided.
- Follow your instincts – do not go in or remain at a site if you feel it is not safe. A field visit can be scheduled at another time.
- It is important that you appear confident and that you know where you are going even when you don't.
- Walk with your head up and be aware of your surroundings and the individuals who are present.
- When asking directions, always seek out the police or individuals who work in businesses located in the community/area.
- It is inadvisable to engage in conversations with unknown individuals.
- Be aware that there may be situations that you should not handle. In these instances, call the police.
- If stopped by the police, do what they tell you to do until the officer can stabilize the situation and find out who is the victim and the perpetrator.
- It is advisable to leave the premises when you see drugs, alcohol or any situation that may lead to violence.
- If you are in immediate danger, yell "FIRE" not "help" or "rape." Individuals tend to respond more readily to a "FIRE" alert.
- If you have the use of a portable phone, always have it within easy access.
- It is advisable to carry change (quarters, nickels, dimes) in case you need to use a pay phone.
- Always have enough money for using either a taxi or a bus.
- Never fall asleep while traveling by bus.
- Avoid wearing a "Walkman." It can impair your ability to hear what is going on around you.
- Although it may be difficult, it is advisable to remain calm in situations that may be considered potentially threatening.
- The risk of becoming a victim of a violent street crime is greater between the hours of 6:00 PM and midnight than any other times of the day.

Safety Strategies when Driving

- When possible, drive on well-traveled streets.
- Always park in parking areas that are well-lighted and designated for parking. Avoid parking in isolated areas.
- Avoid parking next to a van.
- Always have your key in your hand when you are ready to enter your vehicle.
- Before entering your vehicle, always look inside (front and back seat) before entering. It is also advisable to look under your car as well.
- All car windows and doors and car trunk should be closed and locked.
- Have your windows rolled up far enough so no one can unlock your door from the outside while stopped in traffic.
- Never leave any valuable property within view in the car. Even items that are not valuable may appear to be so to others!
- When approaching a stoplight, it is advisable to keep enough room in front of your car to remove your car if necessary.
- If someone tries to approach or to enter your stopped vehicle, accelerate and leave the area immediately.
- If another vehicle attempts to stop you or block your exiting, stay in your car, lock your car, and sound your horn for help.
- Never pick up a hitchhiker.
- Never hitchhike!
- If you are being followed, do not go home – drive to the nearest police station, fire station, all night service station or other public area where people are present.
- Avoid pulling over if another car attempts to force you to the side of the road. If possible, obtain the license number of the vehicle.
- Do not offer a ride to someone having car trouble. Offer to call for help.
- If you have car trouble, do not accept a ride with strangers. Open the hood and remain in your car.
- Obviously, your car should be maintained in good running condition.
- The following items should be basic equipment for your car:
 - Spare tire (also have a can of material that will “inflate” a flat tire),
 - First aid materials (advisable to have a complete kit),
 - For winter driving - a shovel; gravel, kitty litter or sand; and several blankets,
 - Maps of the city and surrounding areas, and
 - Flares.

Home or Building Safety Techniques

- Once again, trust your instincts and do not enter a building if the situation looks or feels unsafe. Be aware of the people entering and exiting the building.
- Once you enter a home or building, be aware of the surroundings. Know various “exit” routes other than the door that you entered. Know where the telephone is situated. If you have a cellular phone, have it readily available.

- Do not remain in the home or building if you see drugs, alcohol, firearms, violence, etc. It is imperative to be aware of situations over which you are unable to control.
- When in a home or building, always be aware of other people on the premises. Have a plan in mind if you need to exit quickly.
- If you are uncertain about your safety once you have entered a home or building, remain near an exit (door). Do not allow anything or anyone to get between you and the exit (door).
- It is important to have a nonverbal communication system worked out with a partner who is accompanying you on home visits.
- Threats that are made should be taken seriously.
- While using an elevator, stand next to the control panel inside the elevator to give you access to the alarm or emergency button.
- Avoid construction sites or entering vacant buildings.

