



**THE UNIVERSITY OF TENNESSEE  
HEALTH SCIENCE CENTER**

**College of Nursing**

**Bachelor of Science in Nursing  
(BSN)**

**Program Handbook**

**January 2021**



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## INTRODUCTION

This handbook has been developed as a practical guide to assist students to become better acquainted with the Bachelor of Science in Nursing (BSN) program at The University of Tennessee Health Science Center (UTHSC). The information included in this handbook is prepared to be used in conjunction with the **CenterScope**, the student handbook for all UTHSC students, and the University Bulletin. Students should review carefully the **CenterScope** and University Bulletin which are both published on an annual basis.

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## **I. MESSAGE FROM THE DEAN OF THE COLLEGE OF NURSING**

Welcome to the College of Nursing at the University of Tennessee Health Science Center. Our mission is to prepare exceptional nurse leaders to meet the health needs of the people of Tennessee, the nation and beyond. Our innovative and high-quality programs and knowledgeable faculty prepare individuals for the delivery of patient care and for the generation of knowledge essential for practice through research and clinical inquiry. Our graduates are prepared to design, manage, and coordinate care across environments at both the individual level and within populations.

We are privileged to be preparing you, our next generation of nursing leaders. Graduates of the BSN program are prepared to provide care throughout the lifespan and to provide guidance in health promotion and clinical prevention. As you graduate, you will be prepared to meet the complex health needs of the people of Tennessee, the Mid-South, and the nation. The unifying framework that transcends all of the college's programs centers around our dedication to the clinical dimension of nursing practice and enhancement of the health and well-being of patients served by nurses.

I encourage you to take advantage of all of the great opportunities provided to our students and become engaged with us in the College and in the University. Tap into the wealth of expertise here at UTHSC. We welcome you to our BSN program and hope that you find your experiences with us transformational.

A handwritten signature in black ink that reads "Wendy M. Likes PhD, DNSc". The signature is written in a cursive, flowing style.

**Wendy Likes, PhD, DNSc, APRN-BC, FAANP  
Dean, College of Nursing**

## II. HISTORY OF THE COLLEGE OF NURSING

The College of Nursing is an autonomous unit of The University of Tennessee Health Science Center (UTHSC) and has a history dating back to 1898. The first public hospital in Memphis was established by an act of the Tennessee Legislature in 1829. Twelve years later, this small hospital meant for river travelers was replaced with a facility that was used as a military hospital during the American Civil War. It later became the Memphis City Hospital.

Memphis Training School for Nurses was chartered September 28, 1887, at a time when nursing education in the United States was still in its infancy. It was one of the first schools of nursing in the South and was the first in the Mid-South. In December 1887, the school accepted its first student, Lena Clark Angevine, who is now known as Tennessee's pioneer nurse. In 1898, a new city hospital along with the Nursing School of the Memphis City Hospital opened at 860 Madison Avenue, and the Memphis Training School for Nurses closed.

The medical staff of the hospital petitioned the Mayor to appoint Mrs. Lena Angevine Warner Superintendent of Nurses at the new nursing school. In 1913, the hospital became the teaching center of the College of Medicine of The University of Tennessee. In 1920, the Memphis General Hospital became a University hospital by contractual agreement when The University of Tennessee College of Medicine accepted responsibility for the medical care of the patients. In 1926, The University of Tennessee School of Nursing was created, and on November 9, 1926, the City of Memphis and The University of Tennessee entered into a contract governing the operation of the Memphis General Hospital by the College of Medicine. The University began operation of the School of Nursing in June 1927. In July 1949, the School of Nursing became an autonomous unit within the University.

In September 1950, the newly established Baccalaureate in Nursing Program admitted 26 students. In 1972, the Master's program was developed and admitted students for the 1973 summer quarter. A Doctor of Philosophy (PhD) in Nursing has been offered through the UTHSC, College of Graduate Health Sciences since 1989.

The last group of undergraduates graduated December 1997 allowing the College to focus entirely on graduate education. The faculty set a goal for the College to offer a clinical doctorate to meet the future needs of the increasingly complex healthcare environment in Tennessee and the nation. The first DNSc class entered July 1999. In 2004, in keeping with national educational trends, the DNP became the designated degree for the practice doctorate.

A state-of-the-art BSN program was reestablished in 2005 with strong support from Methodist Healthcare, after that organization made the decision to phase out their diploma in nursing program and support an entry-level baccalaureate program at UTHSC. In 2009, the decision was made that the best model of professional entry for our college and the community was the CNL master's professional entry program. The CON made the decision to no longer admit to the CNL program after the 2013 cohort completed the program due to lack of formal support of the CNL role in the community.

A decision was made to reactivate the accelerated bachelor's in science in Nursing (BSN) program Fall 2013. This 17- month program is built on the AACN BSN Essentials and prepares nursing students to sit for the National Council Licensure Exam-Registered Nurses. The last cohort graduated in December 2019.

In 2018 the faculty made the decision to transition the 17-month BSN program to an accelerated 12-month concept-based program. In response to the request of clinical partners who were calling for nurses with high level thinking skills, a concept-based curriculum was created to facilitate the development of high level thinking skills such as clinical reasoning, which is essential to effective nursing practice and the growth of the profession. This accelerated 2<sup>nd</sup> degree concept-based program began in fall 2019 and is designed for students who have earned a bachelor's degree (non-nursing) completed prior to acceptance and who are interested in becoming registered nurses.

All advanced practice programs are at the doctoral level. The DNP concentrations include Adult-Gerontology Acute Care, Family Nursing, Psychiatric Mental Health Nursing, Nurse Anesthesia, Pediatric Nursing-Primary, Pediatric Nursing-Acute, Neonatal Nursing and Dual Concentrations of Adult-Gerontology Acute Care/Family Nursing and Psychiatric Mental Health/Family Nursing, and Pediatric Nursing- Primary and Pediatric Nursing-Acute.

The CON also offers the following certificate programs: Post Masters Adult-Gerontology Acute Care Nurse Practitioner Post-Graduate Certificate; Post-Doctoral Pediatric Acute Care Nurse Practitioner Certificate; Post-Doctoral Family Nurse Practitioner Certificate; Post-Doctoral Pediatric Primary Care Nurse Practitioner Certificate; Post-Doctoral Psychiatric Mental Health Nurse Practitioner Certificate; and, Registered Nurse First Assistant Certificate.

The College of Nursing provides innovative education, patient care, and research programs throughout Tennessee and the Mid-South. Most degree programs in the College use state-of-the-art telecommunications and World Wide Web methodology to bring nursing education to students in East Tennessee, rural West Tennessee, and across the nation. The faculty and staff deliver cutting-edge clinical services in many different locations. The faculty and students bring the science of caring to the daily lives of their patients. The internationally renowned research programs of the faculty advance the frontiers of knowledge in several areas.

The BSN and DNP programs are approved by the Tennessee Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

### **III. COLLEGE OF NURSING MISSION STATEMENT**

To prepare exceptional nurse leaders to meet the health needs of the people of Tennessee, the nation and beyond through:

- Cultivating creativity and passion to improve health care
- Leading scientific innovations and clinical practice
- Using innovative academic approaches
- Serving society

### **IV. COLLEGE OF NURSING VISION**

Nurses leading innovative transformation of health care.

### **V. COLLEGE OF NURSING VALUES**

Our values represent who we are regardless of changes in our environment. We value:

- A culture that creates, supports, and promotes innovation while honoring our traditions;
- A sense of community and teamwork within the college, with our colleagues, and with our strategic partners;
- A community that enhances scholarship and promotes diversity;
- Professional and personal accountability;
- Respectful, open, and transparent communication and collaboration;
- Professional and intellectual integrity;
- Shared respect for faculty and staff contributions.

## **VI. COLLEGE OF NURSING PHILOSOPHY**

The philosophy of the College of Nursing is consistent with the goals and mission of UTHSC. The College philosophy focuses upon the nature of the PERSON, ENVIRONMENT, HEALTH, and NURSING. The faculty believes that the PERSON is a unique integrated being that is continuously evolving. Each person has the right to participate in making decisions that affect his/her health and to accept or refuse health care within the context of safety to society.

The faculty views ENVIRONMENT as all conditions influencing the life and development of the person. The health of individuals, families, and communities is affected by these conditions.

HEALTH is viewed as a dynamic state arising from a process of continuous change in the person and environment. The faculty views the promotion, maintenance, and restoration of health as a complex phenomenon involving the shared responsibility of the person, health care providers, and society. Faculty view nursing as stated in the second edition of Nursing's Social Policy Statement (ANA, 2003), "NURSING is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response and advocacy in the care of individuals, families, communities, and populations" (p.6). Nursing must provide leadership in influencing the organizational, social, economic, legal, and political factors within the healthcare system and society. "These and other factors affect the cost, access to, and quality of health care and the vitality of the nursing profession" (p.6).

Professional nursing is a science and an art. The science of nursing requires that nurses study, explore, and research nursing and related knowledge areas. From these areas nurses develop and test nursing theories for the improvement of nursing practice and health care. The art of nursing requires that nurses use knowledge gained from the humanities, arts, and sciences as the foundation for acceptance and appreciation of clients' values. Nursing care requires sensitivity as well as critical, logical, and analytical thinking to effect changes in clients and the health care system.

EDUCATION for professional nursing practice includes a sound theoretical knowledge base to support experiential learning. The faculty believes that the educational process facilitates continuing personal and professional growth. The intent of the educational programs is to focus on the learner with active participation of the student in the learning process. Education is a life-long process with the commitment of the learner to establish patterns of continued inquiry.

## VII. BSN DEGREE IN NURSING

### **(PRE-LICENSURE) BACHELOR OF SCIENCE DEGREE IN NURSING**

The BSN degree is an undergraduate program of study that prepares students for entry-level professional nursing roles in a variety of acute care and community-based healthcare settings. Students complete a broad range of prerequisite general education courses in the arts, humanities, and in the accelerated program, a previous Bachelor's degree prior to applying for admission. During the program, students will complete upper-level nursing courses that provide classroom and hands-on learning opportunities. Graduates are prepared to take the National Council Licensure Examination (NCLEX) for registered nurses and to pursue graduate study in nursing.

### **(POST-LICENSURE) RN TO BACHELOR OF SCIENCE DEGREE IN NURSING**

The College of Nursing at the University of Tennessee Health Science Center is dedicated to the preparation of nurse leaders for excellence today and in the future. The College is devoted to enhancing the quality of healthcare in our community and beyond. Toward that goal, the College of Nursing is proud to offer the Bachelor of Science in Nursing (BSN) program to registered nurses with associate or diploma degrees. Graduates provide care throughout the lifespan and design, manage, and coordinate care across environments. In addition to providing care to those who are ill, graduates are involved in health promotion and clinical prevention, and population-based health care. As the first professional degree in nursing, the BSN also provides for advanced studies at the master's or doctoral level.

#### **BSN Program Outcomes**

The graduate of the BSN program will be able to:

1. Engage in clinical reasoning to make decisions regarding patient care.
2. Deliver safe, evidence-based, compassionate, holistic patient and family-centered care across the health and illness continuum.
3. Advocate for individuals, families, groups, communities, and populations.
4. Implement population-focused wellness promotion and illness prevention strategies that consider determinants of health and available resources.
5. Use effective communication and collaborative skills for professional practice.
6. Demonstrate accountability for personal and professional standards of moral, ethical, and legal conduct.
7. Evaluate quality improvement processes to optimize safe health care outcomes for individuals, families, groups, communities, and populations.
8. Employ leadership principles to improve patient outcomes across healthcare systems.
9. Exhibit a commitment to continuous self-evaluation and lifelong learning.

#### **BSN Promotion, Retention and Progression Requirements**

Students need to be familiar with the Promotion, Retention, and Progression Requirements stated in the **CenterScope**.

1. Promotion and graduation require endorsement by the Dean.
2. Consistent with other professional degrees on campus, promotion requirements are as follows: All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.
3. To be considered in good academic standing, a student must maintain a cumulative GPA of 2.0 or better. A student whose GPA falls below 2.0 may be dismissed. A student whose cumulative GPA falls below 2.0 in any term, will be placed on academic probation during the following academic term. The cumulative GPA must be higher than 2.0 at the end of the probationary term or the student may be dismissed from the program.
4. A student must earn a minimum grade of "C" in every course. A student who earns a "D" in any course must repeat that course and earn the grade of "C" or better to progress. Students who continue in the program after earning a "D" in any course may be required to repeat additional

courses in an individualized, revised plan of study. Dismissal from the program will result from a student earning a grade of “F” in any course, earning a grade of “D” in two or more courses; earning three WF’s, or a combination of two “WFs” and a “D” during his or her enrollment in the BSN Program or if a student demonstrates serious deficiencies in personal or professional behavior.

### **Appeal of Grades**

Students may appeal their final course grade if they believe that the grade was assigned inappropriately and not in accordance with the grading policy provided in the course syllabus. The appeal is made in writing, *within 5 days of the final grade being posted*, and directed to the Instructor of Record (IOR) and then to the Program Director. If resolution of the issue is not made at the program level, then the appeal is made in writing to the Progression Committee (through the Executive Associate Dean of Academic Affairs). The Progression Committee will review the written documents and make a recommendation to the Dean within 5 days of the grade appeal.

### **Appeal Process**

A student who has received notification of pending dismissal has the right to appeal the dismissal. A request to appeal dismissal must be submitted in writing by official university email to the Executive Associate Dean of Academic Affairs and received within five (5) calendar days of receipt of notification of the intended action of dismissal. The student must provide a written summary and copies of source documents relevant to the appeal to the Assistant Dean for Student Affairs 48 hours prior to the Progression Committee meeting. The student may include written documentation from another individual (excluding legal counsel) who can directly contribute information regarding the dismissal. Appeal meetings dates are designated on the Academic Calendar and are included in the notification to the student of the failure to progress. This date is non-negotiable.

A student appealing dismissal from the program has the option of attending the Progression meeting for the purposes of expounding upon the information provided in the submitted written documents and to answer questions from the Progression Committee members. The student may request that individuals (excluding legal counsel) who have provided written documentation in support of their appeal attend the hearing. This written request must be made 48 hours prior to the Progression Committee Meeting to the Executive Associate Dean of Academic Affairs. The Executive Associate Dean of Academic Affairs will determine whether the person(s) are approved to attend the Progression Committee meeting within 24 hours of the request. The student will have 15-20 minutes to present to the Progression Committee. After hearing all persons who appear on behalf of the student or in support of the action taken regarding intended dismissal, the committee sends a recommendation to uphold or overturn (with remediation) the dismissal along with supporting documentation to the Dean within 24 hours. The Progression Committee does not make recommendations specific to remediation, as that is the prevue of the Program. The Dean will take the recommendation of the Progression Committee into consideration, review the student’s file, and make the College of Nursing’s final determination. The decision of the Dean is final in such cases; however, in the case where a student is dismissed, the student has the right to appeal to the Chancellor for readmission to the program if the student believes there were inherent flaws or biases in the process leading up to dismissal. During the appeal process, a student may continue to participate in classroom activities but will be suspended from clinical activities.

## **GRADUATION REQUIREMENTS**

### **BSN Program:**

To be recommended for the Bachelor of Science in Nursing (BSN) degree, a candidate completing either program option must: 1) have completed satisfactorily the prescribed curriculum with a grade point average of 2.0 or above; 2) must have discharged all financial obligations to the University; and 3) have demonstrated a level of professionalism acceptable to the College of Nursing faculty.

Participation in all graduation-related events is required.

### **Technical & Performance Standards**

**Minimum Technical Standards for Students in the BSN Program** can be found at the link below:  
<http://www.uthsc.edu/its/minimum-computer-requirements/index.php>

### **Minimum Performance Standards for Students in the BSN Program:**

All students admitted to the BSN program must meet the following core performance standards for admission and progression:

1. Critical thinking sufficient for clinical judgment;
2. Interpersonal abilities sufficient to interact with individuals, families, groups, and populations from a variety of social, emotional, cultural, and intellectual backgrounds;
3. Communication abilities sufficient for verbal and written interaction with others. Speak, write and comprehend the English language proficiently;
4. Use computer to word process, email, and access the World Wide Web;
5. Physical abilities sufficient to move from room to room, walk in hallways, maneuver in small spaces, and the strength necessary to lift and transfer patients, including the ability to exert up to 50 lbs. occasionally and 25 lbs. of force frequently. Physical activities include climbing, pushing, standing, reaching, grasping, kneeling, stooping, and repetitive motion.
6. Gross and fine motor abilities with good balance and coordination sufficient to provide safe and effective nursing care.
7. Auditory ability sufficient to monitor and assess health needs;
8. Visual ability, with close visual acuity including color, depth perception, and field of vision sufficient for observation and assessment necessary in nursing care;
9. Tactile ability and manual dexterity sufficient for physical assessment and to provide nursing interventions including manipulating equipment necessary for providing nursing care.