Safety Strategies in the Office

- When working after normal business hours, always keep your office door closed and locked. Students are not encouraged to be on agency/office premises after hours unless approval is received from the clinical instructor.
- The office door should be locked when you are leaving the office regardless of the length of time.
- Keep emergency telephone numbers available at all times (building security, police, etc.)
- Never prop a door open to provide access to a work area for someone who does not have a key.
- All purses, wallets and valuables should be locked in a desk/file drawer. A wallet or purse should never be left on top of a desk or in view.
- Keys to the office should never be unnecessarily duplicated or loaned to others.
- Any suspicious person present in the building should be reported to the police.
- Always require identification from maintenance workers who are asking for access to an office area or are attempting to remove equipment.
- Close and lock all doors when leaving the office.
- Record serial numbers of valuables for future reference.
- Always check to insure that outside or entrance doors are secured.

Safety Strategies while Walking

- Wear clothing that is not restrictive in the event that you may need to run. High heels and tight fitting clothing limit movements to escape.
- Try to keep your hands free. It is best not to be overburdened with items.
- Have a whistle or some other alarm device with you. Do not wear it or anything around your neck that could be used to choke you.
- If you sense you may be in danger, run to a well-lighted place nearest to you. Shout or yell while you are running.
- If you feel you are in imminent danger, break a window in whatever place is closest to you in order to draw attention to you.

- Look behind you to make sure that no one is following you. Changing your walking pattern or crossing the street may cause anyone following you to hesitate.
- It is inadvisable to walk alone if you are drunk, anxious, high, tired, depressed or physically ill. When possible, it is advisable to walk with others as a lone offender against a lone victim commits the majority of violent incidents.
- Avoid walking near shrubbery, alleys, dark or unlit areas, doorways, backs of buildings, unlit parking lots or other places of concealment.
- When possible, watch your reflection in windows as you pass them. You may be able to see if anyone is following you.
- Some hand items that may be used as weapons are: keys, a plastic lemon filled with lemon juice or ammonia, hat pins, umbrellas or a lit cigarette. Always have protective items within reach. If they are in the bottom of your purse, they may not be easily accessible.
- Always be aware that any item that may be used as a potential weapon can be taken away from you and used against you.
- If you do become a victim of a crime, give up your property. It is recommended that some money be carried at all times. Robbers tend to become angry if there is “nothing to rob.” However, do not carry extra credit cards or money.
- If someone is following you, try to recall points of identification about the person: height, weight, build, hair color, type of clothing, age, etc. If possible, write down the person’s license number.

Elevator Safety Strategies

- Always remain alert as to who is also using the elevator.
- Check out the control panel when first entering an elevator; be aware of the location of the alarm button and stop button.
- If possible, always stand next to the control panel.
- If you sense impending trouble with a person on an elevator, push the button for the next floor and get off.
- If you are attacked on an elevator, push as many buttons as you can. This provides you with more chances to get off the elevator.
- Do not push the stop button – as that may be what your assailant wants. If the assailant pushes the stop button, do whatever you can to pull it back out and hit as many floor buttons as possible.
- Hit the alarm button, only if it is separate from the stop button.
- If the elevator is equipped with a telephone, know how to use it.

The outlined strategies in this section were taken from “Crime Proofing Your Life,” a personal safety column in Open File, University Police Letter, University of Wisconsin-Milwaukee, July 1993, by Police Officer Art Koch, Crime Prevention Coordinator, University Police Department.

SECTION VI: SUMMARY OF UWM POLICIES

Academic Misconduct

The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. (UWM Faculty Document #1686)

Accommodation for Religious Observances

Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. (UWM Faculty Document #1853)

Complaint Procedure

Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific University policy, it may be directed to the head of the department or academic unit in which the complaining occurred or to the appropriate university office responsible for enforcing the policy. *All complaints should be directed to the Professor first. If you are unsatisfied with results of this meeting, then the next step is to go to the Professor's program director.*

Discriminatory Conduct Policy

The University will not tolerate discriminatory conduct as defined: 1) intentional conduct, either verbal or physical by a member of the faculty, staff or student body, which 2) occurs on property under the jurisdiction of the Regents or under circumstances where an affiliation with UWM is significant in the occurrence; and 3) is predicated on considerations of any of the following: race, color, national origin, creed, ancestry, sex, sexual orientation, age, religion, disability, or other status protected under the law; and 4) which has the purpose and effect of adversely affecting any aspect or condition of an individual's education, employment, housing or participation in a university activity. (UWM Faculty Document #1670) *Please be respectful of yourself, your peers, and the Professor. Disciplinary action for Non-Academic misconduct will be filed for anyone violating this policy.*

Financial Obligation

The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the Schedule of Classes. It is important to both you and the University to make payment on time. A complete description of UWM Fee Facts may be obtained from the Department of Enrollment Services.

Grade Appeal Procedure

A student may appeal a grade on the grounds that is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective program director or the Academic Dean of the School. (UWM Faculty Document #1243)

Inclement Weather

UWM students should contact the University at 414-229-4444 (UW-Parkside, 262-595-2345) to ascertain the status of class cancellation due to inclement weather. Even when classes are canceled, University offices and services remain available, unless the entire University is closed by the Governor.

Incompleteness

A notation of "Incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester, but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. (UWM Faculty Document #1558 and #1602)

Participation by Students with Disabilities

If you need special accommodations in order to meet any of the requirements of a course, please contact your instructor as soon as possible.

Safety

Safety techniques and strategies are described in a College of Nursing Handbook. Copies are available in the Office of Student Affairs.

Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community, which creates an unacceptable working environment. (UWM Faculty Document #1605)

SECTION VII: STUDENT SUPPORT SERVICES

Academic Enrichment Center

The Academic Enrichment Center (AEC) is located in Cunningham Hall, Room 139, across from the large lecture hall. The Center provides mentoring services and academic support in science and other nursing classes for all nursing students who desire to achieve academic success. The AEC Coordinator is Carrie von Bohlen; she may be contacted by phone (414-229-3749), fax (414-229-5554) or e-mail (cvb@uwm.edu).

E-mail

As a student of UWM, you have been given a Panther e-mail account and the faculty and staff of the Nursing Program expect you to use it, since the College of Nursing relies on this method of communication to inform you of important events, such as changes in class meetings, class timings and assignments. It is mandatory that you check your e-mail on a consistent basis to stay informed. If you have problems with your Panthermail account, contact UITS immediately. If you do not have a computer at home, there are numerous computer labs available on campus. In addition, there is a lab on the 3rd floor of Cunningham Hall reserved for nursing students only.

Scholarships for Nursing Students

Information about any scholarships that are being offered will be posted on student bulletin boards. The scholarship binder in the Student Affairs Office also contains a listing of all current scholarships available.

Student Affairs Office

You are assigned to an academic advisor in the College of Nursing who is available to assist you personally and academically.

University Student Services

Although many of your hours will be spent at the clinical site, remember that you still are entitled to use the student services provided by the University. Please refer to the UWM website for details (www.uwm.edu).

ABOUT the

Nursing Learning Resource Center (NLRC)

Located on the 3rd floor of Cunningham Hall, the Nursing Learning Resource Center provides learning and teaching resources for students, faculty, and staff. The NLRC is staffed with Faculty Associates (RNs) who facilitate the lab sessions, student workers who staff the Media Library, and a Director to oversee all operations.

Learning in the NLRC occurs through a variety of strategies with simulation as one of the major tools. Simulation provides an environment for the student to experience an aspect of patient care without fear of harm to a real patient. Simulation includes the use of models, manikins, medical equipment, and also human patient simulators that are run with computer software and have the ability to breathe, talk, and

Our resources for students include:

- Practice labs where students learn and practice basic to advanced psychomotor skills
- Computers for student use, testing, course-related activities, and faculty/staff instruction, as well as printing capabilities
- Media/resource library for textbooks, reference books, video/audio/DVD resources
- Audiovisual equipment for student viewing of media and digital videorecording.
- Study area for student use (Milwaukee)
- Equipment for clinical activities, such as audiometers and vision screening, BP cuffs, and patient/client teaching materials
- Human patient simulators, both adult and infant.

Photocopying

A copier for student use is located on the 1st floor in the student lounge. A “print card” is required to make copies and can be purchased in the NLRC.

SECTION VIII: STUDENT PARTICIPATION IN THE COLLEGE OF NURSING

Students are encouraged to participate actively as individuals and/or as a group to enhance their professional development and the progress of the College of Nursing. This is your school and the faculty and administration desire to hear from you to continue to meet the needs of students. Some of the ways you can become involved are described below, including feedback to faculty regarding courses and faculty teaching methods; student representation on College of Nursing committees; student organizations; and attendance at social events, such as “Breakfast Tips.”