### **Accreditation**

The University of Tennessee is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The baccalaureate degree in nursing's program in the UTHSC College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791. Additionally, the baccalaureate degree in nursing's program has full approval from the Tennessee Board of Nursing, 665 Mainstream Drive, 2nd Floor, Nashville, Tennessee 37243, (800) 778-4123.

## **VIII. ETHICAL ISSUES**

### **Academic Honesty**

Students, as well as faculty and staff, have a responsibility to participate in the application and enforcement of procedures of the Honor Code. Students need to be familiar with the complete Honor Code document that is printed in each issue of the **CenterScope** Student Bulletin <http://catalog.uthsc.edu/>.

1. A student applying for admission to The University of Tennessee Health Science Center shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.

### **Confidentiality**

Nursing students and nurses do not discuss patients with their friends or others not involved in the patient's care. The patient's initials are used in all student papers and reports because this 'de-identifies' who the patient is and does not connect them to symptoms, examinations, test results medications, allergies or plan of care and treatment. Full names of patients are never used. Information should not be shared with classmates, faculty, or others unless they are involved in the specific patient's care as in a clinical conference. A breach of confidentiality is considered a serious professional offense and may lead to dismissal from a clinical area, course, or the nursing program. Please consult with faculty members if issues related to confidentiality arise.

In addition to keeping personal health information private for professional and ethical reasons, nursing students must keep the privacy and security of individually identifiable electronic health information for legal reasons. To breach privacy or security of personal health information is against the laws of the Health Insurance Portability and Accountability Act (HIPAA). Protected health information should always be de-identified on computers, handhelds, faxes, laptops, or any other electronic devices. All records, including electronic devices, should be maintained in a secure place. Electronic devices should always be protected by passwords. Prior to clinical experiences all students must complete compliance training. As part of new orientation, all University of Tennessee Health Science Center students are required to complete the following compliance lessons: HIPAA Security Training, Medicare Compliance Training Lesson 1, Medicare Compliance Training Lesson 2, HIPAA Privacy Training Lesson 1, & HIPAA Privacy Training Lesson 2. These short trainings should be completed prior to clinical rotations.

Please consult with faculty members should you become aware that personal health information is inappropriately disclosed, gets lost or stolen, or is accidentally disclosed. The faculty will refer to the BSN Program Director who will also submit concerns to the UTHSC Computer Security Officer at: [security@uthsc.edu](mailto:security@uthsc.edu) UTHSC Compliance Office hotline 901-448-4900 UTHSC Compliance Office web site [www.uthsc.edu/compliance](http://www.uthsc.edu/compliance).

### **American Nurses' Association (ANA)**

High ethical standards must be maintained by all healthcare professionals. The ANA Code of Ethics (2015) should be used as a guideline for nurses <http://nursingworld.org/>.

### **ANA Code of Ethics for Nurses (2015)**

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- 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.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse through individual and collective effort, established, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- 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.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- 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.

### **Formal Complaints**

A formal complaint concerning the College of Nursing is a written student complaint utilizing the College of Nursing Student Complaint Form and addressing matters not otherwise covered under UTHSC published Student Policies and Guidelines in university documents such as the UTHSC CenterScope (<http://catalog.uthsc.edu/>) and/or statements from the Office of Equity and Diversity. Thus, the purpose of a formal complaint is to provide a defined mechanism for resolution of a student problem that is not otherwise addressed in stated college or university policies and procedures.

The process for a complaint is as follows: Student concerns or questions are first directed to the appropriate faculty member. If the issue remains unresolved, the Concentration Coordinator, the Program Director, the Executive Associate Dean of Academic Affairs, and the college Dean are consulted in progressive fashion. A complaint is regarded as a formal complaint if unresolved at the Program Director

level and the College of Nursing Student Complaint Form is submitted to the Executive Associate Dean of Academic Affairs. The formal complaint must include the following: 1) complainant's name, title, and phone number; 2) detailed description of the complaint, including date and circumstances, if applicable; 3) names of all persons involved in the complaint; and 4) any proposed/ recommended solutions to the issue. The complaint must be submitted via official UT email; the form can be found under the current student page on the College of Nursing website: <http://www.uthsc.edu/nursing/current-students/index.php>

Formal complaints concerning the CON are sent to the Executive Associate Dean of Academic Affairs. After a complaint is filed, the Executive Associate Dean of Academic Affairs reviews the complaint and charts a course of action. The complainant may or may not be asked to appear in person to discuss the matter further but will be informed in writing of subsequent actions taken by the Executive Associate Dean of Academic Affairs in regards to the matter. The Executive Associate Dean of Academic Affairs will provide a copy of the complaint submitted by the student to any individuals named in a formal complaint. The Dean receives copies of all formal complaints. If a formal complaint is not resolved at the Academic Dean level, the complaint will be turned over to the Dean for resolution. All formal complaints will be retained in the Office of Academic Affairs.

## **IX. NONDISCRIMINATION POLICY - UTHSC EEO/AA STATEMENT**

The University of Tennessee does not discriminate on the basis of race, color, sex (including sexual orientation, gender identity), sexual harassment, sexual assault, and sexual violence, pregnancy, marital status, parental status, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its educational programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation of laws prohibiting discrimination or any other referenced policies should be directed to the Office of Equity and Diversity (OED), Requests for accommodation of a disability should also be directed to the Director of Equity and Diversity, 910 Madison, Suite 826, Memphis, TN 38163, (901) 448-2112 or TDD (901) 448-7382 or log on to our website at: [www.uthsc.edu](http://www.uthsc.edu). (Revised June 30, 2013)

## **X. SERVICES FOR STUDENTS WITH DISABILITIES (SASSI)**

Any student who feels he/she may need an accommodation based on the impact of a disability should contact Student Academic Support Services and Inclusion (SASSI) to self-disclose and officially request accommodations. All requests for accommodations must be submitted with supporting documentation and the SASSI Self-Disclosure and Accommodation Request Forms. Although students may register for services at any time, please attempt to make arrangements within the first two weeks of the semester as it does take time to process the request and review documentation. For additional information, contact the Disability Coordinator in SASSI at (901) 448-1452.

## **XI. STUDENT RECORDS**

### **Background Checks and Drug Screenings**

Criminal background checks are required prior to admission. Drug screenings are required prior to attending clinicals in the College of Nursing and annually thereafter. Notification of dates for completion will be sent via email and compliance with the deadline is required for participation in clinical. Please note that some clinical sites may additionally require more frequency in background checks and/or drug

screenings. Based on the results of the checks and/or screenings, enrollment in the program can be denied, or rescinded and/or an affiliated clinical site may refuse a student to participate in clinical at their facility. Additionally, a criminal background may preclude licensure or employment.

### **Immunizations**

Students will be expected to maintain immunizations and record submission as required by the University and the clinical agency throughout their time enrolled in nursing courses. Students found out of compliance will not be allowed to attend clinical and will receive an unexcused absence from clinical which may result in clinical/course failure.

### **COVID-19 Testing**

Students will be required to complete a COVID-19 test within a specified time frame for clinical. The test must be performed in compliance with the clinical agency. Student must submit results to the BSN Coordinator, or Clinical Coordinator for submission at the clinical agency. The COVID-19 test result must be negative for the student to attend clinical. Quarantine will be required for anyone testing positive based on the CDC guidelines, and a negative test must be demonstrated prior to return or attendance in clinicals. **(This is subject to change based on the clinical agency requirements)**

### **Family Educational Rights and Privacy Act**

The University of Tennessee Health Science Center is in compliance with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974.

The student's record is regarded as confidential, and release of the record or of information contained therein is governed by FERPA. Only directory information, as defined by the institution, may be released without the written consent of the student; however, the student may request that such information not be released (refer to section on Directory Information). The law also provides for the release of information to University personnel who demonstrate a legitimate educational interest, to other institutions engaged in research (provided information is not released to any other parties), and certain federal and state agencies.

The student may inspect and review his or her records with the exception of the following:

1. Financial records of parents
2. Confidential letters and statements of recommendation placed in the record prior to January 1, 1975
3. Confidential letters and statements of recommendation placed in the record after January 1, 1975, for which the student has signed a waiver of right to access

At the University of Tennessee Health Science Center, academic, health, disciplinary, and financial aid records are all maintained separately. Request by the student to review his or her records should be made to the appropriate office.