College of Nursing

Student Course Evaluations. This is an opportunity for you to share your perception of the strengths and limitations of courses at the end of each semester. Your response is critical to the improvement of the College.

Student Evaluation of Faculty. Faculty evaluations are taken very seriously in the College of Nursing and the University. The program secretary processes the data, summarizes all responses and submits a copy to the faculty member who places this summary in his/her personnel file. The executive committee of the program will then consider these evaluations as a part of the faculty’s annual review.

Student Representation on Standing Committees. Undergraduate nursing students may be appointed to serve as voting members on the Undergraduate Program Committee (two students). Interested students should obtain the necessary application from the UWM Student Association and also alert the Academic Affairs Office of your intent.

Student Organizations

Wisconsin Student Nurse Association (SNA) and the National Student Nurses Association (NSNA). There are chapters of SNA and NSNA at both UWM and UW-Parkside. At UWM, students belong to the Nursing Students Association (NSA) and at UW-Parkside, the Students Nurses Association at UW-Parkside-UWM Consortia Program (SNAP-UWM). Membership is open to all nursing students whether or not they are yet enrolled in the nursing major. Membership in NSA and SNAP-UWM provides students with opportunities to share concerns, ideas, and information among themselves, as well as with nursing students throughout the state and the nation. The affiliation with the state and national associations provides students with a broad perspective of political and legislative issues and actions. Membership benefits also include reduced rates for subscriptions to the American Journal of Nursing.

Future Black Nurses' Association. The Future Black Nurses' Association of UWM was founded in March 1977 as a useful resource for the development of academic excellence and to provide a structure and forum to help more African American student nurses and students in other health related fields to succeed in their course of study. The Association is open to all students, including UW-Parkside students.

Sigma Theta Tau. The Eta Nu Chapter of Sigma Theta Tau International Honor Society was established in fall of 1983. The purpose of the honor society is to recognize superior achievement, leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals of the profession. This prestigious membership is by invitation only, based on criteria established on the international level. Undergraduate students are invited to join at the end of either their junior or senior year.

Nursing Alumni Association (NAA). All graduates of the College of Nursing are encouraged to become members of the Nursing Alumni Association, a constituent association of the UWM Alumni Association. The purposes of the NAA are to:

- Stimulate the continue interest of graduates an other nurses in the community in the UWM College of Nursing,
- Support and assist fund raising efforts for the College of Nursing,
- Promote the continued emphasis on high standards in the education, research, and service functions of the College,
- Promote the professional interest of nurses and to cooperate with other professional nursing organizations in promoting a high standard of professional practice through such means as newsletters, educational functions, and social functions, and
- Provide an opportunity for communication between alumni, faculty members, and students of the College of Nursing about educational trends and developments in nursing.

Black and Gold. Students, faculty and staff work together to share information and make decisions affecting the undergraduate program.

The College of Nursing's Black and Gold Committee strives to:

- Promote and maintain an open environment for the exchange of information between students, faculty, and staff.
- Improve student satisfaction and success through the identification and reduction of stressors within the boundaries of the CON's Black and Gold committee.
- Enhance the respect for a diverse population within the CON.

SECTION IX: FACULTY AND STAFF

Administration

Sally Lundeen, Dean

Susan L. Dean-Baar, Associate Dean for Academic Affairs

Rachel Schiffman, Associate Dean for Research and the Center for Nursing Research and Evaluation

Joey Zafra, Assistant Dean, Business Affairs

JoAnn Appleyard, Coordinator, Undergraduate Program

Karen Morin, Director of Graduate Programs

Jean Bell-Calvin, Director, Clinical Services, Institute for Urban Health Partnerships