More specific and complete information regarding the maintenance and access of student records and the Family Educational Rights and Privacy Act of 1974 may be obtained from the Registrar's Office.

### **Directory Information**

In accordance with the Family Educational Rights and Privacy Act of 1974, The University of Tennessee Health Science Center has designated the following categories of information concerning students as public or directory information: name, local address and telephone number, major, including class and college, dates of attendance, and degrees awarded.

Students have the right to request that any part or all of the information concerning them not be treated as directory information and not be disclosed without their prior written consent. Such requests will be effective if presented in writing to the Office of Enrollment Services prior to the second Friday after the first day of classes of the term in which the student is enrolled. Requests for deletion of directory information must be made each term.

### **Permanent Academic Records**

The official academic record of all students enrolled at UTHSC is maintained in the Office of Enrollment Services. Requests by a student to review his/her academic record should be directed to the Director of Enrollment Services. Transcripts of the permanent academic record are made and released only upon written authorization by the student. No official transcripts or diplomas will be provided for a student who has any outstanding obligations to the University. **A VALID UTHSC STUDENT I.D. IS REQUIRED TO RECEIVE SERVICE.**

## **XII. EDUCATION POLICIES**

### **Attendance/Participation**

1. Students are expected to be present, awake, and alert during class and clinical experiences. Because of the accelerated pace of the BSN nursing program and the standard expectation of professional conduct, students are expected to attend each and every class meeting.
2. **Clinical Absence:** Students who cannot be present must notify the **clinical or laboratory instructor no later than ONE hour prior** to the scheduled clinical or laboratory experience, unless emergency circumstances prevent this, then as soon as possible. If the clinical or laboratory faculty cannot be reached, the student should contact the IOR (Instructor of Record) for the course. In the event that neither the clinical faculty nor the course coordinator can be reached, an office phone message should be left for the student's assigned clinical or laboratory faculty. The student is responsible for keeping contact numbers of the faculty available (such as in a tablet device). Any no-call or no-show occurrences by the student are considered non-professional conduct and will result in referral to the IOR and possible failure of the course. A clinical and laboratory absence will result in reevaluation of a student's ability to meet course outcomes and may prevent the student from successfully meeting the accelerated course outcomes.

### **Accommodations for Religious Beliefs, Practices, and Observances**

**Policy Statement:** The University of Tennessee Health Science Center acknowledges the diversity of its students and respects the rights of students to observe their religious beliefs and practices. UTHSC will endeavor to provide reasonable accommodations relating to religious beliefs and practices in response to a formal written student request. However, accommodations cannot be guaranteed in instances where such would create an undue burden on faculty, a disproportionate negative effect on other students who are participating in the scheduled educational activity or jeopardize patient care.

**Procedure:** Students beginning new programs or courses of study in a particular college will be advised by that college as to college-, program- or course-specific procedures that should be followed to obtain an accommodation for religious practices or observances. Students are encouraged to be proactive in reviewing college-, program- and course-specific assignments/activities in advance of matriculation/registration to determine whether these requirements might in some way conflict with their religious beliefs, practices or observances. Should such conflicts be in evidence, students should discuss possible options with the appropriate college official or faculty member. Reasonable accommodations may not be feasible in instances where there is a direct and insurmountable conflict between religious beliefs or observances and requirements of a given program.

It is the student's responsibility to make arrangements with the course instructor or clerkship/experiential director within 30 days or as defined by the college, in advance of the religious holiday during which the student is requesting to be accommodated. It is also the student's responsibility to meet all course obligations. Such requests are required for any and all educational activities scheduled for the date(s) in question, e.g. classroom exercises, laboratory assignments, exams, clinical/experiential assignments, etc. Finally, students are obligated to abide by the policies and procedures on religious practices and observances of any given patient-care institution (i.e., hospital, clinical setting) in which they are completing a portion of their educational experience. If a potential conflict between a student's religious beliefs, practices or observations and institutional

policy is identified, the student is to bring such to the attention of the clerkship/experiential director as soon as possible.

It is the course instructor or clerkship/experiential director's responsibility to negotiate with a student the parameters of reasonable accommodations. The accommodations should be no more difficult than the originally scheduled activity or assignment, and the student should be given a reasonable amount of time to make up the assignment. Instructors or experiential directors are not obligated to provide materials or experiences to students that would not normally be provided to all other students. In the event a student and instructor or clerkship/experiential director cannot reach an agreement regarding reasonable accommodations, the student may request a review of the request by a designated college official. The designated college official must handle requests for reasonable academic accommodation for religious observance in a confidential manner. If upon a good faith evaluation of the course/assignment objectives the designated college official does not believe a reasonable academic accommodation is possible, the designated college official must contact the Office of Equity and Diversity (OED) before denying the request.

Any student who believes his or her religious beliefs and/or practices are not being accommodated or who has experienced discrimination or harassment on the basis of religion may report a violation of this policy to the Office of Equity and Diversity at (901) 448-2112 or [orhsc-oed@uthsc.edu](mailto:orhsc-oed@uthsc.edu). The Office of Equity and Diversity is available to provide guidance and direction regarding accommodations for religious beliefs, practices and observances. More information is also available at <http://www.uthsc.edu/oed/file-complaint.php>.

### **The Syllabus**

The syllabus is an important source of information about your course. It is the contract between the student and the Instructor of Record (IOR) about expectations for learning and performance. Students are responsible for reviewing the syllabus to ensure that assignments are timely and meet the specified requirements as explained in the syllabus. Each course syllabus indicates a date by which the student **must complete** a syllabus quiz indicating it has been read. Any student that does not meet this deadline may be removed from the course. Syllabus information may supersede the summary policies of this guidebook and would be used as the final say in progressions.

### **Problems or Issues that Arise in the Course**

If problems arise within the course, the student is expected to discuss the issue with the faculty member teaching the course. Every effort will be made to resolve the issue at the student-faculty level. If the issue is not resolved between the faculty and the student, the student should then contact the BSN Program Director. For complaints that are not resolved at this level, students should contact the Executive Associate Dean of Academic Affairs. If the complaint is not resolved at this level, students should contact the College of Nursing's Office of Student Affairs and proceed through the formal appeal process as described in the Academic Bulletin.

### **CenterScope**

The CenterScope is the student handbook for the University of Tennessee Health Science Center. Please refer to this link <http://catalog.uthsc.edu/> for this handbook or for the Bulletin which include sections on the Student Judicial System, Honor Code, and policies/procedures regarding formal student complaints and appeals. Students are expected to become familiar with these sections, as well as, with the syllabus specific to each course in which they are enrolled.

### **Electronic Devices**

The University strives to provide a positive learning environment for all students. Electronic devices may disrupt classes and places of study.

1. Electronic devices should be turned off in the classroom.
2. Electronic devices are not allowed in the room while an exam is being given.
3. Remove phone conversations from quiet places (e.g., library, nursing and computer labs)
4. E-mail is the official means of communication.

### **UTHSC Student Identification Badge**

Students are required to wear the UTHSC identification badge when on campus or while representing the College of Nursing in activities off campus. The **UTHSC identification badge** will be received during orientation. This badge is to be worn in a visible fashion and must be presented to UTHSC Campus Police officers, administration, or faculty upon request. If a student's UTHSC identification badge is lost or misplaced, a new one must be obtained from the Campus Police office for a fee. Upon graduation, students may retain their ID badge since it contains an expiration date. Upon withdrawal, students must return their ID badge to the Campus Police office.

### **Evaluation Methods or Grading Plan:**

The faculty evaluates the academic achievement, acquisition of skills, and attitudes of nursing students and uses the marks of A, B, C, D, F, WP, WF, and I, in all official reports. The clinical and skills lab component of the course is graded as pass/fail. Students who fail the clinical component will receive an "F" in the course. To pass the course, satisfactory performance on all clinical competencies outlined in the course evaluation instrument is required at the final end-of-term clinical evaluation. Clinical attendance is required. There is no make-up clinical. Students who miss clinical jeopardize their ability to successfully meet clinical competencies (*see details under Attendance on page 12*).

The University of Tennessee Health Science Center College of Nursing Grading Scale is as follows:

92 – 100	A
83 – 91	B
75 – 82	C
70 – 74	D
0 – 69	F

To make at least a "C" in any course (which is required for continuing progress in the nursing curriculum), **the student must earn a minimum 75% weighted average on the combination of tests and final exam.** See test policy below. That is, projects and other assigned activities will not raise an average examination grade that is less than 75%.

The letters "WP" or "WF" are recorded to indicate pass or failure in those instances in which a student withdraws from a course before completion and by the withdrawal deadline, and is either passing or failing, respectively. The letter grade of "W" will be recorded when a student withdraws from a course before there has been evaluation of the student to determine whether he/she is passing or failing. If withdrawal occurs before the midpoint of a course, the grade for the dropped course is recorded as a 'W' on the official transcript. If withdrawal occurs after the midpoint, but before the course is 70% completed, the grade for the dropped course is recorded as either 'WP' (withdrawn passing) or 'WF' (withdrawn failing) depending on the student's grade point average in the course at the time of withdrawal. Once a course is  $\geq 70\%$  completed, a withdrawal is not permitted except under extenuating circumstances. Any student who fails to complete the course will receive zero(s) for any uncompleted assignments and tests, and the final course grade will incorporate those zero(s) into the grade calculation.

The designation of "I" (incomplete) will be used when a student is unable to complete the course at the regular time because of a reason acceptable to the IOR. In such cases, arrangements will be made by the IOR for the student to complete the course requirements, and the grade of "I" will then be replaced by whatever grade the IOR considers the student to have earned. It is the responsibility of the student to work with the IOR in determining under what circumstances the "I" grade can be changed; however, the student must remove the "I" by the end of the following term. Failure to remove the "I" within the allowed time as recorded in the UTHSC student handbook will result in a grade of "F" being recorded as the permanent grade.

### **UTHSC BSN Program Exam Policy**

In accordance with College of Nursing policy, students must have an average of 75% on all exams in order to successfully complete the course. Papers, projects, learning modules, etc. will be added in after the exam average is calculated and determined to be 75% or greater. If the exam average is below 75% (74.9% or lower), the course grade will be based on the exam average percent.

**Example:** The formula to calculate averages based on weighted exam scores for the NSG 421 course is as follows:  $0.15 (\text{exam } 1) + 0.15 (\text{exam } 2) + 0.15 (\text{exam } 3) + 0.30 (\text{final exam}) = x/.75$  (Please note: formula will be different for each course)

The final course grade will include all other course items. Final course grades ONLY will be rounded to the 10<sup>th</sup> place. NO ROUNDING OCCURS UNTIL THE FINAL COURSE GRADE.

### **Make-up Exams**

The BSN Program has a no make-up exam policy. Students are expected and required to take exams or complete quizzes as scheduled. Course specific policies will apply to quizzes. Any student who will be absent from an examination must notify faculty before the exam, unless emergency circumstances prevent this, then as soon as possible. The weight of the missed exam will be added to the final exam/project. (Example: The student misses an exam because of illness and that exam is worth 15% of the total grade for the course, there will be no make-up exam. When the student takes the final examination in the course, the missed 15% of the exam will be added to the weight of the final exam/project. If the final exam/project normally is worth 30% of the total course grade, then, for this student, the final exam/project weight would be 45%.) The College of Nursing final exams/projects are comprehensive all material will be included on the final.

ATI Assessments are part of the ongoing assessment within the program. Therefore, if a student must miss the scheduled assessment due to illness or another emergency the ATI assessment will be rescheduled as soon as possible.

### **Exam Review**

Per the IOR's discretion, upon completion of each unit exam, students may have the opportunity to review the questions and rationales for answers directly on their computer. It is required that no talking, discussing, or recording of information of any kind occurs while reviewing the exam. If any student is disruptive or talks during the review, the student will be dismissed from reviewing the exam. All personal items/materials must remain outside the exam and review area.

Computerized or Pencil and Paper Unit and Final Exams are given at set times no late arrivals are accepted. If a student arrives once the exam has begun, the student must follow the no make-up exam policy, and the percentage will be added to the final exam. Students taking an exam in another location (such as SASSI) must also abide by the established start and end times. All exams are time-limited, closed-book, and reflective of individual effort. The testing format in both versions is consistent with that used for the NCLEX-RN exam and may contain any of the alternative testing formats. Thus, in computerized testing, each question appears on the computer screen only once and cannot be revisited. Exams that are designated to be taken on blackboard do not cut off at the time limit; rather points will be manually deducted if the time limit of the exam is exceeded. One point per minute that exceeds the time limit will be deducted. Partial minutes are rounded to the next whole minute (i.e., 3 minutes 20 seconds = 4 points deducted).

If a student has a grade dispute, he/she must notify the IOR **within one week** after the grades are posted.

### **ProctorU Exams**

During times of limited access to campus or for online courses, ProctorU may be used to proctor exams online. Students must follow ProctorU and CON guidelines for entry into exams. Reviews will follow exams and students must strictly adhere to the Honor Code, and rules of no talking, discussion, notes or recording applies during or after this review.

### **Students should adhere to the following Exam rules**

- The Honor Code applies to all exams! Using, receiving, or providing unauthorized assistance or possessing unauthorized information or materials during exams is a violation of the Honor Code.

- All exams will begin at the established time, students may not begin the exam after the exam has started.
- Seating (when Face-to-Face) is on a first-come basis unless otherwise assigned by the exam administrator.
- Exam takers will be required to present an UTHSC ID card or valid driver's license. Anyone without one of these valid ID cards will not be allowed into the examination room.
- No watches or electronic devices (cell/mobile/smart phones, tablets, pagers, smart watches or other electronic devices) are allowed in the examination room.
- No books or other personal items are allowed in the examination room. Only your ID and pencils or pens are allowed. If you have your keys, they can be stored under your desk on the floor.
- Remove "Lab-Value cards" (pink and yellow cards) from ID prior to arrival.
- Hats, scarves, gloves and coats must remain outside of the examination room. In extreme circumstances, the exam administrator will determine if coats are allowed for that exam. (Provisions must be made for religious/cultural dress in advance of an exam.)
- All personal items must be stored away from the testing room.
- Food and drinks are not allowed in the examination room. You may have a couple of pieces of candy or cough drops at your desk.
- Basic earplugs only are permitted.
- Calculators will be provided when needed. You cannot bring your own.
- You may not bring any kind of paper for this computer-assisted exam (for F2F exams). If paper is allowed, one sheet will be given to you for your personal calculations by the exam administrator. Do not write notes prior to the exam beginning. You may not share what is written with any other student at any time. Sharing information in this way will be considered providing unauthorized assistance which is a violation of the Honor Code. After the exam, this paper with your name on it must be returned to the exam administrator. Other means may be assigned by the Testing Administrator.
- There should be no questions asked during an exam. If you have questions about an exam, address them to the primary exam administrator very quietly after the exam.
- No talking, discussing or recording of any information is allowed while reviewing the exam key.
- You may not leave the examination room until your exam is completed. If an emergency should occur, please raise your hand or approach the exam administrator and very quietly explain the situation and obtain permission before proceeding with necessary actions.
- Take time to analyze each question carefully; once you submit an answer you cannot return to that question. There is a set time limit for each exam. Example: 60 minutes for 50-item exams and 2 hours for 100-item exams (finals). The exam will end at the designated time.
- When you leave a F2F exam, please remain quiet outside the examination area. Please move far away from the doors of the room. This is a courtesy to other students who are still taking the exam.

### **Student Success Plan**

If a student scores less than 75% on a course specific evaluation, the instructor of record (IOR) will contact the student to make an appointment with the IOR. The IOR will email the student a link to the IOR Student Success Plan (I-SSP) to be completed during the meeting with the IOR.

During the meeting with the student, the IOR will provide guidance to the student on how to study and prepare for the next evaluation in the course and will encourage the student to make an appointment with the Learning Navigator (LN). Upon completion of this meeting the IOR will email the BSN Program Director and the LN to inform them that the I-SSP has been developed.

If the student is identified by the BSN Program Director as not performing well in more than one course, he/she will contact the student to set up a meeting. The student will be referred to the LN for ongoing support. Additionally, if a student has a subsequent score of 75% or less in the same course, the IOR will meet with the student a second time and refer the student to the LN for ongoing support.

If the student is unsuccessful in or withdraws from a course, the student must schedule a meeting with the BSN Program Director to create and sign an individualized Revised Plan of Study and complete a Director Student Success Plan (D-SSP). All students who complete a Revised Plan of Study will be referred to the LN for monitoring and follow-up.

### **Course Evaluations**

Course evaluations completed by students are extremely valuable to faculty. Review of student course evaluations offers faculty insight for consideration of changes in the course. Completion of course evaluations in a thoughtful and professional manner can facilitate faculty in continuing to offer students outstanding educational experiences in the program.