Linda Scalzo, Director, Nursing Learning Resource Center

Rochelle Nelson, Coordinator, UWM/UW-Parkside Consortial Nursing Program

Anne Banda, Coordinator, Center for Cultural Diversity and Global Health

Lauren K. Glass, Coordinator, Center for Nursing History

Kim Litwack, Chair of Executive Committee

Teresa Johnson, Vice Chair of Executive Committee

Student Affairs Office

Deatra Holloway, Undergraduate Advisor

Donna Wier, Undergraduate Senior Advisor

Sylvia Forbes, Graduate and Collaborative Nursing Program Advisor

Carrie von Bohlen, Coordinator, Academic Enrichment Center

Jennifer Daood, UW-Parkside Advisor

Jane Clare, Administrative Assistant

Mike Walk, Administrative Assistant

Robin Jens, Director, Student Services

Faculty

Mary Jo Baisch, Assistant Professor, PhD, RN

Aaron Buseh, Assistant Professor, PhD, RN

Amy Coenen, Associate Professor, PhD, RN

Julie Darmody, Assistant Professor, PhD, RN

Susan L. Dean-Baar, Associate Professor, PhD, RN, FAAN

Elizabeth C. Devine, Professor, PhD, RN, FAAN

Jennifer Doering, Assistant Professor, PhD, RN

Suzanne M. Falco, Associate Professor, PhD, RN

Susan A. Fontana, Associate Professor, PhD, RN, CS-FNP

Jeanne Hewitt, Associate Professor, PhD, RN

Eugenie Hildebrandt, Associate Professor, PhD, RN, CS-ANP

Teresa S. Johnson, Associate Professor, PhD, RN

Penninah Kako, Assistant Professor, PhD, RN

Tae Youn Kim, Assistant Professor, PhD, RN

Christine Kovach, Professor, PhD, RN

Mary Pat Kunert, Associate Professor, PhD, RN

Jane Stover Leske, Professor, PhD, RN

Kim Litwack, Associate Professor, PhD, RN, FAAN, CFNP

Sally Lundeen, Professor, PhD, RN, FAAN

Karen Marek, Professor, PhD, MBA, RN, FAAN

Lucy Mkanawire Valmu, Assistant Professor, PhD, RN

Sarah Morgan, Assistant Professor, PhD, RN

Karen Morin, Graduate Program Director, DSN, RN

Carol Hunt Ott, Associate Professor, PhD, RN, Cert. Prof. Counselor, Cert. Grief
Therapist

Sandra K. Plach, Associate Professor, PhD, RN, CCRN

Beth L. Rodgers, Professor, PhD, RN, FAAN

Kathy Sawin, Professor, PhD, RN

Rachel Schiffman, Associate Dean for Research, Professor, PhD, RN

Michelle Simpson, Assistant Professor, PhD, RN

Julie Snethen, Associate Professor, PhD, RN

Patricia E. Stevens, Professor, PhD, RN, FAAN

Sandra Millon Underwood, Professor, PhD, RN, FAAN

Faculty Emerita

Jacqueline Clinton, Professor, PhD, RN, FAAN

Kathleen V. Cowles, Associate Professor Emerita, PhD, RN

Emma B. Felder, Professor Emerita, PhD, RN

K. Elise Fitzpatrick, Professor Emerita, MA, RN

Lauren K. Glass, Professor Emerita, PhD, RN, FAAN

J. June Grommes, Associate Professor Emerita, MPH, RN

Alice M. Kuramoto, Professor Emerita, PhD, RN, FAAN

Harriet E. Lazinski, Associate Professor Emerita, MS, RN

E. Jane Mezzanotte, Assistant Professor Emerita, MS, RN

Ellen K. Murphy, Professor, JD, RN, FAAN

Lois C. Olsen, Associate Professor Emerita, MS, RN

Joan E. Oppeneer, Assistant Professor Emerita, MS, RN

Carol Mattson Porth, Professor Emerita, PhD, RN

Florence E. Selder, Professor Emerita, PhD, RN, FAAN

Eileen P. Sheil, Associate Professor Emerita, PhD, RN, CNM

Mary E. Wierenga, Professor Emerita, PhD, RN

Joan Wilk, Professor Emerita, PhD, RN

Receipt of Handbook Form

I have received a copy of the 2009-2010 Undergraduate Nursing Major Student Handbook, including a copy of the standards of professional conduct, and I understand that as a University of Wisconsin-Milwaukee College of Nursing student I am expected to conform to these standards.

Signed: _____

Print Name: _____

Date: _____