### **ATI (Required Nationally Normed Tests)**

All Pre-licensure students are required to take nationally normed tests throughout the curriculum and to make a satisfactory score on these tests. Those who have already passed NCLEX are exempt from this requirement.

The Assessment Technologies Institute (ATI) exams are used to provide feedback to students and educators to predict competency and success on the RN licensure exam, and to guide focused review. The ATI Proctored assessments will count for 10% of the course grade. Students will receive the highest numerical grade for each letter grade that corresponds to that level of proficiency or “cut score”.

- Level 3 Proficiency or Cut Score will earn a grade of 100 (A).
- Level 2 Proficiency or Cut Score will earn a grade of 91 (B).
- Level 1 Proficiency or Cut Score will earn a grade of 82 (C).
- Less than Level 1 Proficiency or Cut Score will receive a grade of 74 (D).
- Noncompletion of Practice Exam and Remediation will receive a grade of 0.

### **Criterion-Referenced ATI Proficiency Levels**

These classifications were developed as the result of a national standard setting study conducted by ATI, involving nurse educator content experts from across the U.S.

**Level 3** - Scores meeting the Proficiency Level 3 standard may be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

**Level 2** - Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content

area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

**Level 1** - Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

**Below (Less Than) Level 1** – Scores below the Proficiency Level 1 standard can be considered below minimum expectations and may be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

### **ATI Guidelines**

Students will have course specific ATI reading assignments, activities and individualized remediation plans. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

### **Review Modules/Books**

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work. Instructors may assign chapter reading either during a given course and/or as part of **active learning/remediation following assessments**.

### **Tutorials**

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a **Hint Button**, a **Talking Glossary**, and a **Critical Thinking Guide** are embedded throughout the Learning System tests to help students gain an understanding of the content.

### **ATI Practice Assessments**

Students will be required to complete Practice Assessment A. The Practice assessment is assigned as a proactive approach to help students identify areas that require remediation. Students will complete the Practice Assessment A which will be pass or fail. **Remediation will be completed based on the Practice Assessment score. Students will complete required remediation as outlined under “Topics to Review”.**

### **Focused Reviews/Active Learning Remediation**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in individual courses and on the NCLEX exam. Required remediation individualized **Focused Review** will be generated following completion of practice assessments using **links to ATI eBooks, media clips, or active learning templates**. Remediation is mandatory; however, requirements may vary depending on the score obtained on the completed practice assessment. Remediation will be based on the Practice A score using the above ATI resources. A score of 75-85% (2hrs), 86-95% (1hr), and 96-100 (no remediation).

Faculty has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students must provide documentation that required ATI remediation was completed using the **“My Transcript” feature under “My Results”** of the ATI Student Home Page or by submitting written Remediation Templates as required. **\*\*Specific requirements per course will be included in your course syllabus. If you do not complete the Practice**

Assessment, you will not be allowed to take the required ATI proctored assessment.

**\*\*If these items are not submitted by the due date the student will not be allowed to take the ATI proctored exam and receive a grade of zero (0).**

<b>ATI Practice Assessment A</b>
<b>The practice assessments will be 10% of the course grade</b>
<b>After the Completion of Practice Assessment A. Remediation:</b> <ol style="list-style-type: none"><li>1. For each topic missed, complete an active learning template and or</li><li>2. Review topic in eBook and take end of chapter quiz</li></ol>

<b>96-100%</b>	<b>86-95%</b>	<b>75-85%</b>
No Remediation Required	One (1) hour remediation required	Two (2) hours remediation required

**ATI Proctored Assessment**

ATI exams offer an assessment of the student’s basic comprehension and mastery of course content and concepts. Students will obtain this score based on the level achieved on the Proctored Assessment. The Proctored assessment will count for 10% of the course grade.

### General Dosage Rounding Rules

The UTHSC College of Nursing dosage rounding rules will need to be appropriately applied to all dosage calculation problems. Credit will not be given for answers with incorrect rounding or those failing to adhere to other rules as directed for calculation of dosages.

1. **Tablets/Capsules** – round to the nearest whole tablet. Round up or down depending on the calculated dose i.e.: *1.1 – 1.4 tablets, give 1 tablet; 1.5 – 1.9 tablets, give 2 tablets.*  
Scored tablets may be broken in half. If scored, tablets should be rounded to the nearest half tablet. *Example: 1.4 scored tablets = 1 ½ tablets*  
*\*Capsules are not scored.*
2. **Liquid (Oral)** – round to the nearest tenth. i.e.: 10.3ml of cough syrup may be given. Pour 10mL into medicine cup; draw up the 0.3 mL in a 3 mL syringe and add to the medicine cup.
3. **Liquid (Injectables)** – round to the tenth or hundredth (depending on volume).  
Milliliters
  - Volumes less than 1 - round to the nearest hundredth i.e.: = 0.75mL
  - Volumes greater than 1 – round to the nearest tenth i.e.: 1.25mL – 1.3mLSyringes
  - Use a 3 mL syringe for any dose between 1 and 3 mL. *Round to the nearest tenth.*
  - Use a 1 mL (tuberculin) syringe for doses < 1 mL. *Round to the nearest hundredth.*
4. **Intravenous (Basic Fluid/Piggyback Infusions)** – round to the nearest whole number. This applies to flow rates calculated in **drops/min or mL/hr** i.e.: 15.4 drops/min = 15 drops/min
5. **Intravenous (Medicated/Dose-Based Flow Rates)** – round to the nearest tenth. i.e.: 0.45mg/min = 0.5mg/min, 0.69 milliUnits/min = 0.7 milliUnits/min
6. **Pediatrics** – use the same rounding rules applied to adult medications depending on type.  
Calculating Dosage
  - Round to the nearest tenth. i.e.: 5.35mg = 5.4mgCalculating Weight
  - Kilograms – round to the nearest tenth.
  - Body Surface Area – round to the nearest hundredth.

### **Other Rules:**

To prevent error, all calculations must have:

- **Leading zeros** – If the calculated dose is a decimal number that is not preceded by a whole number, a zero **must** precede the decimal point.  
**Example:**  
*Answer = 0.75 mL (correct); Answer = .75 mL (incorrect)*
- **No trailing zeros** - If the calculated dose is a decimal number that ends in zero, the zero holding no value **must** be omitted.  
**Example:**  
*Answer = 1.5 mL (correct); Answer = 1.50 mL (incorrect)*
- **Labels** –\* All calculated doses must be labeled with proper units of measure.  
**Example:**  
*Answer = 7.5 mcg (correct); Answer = 7.5 (incorrect)*

*\*Exception: some exams will already have the label as part of the answer. Only in that instance will the student document a number without a label.*

**Example:**

*Answer =   5   ml (correct); Answer =   5 ml   ml (incorrect)*

### **XIII. DRESS POLICY**

#### **Classroom Dress Code:**

- Students are expected to present a professional appearance while on campus. Attire consists of the University of Tennessee – College of Nursing (UTHSC CON) approved scrubs, visibly displaying in clear view appropriate student identification badge/s worn at eye level in the classroom setting. Approved scrubs include the clinical scrub top in hunter green with orange piping, or any regular hunter green scrub top and hunter green scrub pants.
- Shoes must be closed toe appropriate for walking on campus. Hats and head coverings must meet the same requirements as clinical. If needed for warmth a white lab coat, light jacket or sweater may be worn over the scrubs.
- Students that are not dressed appropriately will be dismissed from class and may receive a grade of zero for any missed class assignment.

#### **Clinical Dress Code:**

- Students are expected to present a professional appearance at all times. The appropriate (University and facility specific) student identification badges must be worn in clear view at eye level/shoulder level. ID badges are not to be worn around the neck on a lanyard.
- The uniform consists of University of Tennessee Health Science Center – College of Nursing (UTHSC CON) approved hunter green with orange piping tops and hunter green pants scrubs. The CON patch must be centered below the shoulder seam of the left sleeve. Uniforms must be clean, unwrinkled, stain-free, properly fitting, and in good condition. If an undershirt of any kind is worn underneath UTHSC CON-approved scrubs, the color must be white. Thermal undershirts are not to be worn. Clean, leather, fully-enclosed nursing shoes that are all white must be worn with the uniform along with white socks or hose. Leather tennis shoes that are all white may be worn.
- Hats or head coverings of any kind, unless they are required as part of religious beliefs, practices, or observances, are not to be worn. Headbands are permitted but must be solid in color and must not exceed 3 inches in width.
- If a white lab coat (designated by the College of Nursing) is worn over the uniform, it must have a CON patch below the upper left shoulder seam.
- Individual courses may post specific dress code requirements to meet specific clinical institution policies.

#### **Laboratory Dress Code:**

- Students in the laboratory setting are expected to adhere to the clinical dress code (refer to preceding section) with the following exceptions:
- The UTHSC CON approved fleece is the only outerwear, other than the designated white lab coat, that may be worn in the laboratory setting.

#### **Dress Code for Professional Events/Alternative Experiences:**

- Examples of professional events or alternative experiences may include but are not limited to scholarship banquets, white-coat ceremony, DVP lectureships, and clinical site visits.
- Business casual attire is required and includes but is not limited to dress slacks/pants, dresses, skirts, blouses, collared/dress shirts, blazers, sweaters, and dress shoes. Clothing that is not business casual includes jeans, T-shirts, leggings, shorts, sportswear, revealing clothing (i.e. shirts that expose the chest, dresses/shirts that are too short, visible underwear, etc.), flip flops, tennis shoes, or stilettos and therefore should not be worn.
- Hats or head coverings of any kind, unless they are required as part of religious beliefs, practices, or observances are not to be worn. Headbands are permitted but must be solid in color and must not exceed 3 inches in width.

### **Grooming:**

Students are expected to be neatly groomed when involved in patient care. \*

1. When involved in patient care, hair must be neatly combed. Hair color should be a natural color (fad colors such as blue, green, purple, etc. are not acceptable). Long hair must be pulled away from the face and should not interfere with patient care. Beards and moustaches should be neatly trimmed and should not interfere with patient care.
2. When involved in patient care, cosmetics should be used with moderation. Perfumes and body fragrances should not be worn; many clinical facilities are fragrance free.
3. When involved in patient care, jewelry should be kept to a minimum without visible body piercing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than a single small earring such as a stud in the ear lobes.
4. When involved in patient care, fingernails must be well groomed, clean and trimmed with no artificial fingernails or any type of nail extenders. Natural nail tips should be no longer than ¼ inch. If nail polish is worn, polish color must be clear or neutral.
5. Some clinical sites may have stricter regulations and students must adhere to those regulations (i.e. tattoos).

\*Patient care includes contact with patients in the clinical setting or laboratory setting.

### **Appearance for Community Clinical Experiences and During Times When Students are in a Health Facility for Other Activities**

Students should wear their approved scrubs/shoes/lab coats for all community clinical experiences and all school related activities such as chart review. Attire for professional meetings (i.e. DVP lectureships) requires professional business attire.

## **XIV. STUDENT NURSES' ASSOCIATIONS**

**UTHSC Student Nurses' Association (UTHSC SNA)** is a voluntary organization of UTHSC nursing students. The organization elects officers, establishes dues, holds meetings, and carries out a variety of activities, such as sweatshirt sale fund-raisers, sponsoring junior/senior siblings, keeping a school scrapbook, and performing community service activities. When a student joins the UTHSC SNA, he/she will have the option to pay dues to the Tennessee Association of Student Nurses.

**Tennessee Association of Student Nurses (TASN)** is a voluntary organization for nursing students in the State of Tennessee who are enrolled in state-approved programs leading to licensure as a registered nurse. The organization provides tri-level membership. When a student elects to become a member, he/she will belong to the **National Student Nurses' Association (NSNA)**, the **Tennessee Association of Student Nurses**, and the local chapter, **The University of Tennessee Health Science Center, College of Nursing, Student Nurses' Association**. The TASN members address nursing education issues, as well as issues facing the professional nurse through their house of delegates at the annual TASN and NSNA conventions.

The annual TASN dues provide:

1. *Imprint*, the official magazine of NSNA
2. Eligibility for NSNA scholarships
3. Reduced rates for the TASN and NSNA conventions, reduced rates for the American Journal of Nursing, the American Nurses' Association convention, and the Tennessee Nurses' Association convention programs

**National Student Nurses' Association (NSNA)** is a voluntary organization of nursing students across the nation. Paid membership in the state organization, TASN, qualifies the student for NSNA membership.

**Black Student Nurses Association (BSNA)** provides service, knowledge, and a sense of awareness through community and university service. The BSNA is a newly established division of the campus-wide

Black Student Association, which was founded in 1992. Membership is open to all students from the College of Nursing.

**Sigma Theta Tau International (STTI), Honor Society of Nursing**

Membership in Sigma Theta Tau International is an honor conferred upon selected students in the BSN program who have demonstrated excellence in their nursing programs. More information about eligibility and invitation to apply will be made available during the program.

The purposes of Sigma Theta Tau International are to:

1. Recognize superior achievement
2. Recognize the development of leadership qualities
3. Foster high professional standards
4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession

**Student Representation on College of Nursing Committees**

Student representatives are invited to serve for a full year (unless otherwise noted) in the following Nursing committees:

- Curriculum Committee
- Admission and Progressions Committee
- Continuing Education Committee

**XV. HEALTH SERVICES - UTHSC**

**Student Services** <https://www.uthsc.edu/univheal/>

**Emergency Phone Numbers**

Medical Emergencies (UHS).....	448-5630
Mental Health Crisis Counseling (days & nights) .....	1-800-327-2255
Dental Emergencies.....	448-6241
Security - UTHSC (emergency transportation).....	448-4444
Ambulance (City ambulance service).....	911
MED ER.....	545-7826
Methodist ER.....	726-7600
Le Bonheur Children’s Hospital.....	572-3112

**XVI. EXPOSURE POLICY**

**Exposure Report Policy**

Policy about exposure to blood or hazardous body fluids at The University of Tennessee Health Science Center requires that ALL exposure incidents be reported to University Health Services. Procedures are for University of Tennessee Health Science Center's students, residents, and employees who sustain an exposure to blood or hazardous body fluids.

**Immediate Treatment**

(See University health policy in the *CenterScope*)

**Notification Procedures for Exposed Students**

After immediate treatment is complete, the exposed healthcare students and residents should immediately call 448-5141 to speak with the UTCHS Exposure Coordinator, who will counsel the student and refer for appropriate care.

If the exposure occurred off UTHSC campus, **after treatment has occurred**, student must report the exposure to UTHSC Occupational Health Services (OHS) at 448-5630. On holidays and weekends, contact

UHS on the following business day. (For treatment of an exposure that has occurred on UTHSC campus, call the number below at any time.)

### **Treatment Sites**

UTHSC Campus – 448-5630  
Baptist Memorial Hospital (Memphis) – 766-5100  
Le Bonheur Children’s Medical Center Hospital – Call operator for Infection Control person or Infectious Diseases physician at the MEDPLEX – 545-7166  
Methodist University Hospital – 516-7600 or call operator for Infectious Diseases physician at St. Francis Hospital – 765-2180  
St. Jude Children’s Research Hospital – 522-0485  
VA Hospital – 528-8990, extension 5454 (emergency room)

## **XVII. SAFETY ISSUES**

### **UTHSC Secured Campus Buildings**

A UTHSC ID will be required to enter most campus buildings:

### **UTHSC Campus Police**

The Campus Police Department offers safety escort services on campus and within the immediate area from dusk to dawn, and issues identification cards and keys to students and other authorized personnel. Please notify Campus Police at 448-4444 if you need an after-hours safety escort.

In the event of an accident, crime or other emergency, dial extension 8-4444 if on campus. Officers will respond and will contact the appropriate personnel. Students are urged to contact campus police whenever they observe suspicious or unusual behavior on campus.

In order to provide additional security, a number of “Blue Light” emergency telephones are strategically located throughout the campus. You are strongly encouraged to note the location of these phones and are invited to make a test call. Please inform the dispatcher at the onset that your call is a “test.” If you have any questions or problems during your experience at UTHSC, please feel free to stop by the Campus Police office at 3 North Dunlap Street. For more information, you may access the following link:

Crime Prevention and Education - Tips for a Safe Campus  
<https://www.uthsc.edu/campus-police/public-safety/tips.php>

### **UTHSC Parking**

Students will receive their UT ID and parking hangtag during new student orientation. To get a replacement parking hangtag, contact the Parking Services Office located at the UTHSC Campus Police Office at 3 North Dunlap Street, Memphis, TN 38163. The office is open from 8:00 a.m. to 11:00 a.m. and from 12:00 noon to 4:15p.m., Monday through Friday. If you have any questions or concerns about parking, please call 448-5549 or 5546 or visit the office. For more information, visit the UTHSC main website (<http://www.uthsc.edu/>) or the Campus Police website at <http://www.uthsc.edu/campuspolice/>).

Any motor vehicle parked on University property, other than in paid meter spaces, must display a valid University of Tennessee parking permit. The type of permit indicates the areas where the vehicle may be parked. Use of a motor vehicle on University of Tennessee property is a privilege, not a right, and is made available only under the policies established in the University Rules and Parking Regulations currently in effect.

### **UTHSC Closing for Inclement Weather**

1. Only the Chancellor (or his designee) can cancel classes and close the University.
2. Faculty, staff, and students should assume the University is open, regardless of the weather.
3. If the Chancellor decides to close the University, the Dean will be notified and in turn will notify all chairs/program directors in the College.
4. The Chair will notify faculty, staff members, and students if the University is closed.
5. Call 44U-TICE (448-8323) for inclement weather updates.

## **XVIII. DISASTER INFORMATION**

### **UTHSC Homeland Security offers the following Postings**

1. Vice Chancellor of University Relations has issued a warning that all campus staff, faculty and students wear their University ID at all times while on campus.
2. UTHSC has developed a liaison with the TN State Department of Homeland Security.
3. Increased Patrols of sensitive areas.
4. The Campus Disaster Manual was reviewed and updated by key University staff.
5. Updated and ordered supplies and equipment to deal with a Campus Disaster.

Contact Information: UTHSC Campus Police  
740 Court Avenue  
Memphis, TN 38163  
(901) 448-4444

### **UTHSC DISASTER INFORMATION**

#### **If a Fire is Discovered:**

1. Pull the nearest fire alarm.
2. Call 8-4444 if time permits and give Campus Police the building name and room number.
3. An officer will be dispatched to the entrance of the building to assist fire fighters in entering and provide directions.
4. Call 9-911 and give the street address, floor, and room number.

#### **If There is No Alarm:**

1. Pound on doors to notify others on your floor.
2. Shout a warning on your way out of the building.
3. Exit the building quickly by the stairs.
4. Do not take the elevators. Elevators may malfunction during a fire or an electrical current may be affected by the fire, thereby trapping occupants in the elevator.
5. Do not open a door if the doorknob or door is hot.

Evacuation is planned in advance with all personnel, and a practice evacuation is held periodically. Also, each section (floor) has an appointed safety monitor whose job it is to see that all personnel are evacuated from the section (floor) in the event of a fire alarm or other emergency. Employees and students should leave the building if instructed by a safety monitor.

Safety monitors are employees in the GEB and are thoroughly familiar with the location of all exits from their sections, as well as fire extinguisher, hoses, and fire alarm pull stations. A fire extinguisher is located in the hallway of each floor and may be used to contain minor fires.

#### **NOTE:**

1. The fire alarm system is normally tested once a month during the night.
2. The fire alarm is occasionally accidentally tripped during working hours.
3. An alarm that is turned off after a few seconds is probably the result of accidental tripping and can usually be ignored. However, if the alarm continues to sound, leave the building.

### **UTHSC Fire Safety and Evacuation Plan, General Education Building (GEB)**

The General Education Building is located on the southeast corner of Madison and Dunlap. The address is General Education Building, 8 South Dunlap Street, Memphis, TN 38163.

Memphis/Shelby County Emergency	9-911
Campus Police Dispatcher	8-4444
University Safety office	8-5507
Information Center (GEB Lobby)	8-6960
General Education Building Manager	8-6394

### **First Aid Kits**

First aid kits are located in the GEB in rooms B140, B238, and B317.

## **XIX. EARTHQUAKE GENERAL INFORMATION**

### **General Information**

During a major earthquake, you may experience a shaking that starts out to be gentle, within a second or two grows violent, and knocks you off your feet. Alternatively, you may be jarred first by a violent jolt; a second or two later, you may feel the shaking and find it very difficult, if not impossible, to move from one room to another.

#### **If you are inside, stay inside.**

1. In classrooms or offices, move away from windows, shelves, and heavy objects and furniture that may fall. **Take cover** under a table, desk or counter.
2. If shelter is not available, move to an inside wall or corner, turn away from any windows, kneel along the wall, bend your head close to your knees, cover the sides of your head with elbows, and clasp your hands firmly behind your neck.
3. If notebooks or jackets are handy, hold these over your head for added protection from flying glass and ceiling debris.
4. In halls, stairways, or other areas where no cover is available, follow the above procedures.
5. In laboratories, all burners should be extinguished before taking cover. Stay clear of hazardous chemicals that may spill.

#### **If you are outside, stay outside.**

1. Get into an open area away from buildings, trees, walls, and power lines. Lie down or crouch low to the ground. Be alert to other dangers that may demand movement.
2. Be prepared for aftershocks. These may be as strong as the initial earthquake. If shaking begins again, be prepared to take cover in the nearest safe place.

### **Earthquake Evacuation**

The key to developing procedures for a quick and orderly evacuation is a thorough assessment of the hazards likely to be encountered in route from the classroom and other activity rooms to safe, open areas.

1. Hallways may be cluttered with debris from ceilings, fallen light fixtures, broken glass, exposed electrical wiring, and toppled storage units after an earthquake.
2. If the lighting system fails in enclosed hallways or stairways, darkness will make it difficult to navigate safely.
3. **Do not take the elevator.** Elevators are extremely vulnerable to damage from earthquakes. Ground shaking may cause counterweights and other components to be torn from their connections, causing extensive damage to elevator cabs and operating mechanisms.

### **Bomb Threat**

A bomb threat is defined as any situation in which someone expresses an intention to do harm with an explosive device that is designed to detonate. Example: A suspected bomb is placed in an area and the information is called into the hospital and/or school.

### **Response to a Bomb Threat on the UTHSC Health Science Center Campus**

Upon receiving a bomb threat by telephone or some other form of communication, obtain as much information as possible that will be useful in dealing with the situation.

1. Content of call
2. Voice characteristics
3. Background noise, etc.

As soon as the call is terminated, notify the Campus Police Dispatcher (8-4444), who will take appropriate steps to handle the matter.

A swift and calm response is important, and discreet actions are essential to avoid over publicizing a bomb threat and creating unnecessary anxiety and panic. Panic will play into the hands of the caller and may also cause more damage than a blast. Even though the matter is urgent, maintaining a calm environment is essential and actions must be taken with this in mind.

## **XX. STUDENT RIGHTS**

### **Rule: 1720-3-3-.01**

It shall be the responsibility of each member of The University of Tennessee Health Science Center community to become acquainted with the policies and rules governing that community. Any violation of these policies and rules will be subject to disciplinary action that shall be stated in a later section entitled “Disciplinary Regulations and Procedures.”

The University of Tennessee Health Science Center as an academic institution is primarily engaged in providing learning experiences for students in a favorable setting for pursuit of a professional career in the health sciences. Through participation in curricular and extracurricular activities, the student has the opportunity to develop a foundation for intelligent and professional participation in a career and society, and toward a meaningful personal life.

To apply its responsibility successfully, the University needs the understanding, support, and assistance of each student. It is especially important that the University set forth rules and standards that assure that the affairs of UTHSC are conducted in an orderly manner, to point out the rights and responsibilities of students, and to insure the students’ rights and responsibilities. Therefore, the intention of this document is to set forth those standards and policies.

Students must read and become familiar with the section of the **CenterScope** that explains student rights and responsibilities. The **CenterScope** can be accessed at <http://catalog.uthsc.edu/>.

## **XXI. FINANCIAL ASSISTANCE AND SCHOLARSHIP OPPORTUNITIES**

A limited number of scholarships are awarded by the College of Nursing. In order to be considered for any of these scholarships, students must have completed the online Free Application for Federal Student Aid (FAFSA) that can be accessed at <https://www.uthsc.edu/financial-aid/>. Students should complete the FAFSA prior to the last day of February for consideration for the rest of the full semester. Refer to the student online packet under the nursing website for a list of available scholarships. <https://www.uthsc.edu/financial-aid/types/scholarships-and-grants.php>

## **XXII. STUDENT SERVICES**

### **UT Federal Credit Union**

Students are eligible to join the UT Federal Credit Union located at 910 Madison Avenue, Ste. 100, Memphis, TN 38103. There are no monthly fees as long as you are a student. The Memphis Branch phone number is 901-448-3612 or 800-264-1971.

### **UTHSC Library**

All students must attend a library orientation session and complete the recommended online library tutorial that can be accessed at <http://library.uthsc.edu>

#### **Location**

877 Madison Avenue  
(Lamar Alexander Building)  
(901) 448-5634 or (877) 747-0004